

**MOUNTAIN TRAILS COMMUNITY ASSOCIATION HOA**

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

**OPEN SESSION MEETING  
AUGUST 21, 2024**

**CALL TO ORDER:**

**ATTENDANCE:**

**MINUTES:**

Review and Approval of July Meeting Minutes (attached)

**FINANCIALS:**

July 2024 (attached)

**OLD BUSINESS:**

No open items.

**NEW BUSINESS:**

Agave – Overseed (attached)

Signature Gates – 3<sup>rd</sup> Quarter Maintenance Findings - Batteries, Tomar Relay Box (attached)

NatureZone – Gopher activity – recommendation (attached)

Oversii – Variance Request discussion; Patrol cycle revision (365 days)

**HOMEOWNERS SESSION:** (2 MINUTES PER OWNER)

**ADJOURNMENT:**

## **MOUNTAIN TRAILS COMMUNITY ASSOCIATION HOA**

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

### **OPEN SESSION MINUTES JULY 17, 2024**

#### **CALL TO ORDER:** 7:04pm

**ATTENDANCE:** Robert Anderson, Kevin Busdeker, Kristen Mattes, Valerie Flower and Rosemary Cardenas for the HOA; Jayna Van Den Einde for Kinney Management Services and 4 homeowners attending the meeting.

**AGAVE:** David (Foreman), Dave (Irrigation) and Jason (Arborist) joined the meeting. David began by discussing the current conditions at the community and the heat stress that is occurring with the grass and the plant material. The timers are primarily set to operate in the late afternoon/evenings. They aerated the lawn to help the turf tolerate the heat. In addition, they discussed the ongoing concerns with the irrigation – valves that have required replacement due to age, gopher activity, etc.

Agave is proposing a new cloud-based Weathermatic Smart Link irrigation control system. Dave explained that the air cards remain in the possession of Agave, but that the installation of the new system will be at no charge and that the monthly fee for the 5 air cards needed will be covered by Agave for 3 years. This equates to \$35 per air card per month, or an annual savings of \$2,100. This is a total savings of \$6,300 over the 3 years for the air cards. The equipment also has a lifetime warranty so any issues with the valves installed will be covered under the warranty. The Board wants to proceed with the new system if the warranty and air card coverage can be written into the proposal.

Jason then discussed the tree trimming proposal that was provided for \$7,500. This covers the Fall trimming schedule for the entire community. The HOA budgeted \$10,000 so this is well within the allowance. Robert made a motion to approve the tree trimming, Kristen seconded and all say "I". The natural areas were also discussed and the trimming is scheduled to begin the first week of August.

Jayna thanked David, Dave and Jason for their time and attending the meeting.

#### **MINUTES:**

The June Meeting Minutes were provided. Jayna asked if there were any questions, changes and there were none. Robert made a motion to approve the minutes, Kristen seconded and all say "I".

#### **FINANCIALS:**

The June 2024 financial report was discussed. Monthly assessments fell below budget, primarily due to timing. There was \$2,300 in delinquencies collected. \$7,000 allocated to Reserves. As for the expenses, irrigation repairs were over budget this month due to gopher activity and aging

equipment. Additional gate remotes were purchased due to increased requests following the directory reset. Notices and postage were over budget due to the Annual meeting notice/ballot mailings. All other categories were in line to budget.

**OLD BUSINESS:**

There were no open items carried over from the prior month.

**NEW BUSINESS:**

A proposal from Fast Signs for the Pool Rules was reviewed. Robert asked if a different color vinyl lettering would last longer – black, red or blue. Jayna will ask the question. Robert made a motion to approve the proposal based on the information provided from Fast Signs. Val seconded the motion and all say “I”.

**HOMEOWNERS SESSION:** (2 MINUTES PER OWNER)

Yvonne asked about the natural area and specifically the tree directly behind their home, if it can be kept due to the shade it provides. Robert responded that if Agave determines that the tree will affect the structural integrity of the wall with the root system, it will be required to be removed.

Jayna asked if there were any other questions, comments for the HOA. There were none.

**ADJOURNMENT:** 8:20pm

## MOUNTAIN TRAILS COMMUNITY

## Income Statement

Jul 31, 2024

Account Number

DESCRIPTION	ACTUAL	CURRENT BUDGET	D A T E VARIANCE	Y E A R ACTUAL	T O BUDGET	D A T E VARIANCE
INCOME						
OPERATING INCOME						
RESIDENTIAL ASSESSMENTS	28,199.79	27,370.00	829.79	183,263.50	191,590.00	8,326.50-
DELINQUENT INCOME	1,290.00	1,350.00	60.00-	10,681.50	9,450.00	1,231.50
FOB/GATE/KEY INC	165.00	.00	165.00	800.00	200.00	600.00
FINES/VIO/LT FEES	.00	.00	0.00	125.00	.00	125.00
WORKING CAPITAL/ESCROW	.00	.00	0.00	680.00	.00	680.00
RESERVE CONTRIBUTION/ESCR	.00	.00	0.00	680.00	.00	680.00
TOTAL OPERATING INCOME	29,654.79	28,720.00	934.79	196,230.00	201,240.00	5,010.00-
RESERVE ALLOCATION	7,000.00	7,000.00	0.00	49,000.00	49,000.00	0.00
WORKING CAPITAL TRANSFER	.00	.00	0.00	680.00	.00	680.00-
RESERVE CONTRIBUTION	.00	.00	0.00	680.00	.00	680.00-
TOTAL INCOME	22,654.79	21,720.00	934.79	145,870.00	152,240.00	6,370.00-
EXPENSES						
OPERATING EXPENSES						
MAINTENANCE & REPAIR						
LANDSCAPING CONTRACT	5,393.02	5,393.00	0.02-	37,751.14	37,751.00	0.14-
PEST CONTROL	200.00	200.00	0.00	1,825.00	1,400.00	425.00-
ELECTRICAL LIGHTING REPAIRS	.00	.00	0.00	.00	200.00	200.00
PLAYGROUND MAINT/INSPECT	.00	.00	0.00	440.00	500.00	60.00
PARKING SERVICE CONTRACT	480.00	480.00	0.00	3,360.00	3,360.00	0.00
POOL CONTRACT	874.90	860.00	14.90-	5,114.90	5,100.00	14.90-
POOL & SPA SUPPLIES	542.97	600.00	57.03	3,166.35	3,400.00	233.65
POOL & SPA REPAIRS	.00	1,000.00	1,000.00	988.45	3,000.00	2,011.55
GATE CONTRACT	.00	500.00	500.00	1,245.00	1,500.00	255.00
GATE MAINTENANCE, LABOR	725.85	750.00	24.15	5,204.47	5,250.00	45.53
IRRIGATION REPAIRS	325.00	600.00	275.00	5,454.50	4,200.00	1,254.50-
TREE TRIMMING	.00	.00	0.00	.00	10,000.00	10,000.00
GENERAL MAINTENANCE	.00	.00	0.00	1,664.59	500.00	1,164.59-
TOTAL MAINT. & REPAIR	8,541.74	10,383.00	1,841.26	66,214.40	76,161.00	9,946.60
PARTS & SUPPLIES						
GATE/KEYS	.00	450.00	450.00	2,102.31	900.00	1,202.31-
TOTAL PARTS & SUPPLIES	.00	450.00	450.00	2,102.31	900.00	1,202.31-
UTILITIES						
ELECTRIC	3,083.21	3,000.00	83.21-	20,762.98	21,000.00	237.02
GATE TELEPHONE	266.14	275.00	8.86	1,868.07	1,925.00	56.93
GAS	63.66	65.00	1.34	471.60	455.00	16.60-

## MOUNTAIN TRAILS COMMUNITY

## Income Statement

Jul 31, 2024

Account Number

DESCRIPTION	ACTUAL	CURRENT BUDGET	D A T E VARIANCE	Y E A R ACTUAL	T O BUDGET	D A T E VARIANCE
WATER/SEWER	5,392.94	7,000.00	1,607.06	17,639.48	18,750.00	1,110.52
TOTAL UTILITIES	8,805.95	10,340.00	1,534.05	40,742.13	42,130.00	1,387.87
ADMINISTRATIVE						
LEGAL	.00	.00	0.00	4,628.46	1,450.00	3,178.46-
COLLECTIONS & LEGAL	470.50	500.00	29.50	2,822.00	3,500.00	678.00
BANK CHARGES	10.00	.00	10.00-	50.00	50.00	0.00
AUDIT & TAX PREP	.00	.00	0.00	975.00	925.00	50.00-
INSURANCE	.00	.00	0.00	5,379.00	5,250.00	129.00-
MEETINGS & COMMUNITY	.00	500.00	500.00	.00	500.00	500.00
MANAGEMENT FEES	1,400.00	1,400.00	0.00	9,800.00	9,800.00	0.00
COPIES/POSTAGE/SUPPLIES	25.69	50.00	24.31	1,735.00	1,100.00	635.00-
RECORD STORAGE	4.00	10.00	6.00	31.50	70.00	38.50
STATEMENTS	215.27	165.00	50.27-	1,462.70	1,155.00	307.70-
PERMITS/LICENSES	.00	.00	0.00	270.00	270.00	0.00
INCOME TAXES	.00	.00	0.00	115.00	1,070.00	955.00
WEBSITE	.00	.00	0.00	431.88	300.00	131.88-
MISC ADMIN	.00	.00	0.00	.00	120.00	120.00
TOTAL ADMINISTRATIVE	2,125.46	2,625.00	499.54	27,700.54	25,560.00	2,140.54-
TOTAL OPERATING EXPENSE	19,473.15	23,798.00	4,324.85	136,759.38	144,751.00	7,991.62
NET OPER PROFIT/LOSS	3,181.64	2,078.00-	5,259.64	9,110.62	7,489.00	1,621.62
RESERVE ALLOCATIONS						
INTEREST INCOME	170.12	.00	170.12	1,174.98	.00	1,174.98
RESERVE INCOME FM OP	7,000.00	7,000.00	0.00	49,000.00	49,000.00	0.00
WORKING CAPITAL	.00	.00	0.00	680.00	.00	680.00
RESERVE CONTRIBUTION	.00	.00	0.00	680.00	.00	680.00
RESERVE EXPENSE	.00	.00	0.00	36,300.05	.00	36,300.05-
TOTAL RESERVE & EXPENSE	7,170.12	7,000.00	170.12	15,234.93	49,000.00	33,765.07-
NET PROFIT / (LOSS)	10,351.76	4,922.00	5,429.76	24,345.55	56,489.00	32,143.45-

ASSETS

CURRENT ASSETS	
MOUNTAIN TRAILS OPERATING	177,378.32
RESERVE ACCOUNTS	
MOUNTAIN TRAILS RESERVE	278,958.27
MOUNTAIN TRAILS ICS ACCT 402	152,041.60
UTILITY DEPOSITS	2,530.00
TOTAL CURRENT ASSETS	610,908.19
TOTAL ASSETS	610,908.19

LIABILITIES & CAPITAL

CAPITAL	
PREPAID ASSESSMENTS	(10,577.62)
RETAINED EARNINGS	597,140.26
PROFIT /(LOSS) FOR PERIOD	24,345.55
TOTAL CAPITAL	610,908.19
TOTAL LIABILITIES & CAPITAL	610,908.19



## LANDSCAPE ENHANCEMENT PROPOSAL/AGREEMENT

Site: Mountain Trails Date: 7/17/2024  
Name: Jayna Van Den Einde Job Name: 2024 overseed  
Phone/Email: [jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com) Job # / Phase 30-22003-50

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

**SCOPE OF WORK: Over seed agreed upon turf areas with 10-12 lbs per thousand square feet with Rye grass seed blend.**

Item #	Description and location(s)	Total
1	Overseed Material 1 @ \$ 1,755.00	\$ 1,755.00
	@	\$ -
	@	\$ -
	@	\$ -
		\$ -
		\$ -
Sales Tax		
<b>QUALIFIERS:</b>		
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		
<b>TOTAL</b>		<b>\$1,755.00</b>

Owner: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Contractor: AGAVE Environmental Contracting, Inc.

By: Justin Ordonez 7/17/2024  
Name Date

\_\_\_\_\_  
Print 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 above.

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

SPECIFICATIONS:

**PLANTINGS:** All plantings to be true to their size and type according to accepted nursery practice.

**ROCK:** All rock, including granite, will be installed in the size, density, and color indicated in the Proposal. Color may vary due to age of existing materials. The contractor is not responsible for exact color matches which vary due to exposure and source.

**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



Signature Gate Systems & Welding Company  
P.O. Box 11933  
Glendale, AZ 85318 US  
(602)695-3484  
signature@gatesandwelding.com  
www.gatesandwelding.com

## Estimate



### ADDRESS

Mountain Trails C/O Kinney  
Management  
2320 S. 24th Street  
Phoenix, AZ 85042

ESTIMATE #	DATE	
10215kf	08/15/2024	

DESCRIPTION	QTY	RATE	AMOUNT
<p>Here is the estimate for the items found in need of repair during the 3rd Quarter Maintenance review</p> <p>Mountain trails (West); 4 Hysecurity swing operators:</p> <ul style="list-style-type: none"> <li>- Exit Curb operator did not open on power loss</li> <li>- Will install 2 new 12v8a batteries</li> <li>- Neither FD Tomar head activated or opened gates</li> <li>- FD Tomar relay did not activate or open gates</li> <li>- Will install 1 new FD Tomar relay box and a dedicated transformer(More repairs may be needed but we won't know until we do this first)</li> </ul> <p>Just let us know and we'll get it done.</p>	1	1,275.45	1,275.45

Payments should be sent to P.O. Box 11933 Glendale, AZ 85318 once a job is invoiced and completed

To accept this estimate please fill in Signature (Accepted By) and Date (Accepted Date) Below and email back to signature@gatesandwelding.com.

SUBTOTAL	1,275.45
TAX (0%)	0.00
<b>TOTAL</b>	<b>\$1,275.45</b>

Accepted By

Accepted Date

The main large issue is the park to the north of 23rd place. This is a large area that looks rarely used but has a lot of gopher activity especially on the north side adjacent to baseline road. We could do 10 hours over a few visits to see what is accomplished.

The area that was brought up along 23rd place near beautiful lane will be treated this week as included in the regular service. We normally check these treatments the following month visit to address any leftover activity. Treatment will include gas bombing.

Bill

On Wed, Aug 14, 2024 at 10:45 AM <[jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)> wrote:  
Bill,

Can you give me an idea of the number of hours you would want to spend. Based on the information, I may need board approval. Please let me know, thank you.

Jayna Van Den Einde  
Kinney Management Services  
P.O. Box 25466  
480-508-4017 Phone  
480-820-7441 Fax  
[jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)

Office Hours  
7:00am - 6:00pm Monday through Thursday

On Aug 14, 2024 10:14 AM, Bill Stewart <[bills@naturzoneaz.com](mailto:bills@naturzoneaz.com)> wrote:  
-----Original Message-----

Hi Jayna

I inspected the property yesterday afternoon. That area in question does have a lot of activity which we will target on the next visit.

I have set aside about 2 hours per monthly visit. Mostly this has been enough for the main common park areas. My inspection of those areas found no significant activity.

Along with the location along 23rd place and Beautiful lane there is some problems near the pool on the west part of the community, and a lot of activity in the large common area where the property goes up to baseline road. We have not put much effort into that area as it is a lot of work and only affecting a home along the far north end of 23rd place.

We can address this area that was reported and it should be within the service we have under contract, but if we need to go farther and into the common area (and maybe even the wash behind the homes which we do not currently service) to the north and ramp up the gopher service we may want to come up with a special service agreement for that.

The rate we charge per hour for that service is currently \$150.00. A few hours extra would help within the community. The large common area north of 23rd place that is adjacent to Baseline road is hard to determine.

Let me know what you think.

Regards,  
Bill

On Tue, Aug 13, 2024 at 3:01 PM <[jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)> wrote:  
23rd Place and Beautiful Lane. But you need to walk both east and west sides. They are tunneling everywhere.

Jayna Van Den Einde  
Kinney Management Services  
P.O. Box 25466  
480-508-4017 Phone  
480-820-7441 Fax  
[jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)

Office Hours  
7:00am - 6:00pm Monday through Thursday

On Aug 13, 2024 2:50 PM, Bill Stewart <[bills@naturzoneaz.com](mailto:bills@naturzoneaz.com)> wrote:  
-----Original Message-----

Hi Jayne

I am going to go by there late today to assess this.. I just want to make sure I am going to the correct mail box location.

On Tue, Aug 13, 2024 at 10:51 AM <[jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)> wrote:  
Bill,

See the information below from our homeowner at Mountain Trails. If you will please assess the current situation at both the east and west sides of the community and let me know what you recommend. Our next meeting is on the 21st so I would need your proposal by this Friday. Thank you!

Jayna Van Den Einde  
Kinney Management Services  
P.O. Box 25466  
480-508-4017 Phone  
480-820-7441 Fax  
[jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)

Office Hours

7:00am - 6:00pm Monday through Thursday

----- Forwarded message -----

From: Ben Zapien <[rzap1957@gmail.com](mailto:rzap1957@gmail.com)>

Date: Aug 12, 2024 3:41 PM

Subject: Re: Critters Dirt Piles

To: [jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)

Cc: [ramzap58@gmail.com](mailto:ramzap58@gmail.com)

-----Original Message-----

Hi Jayna,

I haven't received an email confirming that someone has come out to inspect the mounds of dirt next to the mailboxes east of our home. Our concern now is that we have mounds of dirt by our front porch 10 feet from our front door, please email back that someone has come by to take care of the problem.

Thanks,

Benjamin and Ramona Zapien

Sent from my iPhone

> On Jul 15, 2024, at 9:43 AM, Ben Zapien <[rzap1957@gmail.com](mailto:rzap1957@gmail.com)> wrote:

> Thanks Jayna,

> Please let us know when they have completed taking care of little pests. Appreciate all you do for Mountain Trails.

> Ramona and Ben

>

> Sent from my iPhone

>

>> On Jul 15, 2024, at 9:35 AM, [jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com) wrote:

>>

>>

>> I've sent the information to our vendor that handles the pest control for the HOA. Thank you!

>>

>> Jayna Van Den Einde

>> Kinney Management Services

>> P.O. Box 25466

>> 480-508-4017 Phone

>> 480-820-7441 Fax

>> [jayna@kinneymanagement.com](mailto:jayna@kinneymanagement.com)

>>

>> Office Hours

>> 7:00am - 6:00pm Monday through Thursday

>>

>> On Jul 11, 2024 1:46 PM, Ben Zapien <[rzap1957@gmail.com](mailto:rzap1957@gmail.com)> wrote:

>> -----Original Message-----

>>

>> Hello Jayna,

>> It seems like we have some critters digging holes along 23rd place starting at Beautiful lane going

north behind the mailboxes. I don't know if the landscaping company has reported these mounds of dirt to you. I hope these critters can be taken care of before they dig into our homes foundations. Please advise us what the HOA can do regarding our concerns for all of our neighbors.

>> Thank you in advance,

>> Ramona and Benjamin Zapien

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