



ANNUAL MEMBERS MEETING
JANUARY 23, 2025

Prepared by:
Bel Garcia, MBA
Community Association Manager

SABINO TOWNHOUSE HOMEOWNERS ASSOCIATION

c/o Copper Rose Community Management
6601 East 22nd Street ~ Tucson, AZ 85710
Ph: (520) 888-0474 ~ Fx: (520) 888-5407
Email: belg@copperrosellc.com

NOTICE OF ANNUAL MEMBER MEETING

December 20, 2024

Dear Sabino Vista Homeowners,

Under the Association's Bylaws and Arizona Revised State Statute §33-1804, the Sabino Townhouse Homeowners Association will hold an Annual Members Meeting on Thursday, January 23, 2025. The purpose of the meeting is to elect members to the Board of Directors and approve the prior annual meeting Minutes.

According to the Association's Bylaws, a quorum of 25% of the members must be represented in person or by Absentee Ballot. Therefore, to proceed with the meeting and validate this vote, the Association must receive a minimum of thirteen (13) ballots. If there is a lack of a quorum, the Association will need to re-schedule the annual meeting, resulting in an additional expense for a second mailing of the meeting notice.

If you plan to attend the meeting, ballots will be available should you prefer to vote in person.

If you cannot attend the Annual Meeting, please return the enclosed Absentee Ballot by noon on January 23, 2025.

If you would like to vote electronically, please send an email to belg@copperrosellc.com and request for an electronic ballot.

Your vote gives you a voice in Association affairs. Each Lot is entitled to one (1) ballot. Please submit comments or questions on the enclosed "Homeowner Comments/Questions Form"; DO NOT write comments on the ballot. Voting by proxy is not permitted.

If you have any questions, please get in touch with me at (520) 888-0474. On behalf of your Board of Directors and your management company, Copper Rose Community Management, we look forward to seeing you at the annual meeting.

Sincerely,

Bel Garcia, MBA
Community Association Manager for
Sabino Townhouse Homeowners Association

Encls: Agenda
2024 Annual Meeting Minutes
2025 Budget
2024 Yearend Financials
Homeowner Update Form
Homeowner Comments/Questions Form
Absentee Ballot Procedure
Ballot
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**SABINO TOWNHOUSE HOMEOWNERS ASSOCIATION
2025 Annual Members Meeting**

In accordance with the Bylaws of the Sabino Townhouse Homeowners Association, the Annual Members Meeting will be held as follows:

Date: **Thursday, January 23, 2025**

Time: 5:30 PM – Check In
 5:45 PM – Call to Order

Location: **Ward 2 Council Office
7820 E Broadway Blvd
Tucson AZ 85710**

Agenda – Annual Members Meeting

- I. Call To Order
- II. Proof of Notice of Meeting / Certification of Quorum
- III. Report of Officers / Committees
- IV. Financial Report
- V. Election Results
 - a. Board of Directors
 - b. 2024 Annual Meeting Minutes
- VI. Adjournment
- VII. Homeowner Comments & Questions

Agenda – Organizational Meeting

- I. Call To Order
- II. Election of Officers
- III. Set Meeting Calendar
- IV. Appoint Committees
- V. Adjournment

In order to begin the meeting promptly, we respectfully request that you arrive by 5:30 PM to sign in for the meeting.

If you have any questions or concerns regarding the Annual Meeting, please feel free to contact Bel Garcia at Copper Rose Community Management at (520) 888-0474 or by email belg@copperrosellc.com.

SABINO TOWNHOUSE ASSOCIATION
ANNUAL MEETING
January 23, 2024 at 6:00pm
City Council Ward 2 7820 E. Broadway Blvd. Tucson, AZ 85710

MINUTES

Call to Order: The Annual Meeting was called to order by the President, Kevin Mattocks, at 6:05 p.m.

Quorum: A quorum was present with the homeowners by 34 Absentee Ballots.

Treasurer's Report: Read by Doug Fox for Delane Bell

At the end of the year 2023 there was a checking account balance of \$3,788. The general reserve account for prior years was \$65,420. The general reserve account for current year was \$9,314 and the small project contingency fund had a balance of \$1,500. The total for all serves was \$79,428. The 2023 income was \$145,916 with expenses of \$162,580 showing a loss of \$16,663 for the year.

The year 2023 ended with a liability of \$1,401 of prepaid dues.

The 2023 legal cost of \$11,783 with a budget of \$4,400 caused a loss of \$7,383, and was due to the litigation with a homeowner because of violation of CC&Rs. The litigation will continue into the year 2024.

The HOA saw inflation increases in utilities, grounds maintenance, and pool services, all which will continue into the next year. The utilities budget for 2023 was exceeded by \$3,976.

Because there is an increase of the homeowner dues for the 2024 year, the general reserve to be set aside in 2024 is \$7,915, and the small contingency fund is \$1,500.

The year 2024 begins with \$75,639 in prior years reserves but a checking account balance of only \$3,788. The reserves have been built up due to the need for a multiple year planning cycle for maintenance. The reserve is to meet the needs of expenses that cannot be put in the yearly budget because much of the maintenance is unplanned. The reserves are set aside to plan a major expense as much as possible. These includes: (a) a major trimming of trees about every 5 years that in today's costs is estimated at about \$18,000. (b) renovation of pool issues with lights, plaster, and Kool-deck wear and cracking estimated at over \$8,000. (c) wall and fence repair around the pool. (d) tennis court repair of broken concrete. (e) ramada building repairs. (f) common walls and building painting needs, and (g) road repair within the HOA community.

Submitted by: Delane Bell
Treasurer

President's Report: Kevin Mattock read the following report:

The winter grass and past tree trimming projects has our community looking fantastic. Planning from all committees continues to maintain our community and increase our home curb appeal. We have become a grass park like area that draws in dog walkers, bikers and just people driving through admiring the area. The cost of doing business with increased utilities has caused HOA dues to increase, but as owners are improving their homes and our common area is improved and

maintained it is easy to see why people want to live here. This board has been effective and efficient in bringing all of these issues together.

Landscaping Report: John Polaski read his report as followed:

It's been a busy year for landscaping!

Lawns: There are been numerous sprinkler heads replaced, too many to count. There is not enough time on the two days the landscapers are here for them to turn on each individual lawn. So, if you have any sprinklers that need attention, please call Ana and she will relay the message to the landscape committee. The lawns have been coming back nicely and are looking wonderful.

Tree Trimming: Due to the previous landscapers doing a poor job of trimming the trees; we had to do an extensive trimming of trees, over the last couple of years, to save them. The cost of that to the HOA was around \$15,000. We still have the common area behind the houses left to do yet. We are hoping by fall the HOA will have saved money to do that. It should take 3-4 days at \$3,000 per day.

You've probably noticed we have different landscapers working in here the last couple months. We didn't change companies; I had a talk with the and they changed the employees they were sending to do our neighborhood. It's been a great improvement. The neighborhood looks better than it has looked in years.

Thanks to all of you that took care of your ARC requests for brining our neighborhood to one of the prettiest in the area.

Pool Report: Doug Fox read this report as presented by Delane Bell

During the year 2023, as in each prior year, the covers on the ladders and hand rail had to be replaced. The lawn furniture around the pool was sun worn and had to be replaced. The previous replacement done in the previous year.

Pool Maintenance Contractor:

The pool contractor at the start of the year 2023 was E-Konomy Pools. In the month of February, the HOA terminated the contract with E-Konomy Pools and selected Tucson Pool Inc to service the pool and install an automatic pool lever device. This eliminated the need for a person to check the level of the pool each week to make sure it was not too low or too high. Installation of the automatic pool lever including the need to half empty the pool was performed in the month of February 2023.

Following HOA board Policy, the pool heater was turned April 1, 2023 and turned off November 1, 2023.

Pool Area Cleanup Contractor:

The pool area cleanup contractor, Jennifer Bell, has been doing the cleaning of the pool since June 2023. There was verbal comment from the contractor that the service may not be available during the full year of 2024.

Pool Problem: Under Water Pool Light Failure:

The two lights in the pool, under water, at the deep end, are not turned on. This has been a problem at least since I moved into the HOA in 2016. The problem is that one of the lights

operates intermittently during times of rain. The actions taken have been to disengage the timer, and disconnect the wires in the junction box. The junction box does not have a cover. The previous service companies have acknowledged the problem exists. One of the contractors in the year 2018 provided a bid and recommended design to resolve the problem. In the year 2023 the last estimate to resolve the problem was \$4200. The cost was prohibitive and no action has been taken. The wiring for the underground lights does not meet the current county or Arizona State requirements. Any attempt to have the lights operate properly will require running new wire from the breaker control box in the pool room to the underground lights. This will require about 100 feet of trenching to bury the wire in a conduit pipe, placing the wire connections to be above ground 12 inches. Some of the trenching will need to be across part of the Kool Deck at the deep end of the pool, and the replacement of the Kool Deck. Due to the expected cost involved no action has been taken on this during the year.

Submitted by Delane Bell—Pool Chairman

Election of Directors: Ana Montes reported that Joanna Satorius was elected to serve on the Board with 28 yeses; Kelly Taylor was elected to serve on the Board with 27 yeses; Doug Fox was re-elected to serve on the Board with 24 yeses; Michelle Arriola was elected to serve on the Board with 24 yeses; Marcos Agnesi was elected to serve on the Board with 22 yeses; Delane Bell was re-elected to serve the Board with 21 yeses and Charles Ostermeyer was re-elected to serve on the Board with 20 yeses all for a 2-year term.

Approval of Last Annual Meeting Minutes: The minutes were approved by 34 votes of the ballots.

Open Discussion/Homeowner Concerns:

Homeowners requested that the Board put together a spreadsheet of the 5-year plan and have it available for homeowners to see.

Adjournment: There being no further business, there was a motion made, seconded and passed to adjourn the meeting at 6:40 p.m.

Respectfully submitted,

Ana Montes

Ana Montes, Association Manager
SABINO TOWNHOUSE ASSOCIATION

SABINO TOWNHOUSE ASSOCIATION

Budget Comparison

GL ACCT #	INCOME	12 MONTH ACTUALS	2024 BUDGET	2025 BUDGET	NOTES
03120	Homeowner Dues	151,561.00	159,120	164,112	
03310	Interest Income - checking	35.53	-	-	
03410	Late fees	50.00	-	-	
03430	NSF Income	20.00	-	-	
	Total Income	151,666.53	159,120	164,112	
	EXPENSES				
	PROFESSIONAL				
06001	Accounting Expenses	400.00	400	400	
06002	Legal Fees	7,909.14	4,000	7,500	CTA registration and updates
06003	CTA Compliance	-	-	250	
00000	Reserve Study	-	-	3,000	
	EXPENSES	8,309.14	4,400	11,150	
	ADMINISTRATIVE				
06101	Management Fee	7,416.00	7,416	7,416	
06102	Website Expense	239.98	-	250	
06103	Postage	728.58	870	-	includes postage
06104	Office Supp/Printing	803.82	850	1,629	
06106	Bank Fees	265.00	120	180	
06201	Insurance	19,216.50	19,139	17,844	reduced premium w/new carrier
06202	Fed/State/Property Taxes	56.61	60	60	
06203	Licenses, Permits, ACC Report	150.00	250	250	
	Total Administrative	28,876.49	28,705	27,629	
	COMMON AREA				
06401	General Maint/Supplies	984.41	1,000	2,400	
06402	Pest Control	890.00	500	600	
	Total Common Area	1,874.41	1,500	3,000	
	UTILITIES				
06501	Electric	14,599.57	11,000	15,475	6% annual increase added
06502	Gas	5,102.18	5,000	5,408	6% annual increase added
06503	Water & Sewer	4,460.80	6,600	4,731	6% annual increase added
06504	Trash	9,220.36	9,300	9,772	6% annual increase added
	Total Utilities	33,382.91	31,900	35,386	
	LANDSCAPE				
06601	Landscape Contract	44,980.00	45,420	44,100	
06602	Landscape Supp/Repair	293.44	12,800	12,000	irrigation, overseeding, weed cntl, storm damage
06604	Tree Trimming/Grounds Cleanup	7,800.00	8,000	8,000	
06605	Well Maintenance	705.70	700	800	
06609	Storm Damage	350.00	-	-	
	Total Landscape	54,129.14	66,920	64,900	
	POOL				
06701	Pool Contract	7,650.00	8,400	7,800	
06702	Pool/Spa Repairs/Supplies	2,715.78	2,400	3,000	
06703	Janitorial Service/Supplies	1,698.24	2,380	2,640	
	Total Pool	12,064.02	13,180	13,440	
	TOTAL EXPENSE	138,636.11	142,205	144,355	
	RESERVES				
06801	Reserve Contributions	1,500.00	7,915	8,603	
06802	Contin Fund/Small Proj/Supplies	8,064.64	1,500	-	increased reserve contribution
	Total Reserves	9,564.64	9,415	8,603	

Budget Summary:

# of Units:	52
Annual Assessment per Lot:	\$ 3,156.00
Monthly Assessment per Lot:	\$ 263.00
Due By:	1st of each month
Date Approved:	10/23/2024

SABINO TOWNHOUSE HOMEOWNERS ASSOCIATION

Homeowner/Tenant Information Update

Please complete this form to ensure we have your current contact information on file. Return the completed form to belg@copperrosellc.com at your earliest convenience. Place in the return envelope and not in the ballot envelope.

Name(s)

Property Address _____
Lot number

City _____
State _____
Zip

Phone Number 1 _____
Phone Number 2 _____
Work Phone

Billing Address, if different

City _____
State _____
Zip

Email Address

Vehicle Make _____
Model/Color _____
License Number/State

Vehicle Make _____
Model/Color _____
License Number/State

Tenant Information

____ **Not Applicable**

Property Management Company/Address /Phone

Tenant name _____
Email Address

Phone Number 1 _____
Phone Number 2 _____
Work Phone

Tenant name _____
Email Address

Phone Number 1 _____
Phone Number 2 _____
Work Phone

SABINO TOWNHOUSE HOMEOWNERS ASSOCIATION

Absentee Ballot Procedure – 2025 Annual Meeting

In accordance with the Bylaws, the election to the Board of Directors shall be by secret ballot.

If you are unable to attend the meeting, you may vote in absentia. Please use the enclosed ABSENTEE BALLOT. **Please follow the instructions below:**

1. Cast only one vote per candidate. Indicate which candidates you are voting for by placing a “✓” or an “X” in the box next to the candidate’s name. If you do not want to cast a vote for a candidate, leave the box next to the candidate’s name blank.
2. Place a “✓” or an “X” in the box next to “FOR” or “AGAINST” approving the annual meeting minutes. If you do not want to cast a vote on the meeting minutes, leave the boxes blank.
3. Provide comments on a separate sheet of paper. DO NOT write comments on the ballot.
4. Place your ballot in the enclosed Absentee Ballot Envelope. After sealing the envelope, place it in the enclosed self-addressed Ballot Return Envelope.
5. If mailing your ballot, place the ballot envelope in the self-addressed envelope and mail it so that it is received by Copper Rose Community management **by noon, Thursday, January 23, 2025.**
6. If hand-delivering your ballot, please drop it off at the Copper Rose Community Management office **by noon, Thursday, January 23, 2025.**
7. If faxing your ballot, include the completed fax confirmation page with your ballot.
8. Your ballot will be tallied at the Annual Meeting.

**** BALLOTS NOT RECEIVED BY
NOON, THURSDAY, JANUARY 23, 2025
WILL NOT BE COUNTED. ****

SABINO TOWNHOUSE HOMEOWNERS ASSOCIATION

2025 ANNUAL MEMBERS MEETING

ABSENTEE BALLOT

Proposed Action: Elect members to the Board of Directors and approve the Annual Members Meeting Minutes.

CANDIDATES FOR THE BOARD OF DIRECTORS

In accordance to the Bylaws, the Board of Directors shall be up to seven (7) directors. There are currently five (5) board members and two (2) open seats. Only the member to whom this ballot is issued may vote. Voting by proxy is not permitted. Please DO NOT write comments on the ballot.

Please vote for no more than two (2) candidates. Indicate which candidates you are voting for by placing a "✓" or an "X" in the box next to the candidate's name. If you do not want to cast a vote for a candidate, leave the box next to the candidate's name blank.

* Denotes present Board Member

<name>		<name>	
<name>		<name>	
<name>		<name>	
<name>		<name>	
<name>		<name>	

ANNUAL MEMBERS MEETING MINUTES

Please place a "✓" or an "X" in the box next to "FOR" or "AGAINST" approving the annual meeting minutes. If you do not want to cast a vote on the meeting minutes, leave the boxes blank.

	I VOTE FOR approving the 2024 Annual Meeting Minutes.
	I VOTE AGAINST approving the 2024 Annual Meeting Minutes.

** IMPORTANT INFORMATION ABOUT YOUR BALLOT **

Under ARS §33-1812, after completing your ballot, please return it to the Association in the following manners: (1) mailing it in the enclosed Ballot Return Envelope; (2) faxing it to (520) 888-5407; or (3) delivering it to Copper Rose Community Management, 6601 East 22nd Street, Tucson AZ 85710. If you prefer to vote electronically, please email your community manager to request an electronic ballot.

According to the Association's Bylaws, 25% of the members eligible to vote constitute a quorum. Therefore, to proceed with the meeting and to validate this ballot, the Association must receive a minimum of thirteen (13) ballots; ballots will remain sealed until the start of the annual meeting. This ballot is only valid for the annual members meeting scheduled for January 23, 2025 and expires automatically when the meeting adjourns.