

Palomino Homeowners Association

City Property Management Company
4645 E. Cotton Gin Loop
Phoenix, AZ 85040
Office: (602) 437-4777 | Fax: (602) 437-4770
www.palominohoa.org

BOARD OF DIRECTORS REPORTS

February 2023

Regular Session

Tuesday, February 28, 2023
Foothills Recreation & Aquatics Center
5600 W. Union Hills Dr.
5:30 PM



Prepared By: Luis Rosas, Community Manager

If you have any questions or if you are unable to attend the meeting, please contact me at (602) 437-4777, ext. 2134 or luis.rosas@cityproperty.com.

PALOMINO HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS REPORTS

Regular Session
February 28, 2023

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**Palomino Homeowners Association
Board of Directors Meeting**

**February 28, 2023
Foothills Recreation & Aquatics Center
5600 W. Union Hills Dr.
5:30 PM - 6:00 PM (Regular Session)**

AGENDA

- I. Call Meeting to Order**
- II. Open Forum**
- III. Approval of Minutes**
- IV. Management Report**
- V. Financial Report**
- VI. Committee Reports**
 - a) Architectural Committee
 - b) Landscape Committee
- VII. Old Business**
- VIII. New Business**
 - a) Agave Landscape Contract
 - b) Gate Proposals
 - c) Front Pedestrian Gate
 - d) Annual Meeting Location
 - e) Short Term Rentals
 - f) Garage Sale Date - Gate Being Held Open for the Day
 - g) On Street Parking - Inspections/Violations
- IX. Adjournment**

**Palomino Homeowners Association
Minutes of the Meeting of the Board of Directors
Regular Session
Glendale Aquatics Center
October 25, 2022**

Board Members in Attendance

Kim Snyder
Desiree Tynsky
Patricia Buck

Also in Attendance

Luis Rosas CAAM, Community Manager, City Property Management

Call to Order

The regular session was called to order at 5:33pm.

Open Forum

Homeowners has questions, comments and/or concerns with tree trimming, architectural committee and trick or treating. All questions, comments and/or concerns were addressed by the Board of Directors or Management.

Approval of Minutes

Motion was made by Kim and seconded that the following resolution be adopted:

RESOLVED, to accept the August 31, 2022, as presented.

The motion was carried, and the resolution adopted by a unanimous, affirmative vote.

Management Report

Luis Rosas reviewed the management report with those in attendance

Financials

The financials for October 2022 were reviewed and accepted subject to audit.

Committee Report

a. **Architectural Committee**

Patti Buck reviewed the Architectural Committee Report with those in attendance

Old Business

a. **2023 Budget**

Motion was made by Kim and seconded that the following resolution be adopted:

RESOLVED, to accept the 2023 Budget, as presented, with an annual assessment of \$60,793.66, management fees totaling \$12,600.00 annually. The Compilation will be \$600.00. to be paid from the operating fund.

The motion was carried, and the resolution adopted by a unanimous, affirmative vote.

New Business

- a. **Stillwater Landscaping – Fall Planting** – Luis provided an update on front entrance flowers. No action was required.
- b. **Gate Guys Contract** – Tabled for future meeting.
- c. **Newsletter** – No action required

Motion was made by Kim and seconded that the following resolution be adopted:

RESOLVED, to allow Bruce Donaldson to draft the Community Newsletter. One-time payment of \$150.00 to be paid out of operating funds.

The motion was carried, and the resolution adopted by a unanimous, affirmative vote.

Adjournment

Motion was made and seconded that the following resolution be adopted:

RESOLVED, that the regular meeting be adjourned at 6:32pm.

The motion was carried, and the resolution adopted by a unanimous, affirmative vote.

Respectfully Submitted by,

Dominique Hernandez

Dominique Hernandez

Recording Secretary on Behalf of the Board of Directors

As an Independent Contractor

Palomino Homeowners Association
City Property Management Company
4645 East Cotton Gin Loop
Phoenix, AZ 85040
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MANAGEMENT REPORT

February 2023

Financial Statements

Balance Sheet	<u>as of January 31, 2023</u>
Operating Assets	\$36,872.43
Reserve Assets	\$226,324.15
Liabilities	\$0.00
Current Year Operating Net Income/(Loss)	\$2,208.61

Income/Expense	MTD	Variance	YTD	Variance
Income - Income Accounts	\$14,925.21	(\$15,471.62)	\$14,925.21	(\$15,471.62)
Expense - Utilities	\$234.79	\$5.21	\$234.79	\$5.21
Expense - Maintenance	\$1,267.96	\$513.70	\$1,267.96	\$513.70
Expense - Administrative	\$2,173.35	(\$596.69)	\$2,173.35	(\$596.69)
Expense - Fund Transfers	\$9,040.50	\$0.00	\$9,040.50	\$0.00

Reserves - Primary

Current Reserves Balance (1/31/2023)	\$226,324.15
Fully Funded Reserves Amount (2023)	\$214,297.00
Percent Funded	109.83%

The percent funded is based on projected funding through 12/31/2023.

Maintenance

Work Orders Completed:	Description	Date Completed
1.	#237821 - Tree Trimming Stillwater Landscape Management LLC <i>Vendor Completion Note: Our tree department is now aware and is in their hands. They will be handling this tree issue in this next coming up tree pruning.</i>	11/23/2022
2.	#237920 - Check Irrigation/Sprinkler System Stillwater Landscape Management LLC <i>Vendor Completion Note: Technician is on his way there now to fix this issue.</i>	11/23/2022
3.	#238231 - Gates Squeaking The Gate Guys Inc <i>Vendor Completion Note: Replaced AIGA Bearings</i>	12/2/2022
4.	#238531 - Tree Trimming Stillwater Landscape Management LLC	12/5/2022

*Vendor Completion Note:
Tree department is here now
They will have this tree trimmed as soon as the board approves the tree pruning here at palomino.*

5. #238931 - Overgrown Trees 12/13/2022
Stillwater Landscape Management LLC

*Vendor Completion Note:
this work order is now on the hands of the tree department to go take care of it.
they might be on site this coming Friday to trim trees behind the unit.*

6. #241998 - Weed Control 2/17/2023
Agave Environmental Contracting Inc

*Vendor Completion Note:
weeds larger than 4 inches in size removed and smaller weeds treated.*

7. #242323 - Lake Backing Up Into Yards 2/21/2023
Balanced Aquatics Inc

*Vendor Completion Note:
The Pipes were clogged with Landscape Debris.*

Action Items

Action Items Completed:	Description	Date Completed
1.	Assigning Officers	2/9/2023

CC&R Enforcement

Deed Violations Issued Since 10/25/2022:

Accumulation of Debris	1
Painting Approval Required	1
Unallowed Exterior Change	1
Unapproved Exterior Change	2

Architectural Requests

Request Decisions:	Lot	Description	Date Received	Decision
1.	100	Paint Exterior - Paint Exterior	11/10/2022	Approved
2.	100	Paint Exterior - Paint Exterior/Door	11/17/2022	Approved
3.	98	Solar Panels - Solar Panels	12/16/2022	Approved
4.	98	Solar Panels - Solar Panels	12/22/2022	Approved
5.	87	Artificial Turf - Artificial Turf	2/14/2023	Approved
6.	110	Landscape Install - Landscape/Hardscape	2/16/2023	Rejected
7.	87	Landscaping - Landscape/Tree	2/14/2023	Approved

Owner Receivables

Number of Owners Delinquent: 0 of 110 (0%) + 0 Previous Owners

Collections Report Summary

Total Decisions Pending:	0
Payment Plans:	1 Open, 0 Completed, 0 Terminated
Small Claims:	0 Open
Bankruptcies:	0 Open, 0 Closed

Foreclosures:	0 Pending, 0 Completed, 0 Cancelled
Accounts With Attorney:	0 Active

Collection Letter/Lien Activity Since 10/25/2022

Demand	1
Pre-Demand	1
Liens Released	1

Board of Directors Roster

Patricia Buck	Treasurer	6/29/2022 - 6/29/2025
Kim Snyder	President	6/29/2022 - 6/29/2024
Desiree Tynsky	Secretary	4/22/2020 - 4/22/2023

Architectural Review Committee Roster

Billie Cawley	Committee Member	5/7/2019 - 5/7/2019
Bernard P Thiel	Committee Member	-
Open Seat	Committee Member	2/4/2019 - 2/4/2019
Patricia Buck	Committee Chairperson	10/4/2022 - 10/4/2022
Open Seat	Committee Member	10/18/2019 - 10/18/2019

Palomino Homeowners Association

Balance Sheet

As of 1/31/2023

ASSETS

<u>Cash</u>		<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
1100	Oper-CIT-Ckg-0.05%	36,872.43		36,872.43
1200	RSV-CIT-MM-0.30%		92,576.71	92,576.71
1207	RSV-AFCU-CD-1.59%-11/24/23		39,938.58	39,938.58
1208	RSV-ALI-MM-0.25%		93,808.86	93,808.86
Total Cash		<u>36,872.43</u>	<u>226,324.15</u>	<u>263,196.58</u>
<u>Other Assets</u>		<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
Total Other Assets		<u>-</u>	<u>-</u>	<u>-</u>
TOTAL ASSETS		<u>36,872.43</u>	<u>226,324.15</u>	<u>263,196.58</u>

LIABILITIES & EQUITY

<u>Liabilities</u>		<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
Total Liabilities		<u>-</u>	<u>-</u>	<u>-</u>
<u>Equity</u>		<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
3900	Retained Earnings - Operating Fund	34,663.82		34,663.82
3905	Retained Earnings - Reserve Fund		217,187.04	217,187.04
Current Year Net Income/(Loss)		<u>2,208.61</u>	<u>9,137.11</u>	<u>11,345.72</u>
Total Equity		<u>36,872.43</u>	<u>226,324.15</u>	<u>263,196.58</u>
TOTAL LIABILITIES & EQUITY		<u>36,872.43</u>	<u>226,324.15</u>	<u>263,196.58</u>

Palomino Homeowners Association
Income/Expense Statement - Operating Fund

Period: 1/1/2023 - 1/31/2023

Description	Current Period			Year-To-Date			Yearly Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
INCOME							
INCOME ACCOUNTS							
4010 Homeowner Assessments	14,908.59	30,396.83	(15,488.24)	14,908.59	30,396.83	(15,488.24)	60,793.66
4145 Interest-Bank Accounts	1.62	0.00	1.62	1.62	0.00	1.62	0.00
4150 Late Fees	15.00	0.00	15.00	15.00	0.00	15.00	0.00
SUBTOTAL INCOME ACCOUNTS	14,925.21	30,396.83	(15,471.62)	14,925.21	30,396.83	(15,471.62)	60,793.66
TOTAL INCOME	14,925.21	30,396.83	(15,471.62)	14,925.21	30,396.83	(15,471.62)	60,793.66
EXPENSES							
UTILITIES							
5040 Electric	170.56	175.00	4.44	170.56	175.00	4.44	2,100.00
5161 Telephone - Gate	64.23	65.00	0.77	64.23	65.00	0.77	780.00
SUBTOTAL UTILITIES	234.79	240.00	5.21	234.79	240.00	5.21	2,880.00
MAINTENANCE							
5220 Common Area Maint/Repair	0.00	16.66	16.66	0.00	16.66	16.66	200.00
5250 Gates Maint/Repair	490.00	470.00	(20.00)	490.00	470.00	(20.00)	1,880.00
5290 Landscape Extras	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
5295 Landscape Maint.	777.96	1,195.00	417.04	777.96	1,195.00	417.04	14,340.00
5425 Tree Trimming	0.00	0.00	0.00	0.00	0.00	0.00	2,799.66
SUBTOTAL MAINTENANCE	1,267.96	1,781.66	513.70	1,267.96	1,781.66	513.70	20,419.66
SUPPLIES							
SUBTOTAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE							
5610 Accounting/Tax Prep.	0.00	0.00	0.00	0.00	0.00	0.00	850.00
5665 Echeck Convenience Fee	20.00	0.00	(20.00)	20.00	0.00	(20.00)	0.00
5670 Collections	570.00	0.00	(570.00)	570.00	0.00	(570.00)	0.00
5720 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
5740 Management	1,050.00	1,050.00	0.00	1,050.00	1,050.00	0.00	12,600.00
5760 Meeting Facility Rental	0.00	65.00	65.00	0.00	65.00	65.00	650.00
5765 Meeting Minutes	0.00	125.00	125.00	0.00	125.00	125.00	500.00
5820 Office & Printing	191.55	66.66	(124.89)	191.55	66.66	(124.89)	800.00
5830 Permits, Filling Fees	0.00	0.00	0.00	0.00	0.00	0.00	10.00
5840 Postage	4.80	20.00	15.20	4.80	20.00	15.20	240.00
5875 Billing Statements	0.00	0.00	0.00	0.00	0.00	0.00	413.00
5900 Taxes-Income	0.00	0.00	0.00	0.00	0.00	0.00	50.00
5935 Website	337.00	250.00	(87.00)	337.00	250.00	(87.00)	500.00
SUBTOTAL ADMINISTRATIVE	2,173.35	1,576.66	(596.69)	2,173.35	1,576.66	(596.69)	19,413.00

<u>Description</u>	Current Period			Year-To-Date			<u>Yearly Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
TOTAL OPERATING EXPENSES	3,676.10	3,598.32	(77.78)	3,676.10	3,598.32	(77.78)	42,712.66
CURRENT YEAR NET INCOME/(LOSS) BEFORE FUND TRANSFERS	11,249.11	26,798.51	(15,549.40)	11,249.11	26,798.51	(15,549.40)	18,081.00
<u>FUND TRANSFERS</u>							
6010 Reserve Allocation	9,040.50	9,040.50	0.00	9,040.50	9,040.50	0.00	18,081.00
SUBTOTAL FUND TRANSFERS	9,040.50	9,040.50	0.00	9,040.50	9,040.50	0.00	18,081.00
TOTAL EXPENSES	12,716.60	12,638.82	(77.78)	12,716.60	12,638.82	(77.78)	60,793.66
CURRENT YEAR NET INCOME/(LOSS)	2,208.61	17,758.01	(15,549.40)	2,208.61	17,758.01	(15,549.40)	0.00

Palomino Homeowners Association

Income/Expense Statement - Reserve Fund

Period: 1/1/2023 - 1/31/2023

<u>Description</u>	Current Period			Year-To-Date			<u>Yearly Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	

INCOME

INCOME ACCOUNTS

8010 Reserve Allocation	9,040.50	9,040.50	0.00	9,040.50	9,040.50	0.00	18,081.00
8050 Interest Income	96.61	90.00	6.61	96.61	90.00	6.61	1,080.00
	<u>9,137.11</u>	<u>9,130.50</u>	<u>6.61</u>	<u>9,137.11</u>	<u>9,130.50</u>	<u>6.61</u>	<u>19,161.00</u>
SUBTOTAL INCOME ACCOUNTS							
TOTAL INCOME	9,137.11	9,130.50	6.61	9,137.11	9,130.50	6.61	19,161.00

EXPENSES

RESERVE EXPENDITURES

SUBTOTAL RESERVE EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CURRENT YEAR NET INCOME/(LOSS)	9,137.11	9,130.50	6.61	9,137.11	9,130.50	6.61	19,161.00
	<u><u>9,137.11</u></u>	<u><u>9,130.50</u></u>	<u><u>6.61</u></u>	<u><u>9,137.11</u></u>	<u><u>9,130.50</u></u>	<u><u>6.61</u></u>	<u><u>19,161.00</u></u>

Palomino Homeowners Association
Cash Flow Statement - Operating Cash
1/1/2023 - 1/31/2023

Operating Cash Balance 1/1/2023		\$34,663.82	
Cash Received 1/1/2023 - 1/31/2023			
<u>Past Due and Collections</u>			
Past Due - ASSESSMENT	\$557.74		
Late Fees	\$15.00		
			Subtotal: \$572.74
<u>Current Charges</u>			
ASSESSMENT	\$13,097.76		
			Subtotal: \$13,097.76
<u>Prepays</u>			
Prepaid Assessments	\$1,511.09		
			Subtotal: \$1,511.09
<u>Other</u>			
Echeck Convenience Fee	\$10.00		
Interest Received	\$1.62		
			Subtotal: \$11.62
Cash Received 1/1/2023 - 1/31/2023		\$15,193.21	
 Cash Disbursements 1/1/2023 - 1/31/2023			
Checks Issued for Payables	\$3,944.10		
Returned Item Fees	\$0.00		
Cash Paid Out 1/1/2023 - 1/31/2023		\$3,944.10	
 Transfers 1/1/2023 - 1/31/2023			
From: Oper-CIT-Ckg-0.05%	\$9,040.50		
To: RSV-CIT-MM-0.30%			
Cash Transferred to Operating Cash 1/1/2023 - 1/31/2023		\$0.00	
Cash Transferred from Operating Cash 1/1/2023 - 1/31/2023		(\$9,040.50)	
Cash On Hand 1/31/2023		\$36,872.43	
 Liabilities As Of 1/31/2023			
Accounts Payable - Operating Fund			\$0.00
Prepaid Assessments			(\$3,110.74)
Unpaid Invoices			\$0.00
Cash On Hand Less Liabilities			\$33,761.69

Palomino Homeowners Association
Cash Flow Statement - Reserves
1/1/2023 - 1/31/2023

Reserves Balance 1/1/2023		\$217,187.04	
Cash Received 1/1/2023 - 1/31/2023			
<u>Other</u>			
Interest Received	\$96.61		Subtotal: \$96.61
Cash Received 1/1/2023 - 1/31/2023		\$96.61	
Cash Disbursements 1/1/2023 - 1/31/2023			
Checks Issued for Payables	\$0.00		
Cash Paid Out 1/1/2023 - 1/31/2023		\$0.00	
Transfers 1/1/2023 - 1/31/2023			
From: Oper-CIT-Ckg-0.05%	\$9,040.50		
To: RSV-CIT-MM-0.30%			
Cash Transferred to Reserves 1/1/2023 - 1/31/2023		\$9,040.50	
Cash Transferred from Reserves 1/1/2023 - 1/31/2023		\$0.00	
Cash On Hand 1/31/2023			\$226,324.15
Liabilities As Of 1/31/2023			
Accounts Payable - Reserves Fund			
Cash On Hand Less Liabilities			\$226,324.15

Palomino Homeowners Association
Architectural Request Report
2/21/2023

Account: **25** Lot: **25** Address: **20882 N. 69th Dr**

Owner: **COLES**
Settlement Date: **05/17/2019**

ID: 133329	<u>Category</u>	<u>Active</u>	<u>Request Date</u>	<u>Est. Completion Date</u>	<u>Fee Required</u>	<u>Fee Collected</u>
	Fountain/Water Feature	No	10/7/22	11/7/22	No	\$0.00
	<u>Status</u>	<u>Voted</u>	<u>Approved</u>	<u>Decision Date</u>	<u>Inspected</u>	<u>Passed Inspection</u>
	Process Completed	Yes	Yes	10/20/22	No	No
	<u>Detailed Description</u>					
	Install fountain as stated on the request form and attachments.					

Account: **74** Lot: **74** Address: **7023 W. Rose Garden Ln**

Owner: **JEFFRIES**
Settlement Date: **09/17/2012**

ID: 133572	<u>Category</u>	<u>Active</u>	<u>Request Date</u>	<u>Est. Completion Date</u>	<u>Fee Required</u>	<u>Fee Collected</u>
	Paint Exterior	No	10/17/22	11/17/22	No	\$0.00
	<u>Status</u>	<u>Voted</u>	<u>Approved</u>	<u>Decision Date</u>	<u>Inspected</u>	<u>Passed Inspection</u>
	Process Completed	Yes	Yes w/Conditions	10/18/22	No	No
	<u>Detailed Description</u>					

Paint exterior as stated on the request form.

Conditional Approval Stipulations

- 1) An "Exterior Flat" finish must be used on body, pop-outs, and fascia.
- 2) Satin, "low sheen" or "Egg Shell" finishes are permitted on front doors, garage doors, service doors, and French doors.
- 3) Trim/accent color is to be applied to the home's fascia, front of house exterior pop-outs, and front facing (drive-way street) window pop-outs as applicable.
- 4) Front doors (except for stained wooden doors) are to be painted the body color, the trim/accent color, or one of the optional door colors in the chosen color scheme. Your approved selection is listed above.
- 5) If a security door is present and the front door is painted, the security door must be the same color as the front door. If the front door is stained wood, the security door may be any of the door colors approved for the selected scheme. Your approved selection is listed above. Service security doors must be painted the body color.
- 6) Garage doors must be painted the body color.
- 7) Any gutters, awnings, or basketball poles must also be updated to match the approved scheme.
- 8) Exterior fence/walls (does not include gates) visible from a street or common area must be painted to match the color of the Association common walls, Hermit (brown) G-91 exterior flat, Sherwin-Williams color match of Arrowhead Ranch Phase V Perimeter Walls.

Account: **87** Lot: **87** Address: **6944 W. Rose Garden Ln**

Owner: **HILL FAMILY REVOCABL**
Settlement Date: **09/09/2022**

ID: 137078	<u>Category</u> Artificial Turf	<u>Active</u> No	<u>Request Date</u> 2/3/23	<u>Est. Completion Date</u> 3/3/23	<u>Fee Required</u> No	<u>Fee Collected</u> \$0.00
	<u>Status</u> Process Completed	<u>Voted</u> Yes	<u>Approved</u> Yes	<u>Decision Date</u> 2/14/23	<u>Inspected</u> No	<u>Passed Inspection</u> No
	<u>Detailed Description</u> Artificial turf installation as stated on the request form and attachment.					

ID: 137205	<u>Category</u> Landscaping	<u>Active</u> No	<u>Request Date</u> 2/6/23	<u>Est. Completion Date</u> 3/6/23	<u>Fee Required</u> No	<u>Fee Collected</u> \$0.00
	<u>Status</u> Process Completed	<u>Voted</u> Yes	<u>Approved</u> Yes	<u>Decision Date</u> 2/14/23	<u>Inspected</u> No	<u>Passed Inspection</u> No
	<u>Detailed Description</u> Landscape plan to remove tree in front yard as stated on the request form and attachment.					

Account: 98	Lot: 98	Address: 7010 W. Rose Garden Ln	Owner: SMITH
			Settlement Date: 10/17/2008

ID: 135633	<u>Category</u> Solar Panels	<u>Active</u> No	<u>Request Date</u> 12/13/22	<u>Est. Completion Date</u> 1/13/23	<u>Fee Required</u> No	<u>Fee Collected</u> \$0.00
	<u>Status</u> Process Completed	<u>Voted</u> Yes	<u>Approved</u> Yes w/Conditions	<u>Decision Date</u> 12/16/22	<u>Inspected</u> No	<u>Passed Inspection</u> No
	<u>Detailed Description</u> Install a solar panel system as stated on the request form and attachments.					
	<u>Conditional Approval Stipulations</u> All wiring, cabling and/or conduit must be painted to match the surface it crosses or is attached to.					

ID: 135818	<u>Category</u> Solar Panels	<u>Active</u> No	<u>Request Date</u> 12/22/22	<u>Est. Completion Date</u> 1/22/23	<u>Fee Required</u> No	<u>Fee Collected</u> \$0.00
	<u>Status</u> Process Completed	<u>Voted</u> Yes	<u>Approved</u> Yes w/Conditions	<u>Decision Date</u> 12/22/22	<u>Inspected</u> No	<u>Passed Inspection</u> No
	<u>Detailed Description</u> Install a solar panel system as stated on the request form and attachments.					
	<u>Conditional Approval Stipulations</u> All wiring, cabling and/or conduit must be painted to match the surface it crosses or is attached to.					

Account: 100	Lot: 100	Address: 7022 W. Rose Garden Ln	Owner: CANTARELLA
			Settlement Date: 12/16/2022

ID: 134308	<u>Category</u> Paint Exterior	<u>Active</u> No	<u>Request Date</u> 11/4/22	<u>Est. Completion Date</u> 11/4/22	<u>Fee Required</u> No	<u>Fee Collected</u> \$0.00
	<u>Status</u> Process Completed (Insufficient Information)	<u>Voted</u> No	<u>Approved</u> No	<u>Decision Date</u>	<u>Inspected</u> No	<u>Passed Inspection</u> No

Detailed Description

Paint exterior as stated on the request form.

Conditional Approval Stipulations

- 1) An "Exterior Flat" finish must be used on body, pop-outs, and fascia.
- 2) Satin," "low sheen" or "Egg Shell" finishes are permitted on front doors, garage doors, service doors, and French doors.
- 3) Trim/accent color is to be applied to the home's fascia, front of house exterior pop-outs, and front facing (drive-way street) window pop-outs as applicable.
- 4) Front doors (except for stained wooden doors) are to be painted the body color, the trim/accent color, or one of the optional door colors in the chosen color scheme. Your approved selection is listed above.
- 5) If a security door is present and the front door is painted, the security door must be the same color as the front door. If the front door is stained wood, the security door may be any of the door colors approved for the selected scheme. Your approved selection is listed above. Service security doors must be painted the body color.
- 6) Garage doors must be painted the body color.
- 7) Any gutters, awnings, or basketball poles must also be updated to match the approved scheme.
- 8) Exterior fence/walls (does not include gates) visible from a street or common area must be painted to match the color of the Association common walls, Hermit (brown) G-91 exterior flat, Sherwin-Williams color match of Arrowhead Ranch Phase V Perimeter Walls.

ID: 134513	<u>Category</u>	<u>Active</u>	<u>Request Date</u>	<u>Est. Completion Date</u>	<u>Fee Required</u>	<u>Fee Collected</u>
	Paint Exterior	No	11/9/22	12/9/22	No	\$0.00
	<u>Status</u>	<u>Voted</u>	<u>Approved</u>	<u>Decision Date</u>	<u>Inspected</u>	<u>Passed Inspection</u>
	Process Completed	Yes	Yes w/Conditions	11/10/22	No	No

Detailed Description

Paint exterior as stated on the request form.

Conditional Approval Stipulations

- 1) An "Exterior Flat" finish must be used on body, pop-outs, and fascia.
- 2) Satin," "low sheen" or "Egg Shell" finishes are permitted on front doors, garage doors, service doors, and French doors.
- 3) Trim/accent color is to be applied to the home's fascia, front of house exterior pop-outs, and front facing (drive-way street) window pop-outs as applicable.
- 4) Front doors (except for stained wooden doors) are to be painted the body color, the trim/accent color, or one of the optional door colors in the chosen color scheme. Your approved selection is listed above.
- 5) If a security door is present and the front door is painted, the security door must be the same color as the front door. If the front door is stained wood, the security door may be any of the door colors approved for the selected scheme. Your approved selection is listed above. Service security doors must be painted the body color.
- 6) Garage doors must be painted the body color.
- 7) Any gutters, awnings, or basketball poles must also be updated to match the approved scheme.
- 8) Exterior fence/walls (does not include gates) visible from a street or common area must be painted to match the color of the Association common walls, Hermit (brown) G-91 exterior flat, Sherwin-Williams color match of Arrowhead Ranch Phase V Perimeter Walls.

ID: 134750	<u>Category</u>	<u>Active</u>	<u>Request Date</u>	<u>Est. Completion Date</u>	<u>Fee Required</u>	<u>Fee Collected</u>
	Paint Exterior	No	11/15/22	12/15/22	No	\$0.00
	<u>Status</u>	<u>Voted</u>	<u>Approved</u>	<u>Decision Date</u>	<u>Inspected</u>	<u>Passed Inspection</u>
	Process Completed	Yes	Yes w/Conditions	11/17/22	No	No

Detailed Description

Paint exterior and new front door as stated on the request form and attachment.

Conditional Approval Stipulations

- 1) An "Exterior Flat" finish must be used on body, pop-outs, and fascia.
- 2) Satin," "low sheen" or "Egg Shell" finishes are permitted on front doors, garage doors, service doors, and French doors.
- 3) Trim/accent color is to be applied to the home's fascia, front of house exterior pop-outs, and front facing (drive-way street) window pop-outs as applicable.
- 4) Front doors (except for stained wooden doors) are to be painted the body color, the trim/accent color, or one of the optional door colors in the chosen color scheme. Your approved selection is listed above.
- 5) If a security door is present and the front door is painted, the security door must be the same color as the front door. If the front door is stained wood, the security door may be any of the door colors approved for the selected scheme. Your approved selection is listed above. Service security doors must be painted the body color.
- 6) Garage doors must be painted the body color.
- 7) Any gutters, awnings, or basketball poles must also be updated to match the approved scheme.
- 8) Exterior fence/walls (does not include gates) visible from a street or common area must be painted to match the color of the Association common walls, Hermit (brown) G-91 exterior flat, Sherwin-Williams color match of Arrowhead Ranch Phase V Perimeter Walls.
- 9) Exterior fence walls (does not include gates) visible from a street or common area must be painted to match the color of the Association common walls, Hermit (brown) G-91 exterior flat, Sherwin-Williams color match of Arrowhead Ranch Phase V Perimeter Walls.

Account: 110	Lot: 110	Address: 21033 N. 70th Dr	Owner: NOWAK
			Settlement Date: 05/12/2020

ID: 137114	<u>Category</u>	<u>Active</u>	<u>Request Date</u>	<u>Est. Completion Date</u>	<u>Fee Required</u>	<u>Fee Collected</u>
	Landscape Install	No	1/31/23	2/28/23	No	\$0.00
	<u>Status</u>	<u>Voted</u>	<u>Approved</u>	<u>Decision Date</u>	<u>Inspected</u>	<u>Passed Inspection</u>
	Process Completed (Rejected)	Yes	No	2/16/23	No	No

Detailed Description

Landscape hardscape design plan as stated on the request form and attachments.

Disapproval Reason

Insufficient information provided, additionally the proposed pergola does not appear to meet the HOA requirements for installing an Accessory Structure (Ramada/Pergola). Please review the criteria established on pages 4 and 5 of the Palomino Community Handbook: https://palominohoa.org/wp-content/uploads/PLH-Handbook_March17.pdf

Total Records: 10



MAINTENANCE AND SERVICE PROPOSAL FOR

Palomino HOA
21033 N. 70th Dr
Phoenix, AZ 85012

Contact: Luis Rosas,
City Property Management Company

February 8, 2023

*PROPOSAL RATES ARE GUARANTEED FOR 45 DAYS FROM DATE OF ISSUANCE



Dezert Gate Systems LLC is a proud member of the American Fence Association (AFA) and the Arizona Association of Community Managers (AACM)

Gate/Operator Maintenance Program Rates

“SILVER” Package:

- Monthly Maintenance: \$204/month
- Quarterly Maintenance: \$264/quarter
- 15% off all parts
- 15% off all labor

“GOLD” Package:

- Monthly Maintenance: \$444/month
- Quarterly Maintenance: \$732/quarter
- 20% off all parts
- 20% off all labor
- 50% off Service call fees*
- 50% off emergency service call charges*

“PLATINUM” Package:

- Monthly Maintenance: \$1,110/month
- Quarterly Maintenance: NOT AVAILABLE ON A QUARTERLY SCHEDULE
- 25% off all parts
- 50% off all labor
- No Service call fees*
- No Emergency Call fees*
- Priority Service

ALL PACKAGES:

Data Programming Add On: \$45/month

*Parts and labor charges still apply

Parts and Labor Discounts DO NOT apply to full system replacements/installations*

Quoted rates do not include any cellular data or icloud services that your system may require.

Those rates vary by community usage and subscription selections



Maintenance Service Agreement Checklist

Operators

- Clean out debris
- Test incoming voltage for operator and any transformer voltages
- Inspect integrity of belts and pulleys
- Check for compromised wiring
- Check control boards for any burn or heat spots
- Inspect anchors for secure mounting
- Adjust timing and limit switches
- Adjust and lube chains/arm mounts

Telephone entry, card readers and radios

- Test all keys on system for proper operation and no sticking
- Inspect all wiring for exposure and loose connections
- Test incoming voltage and output accessory voltages
- Replace burned out light bulbs
- Inspect Integrity of mounting and replace any missing hardware
- Replace receiver antenna if missing
- Clean and adjust display as needed
- Clean out debris and wipe down entire unit

Gates

- Inspect and lube all hinges, pinch rollers and wheels
- Review for any vehicle damage or vandalism to the gates
- Inspect for broken welds, breaks or stress cracks

Loops

- Cycle test loop detectors
- Inspect integrity of caulking sealant over loop wires in the asphalt/concrete
- Test overall loop performance and sensitivity

Safety Measures

- Test Tomar preemption devices
- Ensure fire access switches are in proper position
- Test battery back-up system



Notes:

- We do not require a contract for any of our programs; however, we do request a 30-day notice of cancellation if our services are no longer needed.

Next Steps:

To Accept Proposal, please email Service@dezertgatesystems.com with the following completed:

- Property Name: _____
- Address: _____
- Plan type (Circle One): SILVER, GOLD or PLATINUM
- Program Frequency (Circle One): Quarterly or Monthly
- Data Programming Add-On (\$45/month or \$135/quarter) Yes / No
- Requested Start Month: _____

This signed document will serve as your maintenance agreement and will remain in effect until either party revokes the agreement. We look forward to servicing your community.

Signed By: _____ Date: _____

OFFICE USE ONLY:

Maintenance	\$
Data Programming	\$
Cellular	\$
	\$
TOTAL PREMIUM	\$



IMPORTANT CONTACT INFORMATION

REMITTANCE ADDRESS:

Po box 8075
Surprise, AZ 85374

WEBSITE:

www.DezertGateSystems.com

PHONE:

(623) 205-9095

Please call and leave voicemail for emergency services. The On-Call Technician will be dispatched according to the details left on the voicemail.

SERVICE REQUESTS AND UPDATES:

Service@DezertGateSystems.com

For After Hours Emergency Services – Please call and leave a message as emails are not constantly monitored after hours

PROGRAMMING AND REMOTE ORDERS:

Programming@DezertGateSystems.com

Please allow up to two business days for programming changes and hold opens

ACCOUNTS RECEIVABLE/PAYABLE:

Accounting@DezertGateSystems.com

ALL OTHER ADMINISTRATIVE QUESTIONS:

Admin@DezertGateSystems.com



Service Rates

Service Call during normal business hours minimum \$250 – Includes first hour of labor**

Additional Hourly Rate for Labor: \$120**/Hour

- No contract obligations – Cancel at any time
- Parts and Labor Discounts DO NOT apply to full system replacements/installations

Emergency Service Call (Holidays, weekends, after hours, same day service emergencies): \$500**

Additional Hourly Rate for EMERGENCY Labor: \$240**/Hour

**Parts, materials, and additional labor rates may apply. Prices subject to change without notice.

Services Available, including but not limited to:

Welding Repairs	Turnstiles
Locks	Exterior Security Cameras
Access Control – Remotes, key fobs, access cards etc.	Solar powered options
Telephone Entry	Gate Operator Installation/Repair
Intercoms	Keypads
Emergency Access	Hardware
Pedestrian Gates	Receivers
Card Readers	Memory Upgrades
Rollers	Equipment Upgrades
Emergency and after-hours availability	Hinges
Battery Back-up	Wheels
Military grade security applications	Programming/Data Maintenance
Incident data retrieval (for equipped systems)	

We are including a list of our service rates as a courtesy. Signing on with a maintenance agreement does not lock in service rates. By signing this agreement, you are only committing to the cost of the preventative maintenance visits. Service calls are subject to current rates.



To: Luis and Palomino HOA Board Members

Thank you for the opportunity to discuss servicing the gates at your community. This contract is a General Maintenance Contract (GMC). We've included some information for you in this proposal and hope you find it informative. Please feel free to call us at any time, with any questions you may have.

I would like to start by stating that we do not believe in *binding* service agreements that pigeon hole our customers into using our services here at Signature Gate Systems & Welding Company. Any of our customers can cancel at any time. We do not believe a customer should be forced to use any company if they don't feel that company is doing an excellent job. Because of this business philosophy, we do not believe in binding contracts. We do not ask for money up front on regular service calls, and always bill after maintenance visits are completed, not before. If we have to cancel the agreement from our end for some reason, or increase prices, we would obviously notify you on billing. Canceling a contract from our end is not expected, as we have never canceled a service contract since we've been in business.

A monthly maintenance agreement is **\$195.00** per month. A quarterly maintenance agreement is **\$325.00** per quarter. This would cover all automatic gate systems on property. Obviously we may catch a few more items on the monthly, but the quarterly is the most common. We do either, so it's entirely your choice.

The GMC works like this: We come out to do a February maintenance visit and we find some heat damaged wiring. We would inform you of the faulty equipment and the cost for the repair. If approved, we send a service truck out to repair the item. Pretty simple. Obviously, the actual repair of the item is not included in the monthly or quarterly cost.

We do perform the very best in after-hour emergency services for all of our customers. This is well known in the industry. This is a 24-7 service, including holidays. Many customers who are in contracts with other gate companies, and having trouble receiving good after hour services, ask us to do their after-hour service until their contract is up and they can switch over

to us here at **Signature**. We are very well-known for helping out customers who are in a predicament on the weekends, in the middle of the night, or on holidays, with broken gates. We do service calls 24-7. These after-hour emergency service calls are a minimum of **\$325.20**. They are more expensive than a regular service call, so we advise our customers to only use them when they have to. At some point however, everyone is thankful to have it available to them. It can be a life saver. We will make the after-hour repair as long as we don't have to order a part that we cannot get in off-hours. Obviously, our suppliers are closed at night and on the weekends. If we do run into that issue, we will get the gates open until we could get parts to repair them. We do however have an extensive inventory of parts on our trucks at all times.

Regular business hours service calls are from 8am to 5pm, Monday through Friday. A minimum service call, including your first hour of labor, is **\$225.20**. I know it is standard practice in the industry to give a separate service call, hourly rate, consumables, plus any taxes, and then you have to add them all together to find your true service call amount, but I find that confusing for the customer, and slightly deceiving, so I wrap it into one number for ease and less confusion.

This maintenance plan doesn't mean there won't be any break downs. Breakdowns will occur from time to time. We are simply keeping the system in good working order without being there every day to look at it. We will see it monthly or quarterly and will evaluate the system for its operation on that particular day. We will catch some things before they become a problem and others will fail on a day when we're not there. The maintenance plan cuts down on the number of times a problem sneaks up on you. For instance, if a battery backup goes bad and the Fire Department is trying to get to resident while the power is out, they won't be able to get their truck in the gates to the person in need, or a belt is about to break and is worn...you will know to replace that before it breaks at midnight.

Something that I always have to inform customers of, is that this agreement would not make Signature Gate Systems & Welding Company liable for the gate equipment inflicting harm or injury to vehicles or persons. If loops go bad when we're not there, or electrical equipment becomes electrified etc.. We unfortunately cannot always foresee these types of events before they occur. We wish we could, but we can't. I hope you understand.

If you would like monthly programming in addition to the maintenance agreement, it is an additional **\$45.00** per month. This does not include revamping of the entire registry of names, codes or devices, which can take days to perform. This is for your normal everyday changes. This cost is for off-site programming only, which we do from our office and does not require a service call to the property. Any on-site programming would not

be included in this plan. This GMC programming plan would include all name / remote changes, adding new residents, removing old residents, etc.. They would simply e-mail the changes they desire and we would make the changes, usually within 24 hours. Programming changes usually take place within a few hours, but we just don't like to guarantee that. This is with the exception of Saturday and Sunday. Those changes would then be made by end of day on Monday in most cases. This \$45.00 is our programming fee. There would be an additional cost if Doorkey cellular fees or other server fees are required for your system.

You can order gate remotes, cards, or fobs at any time. This is how it works: You call or email us with the number of remotes or cards you would like (Remotes: Min.: 10 & Cards Min.: 50) and we will deliver them to your office or anywhere you would like in the Valley. We don't charge extra for the delivery, it's just a service we offer to our customers. It is usually done within a day, unless of course we have to order something or our supplier is out of stock for some reason. That is however, not a common occurrence.

Additionally, we are the only gate company in Arizona that we know of, that holds contractor licenses for Automated Gates *and* Welding. We hold *both* licenses. We are licensed to install and repair pool gates, railings, fences, covered parking structures, etc. We are the best in the state, bar none, at repairing damaged gates that have been hit by vehicles. Most gate companies in town will just sell you a new gate if your gate is hit. Much of the time we can repair the existing gate at a fraction of the cost. This is because we have certified welders on staff who are professionals at this type of work. Many other gate companies have referred their damaged steel gate repairs to us because of our expertise in this area. Just keep that in mind.

Below is the list of items we check on the maintenance visits. You will notice it does not include anything in which we cannot see, such as underground wiring obviously. We will sometimes go over and above these at no additional charge. Especially if we see something that catches our curiosity.

Telephone entry System / Proximity Card Reader / Radio Receiver:

- Inspect wiring
- Inspect control board for burns
- Inspect display
- Adjust display
- Check keys on keypad
- Run wiegand test
- Check if wiegand output voltage operational
- Voltage on main bus and wiegand

- Integrity of mounting
- Replace missing screws
- Check antenna
- Check transformers
- Clean front of unit
- Check for burnt light bulbs
- Check integrity of gooseneck
- Check RFID readers, radio receivers, Prox readers
- Clean contact plate
- Clean out debris.

Operators:

- Inspect wiring
- Inspect control board for burns
- Adjust timing
- Check belts
- Test loop detectors
- Check transformers for proper voltage
- Test battery backups
- Check pulleys
- Check connections on gate arm
- Adjust limits if needed
- Check mounting hardware
- Check Fire Dept. Tomar box and heads
- Adjust and lube chains
- Clean out debris
- Check UL325 equipment

Gates:

- Check pedestrian gate next to drive gates for closing and locking functions
- Check for vehicle damage
- Inspect and lube hinges
- Check for broken welds and cracking
- Inspect wheels and track

Loops:

- Check for integrity of caulking
- Check integrity of asphalt
- Check loop conductors for proper function
- Check loop detectors for proper function

As I stated, this may not be all we do, but we check these items each time.

Thank you for considering us at Signature Gate Systems & Welding Company. Whether you choose a maintenance plan, programming plan, or just service on an as needed basis, **we would look forward to being your gate company.** I am the owner, Kevin Finley, and I thank you for reaching out to us here. We appreciate you very much.

Call us with any questions.

Sincerely,

Kevin J. Finley
Owner, Signature Gate Systems & Welding Co. LLC.
602-695-3484

Please indicate by placing a check mark next to the service(s) you would be interested in starting with Signature Gate Systems and Welding Company and then sign and date below.

Quarterly Maintenance \$325 per quarter _____

Or

Monthly Maintenance \$195 per month _____

And Optional

Programming \$45 _____

*Note: There may be an additional cost if your system requires additional server fees beyond phone line (such as Doorking cellular or DKS Server)

After reading the information above, initial each page and sign below to state you have understood and agree to the terms. Email signed document to signature@gatesandwelding.com . After receiving this, we will have the community set up in the computer and scheduled. Thank you.

Sign _____ Date _____
FBO.... Palomino

***Signature Gate Systems & Welding Company
P.O. Box 11933 Glendale, AZ 85318
signature@gatesandwelding.com
Phone: 602-695-3484
Fax: 623-584-8490***