

## **Tierra de Zia HOA Minutes – October 19th, 2020**

Convened at 6:32pm

**Officers Present:** Libby Manabat, president, Mary-Deane Lynn, vice president, Andrew Kirkpatrick, treasurer, Athena Ortiz, and Colin Rowe, secretary.

Also present:

Camille Roybal, office manager.

Laura Malone, L16.

6:33 Minutes from September meeting read and amended. Approved as amended.

### **Resident Comments**

- Laura Malone, L16, wanted to know when L building would be painted. It is scheduled for the spring.
- Laura Malone also asked about our list of approved contractors, vendors, and companies. The list is on our website.
- Laura Malone asked about how we decided to ban smoking. The process was explained by Mary-Deane and Libby.

### **Old Business**

- A3 is running his air conditioner, even though it's been cut off and covered. This could damage the unit.
- Getting quotes for fireplace inspections.
- Camille is tracking fireplace usage among residents.
- Zia gate has broken twice in the last month. One was a broken chain, the other time a dead animal was jamming the machinery.
- Yucca gate is still bent, but usable.
- Exit-only gate has an emergency strobe sensor facing the wrong direction. Gates to E building and to triangle areas do not have emergency strobe sensors.

### **Treasurer's Report**

- Budget must be finished 75 days before our next annual meeting (Feb 6, 2021).
- Financial Statement for period ending September 30<sup>th</sup>, 2020 read and reviewed.
- Discussed what to do about liens on properties. HOAMCO suggests we hire a third party collection agency.

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**New Business**

- Camille Roybal, new office manager, was introduced to the board.
- Smoking complaints, both tobacco and marijuana, have been reported in buildings A and H.
- B7 has moved their camera. We will allow it, with the understanding that it is the owner's responsibility to remove and reinstall for HOA repairs, etc.
- Discussed irregular fences in multiple units.
- Janice, E4, has complained about her balcony rotting – it was decided that structural materials are HOA responsibility and balcony latillas, floor and interior walls are the owner's responsibility.
- J7 has a major sewage problem. Septic may not have been emptied when it was supposed to be.
- Charro plans to take leave during fall/winter of 2021, returning in the spring. He will have someone take his place in his absence.

**Annual Meeting Preparations**

- Next annual meeting will be held February 6<sup>th</sup>, 2021.
- Colin will do ballots again.
- Andrew will present Treasurer's Report
- Camille will present Manager's Report
- Digital meeting was discussed, due to quarantine.

**Adjournment**

Meeting adjourned 8:45pm.

Next meeting: November 16<sup>th</sup>, 2020.