



The Dobson Association, Inc.
Board of Directors General Session Meeting
Wednesday, March 26, 2025 at 7:00pm
La Casita, Grande Room 2719 S Reyes, Mesa AZ 85202

Members Present:

President: Sam Javelosa

Vice President: Holly Prasetio

Secretary: Christa Tropin

Treasurer: Stephanie Fee

Member: Bradley Bettencourt

Member: Michael Snedeker

Member: Katelyn Noble

Member: Sandy Murray

Members Absent: None

Homeowners Present: 10

Also in Attendance:

Steve Burns, CMCA, AMS, CAAM, Community Manager, City Property Management

April Lord, CMCA, AMS, CAAM, VP of Management Services, City Property Management,
acting Independent Recording Secretary

I. **Call to Order / Establish Quorum**

- A. The meeting was called to order at 7:03 pm
- B. Pledge of Allegiance
- C. Completed verbal role call to establish quorum. Quorum established

II. **Approval of Agenda**

A motion was made by Michael and seconded by Stephanie for the following resolution to be adopted: RESOLVED: to approve the agenda moving Old Business before New Business. The motion was carried, and the resolution was adopted by a unanimous, affirmative vote.

III. **Approval of Previous Meeting Minutes**

A motion was made by Stephanie and seconded by Sam for the following resolution be adopted: RESOLVED: to approve February 26, 2025 Meeting Minutes. The motion was carried, and the resolution was adopted by a unanimous, affirmative vote.

A motion was made by Sam and seconded by Katelyn for the following resolution be adopted: RESOLVED: to approve March 13, 2025 Meeting Minutes. The motion was carried, and the resolution was adopted by a unanimous, affirmative vote.

IV. **Open Comments**

The floor was open to the membership during this time to express their concerns and or questions.

- Management Selection – noted that it is on the agenda this evening
- Disregard for Stop Signs – noted that City of Mesa enforce public roadways and the Dobson Ranch Communications team will remind members to obey traffic signs

V. **Presidents Report**

Sam presented the report to include improved partnership with City Property Management, challenges with the aging infrastructure of the Association, compliance challenges, deferred maintenance upkeep, and safety concerns at the playgrounds.

VI. **Treasurer's Report**

Stephanie Fee gave a brief recap on February 28, 2025 financials. See attached written report in full detail.

Gratitude was expressed to Stephanie, Christa, and Katelyn for their service on the board as this is their last meeting this term.

VII. **Committee Reports**

A. *Recreation Committee*: Jeanne Smith presented that the Pickleball Club has dissolved. It is recommended to deactivate all fob access to the Los Altos pickleball courts and requiring the player to comply with an audit to obtain activation of the fob to reduce non-resident use of the pickleball court. Additionally, it is recommended to have random resident confirmation with proof of ID and fob number to reduce non-resident use of the court. New signage was requested to comply with current rules and inside "do not open gate to let players in and do not prop gate open – all players must use fobs to enter the court." A motion was made by Christa and seconded by Holly for the following resolution to be adopted: RESOLVED: to adopt the recommendations, and the Committee to work directly with the Recreation staff to complete the tasks. It was noted communication will be provided to the members to announce the goal. The motion was carried, and the resolution was adopted by unanimous, affirmative vote.

B. *DRAC - Architectural Review*: Kate O'Hara it is important to hold meetings of the Committee when there are items to be discussed.

C. *Master Planning*: Tim McElrath presented Laguna Shores Park as well as Los Altos for Kurapia, a drought tolerant natural ground cover sod. A motion was made by Christa and seconded by Holly for the following resolution to be adopted: RESOLVED: to approve an amount not to exceed \$20,000 of AWR funds towards the project. The motion was carried 7/1 by affirmative vote. Brad opposed.

D. *Water/Lake Management*: Katelyn Noble presented the Spring Expo planned April 26, 2025 and a volunteer is needed for fishing demonstration. AZ Strut will collect old electronics to be recycled at the event. A recommendation was made to stock both utility and sport fish to be disbursed between all lakes in the amount of \$9,233.61, which is within budget. A motion was made by Holly and seconded by Stephanie for the following resolution to be adopted: RESOLVED: to approve Aquatic Consulting and Testing, Inc in the amount of \$9,233.61 paid from Operating to restock with both utility and sport fish. The motion was carried and the resolution adopted by unanimous, affirmative vote.

E. *Budget & Finance*: Michelle Masters presented and noted Stephanie Fee will remain a member of the committee. A recommendation was made to approve the first bid listed on the matrix for the pool maintenance contract. A motion was made by Stephanie and seconded by Michael for the following resolution to be adopted: RESOLVED: to appoint Michelle Masters as the Chairperson of the Budget and Finance committee. The motion was carried and the resolution adopted by unanimous, affirmative vote.

F. *Preschool*: Krysta Radar presented no quorum was present at the monthly meeting. The state inspection was completed in March and passed with 3 noted items, to include a palm tree that needed to be removed. It was noted the Spring Play is April 2, 2025.

VIII. **Management Report**

Steve Burns presented the Management Report recapping action items, compliance report, work orders, and escrows. 68% of the membership has activated their portal access and delinquencies are at 16%.

A. *Facilities Maintenance Report*: Marc Diaz presented the Facilities Maintenance report to include flow valve replaced at splashpad, along with other repairs to the splashpad surface. New valves and solenoids have been installed by landscape team. Windbreak nets due according to the reserve study and bids are being sought and will include Dobson Ranch branding on the nets. Court lights are still being addressed and will cause the pickleball court to be closed during the repair to protect the court. It was noted that the playground closures are due to the safety of the structures and once the repairs are completed, the playgrounds will be reopened.

IX. **Old Business**

A. *Purchasing Policy Update*: A motion was made by Sam and seconded by Brad for the following resolution to be adopted: RESOLVED: to approve the revised Purchasing Policy, as attached. The motion was carried and the resolution adopted by unanimous, affirmative vote.

B. *Landscape Services RFP*: It was noted the board is selecting two vendors to interview towards their effort to select a Landscape Maintenance vendor. A motion was made by Brad and seconded by Sam for the following resolution to be adopted: RESOLVED: to interview Agave Landscape and AAA Landscape. The vendors to be invited

to present during a future board workshop, date to be determined. The motion was carried and the resolution adopted by unanimous, affirmative vote.

C. Pool Maintenance Services RFP: A motion was made by Brad and seconded by Sam for the following resolution to be adopted: RESOLVED: to approve MEH Pool Services, as recommended by the Budget and Finance committee to begin May 1, 2025. The motion was carried and the resolution adopted by unanimous, affirmative vote.

A motion was made by Holly and seconded by Sam for the following resolution to be adopted: RESOLVED: to terminate the contract with Raven Pools effective April 30, 2025. The motion was carried and the resolution adopted by unanimous affirmative vote.

D. Management Company Selection: A motion was made by Sam and seconded by Brad for the following resolution to be adopted: RESOLVED: to continue the contract with City Property Management Company (CPMC) with revisions agreed upon during negotiations. The motion was carried and the resolution adopted by unanimous, affirmative vote. Brad noted the reason for his affirmative vote is because there are no perfect options, but CPMC has improved processes and was willing to renegotiate while CCMC ignored his emailed questions, and the Executive Director option has too much liability to the Association. It was noted CPMC recognizes The Dobson Association, Inc. as one of our crown jewel accounts and are constantly making improvements to show our desire to partner.

X. **New Business**

A. Artisan Market Club Request: A motion was made by Sam and seconded by Holly for the following resolution to be adopted: RESOLVED: to approve the Artisan Market Club with appointment of Jeanne Smith as the Chairperson. The motion was carried and the resolution adopted by unanimous, affirmative vote.

B. Backflow Replacement Ratification: A motion was made by Stephanie and seconded by Sam for the following resolution to be adopted: RESOLVED: to approve ABC Waterworks to repair the fire backflow at La Casita for \$5,857.47 to be paid from Operating. The motion was carried and the resolution adopted by unanimous, affirmative vote.

C. Auditor Engagement Ratification A motion was made by Stephanie and seconded by Sam for the following resolution to be adopted: RESOLVED: to approve the Haynie and CO. to complete the 2024 year-end audit of the financials for \$15,500 to be paid from Operating. The motion was carried and the resolution adopted by unanimous, affirmative vote.

D. Employee Handbook Amendment: A motion was made by Holly and seconded by Sam for the following resolution to be adopted: RESOLVED: to approve an amendment to include an opportunity for employees to go directly to the hotline if they are uncomfortable going to General Manager or Board of Directors directly. The motion was carried and the resolution adopted by unanimous, affirmative vote.

XI. **Adjournment**

A motion was made by Sam to adjourn the general session meeting at 8:47pm. The motion was carried, and the resolution adopted by a unanimous, affirmative vote.

Respectfully submitted:

April Lord

Independent Recording Secretary

TREASURERS REPORT
DOBSON RANCH – March 2025

I worked with Max at City Property on getting the funds transferred that the Board approved February 26, 2025.

Investments matured on March 13, 2025 in Schwab reserves and with the transfer of the \$362,895 from excess operating funds at year end, there was \$662,895 to invest.

Because there are funds maturing in April, May, July, October and December I made the following Reserve fund investments:

\$200,000 1 Year CD – Wells Fargo 4.15 Matures March 19, 2026

\$200,000 1 year CD – First National Bank NE 4.15 Matures March 20, 2026

\$225,000 2 year CD – Morgan Stanley Utah 4.5 Matures March 19, 2027

\$37,000 9 month CD – South State Bank FLA 4.25 Matures December 22, 2025

\$895 moved to Treasury Money Market Currently at 4%

Operating Savings: \$200,000 was transferred to Schwab Operating savings. A one year CD was purchased with Safra National Bank NY matures March 2026 4.15%. Other maturities in Operating savings are July 2026 and December 2026.

A majority of the other investments in both accounts are T-Bills and Jenna was able to find the highest yield in CD's. T-bills were averaging 4.0% and we were able to get a slightly higher yield with CD's this month.

February Financials – Concern about a few items that are running over budget with only two months into the year. Sewer expenses are over budget \$16,905.97 the annual budget is only \$6,300. The culprit was the overflow valve on the splash pad that was stuck on and the water was running without anyone's knowledge. Steve did check with the City on getting a credit but not available on commercial accounts.

Irrigation repairs are over budget this month due to backflow testing (38) and parts purchased from Ewing – nine valve replacements pvc pipes, glue, hunter pop up heads.

Collection expenses not budgeted but are offset by the collection income.

Website software over budget but in reviewing GL need to reclass invoices from Website 5870 expense to It and Tech support expense 5817

Newsletter Production was over budget for February due to the mini Roundup mailer.

Postage is over budget for the month due to the annual meeting mailing but under budget year to date.

Grounds Expenses for Outside contractors is over budget due to tot lot inspection, Frank Civil for the asphalt assessments and recommendations, Rain Forest Plumbing for the new cleanouts needed at pool room.

Office and Printing costs are much higher than anticipated and may have code enforcement letters coded to this area but need to watch these costs. Steve is going to follow up on what has been coded there. I think this area was under budgeted based upon the mailing of the statements and late notice mailings related to the contract with City.

To date pre-school income is 17,360 and expenses total \$16,393.59. \$648.16 insurance 13,553.61 salaries, 1287.05 benefits and supplies \$904.77 . We talked at budget finance about scheduling meeting with Krysta to demonstrate where they can find the information on the financial related to the pre-school expenses.

2.1 PURCHASING POLICY

A. Purpose

This policy is designed to help ensure that the Association pays competitive, market rate prices for all acquisitions of goods and services, regardless of the methods established in this policy under which they can be procured.

B. Scope

This Policy establishes the general parameters and requirements for all purchases, leases, consulting contracts, receipts, and accounting for goods, supplies and contracted services by the Association.

C. Responsibility

Staff shall be responsible for implementing and administering this policy.

D. Payment Documentation

All invoices, vendor statements, sales slips, contracts, and other similar vendor payment requests shall be processed by the FinanceTeam

T.

E. Pricing

Except as expressly authorized in advance by the Board, individuals or entities that provide (or offer to provide) goods and/or services to the Association will do so under a fixed price agreement or a not-to-exceed ("NTE") pricing agreement. For example, prior Board approval is required for any cost-type contracts, such as cost plus a fixed fee or cost plus an incentive fee, or any time-and-materials type contract. Under no circumstances shall a Board-directed NTE authorization be exceeded without first obtaining additional Board approval.

F. Competitive Bidding

Except for lower-cost items as outlined in the table below, most purchases of goods and services by the Association shall be done by means of competitive bidding using at least three (3) bids to help ensure that a fair market price is paid. If three (3) competitive bids cannot be obtained, the Executive Director will provide written justification to the Board.

The Board of Directors has the authority to approve expenditures related to personnel, employment consultants, engineering consultants, legal consultants or specialty contractors without the requirement of three competitive bids.

When requests for proposal ("RFPs") are received from vendors, they should be evaluated for both quality and price to determine which vendor's proposal is best for the Association. The Board of Directors will select the bid representing the best combination of service and value from the group of qualified bidders. The Board of Directors is under no obligation to select the lowest bid. The Board of Directors shall approve all bids related to budgeted operating or reserve expenses. Expenditures for unbudgeted projects may be referred to the budget finance committee for review and recommendations if the expenditure exceeds \$10,000. The Board of Directors may pre-approve sole sourcing of a project if it is not practical or feasible to seek more than one bid.

Expense Amount	Budgeted	Unbudgeted
\$0 - \$10,000	<ul style="list-style-type: none">- Competitive bidding not required.- Approval by Executive Director.	<ul style="list-style-type: none">- Competitive bidding not required.- Approval by Executive Director.

\$10,000 - \$19,999	<ul style="list-style-type: none"> - No formal RFP if operating expense. - Board president and treasurer to sign off. - Put on consent agenda at next board meeting. 	RFP ;and/or description of work required to at least two vendors quotes obtained <ul style="list-style-type: none"> - May be recommended to Budget Finance if expenditure exceeds \$10,000 - Approval by Board of Directors.
\$20,000+	<ul style="list-style-type: none"> - Formal RFP if operating expense with at least 3 written responses. - Approval by Board of Directors. 	<ul style="list-style-type: none"> - Formal RFP required with at least 3 written responses. - Budget and Finance review required. - Approval by Board of Directors.

G. Contract Terms

Contracts can be entered on behalf of the Association for goods, services, consulting or leases. It is recommended that the term of contracts not exceed one year, when possible. Any contract in excess of one year or \$5,000 shall be signed by the President of the Association. Contracts will be competitively bid every three years or less.

H. Legal

All contracts will contain, if possible, an indemnification ("hold harmless") provision in favor of the Association. The Executive Director may have the Association's legal counsel review proposed service, construction, and remodeling contracts prior to approval for, among other things, adequacy of insurance, performance bonds, labor and materials bonds, liquidated damages, and termination clauses.

2.2 CAPITALIZATION POLICY

This policy establishes a capitalization policy for fixed assets in accordance with the American Institute of Certified Public Accountants Accounting and Audit Guide for Common Interest Realty Associations.

Real Property – Real property purchased with Association funds, or real property donated to the Association, to which the Association holds title, with a cost or donated value of \$10,000 or more will be capitalized at cost. Property costing less than \$10,000 will not be considered material enough to warrant capitalization and will be expensed in the year of purchase. Real property will be capitalized only in the event that the property is severable and saleable by the Board of Directors without member approval, or if the property produces significant income to the Association. Real property will be depreciated (if it is depreciable property) over the estimated useful lives of items purchased. Where tax depreciation guidelines are substantially similar to the estimated useful lives, the tax depreciation guidelines may be used in lieu of estimated useful

lives. The Auditor and Finance Team (or other Board member designee by the Treasurer), shall

establish straight-line depreciation life for each asset that is consistent with the depreciable life of past similar assets.

Personal Property – Personal property purchased with Association funds, or personal property donated to the Association, to which the Association holds title, with a cost of \$5,000 or more will be capitalized at cost. Property costing less than \$5,000 will not be considered material enough to warrant capitalization and will be expensed in the year of purchase. Personal property will be depreciated over the estimated useful lives of items purchased. Where tax depreciation guidelines are substantially similar to the estimated useful lives, the tax depreciation guidelines may be used in lieu of estimated useful lives. The Finance Manager, with oversight from the Executive Director and Treasurer (or other Board member designee by the Treasurer), shall establish straight-line depreciation life for each asset that is consistent with the depreciation life of past similar assets. Association staff is instructed to adhere to this policy of capitalizing personal property, to maintain depreciation records of items capitalized, and record as necessary any additions, deletions or modifications to previously capitalized property.

2.3 EMERGENCIES

Notwithstanding the other expenditure policies in this Policy Document, in the event there is an emergency due to a catastrophic failure of facilities or equipment, the need to avoid a significant disruption in operations, the need to avoid a significant loss in revenue to the Association, or otherwise necessary to avoid or remediate a situation that poses an imminent threat to the health, safety or welfare of the Association residents and/or members of the public, the Executive Director shall have the authority to contract for services or repair work required to address the emergency for an amount not to exceed \$25,000. The Executive Director shall make reasonable efforts to contact the Association's president for consultation prior to implementing any emergency repairs or services. Once emergency repairs or services within the Executive Director's authority are commenced, the Executive Director shall promptly notify the Board of Directors in writing about the emergency and the action taken. The Board of Directors shall acknowledge expenditure on consent agenda at the next scheduled meeting. Emergency remedies in excess of \$25,000 in cost shall require the prior approval of the Board of Directors.

2.4 CONTINGENCY EXPENSE POLICY (We no longer have a contingency line item on the budget. Suggest deleting.)

The contingency expense account represented in the annual budget is designed to cover unforeseen community expenses that would otherwise result in a shortfall in the yearly budget. The amount of contingency expense to be included in the annual budget shall be approved by the Board of Directors. The actual allocation of the contingency funds during the budgeted year shall be approved by the Board of Directors.