

Commons On Lemon HOA
1753 E. Broadway Rd Suite 101-524
Tempe, AZ 85281
Phone (203) 693-1462
commonsonlemonhoa@gmail.com

The meeting was called to order 6:42 PM

A quorum was established. In attendance were; Jonathan Dillon and Matthew Papke . Earl Cass was in attendance representing Professional HOA Management. Non Board members were also in attendance.

The minutes were reviewed and approved

Financials were reviewed and approved

Minutes were not reviewed and Approved

Old Business

John asked about the roofing repair progress. Earl stated that the roof repair was needed and explained the immediacy of the repairs needed. **Jon will ask Jeremy to issue a quote.** Needs are: build up corners of roof and reseal, install new supports for AZ units, redo and reseal drains.

Earl mentioned that there was flashing that needed to be repaired on some of the buildings, we can do ourselves for a few hundred dollars.

Jonathan mentioned Jeremy and the need to set up a payment for him. Receipts for the pool work have been submitted (3) receipts totalling \$319.90. Matt made a motion to approve the reimbursement for the receipts. Motion passed unanimously.

Earl mentioned that a regulator was needed on the pool to be up to code.

Jonathan mentioned the need to create a task list for the complex. **Matt will make that spreadsheet and make available online to the board and the maint crew.**

Jonathan discussed the need to secure new management/maintenance contractors.

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A motion to approved jeremy Latam for the job was made. The board voted 2-0 in favor of hiring Jeremy Latam with Matt Papke abstaining due to conflict of interest. Jeremy is set to start February 1st.

Jonathan spoke to a CPA that offers services for \$30 an hour.

There was discussion around self management. Matt stated that he thought we could manage our own business. A motion was put forth to run a trial of self management. The motion was approved 3-0.

Jonathan mentioned the need for the roof repair.

Earl mentioned that unit 101 may be requesting payment for plumbing repairs made, we are pending.

Earl mentioned the mailing address for the Commons, Jon will look into updating a mailing address for the Commons

Old Business

Jonathan mentioned the accountant; Jon spoke to a CPA that offers services for \$30 an hour. **Jon will supply the new CPA with prior tax returns and qucibooks files.**

Jon mentioned unit 103's leak, Earl stated that there may be a need to reimburse the owner. The owner will provide documentation if requesting a check.

Earl mentioned that unit 101 may be requesting payment for plumbing repairs made, we are pending.

Lents has installed the new irrigation controller

Lentz had finished Bldg 2 irrigation upgrade, and is in process one BLDG 1

Jonathan asked for an audit of the existing fire alarm system. It was determined that it could be

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done initially with unskilled labor. Matt will work on contacting the TFDP and the groundskeeper to run initial audit.

Jon did hear back from the fire alarm company, we do not have a phone connected alarm..
Jeremy will bid out the testing of the alarm system.

New Business

Mat mentioned the bike in front of unit 123. The bike looks abandoned and will be tagged.

Jonathan brought up the volley ball court, the metal needs to be repaired and painted. **It will be put forth for a bid.**

Jonathan brought up the pool fence needing paint, **It will be put forth for a bid.**

Matt mentioned that a front porch light is out in 108 **It will be put forth for a bid.**

could be done initially with unskilled labor. Matt will work on contacting the TFDP and the grounds keeper to run initial audit.

There was a truck stolen per Adam from the north west parking spot

Matt mentioned that he matched up a bike to a owner, **Matt will work to get the bike to the new owner.**

Meeting adjourned 7:55PM `