

**MOUNTAIN TRAILS HOA
BOARD OF DIRECTORS MEETING
OPEN SESSION AGENDA
APRIL 18, 2023**

CALL TO ORDER:

PRESIDENT'S WELCOME TO BOARD ELECT:

MINUTES:

Review and Approval March Meeting Minutes

FINANCIALS:

March 2023

OLD BUSINESS:

Painting/Masonry – Handyman David Rowe approved per Val to paint West side grilling station and East side (\$150 plus cost of paint) – Project completed
Agave - NAOS area clean up – bids approved
East side asphalt update – Project completed

NEW BUSINESS:

Agave - NAOS area clean up – discussion to delay Area B due to non-related expense (legal)
Reserve Study – Due May 12th – West pool fence concerns (priority); bids pending

HOMEOWNERS SESSION: (2 MINUTES PER OWNER)

ADJOURNMENT TO CLOSED SESSION:

*****Planned Communities Act New Legislation:

The board is adjourning to go into the closed session and will be discussing items:

Personal Financial Information ARS Section 33-1804(A)(4)

Pending or contemplated litigation Section 33-1248(A)(2)

MOUNTAIN TRAILS COMMUNITY ASSOCIATION

% Kinney Management Services
6303 S Rural Road
Tempe, AZ 85283

OPEN SESSION MEETING ZOOM MINUTES

MARCH 21, 2023

CALL TO ORDER:

The meeting was called to order at 6:02pm. Board members present are Valerie Flower, Robert Anderson and Diana-Buchbinder. Jayna Van Den Einde is present from Kinney Management. There are 4 homeowners present.

MINUTES:

Motion to approve the February 21, 2023 minutes; seconded and all say "I".

FINANCIAL REVIEW:

Jayna discussed the February 2023 financials. Income was increased due to Delinquent/Collection income payments received. Variances for the new monthly and existing quarterly Pest Control contract; timing on the 2022 Winter rye overseed, \$1,765 Gate Repairs (hinges and batteries approved), the Backflow Preventer replacement due to theft and the 50% down payment for the approved Reserve Study being completed this Spring. Motion to approve the financials; seconded, all say "I".

OLD BUSINESS:

Painting/Masonry – VIVE Construction bid tabled. Additional bids requested, East side pony wall and pool doors.
East Side Pool Drain/Refill & Glass Bead – PoolWerx bid approved. Jayna to verify when work to be completed.
Patrol Service – Oversii bid approved to begin service April 1st.
East side asphalt – Schedule March 28th – March 31st. Notice approved sent via first class mail. 2nd mailing. Post website reminder, Facebook and at Message Boards.

NEW BUSINESS:

Painting/Masonry – Handyman David Rowe (approved per Val) to paint West side grilling station, East side entrance pony wall and both East and West pool doors for \$150 plus cost of paint.
Agave NAOS Area Clean Up – Motion to approve Area "A" \$7,775 and motion to approve Area "B" \$3,600; seconded, all say "I".
East Side Asphalt Update – Discussed the upcoming East side asphalt project beginning March 28th. Agave to shut off water March 24th, per Sunland the City of Phoenix can continue with their regular trash service on Friday, March 31st. Signature Gates has been notified to have gates opened by 6:00am morning of March 29th through Friday, March 31st, 5:00pm .

HOMEOWNER SESSION:

Faye asked about the asphalt project and where she falls on the map. Val communicated that her home lies within the red section highlighted on the map.

Dani inquired about the striping; was that included in the asphalt project and Val communicated that it was. She then also asked if the Board would consider benches in the NAOS areas. She stated that she walks there and it would be a nice addition. Val said the Board would consider her suggestion.

Jayna read the ARS guidelines to move into the Closed Session.

*****Planned Communities Act New Legislation:

The board is adjourning to go into the closed session and will be discussing items: Personal Financial Information ARS Section 33-1804(A)(4)

Pending or contemplated litigation Section 33-1248(A)(2)

The Open Meeting adjourned at 6:38pm.

MOUNTAIN TRAILS COMMUNITY
Income Statement
Mar 31, 2023
Account Number

DESCRIPTION	ACTUAL	CURRENT BUDGET	DATE VARIANCE	YEAR ACTUAL	TO BUDGET	DATE VARIANCE
INCOME						
OPERATING INCOME						
RESIDENTIAL ASSESSMENTS	27,301.73	26,995.00	306.73	85,860.54	80,985.00	4,875.54
DELINQUENT INCOME	2,604.66	375.00	2,229.66	4,762.01	1,125.00	3,637.01
FOB/GATE/KEY INC	55.00	.00	55.00	205.00	.00	205.00
WORKING CAPITAL/ESCROW	1,360.00	.00	1,360.00	1,700.00	.00	1,700.00
RESERVE CONTRIBUTION/ESCR	1,360.00	.00	1,360.00	1,700.00	.00	1,700.00
TOTAL OPERATING INCOME	32,681.39	27,370.00	5,311.39	94,227.55	82,110.00	12,117.55
RESERVE ALLOCATION	6,095.00	6,095.00	0.00	18,285.00	18,285.00	0.00
WORKING CAPITAL TRANSFER	1,360.00	.00	1,360.00-	1,700.00	.00	1,700.00-
RESERVE CONTRIBUTION	1,360.00	.00	1,360.00-	1,700.00	.00	1,700.00-
TOTAL INCOME	23,866.39	21,275.00	2,591.39	72,542.55	63,825.00	8,717.55
EXPENSES						
OPERATING EXPENSES						
MAINTENANCE & REPAIR						
LANDSCAPING CONTRACT	5,393.02	5,393.00	0.02-	10,786.04	16,179.00	5,392.96
PEST CONTROL	200.00	125.00	75.00-	525.00	250.00	275.00-
LANDSCAPE SUPPLIES	.00	200.00	200.00	.00	600.00	600.00
SHRUBS/TREES/FLOWERS	.00	.00	0.00	2,550.00	.00	2,550.00-
ELECTRICAL LIGHTING REPAIRS	.00	100.00	100.00	.00	300.00	300.00
WINTER OVERSEEDING	.00	.00	0.00	1,721.00	.00	1,721.00-
PLAYGROUND MAINT/INSPECT	.00	250.00	250.00	220.00	250.00	30.00
POOL CONTRACT	630.00	860.00	230.00	1,890.00	2,580.00	690.00
POOL & SPA SUPPLIES	526.39	1,000.00	473.61	1,127.60	3,000.00	1,872.40
POOL & SPA REPAIRS	1,270.00	.00	1,270.00-	1,833.28	1,000.00	833.28-
GATE CONTRACT	.00	325.00	325.00	460.00	975.00	515.00
GATE MAINTENANCE, LABOR	.00	500.00	500.00	3,193.91	1,500.00	1,693.91-
IRRIGATION REPAIRS	.00	210.00	210.00	1,239.33	630.00	609.33-
TREE TRIMMING	.00	1,000.00	1,000.00	675.00	1,000.00	325.00
GENERAL MAINTENANCE	.00	600.00	600.00	.00	1,800.00	1,800.00
TOTAL MAINT. & REPAIR	8,019.41	10,563.00	2,543.59	26,221.16	30,064.00	3,842.84
PARTS & SUPPLIES						
GATE/KEYS	.00	50.00	50.00	.00	150.00	150.00
TOTAL PARTS & SUPPLIES	.00	50.00	50.00	.00	150.00	150.00
UTILITIES						
ELECTRIC	2,871.42	3,000.00	128.58	8,676.62	9,000.00	323.38
GATE TELEPHONE	252.03	300.00	47.97	776.97	900.00	123.03

MOUNTAIN TRAILS COMMUNITY

Income Statement

Mar 31, 2023

Account Number

DESCRIPTION	ACTUAL	CURRENT BUDGET	DATE VARIANCE	YEAR ACTUAL	TO BUDGET	DATE VARIANCE
GAS	61.30	80.00	18.70	188.80	240.00	51.20
WATER/SEWER	570.24	3,000.00	2,429.76	1,332.42	9,000.00	7,667.58
TOTAL UTILITIES	3,754.99	6,380.00	2,625.01	10,974.81	19,140.00	8,165.19
ADMINISTRATIVE						
COLLECTIONS & LEGAL	539.00	375.00	164.00-	1,239.00	1,125.00	114.00-
BANK CHARGES	.00	10.00	10.00	25.00	30.00	5.00
AUDIT & TAX PREP	275.00	325.00	50.00	1,345.00	325.00	1,020.00-
INSURANCE	.00	.00	0.00	4,931.00	6,700.00	1,769.00
MEETINGS & COMMUNITY	.00	600.00	600.00	.00	600.00	600.00
MANAGEMENT FEES	1,400.00	1,400.00	0.00	4,200.00	4,200.00	0.00
COPIES/POSTAGE/SUPPLIES	48.76	100.00	51.24	278.59	300.00	21.41
STATEMENTS	158.26	175.00	16.74	476.94	525.00	48.06
PERMITS/LICENSES	.00	.00	0.00	320.00	.00	320.00-
INCOME TAXES	.00	60.00	60.00	110.00	60.00	50.00-
WEBSITE	.00	100.00	100.00	300.00	300.00	0.00
MISC ADMIN	.00	70.00	70.00	.00	210.00	210.00
TOTAL ADMINISTRATIVE	2,421.02	3,215.00	793.98	13,225.53	14,375.00	1,149.47
TOTAL OPERATING EXPENSE	14,195.42	20,208.00	6,012.58	50,421.50	63,729.00	13,307.50
NET OPER PROFIT/LOSS	9,670.97	1,067.00	8,603.97	22,121.05	96.00	22,025.05
RESERVE ALLOCATIONS						
INTEREST INCOME	172.06	.00	172.06	491.14	.00	491.14
RESERVE INCOME FM OP	6,095.00	6,095.00	0.00	18,285.00	18,285.00	0.00
WORKING CAPITAL	1,360.00	.00	1,360.00	1,700.00	.00	1,700.00
RESERVE CONTRIBUTION	1,360.00	.00	1,360.00	1,700.00	.00	1,700.00
TOTAL RESERVE & EXPENSE	8,987.06	6,095.00	2,892.06	22,176.14	18,285.00	3,891.14
NET PROFIT / (LOSS)	18,658.03	7,162.00	11,496.03	44,297.19	18,381.00	25,916.19

MOUNTAIN TRAILS COMMUNITY
Balance Sheet
Mar 31, 2023
MAR 1, 2023 - MAR 31, 2023

ASSETS

CURRENT ASSETS

CIT BANK OPERATING RESERVE ACCOUNTS 130,770.41

CIT BANK RESERVE 292,001.72
CIT ICS ACCT 402 151,129.79
UTILITY DEPOSITS 2,530.00

TOTAL CURRENT ASSETS 576,431.92

TOTAL ASSETS 576,431.92

LIABILITIES & CAPITAL

CAPITAL

PREPAID ASSESSMENTS (10,577.52)
RETAINED EARNINGS 542,712.35
PROFIT /(LOSS) FOR PERIOD 44,297.19

TOTAL CAPITAL 576,431.92

TOTAL LIABILITIES & CAPITAL 576,431.92



AGAVE

ENVIRONMENTAL CONTRACTING, INC.

Arbor Removal PROPOSAL/AGREEMENT

Site: Mountain Trails Area A Date: 3/3/2023
 Name: Jayana Van Den Einde Job Name: Cut Back Volunteer Trees and Shrubs
 Phone/Email: jayna@kinneymanagement.com Job # / Phase: 35-22000-30

The Contractor agrees to provide all labor, equipment and materials necessary to perform the below described work.

Cut Back volunteer Trees and Scrubs as close to the ground as possible. Spray cut back trees as soon as possible. Some Scrubs can be sprayed. Some shrubs on the slopes should not be sprayed because they are there to help retaining soil from erosion See attached Map and Pictures

Item #	Palm	Total
Removal	Cut back and Sray Project 1 @ \$ 6,950.00	\$ 6,950.00
Dump Fee	1 @ \$ 825.00	\$ 825.00
QUALIFIERS:		
Haul debris to appropriate waste facility, dump fees are included in this proposal.		
This proposal is based on the complete job as proposed, units costs will change if quantities change		
TOTAL		\$7,775.00

Owner: _____

By: _____
Signature

Contractor: AGAVE Environmental Contracting, Inc.

Print Name Date

By: Kyle Holt 3/3/2023
Name Date

NOTE: This quote is good for 90 days from date of proposal. The proposal is promised based on the terms and conditions on page 2 of this document.

NO IMPLIED WARRANTIES EXCEPT AS CONTAINED HEREIN.

TERMS OF PAYMENT:

- NET 30 DAYS

- NOTE: A service charge of 1.0% per month will be added to any unpaid balance exceeding 30 days from invoice date. Purchaser agrees to pay any and all court costs and/or costs of third parties associated with the payment collection, beyond the terms abo

(The finance charge is an annual percentage rate of 12%).

SPECIFICATIONS:

Damages: All Preventative Measures & Safe Working Practices will be made to Minimize Potential Damage. Damage of Sidewalks, Pavement, Curbing, or Parking Structures, unknown in-ground utilities from Equipment usage, and or Tree Fallings is at the Property Owner's Expense, not Agave Environmental Contracting, Inc.

IRRIGATION: All irrigation installation/repairs shall be conducted in a professional manner consistent with established practices in the industry and public codes. All material will be of new quality unless otherwise specified.

UNDERGROUND EXCAVATION: AGAVE Environmental Contracting, Inc. will abide by all blue stake ordinances in effect at the time of this agreement. It is the responsibility of the owner or agent to notify this contractor of any underground utilities or other obstructions in all areas where blue stake is not provided or for other utilities/obstructions not part of a blue stake service. Should damage occur as a result of failure to notify the contractor, the owner/agent agrees to pay for any and all damages.

WARRANTY FOR REPLACEMENTS / REPAIRS:

PLANTINGS: All plants will be replaced with the same species and size, should plant death occur within the time specified below, at no cost to the owner. Plant death must be associated with the contractor; specifically poor stock or improper installation. AGAVE Environmental Contracting, Inc is not responsible for circumstances beyond its control, acts of God, vandalism, owner neglect, or non irrigated plantings, except cactus.

Replacement / Repair Period
_____ DAYS FROM COMPLETION
(30 days if not otherwise stated)

IRRIGATION: Defects in workmanship will be repaired at no cost to the owner for the period indicated below. Corrective work must be consistent with the original request. Circumstances beyond the control of the contractor, acts of God, vandalism, and acts of third parties are not covered. Cost of such repairs is limited to the repair of the irrigation system only.

Replacement / Repair Period
_____ DAYS FROM COMPLETION
(30 days if not otherwise stated)

WARRANTY WORK WILL NOT APPLY TO PAST DUE ACCOUNTS



AGAVE

ENVIRONMENTAL CONTRACTING, INC.

Arbor Removal PROPOSAL/AGREEMENT

Site: Mountain Trails Area B Date: 3/3/2023
 Name: Jayana Van Den Einde Job Name: Cut Back Volunteer Trees and Shrubs
 Phone/Email: jayna@kinneymanagement.com Job # / Phase: 35-22000-30

The Contractor agrees to provide all labor, equipment and materials necessary to perform the below described work.

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Item #	Palm	Total
Removal	Cut back and Spray Project 1 @ \$ 3,360.00	\$ 3,360.00
Dump Fee	1 @ \$ 240.00	\$ 240.00
QUALIFIERS:		
Haul debris to appropriate waste facility, dump fees are included in this proposal.		
This proposal is based on the complete job as proposed, units costs will change if quantities change		
TOTAL		\$3,600.00

Owner: _____

By: _____
Signature

Contractor: AGAVE Environmental Contracting, Inc.

Print Name Date

By: Kyle Holt 3/3/2023
Name Date

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SPECIFICATIONS:

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Replacement / Repair Period
_____ DAYS FROM COMPLETION
(30 days if not otherwise stated)

WARRANTY WORK WILL NOT APPLY TO PAST DUE ACCOUNTS

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Mountain Trails HOA

45 views

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Tree Inventory

Gate Code #1600

Base map

Area A



E Baseline Rd

E Baseline Rd

E Valencia Dr

E Valencia Dr

S 22nd Pl

S 22nd Pl

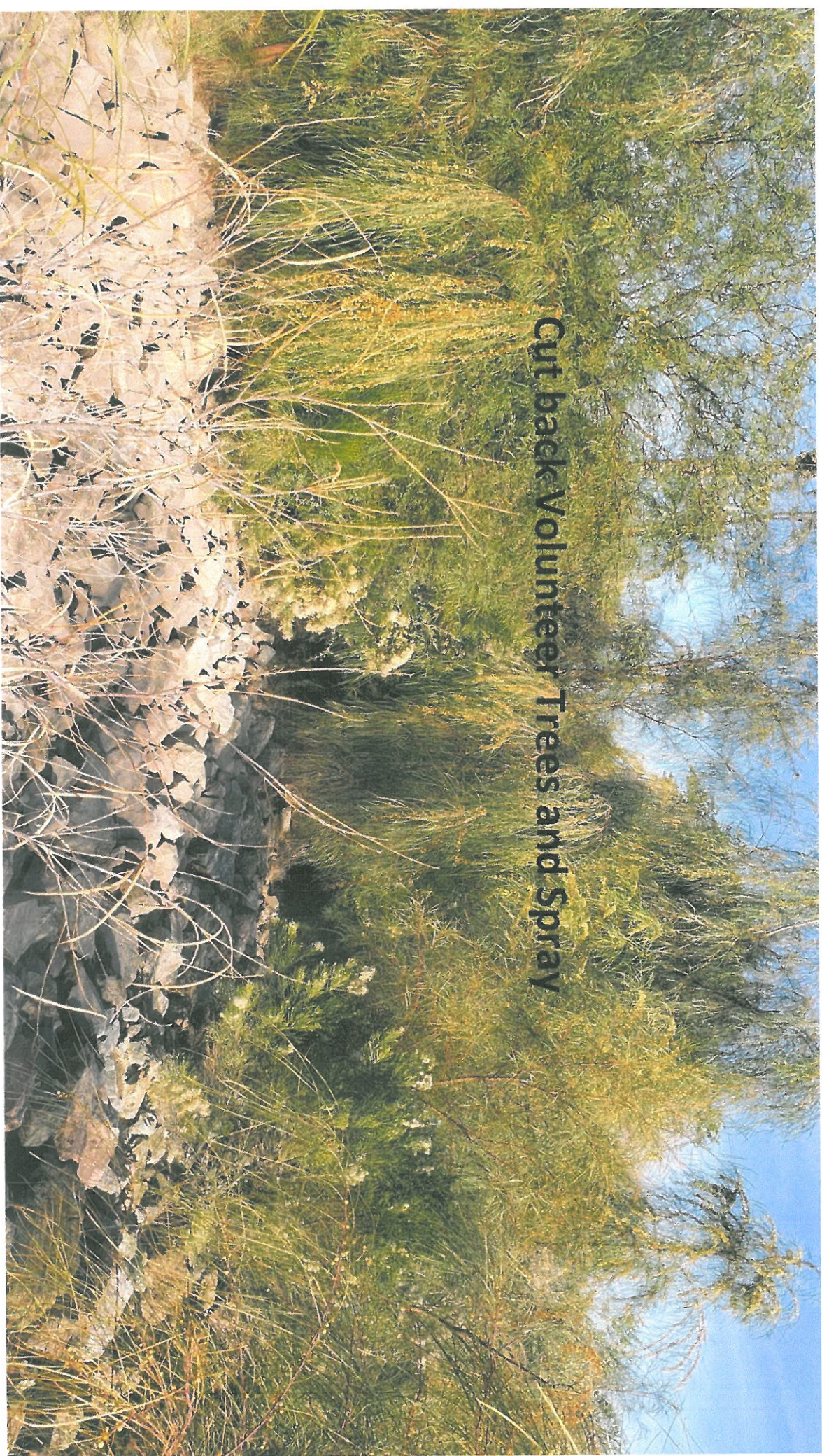
Area A

S 23rd St

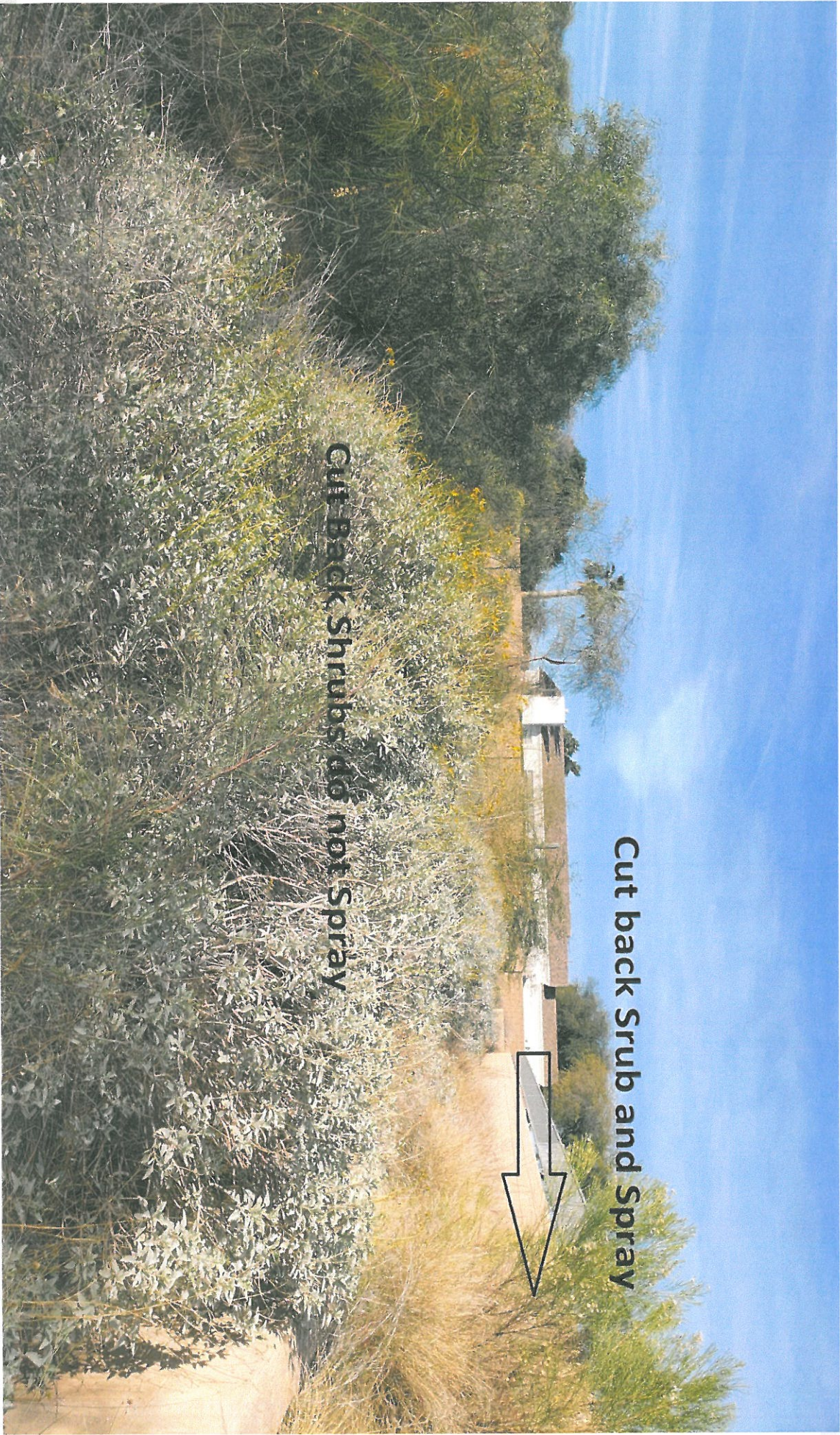
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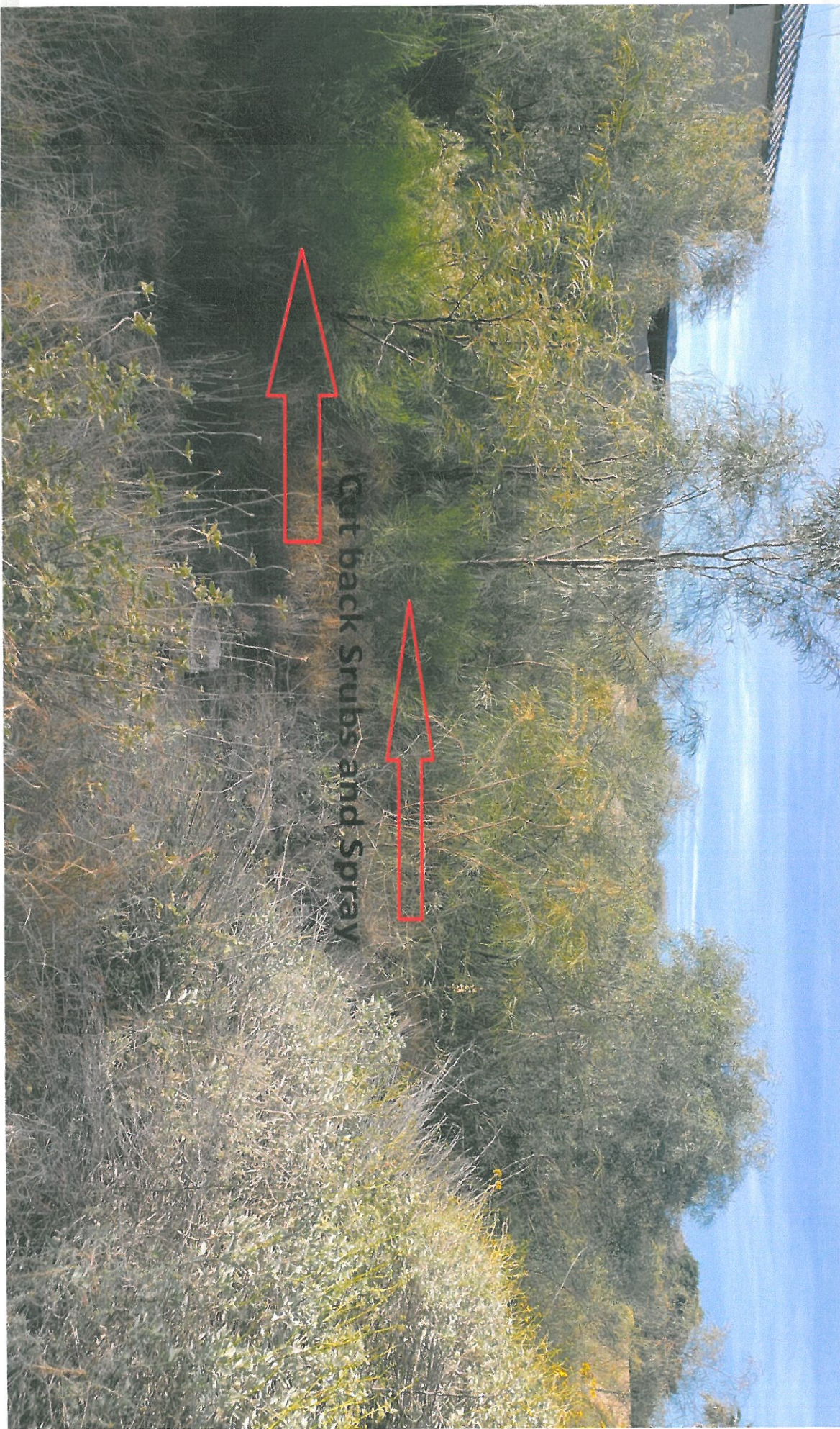


Cut back Volunteer Trees and Spray

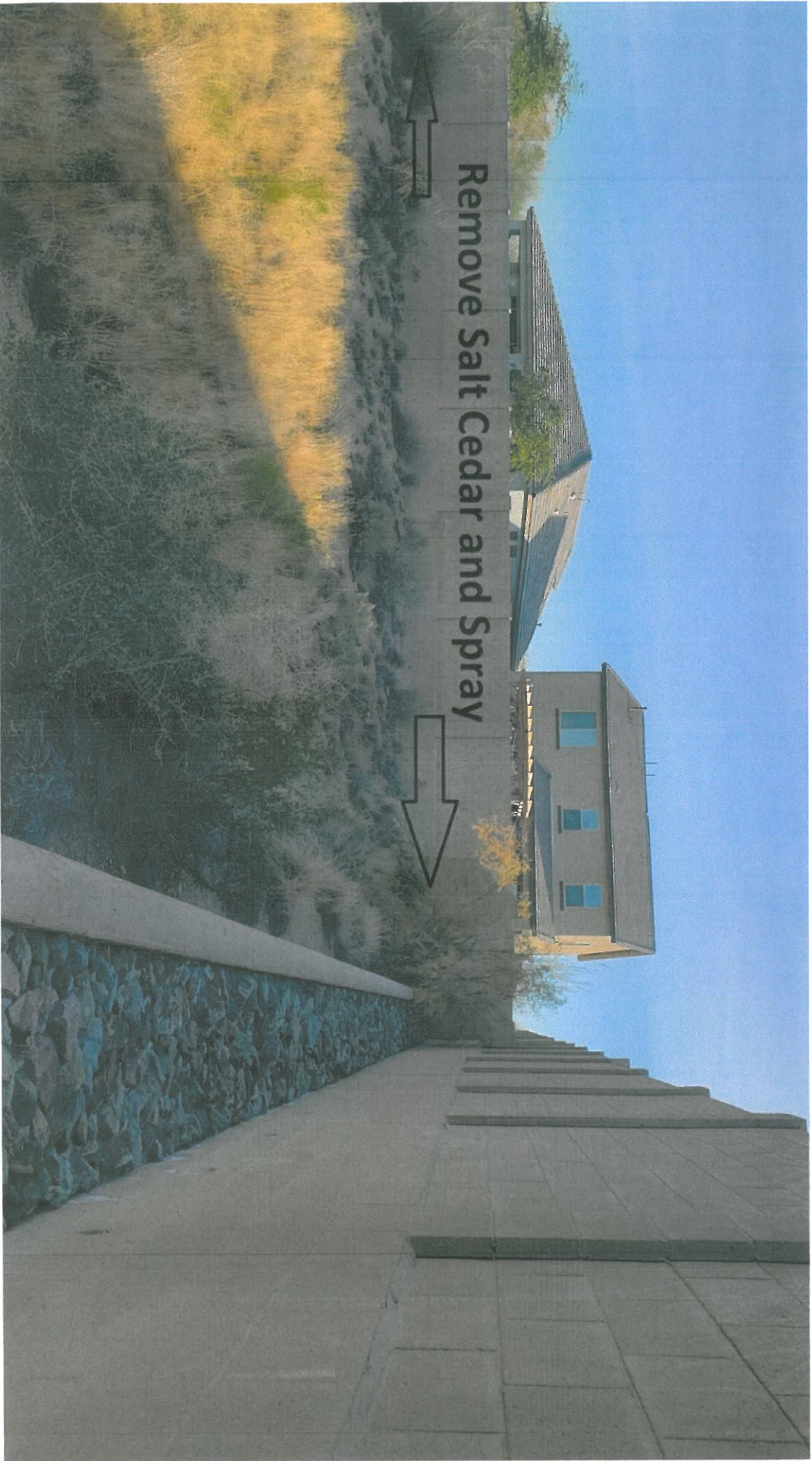


Cut back Srub and Spray

Cut Back Shrubs do not Spray



Cut back Scrubs and Spray



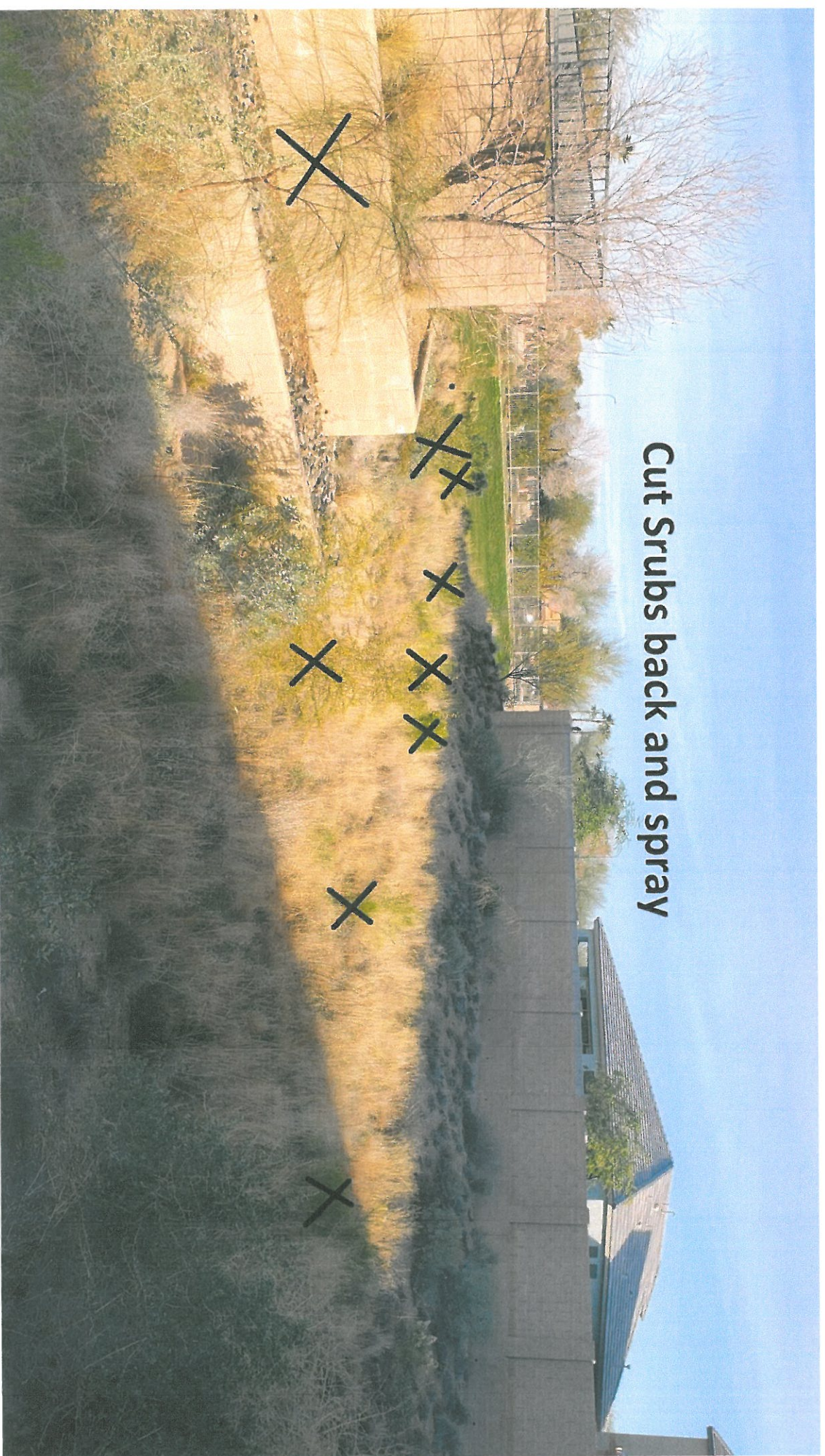
Remove Salt Cedar and Spray





Remove Volunteer Trees and Spray

Cut Scrubs back and spray



Mountain Trails HOA
45 views
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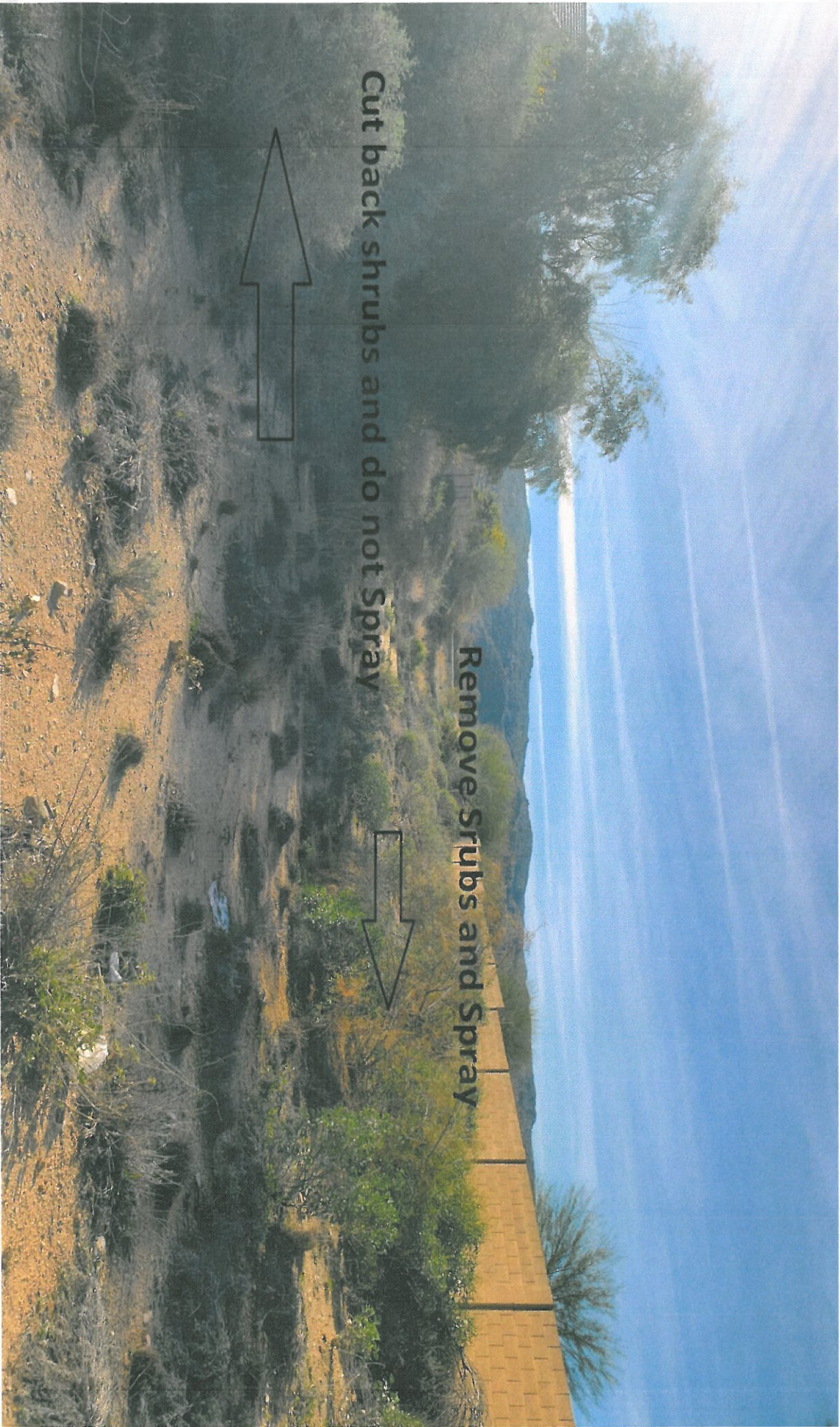
Tree Inventory

Gate Code #1600

▾ Base map

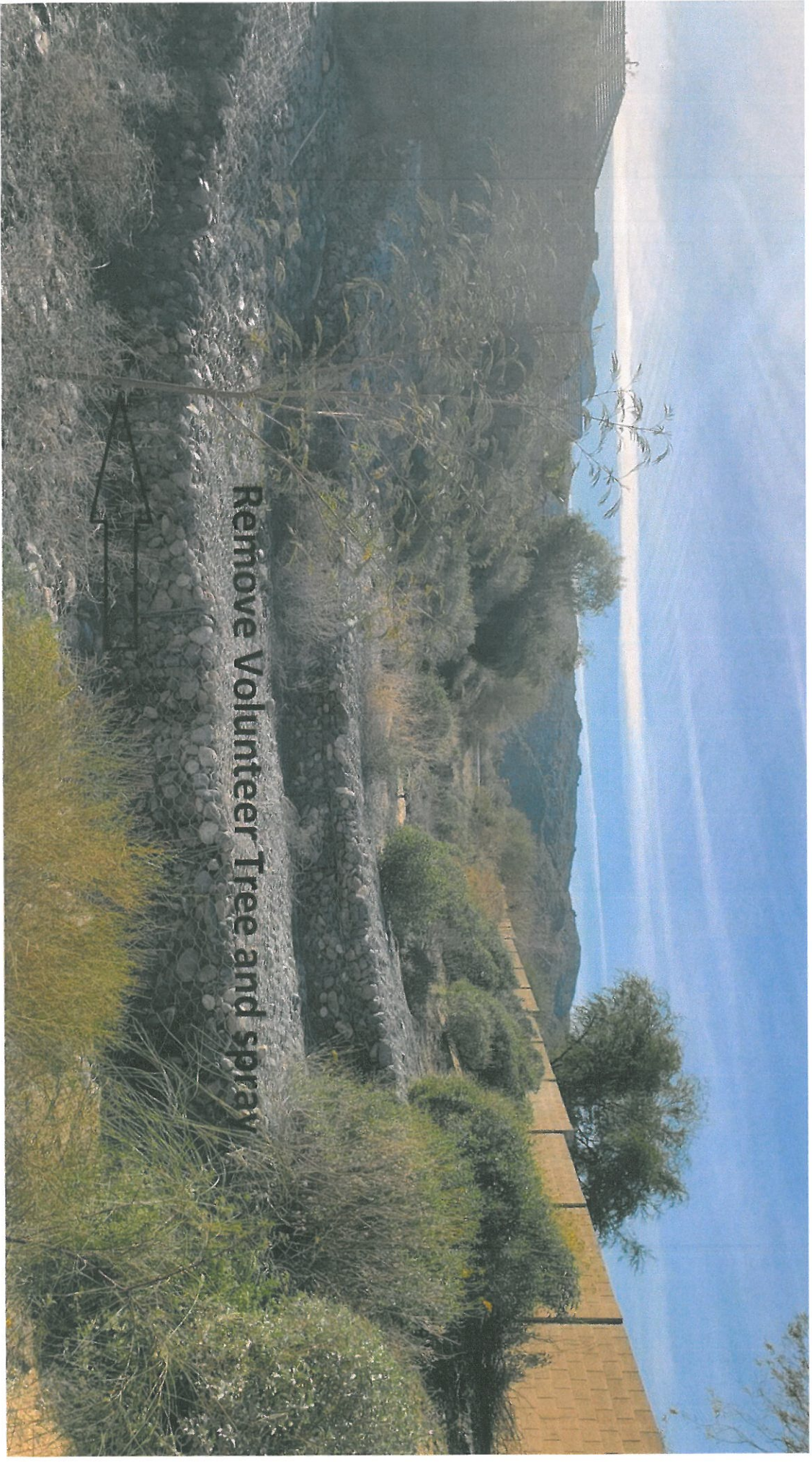
Area B





Cut back shrubs and do not Spray

Remove Shrubs and Spray



Remove Volunteer Tree and spray