

**ARTEMINA HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
DATE: September 24, 2003**

**The Artemina Homeowners Association, Board of Directors open meeting was held at Perkins Restaurant on the NE Corner of Arizona Avenue and Warner Road at 7:00 P.M. (MST).**

**Board Members Present:**

Randy Kunzelmann, President  
Frank J. Danielson, Secretary  
Jamie Limber, Director  
Lance Tolstedt, Director

Ron Jarvis, VP and Treasurer was absent from this month's Meeting.

**Management Present:**

Maggie Pinckard-Story, Community Manager and David Payan, with Rossmar & Graham.

**Guests Present:** Approximately four (4) Homeowners were present.

**Special Note:** Randy Kunzelmann, Board President, delayed the start of this month's meeting to accommodate late arrivals due to bad weather conditions.

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**Open Forum:** Randy Kunzelmann, Board President, opened this month's Board of Directors Meeting at 7:12 P.M. (MST) to an Open Forum to enable open discussions among the Homeowners in attendance, Board Members and the Community Manager.

At 8:01 P.M. (MST) the Open Forum was closed and the Board of Directors Meeting was opened.

First Motion: Frank Danielson      Second Motion Randy Kunzelmann      Motion Carried

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**New Community Manager:** Randy Kunzelmann, Board President opened the regular Board Meeting by informing the Board Members that he had learned from Rossmar & Graham that Craig Baltz had resigned from Rossmar & Graham. At that point Maggie Pinckard-Story introduced herself as Rossmar & Graham's new Community Manager for Artemina HOA replacing Craig Baltz who resigned for personal reasons.

**Minutes:** The minutes of the last Board of Directors Meeting on August 21, 2003, prepared by Frank J. Danielson, Secretary, were reviewed and approved without change or modifications.

First Motion: Lance Tolstedt      Second Motion : James Limber      Motion Carried

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**Financial Report:** Maggie Pinckard-Story reviewed the Financial Report for the month of August, 2003 which was prepared by Rossmar & Graham. Listed below is a summary of the discussions and/or questions that were raised during Maggie's review:

- 1. Current Budget Cycle:** Craig Baltz conducted a mid-month working meeting with Ron Jarvis, VP and Treasurer to finalize the first pass "draft" of the 2004 Artemina HOA Operating Budget.
- 2. Budget Committee Meeting:** The Board of Directors made a motion to conduct a Special Budget Committee Meeting on Tuesday, October 7, 2003. The purpose of this Special Budget Committee Meeting will be to review and finalize the Artemina HOA 2004 Operating Budget.

First Motion: Randy Kunzelmann      Second Motion: Lance Tolstedt      Motion Carried

- 3. Budget Variances:** The Board of Directors had the following questions relative to several variances of Actual Expenses versus Budgeted Expenses for August.

- a. Liens/Collection Cost - \$176. Actual versus \$50. Budgeted
- b. Printing Cost - \$231. Actual versus \$70. Budgeted
- c. Postage Cost \$67. Actual versus \$30. Budgeted
- d. Insurance Cost \$289. Actual versus \$289. Budgeted
- e. General Maintenance \$290. Actual versus \$92. budgeted

Maggie Pinckard-Story stated she would take the action to investigate these actual versus budgeted variances for August and committed to report back to the Board Members as soon as she completes her investigation.

- 4. Management Fee:** The Financial Report stated that Rossmar & Graham had increased the Monthly Management Fee from \$1045. per month or \$4.41 per door \$1304. per month or \$5.50 per door. The Board acknowledged that Exhibit "A" of Renewal Management Agreement dated December 2, 2003 gave Rossmar & Graham contractual right to increase the Monthly Management Fee to \$5.50 per door or \$1304 however, the Board Members felt that a 25% increase in the monthly Management Fee warranted at least the courtesy of a verbal or written notice. This increase comes at a time when the Artemina HOA is not at all pleased with the overall performance of Rossmar & Graham.
- 5. Out of Line Expenses:** The HOA Board confirmed with Maggie Pinckard-Story that the \$5000. authorized by the Board Of Directors in the August Board Meeting had been transferred by Rossmar & Graham from Artemina's Reserve Account to the Active Account to pay Utility Bills due in early September. The HOA Board still expects Maggie to make good on Craig Baltz's commitment to return this \$5,000. to the Reserve Account by no later than the year end 2003.

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**Management Report:** This portion of the Board Meeting was used primarily as an open discussion with Maggie Pinckard-Story to summarize for her the outstanding Action Items that had been brought to the attention of Craig Baltz and had still not been addressed or resolved. These Actions Items are as follows:

- 1. Drinking Fountains:** At the August Board Meeting, Craig Baltz was directed to have the drinking fountains in the Both Play Areas removed and to professionally cap off the water line and the electrical wiring so as not to create a safety hazard. This has not been accomplished but Maggie Pinckard-Story committed to accomplish this Action Item. Additionally, as originally requested by the Board, she committed to provide the Drinking Fountains to Richard Visokey, Lot 225, (480)664-3774 who agreed to attempt to sell these drinking fountains on “ebay” with the proceeds going into the HOA Active Account.
- 2. Lighting:** Maggie Pinckard-Story had a telephone conversation with Camelot Homes and Camelot’s initial position was that the Bollard Lighting Fixtures were damaged by vandalism and that Artemina should file a claim with their insurance company. Per Maggie, filing a claim with Artemina’s insurance company is not an acceptable solution. Maggie committed to personally meet with the Arizona Registrar of Contractors to discuss Artemina’s options to get these Bollard Lighting Fixtures replaced. Further, Randy Kunzelmann committed to meet with Mark Hancock, President, Camelot Homes in an effort to convince Mark that it’s in the best interest of Camelot’s reputation to replace the existing Bollard Lighting Fixture with a fixture more appropriate for a quality Camelot Development.
- 3. Street Repairs:** Maggie Pinckard-Story had no updated status on this issue but, Jamie Limber re-emphasized for Maggie that it was the City of Gilbert that several months ago marked-up the streets and sidewalks with colored paint to reflect needed repairs. These repairs are required to be performed by Camelot Homes the developer of Camelot. Maggie committed to pursue Camelot with a “firm” letter asking when these repairs will be performed by Camelot.
- 4. Water Tower:** Maggie Pinckard-Story had no current status to report as to why the light in the Water Tower in the entrance to Artemina is still not working. Maggie took the action to investigate and report back to the Board of Directors.
- 5. Tree Replacement:** The three (3) Chinese Evergreen Elm trees along Cambridge Street in front of the North Park have been replaced. The cost of replacing these trees was paid by the insurance company for driver of the vehicle that uprooted these trees.

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**Old Business:** All Old Business was covered above in the Management Report.

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**New Business:**

- 1. Web Site:** Randy Kunzelmann and Jamie Limber discussed the current status of the new proposed Artemina Website [www.arteminaaz.com](http://www.arteminaaz.com). Randy displayed a “draft” of a proposed Artemina News Letter for this new Website. Also, Randy introduced the idea/possibility of running some select classified ads for neighborhood businesses to earn a little revenue for the Artemina HOA .
- 2. Architectural Review Committee:**
  - a. Approved Request:** Jim Limber raised the issue to both the Architectural Review Committee and the Board of Directors that on May 16, 2003 when the Architectural

Review Committee and the Board of Directors approved the Architectural Review Request from Monica Chipman to install a Redwood Rainbow Play System in her backyard at Lot #157, 1170 W. Silver Creek Road, that it was approved with the explicit condition that she plant mature trees to screen the view of this Play System from her neighbors and side street. To date it appears that no effort has been made to plant these mature screening trees. Maggie Pinckard-Story committed to prepare and issue a “Warning Letter” reminding Monica Chipman that the approval of her Architectural Review Request was conditioned upon her installing mature screen trees and if she fails to install these screening trees, the approval of her original Architectural Review Request will be rescinded.

**b. Lot No. 230 Ramada:** As a follow-up to a discussion at last months Board Meeting, Lance Tolstedt reported to the Board of Directors that the Architectural Review Committee had just now received an Architectural Review Request from Lot No. 230 at 1035 W. Bosal Drive for a Ramada that has already been built in their back yard. Following, a lengthy discussion it was unanimously agreed by both the Board of Directors and the Architecture Review Committee that this Architectural Review Request be denied with several suggested alternatives to make this Ramada in compliance with the Conditions, Covenants and Restrictions for Artemina. Further, in this same response the Architectural Review Committee will include a request for an Architectural Review Request to cover the added height already made to the rear yard wall.

**c. Architectural Review Committee:** Also, as a follow-up to a discussion in last month’s Board Meeting, Lance Tolstedt requested that Monica Chipman be removed from the Architectural Review Committee. Monica has shown little interest or participation in the Architectural Review Committee activities for several months. It was agreed that the Architectural Review Committee would send a letter to Monica Chipman removing her from the Architectural Review Committee.

**3. October Board Meeting:** The October Artemina HOA Board Meeting has been rescheduled from Thursday, October 16, 2003 to Thursday, October 23, 2003. This Board Meeting is being rescheduled because Maggie Pinckard-Story has a schedule conflict and will be out of town. Maggie agreed to make a good faith effort to get Rossmar & Graham to pick-up the cost of printing and postage for the Special Meeting Post Cards that will have to be mailed to all Artemina Homeowners alerting them to this reschedule in the October Artemina HOA Board Meeting.

**4. Artemina “Action Log”:** During the course of the Board Meeting, Maggie Pinckard-Story recorded thirty-three (33) new and old “Action Items” for Rossmar & Graham. Maggie committed to review those Action Items with Lori Lock-Lee her immediate manager and by Friday, September 26, 2003 to prepare and publish to each Board Member an Artemina Action Log. Further this Action Log would be updated by Maggie on a weekly basis and issued each Friday to the Board of Directors. The new Artemina Action Log with weekly updates proposed by Maggie was enthusiastically welcomed by all Board Members.

**5. Management Fee Credit:** Randy Kunzelmann, told the Board of Directors that in a recent telephone conversation with Lori Lock-Lee, Regional General Manager for Rossmar & Graham that she agreed to issue a credit in the amount of \$500. against the October Management Fee . This credit was for the inconvenience caused by the sudden change in the

Artemina Community Manager. It was the unanimously agreed by the Board Members to accept this offer of a \$500. credit from Rossmar & Graham.

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**There being no further business brought forth to discuss, the meeting was adjourned at 10:46 P.M. (MST).**

**First Motion: Randy Kunzelmann      Second Motion: Lance Tolstedt      Motion Carried**

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Respectfully Submitted,

Frank J. Danielson  
Secretary