

CORTESSA COMMUNITY ASSOCIATION  
P.O. BOX 25466  
TEMPE, AZ 85285  
Open Session Meeting  
Tuesday, November 21, 2023 7PM  
Mountain View Elementary

Minutes

Board Attendees:

Jim Gallagher  
Jeremy Bethancourt (absent)  
Josh Coffman  
John Aguilar  
Beth Simek

KMS Attendees:

Mike Swift  
Guests:  
Aaron from Caretaker

- I. Call to order: 7:04PM
- II. Review and approval of the Board of Directors Meeting Minutes from October 17, 2023

John Aguilar moved to approve the minutes as written. Josh Coffman second.  
Motion carried by unanimous consent.

- III. Update from Aaron from Caretaker on overseed/ tree planting.  
Aaron shared about the overseed success, and the watering has been successful as well. Cutbacks won't be as drastic as last summer. 112 trees have been planted and replacements of trees that hadn't taken have been completed.

Pre-emergent will be sprayed soon to get in before any winter rains start.

Goals for 2024:

Pressure issues in NW Corner due to new community coming in. Working with Toro, Rainbird and Hunter to check the sprinkler heads and compensate for lack of pressure. Timing of watering will also be taken into consideration in order to keep the pressure maintained. Will provide us with a chart to let us know what park is being watered when.

Issues: Homeowners shutting off valves. Kids kicking sprinkler heads. Have had to replace 15 just this week.

Moving into spring: turf transition. Proposals for sisso removals, more tree work, and discussions of normal maintenance to get Spring.

Fall flowers have been put in and it was delayed due to changing of soil as well as spraying for Bermuda grass.

Jim Gallagher asked about the pressure issues being a west valley issue with all the home growth from Litchfield Park to North Surprise. The city lines are not pushing enough pressure. Aaron suggested consideration of "booster pumps" which would be about \$15,000 each but he feels that with the changes they are working on, it will be enough of a compensation. A homeowner said that Epcor put in our water lines, not the City and shouldn't they be the ones to manage any updates to our water lines. Aaron indicated Epcor is very difficult to reach to trouble shoot the issues with and the Municipalities don't seem to care much.

Jim Gallagher asked about the way to compensate for the change in timings of water running. Aaron said 9PM-1AM, 1:15-4:30AM is the basic programming. The weathermatic system has been programmed for when to run but the system will run it's cycle depending on rain, humidity, etc. We save significant water in the winter. July is obviously our hottest with 110+ degrees for over 41 days.

Proposal for the sprinkler boxes, Jim Gallagher asked if the quote has been updated since we last spoke. John Aguilar asked about screwing down the boxes. Aaron said that even with a lock, someone could break the locks. The tamper proof hex nut would be used and screws everything down. It's more of a deterrent and it would take a considerable amount of work to get inside.

John Aguilar and Mike Swift had questions about trees that they would like to discuss with Aaron offline as they have to review together.

A homeowner asked about a set schedule for the various jobs they are on property to do. Aaron advised that there are 4-1 week cycles where they work on different areas of the community. Mowing is done on Tues/Wednesdays. Rotations include trimming, then blowing and picking up debris and work through different sections. Each rotation takes about a week to complete. A copy of the cycle map will be made available to him. Aaron also offered a guide to when Caretaker is doing various trimmings and homeowners could mirror that if they wanted to know when they should trim their trees.

Jim Gallagher asked Aaron and the team should pay some attention to the inside of the wall at 186<sup>th</sup> by the horse trail.

- IV. Review and acceptance of Income Statements dated October 31, 2023  
Josh Coffman reviewed the income statements. Balance sheet is steady with the CDs put in place earlier this year. Mike Swift advised that July 2024 is the earliest we will be discussing CDs.  
Beth Simek moved to accept the Income Statements as presented. John Aguilar second. Motion carried by unanimous consent.
  - a. Invoice approval  
Mike Swift reviewed the invoices.
- V. Old Business:
  - a. Stormwater Pros Progress

Mike Swift advised that Stormwater Pros began this week and will give a weekly breakdown of what they are working on. They began at Cortessa and Olive in the park.
- VI. New Business:
  - a. None
- VII. Pending Items:
  - a. HOA Playground repairs – parts ordered.  
No new information.
  - b. Christmas lights  
The holiday lights should be up and on. A request to the community to please let Mike Swift know if any of the lights are out. Mike Swift advised that they have already replaced a dim strand.

## VIII. Open Discussion

Jim Gallagher asked if Wyrdd had begun in the neighborhood. Josh Coffman advised that they haven't begun out here. Mike Swift said that Wyrdd just completed in one of his communities. He said Rancho Gabriela community is very happy with it so far. He mentioned that while they do tear up sidewalks and such to install, they do come back, finish and clean up.

A homeowner asked for more detailed breakdown on the cost of mailers and legal mailing costs. Mike Swift advised that legal postage is under postage for legal. Postage covers the costs of mailers and ballots, etc. He also requested to know how frequently night tour comes around. Jim Gallagher said that the tour is twice per month. Mike Swift advised that there are pictures sent to him which monitor for vandalism, cars on the street, observe and report. They would like to see something that shows the percentages. Beth Simek asked how the homeowner would like that shared? Homeowner suggested sharing that in the meeting packet would be sufficient. Josh Coffman asked Mike Swift to share about the violations report.

460 Total Violations (235 TCV, 65IMV, 145 UY, 8 Misc etc.) Last month we had 219 violations so there's an upward trend in violations. Board will begin putting the Violation Summary Report in the Open Meeting packet and will note the violations in board minutes moving forward.

Same homeowner asked about when the community would be addressing the new parking statute, HB 2298. The board will not be putting anything into motion until June 2025 because legislation might change and if we change our policy too soon, we'd paint ourselves into a corner.

A homeowner asked if we have a code of conduct in place that is put in place after elections. We don't have an official board code of conduct; we work on the honor system. Consideration for meeting standards will be reviewed for meetings moving forward.

Same homeowner asked about board training and if available to the community. The board received training and no we don't provide to the community. The City of Surprise provides such training.

Same owner asked what performance metrics are we using to measure those we work with? Jim Gallagher said that contracts outline the expectations and requirements that we use to gauge continuation of working relationship with all vendors.

Same homeowner asked about putting the Kinney management contract out to bid. Jim Gallagher advised that the board is satisfied with the quality of Kinney's work and they adhere to all of the standards and requirements of the contract so there has not been a need to go out to bid.

Homeowner asked about postage for all the mailing. Beth Simek advised there are certain documents that must be mailed as those notices are legally required to be mailed. Violations, ballots, meeting notices, things of that nature must be mailed.

A homeowner asked about responsibility of varying aspects of our community. Jim Gallagher and Mike Swift are the representatives for the community who work with varying agencies. There are some agencies like the County and State that Kinney work with directly.

Same homeowner asked how long we've been part of the board. Josh Coffman has been part of the board for 2 years, Beth Simek and John Aguilar have been part of the board for 3 years, Jim Gallagher and Jeremy Bethancourt have been part of the board since the inception of the board. He asked about whether the board would be open to term limitations. Beth Simek advised that recently election was the first time in 5 years to make it a contested election so term limitations aren't necessary at the moment, but everyone is welcome to run for a position.

Same homeowner asked about what can be done to get more people to attend? Mike Swift has been directed to ask the school about putting info on the marquee and he is looking in to sandwich board signs.

Homeowner asked about trucks on his street and excessive dog fecal matter. Mike Swift advised that he was sure that the homeowner is part of the numbers of improperly parked vehicles noted and that dog fecal matter is not part of Caretaker's contract. It is the responsibility of pet owners to clean up after their pets.

IX. Adjournment: 8:47PM

Minutes prepared by: Beth Simek, Secretary

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Signed by:

Date: