

# NORTHTOWN HOMEOWNERS' ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

January 14, 2025

The meeting was called to order at 6:30PM. Jeannie reminded everyone to turn off cell phones. The Pledge of Allegiance was recited.

**Directors Present:** Sheila Ruling, Jeannie King, Naomi McCarthy, Linda Barvitz, Susan Nusall, Emmy Morales, Frank Vance **Also Present:** Sharla Cook, Property Manager

Jeannie stated has enjoyed working as President this past year and has turned over this very busy role to Sheila. She will continue working for the community as Vice President and, at this time, will continue working on our documents.

### **Minutes Approval:**

- Naomi made a motion to approve the December 10, 2024, Board Meeting Minutes. Frank seconded and the minutes were approved without objection.

Every year at or by the first Board Meeting after the Annual Meeting and Election, the Board Members sign a Board Resolution for the Enumeration and Election of Officers, Directors and Chairs. The signed Resolution is attached to these minutes.

**President:** The Officers, Directors and Chairs are as follows: Sheila Ruling, President; Jeannie King, Vice President; Linda Barvitz, Treasurer; Naomi McCarthy, Secretary; Susan Nusall, Facilities; Emmy Morales, Architectural Control & Compliance; Frank Vance, Roads & Grounds; Naomi McCarthy, Election Committee Chair; Sharla Cook, Election Committee Member; Dotty Wilson, Statutory Agent.

Sheila asked Emmy if she had chosen the Members of her committee.

- Emmy has chosen Sharla Cook and Dennis to be on the Architectural Control & Compliance Committee and the Board Approved.

### **Minutes Approval:**

Naomi Made a motion to approve the December 10, 2024, Board Meeting Minutes. Frank seconded the motion, and the minutes were approved without objection.

### **President:**

Sheila said one of the first things we need to do this year is to choose a new collections attorney. She spoke with Sharla and Keith for their recommendation. They recommended Brown. We have used them in the past and were very happy with their work on collections. Due to circumstances in the past, we had to leave them. Here is a breakdown of their proposed costs:

Retainer \$50/month flat rate includes: (communication – phone or email) with one Board Member and one Property Manager (Sheila or Sharla) re general operating procedures; 2 Executive Board Meetings by video; Statutory Agent (although we have one, they would also be listed) this is for Foreclosures and any other legal documents sent to us; Annual summary of relevant legislation and case law; Review of Monthly Board Meeting Minutes; Review of Management Agreement before renewal and a report to the Association. Demand Letters to an owner and/or owner's attorney provided at a flat or competitive hourly rate. Hourly rates vary depending on the experience and expertise of the person rendering the service. We use legal assistants, paralegal and support staff on legal matters where appropriate. We pride ourselves in providing timely, efficient and cost-effective service.

Sheila has a complete itemized list of their services and fees. Jeannie brought info on two other law firms. Sheila has compared them, and Brown is the least expensive. Sheila asked if Sharla had anything further to say about them. Sharla thought they were very responsive to inquiries and thought they were among the best she has dealt with. Sheila asked the Board if there were any questions. There were none.

- Frank made a motion to go forward with Brown as our attorney for collections. Jeannie seconded the motion.

Sheila asked if there were any questions or discussion from the members?

Stephanie had never heard of Brown. Sheila said that they were our attorney before Goodman. They went by the name of PP&J.

There being no further questions or discussion, the motion passed.

**Secretary:**

Linda and I have set up the 2025 Accounts Payable Files in the office.

We currently have 7 homes in the sale process.

Website: Linda Insabella is working on getting our website up & running. We have a phone conference set up for 7:30 tomorrow morning.

We had a home break-in of a home that is owned by a winter visitor and is currently vacant. Fortunately, a PNP member noticed the carport door window was shattered. She did the correct thing and called the police to report it. Another resident who was there call me because she knew Nora was not available. I called the homeowner and told her the situation and that the police would be calling her, which they did. The moral of this story is that if you see something, say something.

We have 17 vacant homes in Northtown; 10 of those homes are winter visitors. It is very important that we all watch the homes that we know are vacant.

I need two volunteers: one to take over a newsletter route each month, and the other to copy the newsletters for the community every other month. Please let me know if you are interested in helping and I'll go over the particulars of those two jobs. Carmen volunteered to deliver a route.

It was suggested we have a section in the newsletter for Opportunities to help. We could do that but would need input from Board and Committee Members on what they need help with.

**Treasurer:**

Financials look very good. She pointed out that in December, we collected \$1,210 in Reserve Contribution Fees; Year To Date, \$5,830. What does not show on the budget is the explanation for the Road Paving Project which was \$123,100. This money was not in our budget but was taken from different places and is broken down as follows:

Cash Operating Account	\$ 71,100.
Road Reserve Account	50,000.
Budget	<u>2,000.</u>
Total	\$123,100.

I am so proud of the work of our Budget Committee, our Board for keeping within Budget and Roads & Grounds for contributing \$16,000 not used last year into the Road Reserves account, and I'd like to point out that 2025 Year To Date Contributions to Road Reserves is:

Road Reserves	\$31,830.00
CD's	10,000.00
Interest	<u>5,823.38</u>
Total 2025 YTD Contributions	\$47,653.38

**Facilities:**

We have two scheduled events in January plus the Weavers have a 2-day conference scheduled. Sheila mentioned that the Laurentana group who used to meet here once a month, have contacted her and may be interested in coming back to Northtown. They are an Italian church group. They cook their own dinners and have dances and entertainment.

**Roads & Grounds:**

We are getting bids for two projects. One of them is for sealing and crack filling on 22<sup>nd</sup> Street from Greenway up to Waltann. We also have 2 large trees that need pruning and thinning. One is the Pine Tree near the mailbox, the other is a Mesquite Tree on 22<sup>nd</sup> Street south of Beck.

Sheila called the City about a Manhole cover that is cracked at 2222 E Gretta. She had no luck calling, got the run-around and asked Judy Enman, since she had spoken to them before, if she would call. Judy will check others and call the City.

**Architectural Control & Compliance:**

We have toured the property and had 63 violations of which 40 were for light poles that needed attention. There are a few homes that have large, dead trees. We will be working with those homeowners on solutions for getting them taken care of. There are 8 homes that need paint touch up. Other than that, the community looks good.

**Vice President:**

**Document Review** – We are at the point where we need to check law firms to see what the projected costs would be. So far, she has contacted 3 law firms regarding the cost for them to review our CC&Rs and Bylaws and get them ready to vote on.

**Mulcahey Law Firm** said it would cost +/- \$5-6,000.

**CHDD Law Group** quoted from \$1,400 to \$6,500 for one or two amendments and for Bylaws range from \$1200 - \$3500 for one or two amendments.

**Shaw Law Firm** – Nothing in writing but quoted \$5,000.

From what Jeannie has seen, it looks like Mulcahey has a corner on the market for document review. They have a lot of information on their website.

Sharla will get Jeannie names of lawyers they work with.

**Signage:** We had a group tour the property and made note of sign locations, and condition of signs. People walking through don't seem to understand that these are private streets and that they are trespassing. We need to get a group together to discuss signs, maybe they need to be bigger and bolder. Doug says we have big signs, and he is against having more signs. The people really don't care what the signs say.

Diane Guillaume says the City has grants for funding gates for private streets in communities.

Linda Barvitz said we have explored this several times years ago. Coming off Cave Creek onto Waltann, creates a traffic hazard, off Tierra Buena impossible for traffic. The only possibility is coming off 22<sup>nd</sup> Street. There is no point in having one, unless you do the rest. The City of Phoenix won't allow gates that cause traffic hazards.

Judy still does not understand why the area behind the stores on Cave Creek come in and out and park on streets and cut through, make turn arounds, and use our roads.

Naomi said that portion of the road, from Bob Carver's house to Cave Creek belongs to the City.

We are going to table the agenda item on rentals. We have our statistics, but laws have changed, and we need to research.

There being no further discussion, Sheila adjourned the meeting at 7:45PM

Respectfully submitted,

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Naomi McCarthy, Secretary

Attachment: Enumeration and Election of Officers, Directors and Chairs