



BROWN COMMUNITY MANAGEMENT, INC.
Community Association Management Services

**Lyon's Gate Community Association
November 18, 2020 – Open Session Board Meeting
1811 S Martingale Road & Zoom Meeting– Lyon's Gates Clubhouse
7:00 PM**

AGENDA

1. Call to Order by President
2. Establish Quorum / Notice of Meeting
3. Open Forum (3 Minutes per owner)
4. Guest Speaker(s)
5. Secretary's Report/Approval of Minutes
 - a. August 26th, 2020
 - b. September 16th, 2020
 - c. October 7th, 2020
 - d. October 19th, 2020
6. Treasurer's Report
 - a. Review and Acceptance Financials- September 2020 (Former Management Financials)
7. Manager Update
8. Committee Reports
 - a. Architectural Committee (Rob)
 - b. Communications Committee (Mike)
 - c. Social Committee (Pam)
9. Old Business
 - a. Parking Patrol Bids -Continued Discussion
 - b. Pest Control Bids-Continued Discussion



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- c. Community Sidewalk – Continued Discussion
 - d. Irrigation Bids- Discussion and Update
- 10. New Business
 - a. Engagement letter
 - b. 2021 Budget
 - c. Granite Replenishment
 - d. Clubhouse Door Bids
 - e. 2020 Fall Community Yard Sale
 - 11. Next Meeting – December – TBD
 - 12. Adjournment of Meeting

AT THIS TIME THE BOARD OF DIRECTORS MAY WANT TO ADJOURN INTO EXECUTIVE SESSION DUE TO THE TYPE OF ISSUES TO BE DISCUSSED.

The Board of Directors will be meeting in executive session, pursuant to the A.R.S. Sections selected below.

Checked if

<u>Applicable</u>	<u>Arizona Statute</u>	<u>Reason for meeting in Executive Session</u>
<input type="checkbox"/>	A.R.S. Section 33-1804(A)(1)	Legal advice from an attorney for the board or the association
<input type="checkbox"/>	A.R.S. Section 33-1804(A)(2)	Pending or contemplated litigation
<input type="checkbox"/>	A.R.S. Section 33-1804(A)(3)	Personal, health, or financial information of member or employee
<input checked="" type="checkbox"/>	A.R.S. Section 33-1804(A)(4)	Job performance or personal matters of association's or contractor's employee
<input checked="" type="checkbox"/>	A.R.S. Section 33-1804(A)(5)	Discussion of member's appeal of violation or penalty

**Lyon's Gate Community Association
Board of Directors Meeting**

**Wednesday, August 26, 2020
7:00pm - Open Session**

WebEx Meeting Number: 146 787 4637

Originating From: Lyon's Gate Clubhouse | 1811 S Martingale Rd, Gilbert, AZ. 85295

****Original meeting on 8/19 was adjourned until 8/26 due to Cisco WebEx malfunctions****

Board of Directors in Attendance

Bob Ferron, President – Video
Mike Adams, Vice President – Video
Pam Bacigalupo, Secretary – Video
Rob Soncini, Director- Phone

Board of Directors Absent

Denise Fecci, Treasurer

Also in Attendance

Holly Reinesch, Community Manager, City Property Management Company
Steen Stencil, Vice President of Management Services, City Property Management Company
Gracie Cooper-Keeble, Community Assistant Manager, City Property Management Company
Daniel Moreno, Sundance Landscaping

Call to Order

There being a quorum present, Bob Ferron, called the meeting to order at 7:00 PM

Previous Meeting Minutes

Mike Adams made a motion to approve the previous meeting minutes dated July 15, 2020. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Open Comments

The floor was open to the Membership to express comments/concerns.

Landscape Report

Daniel Moreno from Sundance Landscape Maintenance presented the current community landscaping report. This report included overseeding recommendations and a \$10,000 credit to monthly maintenance contract for not overseeding.

Fall Turf Aeration

Bob Ferron made a motion to approve the Sundance Landscape Maintenance proposal #7384 for turf aeration throughout the community in the amount of \$6,406.25. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Turf Overseeding

Pam Bacigalupo made a motion to follow the recommendation of Sundance Landscape Maintenance to not overseed the community turf areas this year. The motion was seconded by Rob Soncini, with all in favor the motion passed unanimously.

Financial Report

Community Manager Holly Reinesch presented the Financial Report ending July 31, 2020.

Management Report

Community Manager Holly Reinesch presented the Management Report for August 2020.

Moccasin Pool Backflow Replacement

Mike Adams made a motion to approve the Rainforest Plumbing Estimate #19269321 for replacing both backflow isolation valves in the amount of \$1,660.03. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Replacement Slats

Bob Ferron made a motion to approve the HOA Playground Services, LLC Estimate #10850 for the purchase of DuMor INT'R and Edge Slats in the amount of \$2,256.00, The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Del Rio Pool Aerator Repair

Pam Bacigalupo made a motion to approve the M.E.H. Pool Services, Inc Proposal to repair the broken aerator line in the amount of \$1070.00. The motion was seconded by Mike Adams, with all in favor the motion passed unanimously.

Del Rio Pool Handrail Replacement

Pam Bacigalupo made a motion to approve the M.E.H. Pool Services, Inc Proposal to install new handrails the amount of \$1071.50. The motion was seconded by Mike Adams, with all in favor the motion passed unanimously.

Committee Reports

Architectural Committee

Rob Soncini provided the current architectural report to the membership present.

Social Committee

Mike Adams makes a motion to update the current Social Committee Charter. The motion was seconded by Rob Soncini, with all in favor the motion passed unanimously

Jennifer Frere provided a current social committee update to the membership present.

- The Social Committee hopes to plan a movie night in the fall.

Communications Committee

Mike Adams provided the current communications report to the membership present.

Action item: A clarification is needed in the overall Communications Committee budget amount of \$2,500.00, this should reflect an overall budget amount of \$1,500.00.

Action Item: Further review is needed for a recurring line item charge of web hosting in the amount of \$23.33

Old Business

Irrigation Drip Conversion

This matter has been tabled for one month pending an updated proposal from Sundance Landscaping Maintenance to include the cost of installing new controllers.

Irrigation Project Management

This matter has been tabled until further notice.

Action Item: Pam Bacigalupo and Rob Soncini will meet with Coates to gather more information to provide at the September meeting.

Asphalt Project

Mike Frank with Frank Civil Consulting provided a report on the current asphalt project proposals to the membership Present

Rob Soncini made a motion to approve the Rose Paving proposal for an asphalt repair project in the amount of \$106,476.90 with the stipulation that Frank Civil Consulting advise on a performance and payment bond. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Civil Consulting Expert Services

Pam Bacigalupo made a motion to approve Frank Civil Consulting's proposal for expert civil consulting services for pavement maintenance work in the amount of \$15,500.00. The motion was seconded by Mike Adams, with all in favor the motion passed unanimously.

New Business

Effluent Pump System Repairs

Mike Adams made a motion to approve the Well Done Pump Systems LLC quotation to remove and replace a section of the discharge piping in the amount of \$2,10.00. the Motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Pool Hours

Community Manager Holly Reinesch presented a homeowner suggestion in regards the pool being opened up at an earlier time. Discussion was opened up for the Board and membership present.

Clubhouse Doors

Mike Adams presented a discussion to replace the clubhouse doors, along with their locking mechanisms. Community Manager Holly Reinesch will contact bidders to provide suggestions for new locking mechanisms and possibly new doors for the clubhouse. Mike Adams will provide direction on the look of the doors.

Adjournment

There being no further business to discuss, the general session meeting was adjourned by Bob Ferron at 9:38pm

Respectfully Submitted,

Gracie Cooper- Keeble

Recording Secretary 8.26.2020

**Lyon's Gate Community Association
Board of Directors Meeting**

**Wednesday, September 16, 2020
7:00pm - Open Session**

WebEx Meeting Number: 146 787 4637

Originating From: Lyon's Gate Clubhouse | 1811 S Martingale Rd, Gilbert, AZ. 85295

Board of Directors in Attendance

Bob Ferron, President – Video
Mike Adams, Vice President – Video
Pam Bacigalupo, Secretary – Video
Denise Fecci, Treasurer – Audio only
Rob Soncini, Director- Audio only

Board of Directors Absent

None

Also in Attendance

Holly Reinesch, Community Manager, City Property Management Company
Steena Stencil, Vice President of Management Services, City Property Management Company
Gracie Cooper-Keeble, Community Assistant Manager, City Property Management Company

Call to Order

There being a quorum present, Bob Ferron, called the meeting to order at 7:03 PM

Previous Meeting Minutes

Pam Bacigalupo made a motion to approve the previous meeting minutes dated August 26, 2020. The motion was seconded by Mike Adams, with all in favor the motion passed unanimously.

Landscape Report

Daniel Moreno from Sundance Landscape Maintenance presented the current community landscaping report. This report included the aeration project, record heat, irrigation issues and plant replacement plan. The first landscape video featuring Daniel and Sundance was shown to the community.

Open Comments

The floor was open to the Membership to express comments/concerns. No comments or concerns were expressed by the Membership.

Financial Report

Community Manager Holly Reinesch presented the Financial Report ending August 31, 2020.

Management Report

Community Manager Holly Reinesch presented the Management Report for September 2020.

Committee Reports

Architectural Committee

Rob Soncini provided the current architectural report to the membership present. Committee member Mariah Campagne will be leaving soon, and Susan Adams has volunteered to be her replacement.

Rob Soncini made a motion to elect Susan Adams as a member of the Architectural Committee. The motion was seconded by Bob Ferron, with all in favor the motion passed unanimously.

Social Committee

Pam Bacigalupo made a motion to nominate Jennifer Frere to hold the Social Committee chair position. Denise Fecci seconded the motion, with all in favor the motion passed unanimously.

Bob Ferron made a motion to keep the current committee intact to develop a committee charter, and then all the committee members will be formally elected by the Board of Directors in January of 2021. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Communications Committee

Mike Adams did not have a current Communications Committee update to report to the membership present other than a simple statement of positive website stats, and a committee meeting will be held later this month.

Action item: Community Manager Holly Reinesch will verify with the accountant to confirm Mike Adams' reimbursement for the website hosting lumpsum payment, and the amortization of that payment on the budget.

Action item: Communications to be sent out to membership to encourage people to register their vehicles through the portal.

Old Business

Community Vendor Bidding: Parking Patrol, Pest Control, Janitorial, Landscaping, Tot Lot Services

The focus for 2020 will be the Parking Control Vendor and the Pest Control Vendor. All other vendors will be prioritized in early 2021.

Bob Ferron made a motion to Have Holly Reinesch obtain bids from Pest Control Vendors. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Flag Progress

Community Manager has advised the previous minutes state that the Board of Directors approved the purchase of 30 aluminum 10ft flag poles and 30 3ftx5ft American Flags. Holly Reinesch has located 8 flag poles and 2 flags in the clubhouse storage room.

Action item: Holly Reinesch will research this issue and locate the approved amount of flag poles and flags to have them ready to be displayed for Veteran's Day.

Community Sidewalk Repairs

Bob Ferron made the motion to send communication out to the community advising members to contact management with any concerns on sidewalk repairs. Management will collect data on all the sidewalk issues. The data that management collects will be presented to the Board of Directors on a monthly basis for the approval of the repairs needed. This collection of data, and review for approval will happen for the next three months. The Board of Directors will revisit this matter in January of 2021. Denise Fecci seconded the motion, with a vote of 4:0 Pam Bacigalupo abstaining, the motion passed.

Action Item: Management to retrieve a copy of the attorney letter dated January 22, 2020 and send it to Bob and Mike to use as a reference in communicating to the community.

Action Item: Pam to review and approve communications draft prior to sending to the community.

Irrigation Observation & As-Built Services

Rob Soncini presented a report to management and the membership present on the benefits of having and irrigation consultant for large irrigation projects.

Bob Ferron made a motion to approve the Coates Irrigation Consultants, inc. Service Proposal in the amount of \$6,500.00. Rob Soncini seconded the motion, with all in favor the motion passed unanimously.

NOTE: This agenda item was posted on the homeowner portal, but it was not listed on the agenda that was sent by email blast by City Property Management.

New Business

Email Issues

No motion was made, just a discussion on Gmail account users experiencing promotion folder filtering issues when receiving emails from City Property Management.

Recording of Meetings

Mike Adams made a motion to not record the Board of Directors Meetings, A more thorough review of the minutes will be performed by the Board of Directors. Meeting Minutes are now required to be provided within 24-48 hours of the meeting. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Annual Meeting Preparation

Rob Soncini made a motion to approve the in-person Annual Meeting to be scheduled for December 2, 2020 at 7:00pm. The motion was seconded by Bob Ferron, with a vote of 4:1 Denise Fecci voting no. The motion passed.

- Electronic Voting will be utilized
- Absentee Ballots will be accepted until November 30, 2020 at 5:00pm
- In-person Ballots will be accepted at the meeting until 8:00pm
- The record date will be the day before the meeting, as stated in the Bylaws
- No guest speakers at this time, this is subject to change
- Solicit for ballot counters, a minimum of 4 counters will be needed. (two pairs of two people)
- Solicit for committee member volunteers for each committee

New Business (Continued)

Resolution on the Suspension of Voting Rights

Rob Soncini made a motion to approve the suspension of voting rights for any assessments that are in arrears on the record date. The motion was seconded by Pam Bacigalupo, with all in favor the motion passed unanimously.

Cluster Home Pest Control

No motion made, just discussion

Semi-Annual Report

No motion made, just discussion

Homeowner Boundary Wall Issue

Mike Adams made a motion to approve Community Manager Holly Reinesch to send out a request for proposals from structural engineers. Rob Soncini will Review the proposals and approve one of them before the next Board of Directors Meeting. Pam Bacigalupo seconded the motion, with a vote of 4:0 Bob Ferron Recusing himself, the motion carried.

Property Management Contract

The Board of Directors discussed the current contract with City Property Management, this was done without City Property Management being present for the discussion. The Board Secretary, Pam Bacigalupo recorded the minutes for this agenda item.

Adjournment

There being no further business to discuss, the general session meeting was adjourned at 11:03pm

Respectfully Submitted,

Gracie Cooper- Keeble

Recording Secretary

9.16.2020

Minutes for Special Open Session Meeting of 10/7/2020

- Meeting was called to order by Bob Ferron at 7:34 pm, with all 5 Board members present in person as well as 10 homeowners in person and approximately 44 homeowners attending online.
- Discussion was held regarding the purpose of this special meeting - The HOA's management company, City Property, resigned on October 1, 2020. Board President, Bob Ferron, provided the attendees some background as to what led up to this event.
- An urgent timeline was discussed about proceeding with selecting a new management firm. Discussion was had about getting RFP's out for bid, when they should be returned for consideration, and how and when the selection of a new management company will be made. The following motion was made:

Bob Ferron made a motion to get RFPs out to interested companies by this Friday, October 9, 2020, responses to be returned to the BOD by October 16, 2020, with a special open meeting to review RFPs and discuss final 3 candidates on October 19, 2020, with the 3 finalists to present and a final decision being made at the regular open session meeting on October 21, 2020. This motion was seconded by Rob Soncini and passed with a 5-0 vote.

- Homeowner/committee member, Dan Pope, provided insight as to the process the Vendor Evaluation Committee used last year in developing a management company RFP, which is still valid and ready to be used in this immediate selection process.
- Homeowner/past BOD President, Erik Larsson, provided insight as to things to consider in selection of a new management company for the community, based on his previous experiences with many HOA's here in Gilbert, AZ.
- Open comments and questions were posed and answered by homeowners in attendance and next steps discussed. Community members expressed wanting to make recommendations for new management company and the following motion was made:

Mike Adams made a motion to create a temporary email account through Friday, October 9, 2020, noon, wherein any homeowner could send in a recommendation for any HOA management company they would like to be considered and have an RFP sent to Friday afternoon. This motion was seconded by Rob Soncini and passed with a 5-0 vote.

- Meeting adjourned at 8:58 pm.

Special Open Session Meeting for Lyon's Gate BOD 10/19/2020

- Meeting called to order by Bob Ferron at 7:01 p.m. with all 5 Board members present in person, as well as 3 homeowners in person and approximately 6 residents online at start.
- Discussion held about the RFPs received by the 10 candidates interested in providing management services to Lyon's Gate HOA, and the process of making motions on which candidates will be removed and which allowed to present at Wednesday's upcoming meeting. The following motions were made:
 - Denise Fecci made a motion to select First Service as one of the top three candidates who will make a presentation at Wednesday's meeting. Pam Bacigalupo seconded the motion and the motion passed with a 5-0 vote.
 - Bob Ferron made a motion to select Brown as one of the top three candidates to present Wednesday, seconded by Mike Adams, and the motion passed with a 5-0 vote.
 - Bob Ferron made a motion to remove RCP and AZCMS as possible candidates, seconded by Pam Bacigalupo, and the motion passed with a 5-0 vote.
 - Denise Fecci made a motion to remove Vision from consideration, Pam Bacigalupo seconded the motion, and the motion passed with a 3-2 vote.
 - Bob Ferron made a motion to remove Pride from consideration, Denise Fecci seconded the motion, and the motion passed with a 5-0 vote.
 - Bob Ferron made a motion to remove Associa from consideration, Denise Fecci seconded the motion, and the motion passed with a 5-0 vote.
 - Denise Fecci made a motion to include CCMC as a top candidate for presentation, seconded by Pam Bacigalupo, and the motion did not pass with a 1-4 vote.
 - Bob Ferron made a motion to remove CCMC from consideration, seconded by Rob Soncini, and the motion passed with a vote 4-1 vote.
 - Denise Fecci made a motion to include AAM as a top candidate to present at Wednesday's meeting, seconded by Rob Soncini, and the motion passed with a 5-0 vote.
 - Denise Fecci made a motion to remove Ogden from consideration, seconded by Mike Adams, and the motion passed with a 5-0 vote.
- Recap - final 3 companies to be invited to make their presentation at Wednesday's meeting are: **First Service, Brown and AAM.**
- Discussion had about some additional questions the BOD would like the top 3 candidates to address in their presentation:
 - Can the Lyon's Gate BOD be involved in the manager selection process for the community?
 - Is there an option for ancillary fees to be all-inclusive in the monthly managerial costs?
 - Is the Fidelity Bond specific to our HOA or a blanket bond, and what is the dollar amount of the coverage?
 - Do your services involve strategic planning for our community?
- Meeting adjourned at 8:36 p.m.

Lyon's Gate Community Association

Balance Sheet

As of 9/30/2020

ASSETS

Cash	Operating	Reserve	CC&R Compliance	Total
1100 Oper-CIT-Ckg-0.05%	74,329.42			74,329.42
1102 Oper-CIT-GRD Tax-Ckg	9,115.20			9,115.20
1103 Oper-Alliance-MM-0.15%	246,094.52			246,094.52
1114 Oper-ICS-MM-0.20%	170,144.24			170,144.24
1115 Oper-Concrete Repairs	40,006.52			40,006.52
1190 Oper-CIT-DebitCard-0.05%	4,532.31			4,532.31
1200 RSV-CIT-MM-0.25%		65,223.48		65,223.48
1216 RSV-Morgan Stanley		1,382,956.56		1,382,956.56
1218 RSV-AFCU-MM-0.20%		182,426.90		182,426.90
1220 CC&R Compliance-CIT-MM-0.25%			6,917.03	6,917.03
1222 CC&R Compliance-ICS-MM-0.20%			79,415.52	79,415.52
1294 Assoc Transfer Fee-CIT-MM-0.25%		68,702.31		68,702.31
1297 Assoc Transfer Fee-Morgan Stanley		181,407.24		181,407.24
Total Cash	544,222.21	1,880,716.49	86,332.55	2,511,271.25
Cluster Cash	Operating	Reserve	CC&R Compliance	Total
1201 RSV-Cluster-CIT-MM-0.25%		21,746.33		21,746.33
1213 RSV-Cluster-ICS-MM-0.20%		125,351.31		125,351.31
1217 RSV Cluster-Morgan Stanley		243,325.96		243,325.96
Total Cluster Cash	-	390,423.60	-	390,423.60
Other Assets	Operating	Reserve	CC&R Compliance	Total
1300 Assessment Receivable	10,016.00			10,016.00
1302 Allowance for Bad Debt	(23,109.89)			(23,109.89)
1305 Assessment-Cluster Receivable	4,477.64			4,477.64
1310 Other Receivable	42,331.38			42,331.38
1330 Water-Reclaimed Receivable	437.38			437.38
1410 Prepaid Insurance Exp 2/1/2021	8,613.36			8,613.36
1411 Prepaid Insurance-Poll. Exp 2/1/2021	2,624.72			2,624.72
1420 Prepaid Website/Hosting Exp 3/2/2022	573.33			573.33
1500 Deposits Paid	555.00			555.00
Total Other Assets	46,518.92	-	-	46,518.92
TOTAL ASSETS	590,741.13	2,271,140.09	86,332.55	2,948,213.77

Lyon's Gate Community Association

Balance Sheet

As of 9/30/2020

LIABILITIES & EQUITY

<u>Liabilities</u>	<u>Operating</u>	<u>Reserve</u>	<u>CC&R Compliance</u>	<u>Total</u>
2100 Accounts Payable - Operating Fund	28,857.86			28,857.86
2100R Accounts Payable - Reserves Fund		1,550.00		1,550.00
2100C Accounts Payable - CC&R Compliance Fund			1,000.60	1,000.60
2105 Accrued Water Replenishment Tax	9,115.20			9,115.20
2200 Prepaid Assessments (Current Owners)	70,287.56			70,287.56
2200P Prepaid Assessments (Previous Owners)	19,287.28			19,287.28
Total Liabilities	<u>127,547.90</u>	<u>1,550.00</u>	<u>1,000.60</u>	<u>130,098.50</u>
<u>Equity</u>	<u>Operating</u>	<u>Reserve</u>	<u>CC&R Compliance</u>	<u>Total</u>
3900 Retained Earnings - Operating Fund	343,196.22			343,196.22
3905 Retained Earnings - Reserve Fund		2,125,000.64		2,125,000.64
3910 Retained Earnings - CC&R Compliance			150,102.96	150,102.96
Current Year Net Income/(Loss)	<u>119,997.01</u>	<u>144,589.45</u>	<u>(64,771.01)</u>	<u>199,815.45</u>
Total Equity	<u>463,193.23</u>	<u>2,269,590.09</u>	<u>85,331.95</u>	<u>2,818,115.27</u>
TOTAL LIABILITIES & EQUITY	<u>590,741.13</u>	<u>2,271,140.09</u>	<u>86,332.55</u>	<u>2,948,213.77</u>