

Las Colinas Condominium Owners' Association Inc.

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MINUTES February 27, 2025

Present:

Michael Mickey Prock, President (MP)
Steve O'Pry, First Vice-President (SO)
John Saputo, Second Vice-President (JS) **Absent**
Sandra Vazquez, Treasurer (SV)
Rob Mayer, Secretary (RM)

I. Call to Order

II. Secretary's Report

- **RM Reviewed the minutes from the previous annual meeting on January 18, 2025.**
- **A call for volunteers was made. We have one volunteer for the social committee and no volunteers so far for the Architectural Review and Communication Committees. MP added that the Architectural committee will most likely be the most involved committee. Their duties will likely include doing some reviewing of the grounds and making suggestions. Committees will report at the board meeting. Let the secretary know if interested in a committee.**
- **RM thanked everyone who has submitted their email and other information from the quarterly newsletter. Also we can save a lot of money if we can email newsletters instead of mailing them (Newsletter costs approximately \$400 to send out). MP: We would like to develop email distribution lists for emergencies. It was explained that the plan is eventually to have email groups set up by building so when, emergencies or updates need to occur we can email owners.**

- A question was received if email addresses would be confidential. The secretary said that all efforts would be made to keep emails as private as possible, but confidentiality could not be guaranteed because we are a volunteer staff and several different individuals would be involved in sending out emails. We will do our best to BCC emails.

III. President's Report

- We have been in office for one month.
- We filed for the Arizona Corporate Commission after the January 18th election. We received the document on February 12, 2025. This is needed to complete many tasks to do the work for the board. RM is temporarily a signer with SV until MP and SV are eventually the two signers on the bank accounts.
- We bought new computers as old computers were so old they had Windows 7.
- We have a new email. (Found at top of the minutes). If you have calls please call Apryl at the Las Colinas phone number. We prefer all requests go through this phone number. (Found at top of the minutes)
- Structure of maintenance crew has been modified. The Board assigns their tasks.
- We have changed locks to office. Only the board has access to office.
- We will try to do a quarterly newsletter.
- The President discussed that the board intent is to discuss expenses prior to expenses.
- We have engaged an accountant to do a forensic accounting engagement. (This is not an audit) They are recreating the last year's files in QuickBooks. This will take 4-6 months. Please be flexible when requesting documents at this time.
- A deep dive audit can cost \$60,000 -\$80,000.
- Questions asked: Are we going into the computers Katherine Trimm

had. There is limited info there so we are using more physical documents.

- **Question asked: Do we know how much Katherine was paid? Will not disclose anyone one's salary, but will say that she was paid what would be expected to be paid for a property of this size.**
- **Question: Too Many items are put in recycling that are not recycled. Can we add a list on recycling bins what items are recyclable? Also, if people would flatten boxes it would save room in recycling.**
- **We are going to prioritize projects for the future as a board. We are going to have budgets, timelines, and conversations about projects.**
- **Question: Do the Cameras all work? No. This will be a project for a future time.**
- **Question: What happens to the info after we get it back from CPA? It will be in QuickBooks and we will determine at that time, what we do with the information.**

IV. Treasurer's Report

- **The treasurer mentioned that we filed for the Arizona Corporate Commission after the January 18th election. We received the document on February 12, 2025. This is needed to complete many tasks to do the work for the Board.**
- **Treasurer mentioned that we are currently giving most documents to the CPA for the current review that is occurring. So please be patient when requesting information at this time as the treasurer does not have instant access to many documents at this time.**
- **Reminder to please include your name and condo number on the check is it may be correctly applied.**
- **The treasurer makes deposits twice per week.**
- **While we do have funds in our accounts, we cannot accurately create a budget for 2025 at this time. We have paid all current debts as an association at this time.**

- **MP: Payments - If you are behind on dues let us know, and we will work with you. If you don't come forward and we discover you are behind, you will be assessed late fees, penalties, lawyer fees etc.**
- **Question: Are we still using the same attorney as Katherine? Currently, yes.**
- **Question: Are parking spaces and washers and dryers included in COA Fees? We will know better once we receive our information from the CPA.**
- **Question: Has unit 257 been sold? We have accepted an offer. Once things are finalized, we will let owners know the details.**
- **Question: Windows replaced, if don't work is that under the COA's responsibility? No. That would be the owner's responsibility. SV The COA does not recommend repair people at this time.**
- **Understanding we were only to use plumbers The COA recommended owners use only licensed professionals. If you are doing any major renovation need to fill out an architectural review. That way it can be reviewed. We are working on updating the form.**
- **Insurance - Owners should have \$50,000 coverage for the COA deductible. Let The association insurance (Berwick and Himes) know after this is obtained**
- **Question: Do we know how many 1, 2, and 3 bedroom units we have? Yes, but not immediately available. This was provided to the owner who requested this information the next day.**
- **Are we still looking for a property manager? We are currently self-managing. Board is all taking on different tasks. We have to have our books in order before we can get a property manager (4-6 month timeline).**
- **Question: Mistake on the Arizona Transparency Report: Yes, we know and are working on getting it corrected.**
- **Questions: Can Renters have pet's? No.**

- Discussion of upstairs units flooring – It is the bi-laws, not sure of year. Common areas have to be carpet in common areas after a certain point in time.
- Question: Insurance - We have insurance, which comes due in the fall. We are insured with Berwick and Himes.

V. New Business

- Budget
 - \$2000 Computer Purchase and Software – explained the computers we had were from 2014, so we had to buy new computers/software. This was previously approved by the board as it was needed prior to the meeting.
 - \$800 Wifi (Annual Cost-Projected) for office - Discussion was raised this is expensive. The board will shop around for a reasonably priced service. SO made the motion RM Seconded. 4 Yea votes received. Motion passed.
 - \$1000 Landscape Maintenance Tools (i.e. Pole saw, safety equipment). Discussion was raised that a pole saw can be bought for around \$200. MP said that for a commercial quality pole-saw we were looking at a minimum of \$750 plus safety equipment. SO Made the motion SV seconded. 4 Yea votes received. Motion passed.
 - \$2500 Mold Remediation/Drywall Unit 175. Unit was damaged by a previous owner, owners ago. Found damage by improper repair. Used a shark bite copper to copper. It has fallen on the COA. This is to complete a project that was already started prior to this Board. So we need to complete the drywall and paint, and some minor other repairs. Will actually be closer to \$4000. SO made the motion RM Seconded. 4 Yea votes received. Motion passed.
 - \$2200 Replacement Washing Machine - This is to replace a broken machine broken in back laundry room. SO made the motion, SV seconded. 4 Yea votes received. Motion passed.
 - Back Wash Two Valve Replacement (Projected) \$16,000 – Had test, recommended the two valves need replaced and

updated. It project our water from passing water into the main system. Motion made to save \$2000 a month for 8 month in reserves to cover this expense when needed. RM made the motion, SP seconded. 4 Yea votes received Motion passed.

- **\$400 for Temporary Part-Time Help with Misc. Projects - Moved over item, not discussed.**
- **Landscaping**
 - **\$10,800 Trees, groundcover, temporary labor, plastic - Discussion occurred about the landscaping: Sand and gravel, composite board to fix rotting windows and molding and paint, plastic, 5 dwarf oak trees, and taking down trees. This includes some part-time help. TEP has some trees available, so we may be able to get a few trees. SO made the motion to modify the amount to \$6000. RM seconded the motion. 2 Yea votes, One Nay. One abstain. Motion Passed.**
 - **\$3000 Grass Reseeding – Occurs Routinely. 4 Yea votes received Motion passed**
- **Background Check- (not included on the original agenda) We are supposed to perform background checks on new owners. The proposal is to spend \$35 on new owners when they buy a unit at Las Colinas. MP made the motion to hire a company. SV seconded. 4 Yea votes received; Motion passed**
- **Owner Offer of Landscaping Contribution - The President read the generous offer made by Bill Scurrah to the Las Colinas Condominium Homeowner's Association, Inc., to donate \$2000 for the landscaping outside the building by the owner's unit. SV made the motion to accept. RM seconded. 4 Yea votes received. Motion passed.**

VI. Next Meeting

- **March 20, 2025 7:30 PM**
- **Annual Meeting: Saturday, January 17, 2026 10 AM**

VII. Homeowner Input

- **CCR and documentation are old. What is plan as a board. We are currently busy just updating documents that are needed for day to day. On our radar do not have time to work on right now.**

- **CCR need revising. What is the plan? We will have to hire an attorney and do a review. We do not have on our plan at this time.**
- **Caulking on some windows need replaced. We are currently working on windows and can have someone come look at your window concern.**
- **Parking spaces: Some people are parking in the incorrect spots. Call Las Colinas and they will come by and tag cars parked without appropriate permission.**
- **Thought of putting up fences in front of Property? We do not want to make the property look like a prison, so we would need to be careful what we do.**
- **Is the board keeping unit keys? No. We are not keeping unit keys as we do not want the responsibility.**
- **Hot water - Have to let run a long time to get hot water. We have a central boiler and sometimes it takes a long time to get warm**
- **Roofs- Do we have a plan on roofs- On our list, we are working on a plan and budget.**

VIII. Adjourn - RM Made Motion, MP Seconded

- **Adjourned at 9:20**