

KEY LINES

May 2022

A Hewlett-Packard Publication
<http://www.GoldenKeysScottsdale.org>

Respect



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Respect Your Neighbors:

There is enough chaos going on around us and we just need to stop and take a few moments to reflect on our choices and actions. We live in a lovely neighborhood with about 280 wonderful residents – yet we are all different. That heterogeneous mix simply what makes up a strong community such as Golden Keys.

This month, I am encouraging everyone to make certain that our words and actions show our neighbors RESPECT, even if they have beliefs and opinions different than our own. May 23 is the first date that residents can begin posting signs supporting their political candidates or issues (for those keeping score, the law states 71 days prior to the primary election in an HOA). Please respect a person's right to support an issue or candidate. It's illegal to remove a political sign from someone's property, and there are a lot of cameras. Please be tasteful – offensive words are not acceptable. Remember, it's not a matter of whose sign is the largest or who has the most signs (there are limits). Just be respectful.



Next Board Meeting

June 21, 2022
Clubhouse
7pm

Golden Keys Directory

Several years ago, we began publishing email addresses of our residents. Most thought it was a good idea though some expressed concern about privacy. The Golden Keys Directory clearly states that the resident information is only for the use of the residents. It is not to be given to a sales' person as a contact list or to a political campaign to solicit support. Use the information to stay in touch with neighbors and R-E-S-P-E-C-T everyone's privacy. The new directory will be published in early summer – please get any last-minute changes to Debbie Dillon.



In Remembrance

JoAnn Christensen
May/Avalon

HAPPY
FATHER'S
DAY

June 19, 2022

ANNUAL ASSESSMENTS

Payment of the HOA's \$700 annual assessment was due May 1, 2022 and 10% late charges will be added effective June 1. To date, nearly 160 of our 184 members have paid. Please make certain that you get your payment to Tom Kernen as soon as possible. We introduced electronic payments this year, and so far, 22 residents have chosen this option. If you need a copy of your invoice, contact Tom at 602-619-2700 or gkhoa_tom.kernen@yahoo.com.



May 25-29: PAC-12 Baseball Tournament. Games will be played at Scottsdale Stadium, the spring training home of the San Francisco Giants, with the top eight teams from the Pac-12 competing in a double elimination tournament. <https://pac-12.com/baseball/tournament>

May 28: Sidewalk Saturday – Artisan Market. A weekly celebration of local artisans, connection, and

Thursday in June: Scottsdale Artwalk. The Artwalk allows individuals to stroll at your own pace, wander into galleries through a festive area enjoying dramatic statues, bubbling fountains, tree-covered courtyards, famed restaurants, and live music.

https://www.scottsdaleaz.gov/events/artwalk_s_p31017?EventMode=View&EventOccurrence=8

June 19: Juneteenth Freedom Celebration. A free community Juneteenth Celebration. Enjoy a variety of activities, including a kids' corner, raffle giveaway, live entertainment, educational information, vendors and more. Juneteenth commemorates the abolition of slavery – more specifically the emancipation of enslaved people in Texas, who did not receive the news until two years after abolition.

https://www.scottsdaleaz.gov/events/juneteenth-freedom-celebration_s_p31029?EventMode=View&EventOccurrence=0

Meet Your New Neighbors – Helen Voight, 6285 E Pinchot Ave.

Helen Voight has lived in the Phoenix area for the last 40 years. She and her husband moved to the Phoenix area from Michigan after getting an offer they couldn't refuse to buy their insurance agency. Her mom and brother already lived here, and they looked forward to getting away from the cold winters. Within a year they needed more to do so they started a new insurance agency. Helen managed the books for that company as well as for several restaurants and other businesses that her son was/is part owner of. This included the popular Arcadia Tavern that many of us loved, and wish were still around!

She, her son (Matt), her grandson, and their two small dogs moved into Golden Keys after replacing the roof and AC and a making few other changes to their property on Pinchot. She loves the neighborhood and is very glad to be across the street from an island. The loves them for their beauty and uniqueness!

Prior to moving into Golden Keys Helen had spent many years caring for her sick husband and mom. Having time to use for her own interests is therefore new to her. She is getting involved in a few neighborhood activities and greatly appreciated the neighborhood garage sale. It came at a perfect time for her to get rid of belongings that don't fit in her new home.

She is an avid Cardinals fan – watches every game.

– Gloria Keenan and Jenny Scrivner

Safety Tips: BE MINDFUL - PREVENT FALLS



Falling is one of the most common accidents affecting seniors. Let's face it, we are not superheroes anymore – accidents happen! As we age, our bodies are more fragile, less resilient, and can have secondary consequences to our health (infections, pneumonia, etc.).

I thought about this topic after hearing about recent accidents involving several neighbors. Then I remembered that I had fallen 3 years ago – I was walking across a level, open floor and I just tripped. I now realize I was walking too fast. A week later I had a brand-new shoulder joint.

Many falls can be prevented if we are more mindful of our surroundings. We shouldn't put ourselves in situations where we would caution our spouse, best friend, or neighbor to be extra careful. The bottom line is to don't think that you are bullet-proof! We're not – it's that simple.



So, if you're walking, jogging, bike riding, or participating in any other activity, don't be over-confident. Even if you don't feel your age, you are! Be mindful and stay safe.

Words of Wisdom

-Janet Stein


"The most important thing is to enjoy your life - to be happy. It's all that matters."

-Audrey Hepburn



Thank you Janet for all the years you have helped with the Key Lines,
your efforts have really been appreciated!

REMINDER from the Architectural Standards Committee: 5PM at the Clubhouse

 An owner wanting to make changes to the exterior of his/her home, including painting, needs to submit an Application for Design Review to the Architectural Standards Committee (ASC) at least 10 days before an ASC meeting. Contact **Jenny Scrivner at 602-920-0837** or e-mail at **GKHOA.jenny.scrivner@gmail.com** for an application form.

The ASC will hold meetings at 5PM at the clubhouse on the 2nd Tuesday of every month (whenever there are applications on the agenda). Applications are due no later than **June 4, 2022** to be on the agenda for the meeting on **June 14, 2022**.

Events/Meetings/Social

Bridge Players	Mondays 12:30pm – Clubhouse Retta Kelly 480-945-3303
Mahjong	Fridays, 1:30pm Clubhouse Mel Henry 319-329-6577 (on hiatus for not)
Poker	Wednesday @ clubhouse Bruce Cross – 602-920-6003 bcross42@cox.net
Book Club	Monthly Retta Kelly 480-945-3303
Men's Lunch Fridays	Friday's -Bob Will 480-946-4889 or Dan Svoboda 480-946-5055 (every Friday)
Bunco	May 24, June 28, 2022 Clubhouse 6:00pm (4th Tuesday) Carolyn Cuneo 602-538-1423
Ladies Who Lunch	June 17, 2022 Retta Kelly 480-945-3303
Arch Stds. Committee	June 14 2022 5:00 PM Clubhouse (2nd Tuesday of the Month) Jenny Scrivner 602-920-0837
HOA Board Meeting	June 21, 2022 Clubhouse, 3rd Tuesday of each month (not July & August)
Creative Crafters	June 7, 2022 4-6pm Nancy Dallett 480-861-8776 Sue Kern 602-619-3377 (off Aug-Sept)



The Gay Side of Life:

- Behind every angry woman is a man who has no idea what he did wrong.
- Some people say their wedding was the best day of their lives. I'm guessing they've never had two candy bars fall out of a vending machine simultaneously.
- Which one of your kids will never grow up and move out of the house? Your husband.
- What did the right eye say to the left eye? Between you and me something smells.
- What's the difference between a hippo and a Zippo? One is really heavy and the other is a little lighter.



Trivia and Fun Facts - FUNNY HOA STORIES

I hope everyone knows that we are on the home stretch of the marathon to update our governing documents. I thought it might be amusing to hear about some rules that other communities have on the books.

1. One HOA fines participants \$30 to hold a garage sale and not wear khakis and a polo shirt.
2. A resident submitted plans to his community's architectural review committee to build a tree house. The committee tried to block the project by requiring the plans to be stamped by a qualified engineer. The resident proceeded to stamp the plans in front of the committee. It turns out he had a PhD in civil engineering!
3. No one can own a cat over 15 lbs. Please note, Lucy Kernen is already circulating a petition to protest. I told her she could not post a sign in the front yard.
4. No airplanes can land in the community – in case of emergency, land somewhere else. Hard to believe someone had to be told ...



Here are 10 interesting tidbits you should know about Arizona—and 10 cool experiences you should definitely explore. **Nickname: The Grand Canyon State, Statehood: 1912; 48th state, Population (as of July 2021): 7,200,000. State bird: cactus wren, state flower: saguaro cactus blossom.**

1. There are 22 national parks and monuments in Arizona.
2. There are more than 100 wineries and 22 varietals of wine produced in Arizona.
3. Arizona is home to 75+ licensed craft breweries (and growing).
4. Arizona chefs and restaurants have received more than 50 James Beard nominations since 2010
5. Arizona's Sonoran Desert is the only place on earth where the iconic saguaro cactus grows.
6. Arizona has 35 state parks and natural areas preserving the state's natural, cultural and recreational resources.
7. The Arizona Trail is 800 miles long and is dedicated to hiking, mountain biking, horseback riding and cross-country skiing.
8. Two of the top-rated waterfalls in the United States are located in Arizona: Grand Falls and Havasus Falls.
9. The Grand Canyon National Park is one of the Seven Natural Wonders of the World, and the only one located within the United States.
10. According to Travel + Leisure, three of the 10 world's best destination spas are in Arizona (two in Tucson and one in Sedona)





RECIPE OF THE MONTH - Fran Nicoletti

These are great anytime but are addicting! Enjoy.

Bisquick Sausage Balls Recipe

1 pound **sharp Cheddar cheese** (shredded) or cheese you prefer

1 pound **ground pork sausage** (can substitute turkey sausage)

2 cups **Bisquick** baking mix

1 tablespoon **freezer-dried chives**
(optional)

1/4 cup **milk** (add if needed)

Preheat oven to 350 degrees

In a large bowl, combine the ground sausage, Bisquick mix, and shredded cheese.

Shape the mixture into 24 golf ball-sized balls. Place the balls on baking sheets.

Bake for 20 to 25 minutes, or until golden brown.

Serve with your favorite dip on the side!

TIPS: Don't use pre-shredded cheese because it doesn't melt as well and doesn't have the moisture needed to prevent dry sausage balls! Depending on the sausage and cheese you use, you may end up with a dry batter. If so, start with 1/4 cup of milk and just add more if necessary.

Recipe Corner- Please share your favorite Recipes!

Please submit recipes to: msfran7441@hotmail.com
or drop it off at **6310 E. Pinchot Avenue**. Thanks— Fran



SPECIAL BOARD of DIRECTORS MEETINGS – open to members/residents

The Board of Directors will hold a special meeting at the Clubhouse on May 23, 2022 at 4:30pm to select an interim pool vendor.

The Board will continue to hold special meetings at the Clubhouse each Monday at 5:00pm to review member feedback on the governing documents, finalize changes for Community review, and discuss the process moving forward.



Communications Committee

Editor /Tom Kernen GKHOA_ tom.kernen@yahoo.com

Publishing/Copy Editor /Sue Kernen skernen@cox.net 602-619-3377

Clubhouse Reservations /Christie Schroeder 602-228-4590 cks0@cox.net

Humorist / Dan Svoboda 480-946-5055

Pool / Paul Hawes 480-206-5902 PSHawes@g.com

Recipe of the Month /Fran Nicoletti msfran7441@hotmail.com

Safety, Reminders & Community Tips / Tom Kernen 602-619-2700 (Need Help)

Around Town / Need help with this one, any volunteers? Tom Kernen

Words of Wisdoms /Janet Stein offbook3@gmail.com

Delivery Crew /Barry Downs 480-945-2557 (Cecily DeRosa, Jenny Scrivner, Gloria Keenan)

Landscaping / Chris Anderson 480-508-6270 chrissyanderson213@gmail.com

Paint request / Jenny Scrivner 602-920-0837 c email: GKHOA.jenny.scrivner@gmail.com

Real Estate /Pam Heckaman 602-481-2216 gkhoarealestate@gmail.com (Cecily DeRosa-Welcome Neighbors)



HAPPY BIRTHDAY!

Savoy, Peter	6/1
Sheridan, Sandra J.	6/2
Ferguson, Fred	6/8
McDowell, Carol	6/8
Capaloff, Andy	6/10
Hoye-Mortrude, Deborah	6/14
Schweitzer, Louise A	6/15
Qaheri, Mobin	6/15
Downs, Catherine	6/17
Denfeld, Paul	6/17
Van Witbeck, Thomas	6/20
Bowden, Victoria	6/22
Gaudio, Jill	6/24
Border, Beverly	6/25
Westbrook, Laurie	6/29
Jones, Pat	6/30

Riddle

What English word has three consecutive double letters?



Answer: bookkeeper

I swear the me who buys groceries and the me that actually has to cook the meals are two entirely different people!





Mahjong

If interested in learning or playing Mahjong please call, text or email : **Mel Henry**
319-329-6577
melhen2010@gmail.com



Bunco Clubhouse

May 24 & June 28 6pm

Carolyn Cuneo
 please call or email:
602-538-1423

cunecarolyn@yahoo.com



Bridge Players

Retta Kelly

480-945-3303

Monday's at 12:30PM
Clubhouse



Creative Crafters:

Nancy Dallett 480-861-8776

nldallett@gmail.com

Sue Kernan 602-619-3377

skernen@cox.net

June 7, 2022 4-6pm

RSVP please to Sue
Clubhouse



Ladies Who Lunch

Retta Kelly

206-499-0249

June 17, Noon

Etta's

Scottsdale Quarter



Men's Lunch

for more information contact:

Bob Will 480-946-4889

Rides available

Every Friday

Hope to see you there!



Friends are the chocolates chips in the cookies of life!

Monthly Scottsdale Brush and Bulk Alleyway Pickup

Bulk trash pick-up is scheduled for the week of June 20 , 2022 area #4.

Reminder: 9 DAY RULE - Residents may place bulk/brush out for collection no sooner than 9 days prior to the Monday of scheduled collections week.

Please put bulk/brush pickup behind your wall, not your neighbors.

Any questions or concerns please call the City of Scottsdale -

Solid Waste 480-312-5600

Thank you, Susan Kernan

DAD Humor:



I asked my dad to help me with a math problem. He said: "Don't worry; this is a piece of cake." I said: "No, it's a math problem."

Being a great father is like shaving. No matter how good you shaved today, you have to do it again tomorrow.

There's a big difference between bad jokes and dad jokes. And that difference is the first letter.

Dad Wisdom: I know what I'm getting for Father's Day. Last night my daughter asked me what size aftershave I wear.



Important Notice—Annual Tree Trimming

The annual trimming of trees (including palm and olive) in the common area of Golden Keys is set for **June 13 and 14** (Monday and Tuesday) The pool area will be closed while the trimming is taking place. The pool will be cleaned after the trimming.

-Thank you. Chris Anderson & Paul Hawes

PANDA



A panda walks into a café. He orders a sandwich, eats it the draws a gun and fires two shots in the air. "Why?" asks the confused waiter as the panda makes towards the exit. The panda produces a badly punctuated wildlife manual and tosses it over his shoulder. "I'm a panda" he says, at the door. "Look it up". The waiter turns the relevant entry and sure enough finds an explanation. **PANDA – large black and white bear-like mammal, native to China. Eats shoots and leaves.**

CASH ASSETS

Checking	\$	40,814.43	
Savings	\$	44,795.58	
Undeposited funds ¹	\$	2,100.30	
Vanguard	\$	180,398.02	
Vanguard - Settlement Cash Account	\$		398.02
<u>Surplus Savings</u>			
VG CD - GoldSach 2.25% 04152024	\$	41,000.00	
<u>Reserve Savings</u>			
VG CD - GoldSach 0.20% 11/10/22	\$	18,000.00	
VG CD - Cap 1 BK 2.30% 9/27/22	\$	50,000.00	
VG CD - GoldSach 0.20% 03/15/23	\$	31,000.00	
VG CD - GoldSach 0.75% 01/19/2024	\$	40,000.00	

Total Cash Assets \$ 268,108.33

INCOME & EXPENSE

INCOME

	04/01/2022- 4/30/2022	05/1/2021 - 4/30/2022	2021-22 Budget
H/O Assessments ²	\$ -	\$ 128,100.00	\$ 128,800.00
H/O Pre-paid Assessments ³	\$ 12,600.00	\$ 16,100.00	
Late Fees	\$ -	\$ 105.00	
Interest-Savings Acct	\$ 0.37	\$ 4.18	\$ 1.50
Interest-CD	\$ -	\$ -	
Vanguard Dividend Income	\$ 2.67	\$ 1,270.52	\$ 200.00
Transfer Fee - purchasing home	\$ -	\$ 7,200.00	\$ 4,400.00
Uncategorized Income	\$ -	\$ 473.95	\$ -
Total Income	<u><u>\$ 12,603.04</u></u>	<u><u>\$ 153,253.65</u></u>	<u><u>\$ 133,401.50</u></u>

OPERATING EXPENSES

ADMINISTRATIVE---Expenses	\$ 783.81	\$ 11,702.79	\$ 17,603.00
CLUBHOUSE---Expenses	\$ 870.00	\$ 6,393.22	\$ 9,750.00
LANDSCAPING---Expenses	\$ 2,799.80	\$ 45,947.55	\$ 46,070.00
POOL UPKEEP---Expenses	\$ 1,977.70	\$ 17,177.80	\$ 14,950.00
REAL ESTATE---Expenses	\$ -	\$ -	\$ 50.00
UTILITIES---common areas	\$ 1,562.45	\$ 25,165.80	\$ 27,299.20
Total Operating Expenses	<u><u>\$ 7,993.76</u></u>	<u><u>\$ 106,387.16</u></u>	<u><u>\$ 115,722.20</u></u>

NET FY 2021-2022 OPERATING BALANCE \$ 4,609.28 \$ 46,866.49 \$ 17,679.30

TOTAL RESERVE EXPENDITURES

	\$ -	\$ -	
	\$ 2,513.50	\$ 7,989.71	

FOOTNOTES

¹ Undeposited funds are Zelle payments received from 3 homeowners in April but not credited to HOA until next banking day which is in May

² Homeowners Assessments for the fiscal year show \$128,100.00 which is \$700.00 short of the budget amount. One homeowner paid prior to May 1, 2021 so that payment was reported in the prior fiscal year

³ Pre-paid assessments were received either from Title Companies at closing of by homeowner Zelle payments, causing them to be recorded in the current fiscal year.

There were 5 payments from Title Companies and 18 Zelle payments prior to May 1, 2022.

Journal entries were used to move the amounts from Homeowner Assessments to Pre-paid Assessments.

On May 2, 2022, additional journal entries will be made to move these payments back to Homeowner Assessments, thereby allowing them to be reported in the correct fiscal year.

OPERATING INCOME and RESERVE FUNDING ANALYSIS

The April 30, 2022 Treasurer's Report is the final report for the fiscal year.

The Net Operating Balance for the fiscal year is shown as \$46,866.49.

This amount is over-stated by \$16,100.00 which is the amount of pre-paid assessments.

See footnote #2, above for explanation.

As a result, the effective Net Operating Balance for the fiscal year is \$30,766.49.

There were a total of \$7,101.77 expenses charged against the Reserve Account.

Of this amount, the replacement of the pool heaters (\$4383.50) was the only item scheduled in the Study.

The remaining expense (\$2718 .27) was for replacing office equipment and various lighting and electrical expense, all of which are legitimate (unplanned) reserve expenses.

The 2021-2022 budget specified a planned Reserve Fund contribution of \$17,670.30. This amount is taken from the Net Operating Balance for the year.

The following shows how the actual amount for the reserve funding will determined.

For FY 2021-2022Actions to be taken

Net Operating Balance per report	\$ 46,866.49	
Pre-Paid H/O Assessments	\$ (16,100.00)	to be moved to FY 2022-2023
Adjusted Net Operating Balance	\$ 30,766.49	
Reserve Contribution per Budget	\$ 17,679.30	
Scheduled Reserve Acct Expenses	\$ (4,383.50)	
Actual Reserve Account Contribution	\$ 13,295.80	To be moved to Vanguard account
Adjusted Net Operating Balance	\$ 17,470.69	To be moved to BofA Savings

The result of these 3 actions is to "zero-out" the Net Operating Balance for the FY ending April 30 2022.

To summarize, the Reserve Accounts were fully funded. In addition, the excess funds have been moved to be used for emergency expenses, unplanned economic adversity, and unscheduled capital projects.

IMPORTANT REMINDER: ONLY THE PRESIDENT OF THE HOA CAN SIGN A BID, CONTRACT, OR ANY OTHER DOCUMENT BINDING THE HOA.

Vendor selection is an important responsibility of the Golden Keys HOA Board of Directors and Committee Chairpersons. The responsibilities include both due diligence and the fiduciary duties of these individuals.

The Board has adopted the following policy and guidelines for the vendor selection process. It is difficult to define a single policy for every project, service, or repair needed by the HOA. This policy is intended to identify important guidelines. Final decisions may be affected by different situations, such as:

- Is this work a recurring service or a one-time task/project/event?
- Does this work require any special skill, knowledge, experience?
- What is the size of the project/work that is planned?
- Will the use of special tools, chemicals, climbing equipment, etc. be necessary, that can be a risk to a worker, pedestrian, property owner or any other person at the time of the work and thereafter?

The following sections set forth specific policies and guidelines to be followed when selecting a vendor:

Bidding Process

A statement of work (SOW) should be prepared in advance of contacting vendors. This SOW should be provided to each vendor at the time they are scheduled to meet with the HOA representative. In addition to defining the project/work to be done, the SOW should identify other requirements of the HOA (e.g., licensing, insurance, bonding, workplace access times, timeframe to complete the work, etc.). All bids should be received in writing after a site visit by the vendor. The following should be requested in any bid response:

- Bids should contain a "valid through" clause of at least one-month.
- Bids should contain the name and direct phone number for the vendor's single point of contact (project manager) who can be contacted once the project is underway.
- When possible, bids should include a summary of the materials to be used.
- Bids should contain a meaningful description of the work to be performed and, if appropriate, the manner in which the work will be performed.

Number of Bids

If a project is expected to cost more than \$1,000.00, then 3 competing bids are recommended. There are various factors that can affect this guidance, such as the urgency of a situation, the ability to identify vendors willing to submit a bid, and the use of the same vendor who has previously supplied similar services/work to the HOA.

Licensing and Bonding

Vendors should be licensed and bonded. The HOA representative should verify the vendor's references, bonding, licensing, registered complaint experience, and if required, technical training/certification/professional designations. Websites such as the State of Arizona Registrar of Contractors, State licensing agencies, and the Better Business Bureau. Social media sites may provide some insight, but public input can be emotional, and is not always reliable.

Vendor Insurance

Selected vendors are expected to carry a \$1 (one) million-dollar liability insurance policy plus a worker's compensation policy for its workers (contract or direct employees). The vendor should provide the HOA a copy of the insurance certificates with "Golden Keys Homeowners Association, Inc." as a named insured.

If a vendor cannot meet these insurance requirements, the exception should be noted to the HOA Board of Directors., with the actual insurance coverages they provide.

There are 2 variables that may affect this guideline:

1. If the nature of the work involves high risk tasks such as climbing, use of power equipment (other than household tools such as a drill), chemicals, electrical, and plumbing, then the requested insurance coverage is highly desired – any exception should be approved by the HOA.
2. If the size of the project does not exceed \$1,000, and there are no concerns with cautions in item #1, above, an exception may be a considered.

Vendor Selection

There is no single way to select a vendor. Factors that can affect the final selection include:

- Price.
- Prior experience with this vendor.
- References.
- Licensing, insurance, bonding.
- Handling of Complaints.
- Responsiveness to the bid process.

If a vendor selection is to be approved at a board meeting, it is a best practice to provide each board member with advance copies of the Statement of Work, the bids that were received, and other documentation that has been collected.

DRAFT – Golden Keys HOA Regular Board Meeting Minutes
Clubhouse 3016 N 62nd Place, Scottsdale, AZ 85251
May 17, 2022 – 7PM

Directors present: Chris Anderson, Debbie Dillon, Paul Hawes, Pam Heckaman, Tom Kernen, Christie Schroeder, and Jenny Scrivner.

Directors absent none. In addition, two members were in attendance

1. **Confirm Agenda:** draft agenda shared by Debbie Dillon. Modification to remove approval of Member Feedback Minutes to allow Board more time to review.
2. **Call to Order:** The Board meeting was called to order at 7:05 PM by President, Jenny Scrivner.
3. **Ratify Previous Board Meeting Minutes and Financial Reports:**
 - o **Motion** to approve April 19, 2022, Board Meeting Minutes. Seconded **Amendment:** Correct 4-7-200 date to 4-7-2022. Seconded.
 - a. **Amendment approved**, seven yes, zero no, zero abstain
 - b. **Motion approved**, seven yes, zero no, zero abstain.
 - o **Motion** to approve April 2022, Financial Report. Seconded. **approved**, seven yes, zero no, zero abstain
 - o **Motion** to approve May 2022, Financial Report. Seconded; **approved** seven yes; zero no, zero abstain.
 - o **Motion** to approve April 25 and May 2, 2022, **Special Board Meeting Minutes**. Seconded; **approved** seven yes, zero no, zero abstain.
4. **Standing Committee Reports**
 - a) **Architecture** - Jenny Scrivner
 - b) **Clubhouse** - ~~Chris Anderson~~ **Christie Schroeder**
 - c) **Community Liaison** - Chris Anderson
 - d) **Communications** - Tom Kernen
 - e) **Finance** - Tom Kernen
 - f) **Landscaping** - ~~Barry Downs~~ **Chris Anderson**
 - g) **Pool** - ~~Martha Spruell~~ **PAUL HAWES**
 - h) **Real Estate** - Pam Heckaman
5. **Old Business**
 - a) Status of Revision to Governing Documents: the board review of proposed HOA CC&R's (dated August 9, 2021) and By-Laws (dated April 14, 2021). Draft of 2022 Declaration of Covenants, Conditions, Reservations and Restrictions and 2022 By-Laws were sent/distributed to the Members for review. The Board is still working through all the member comments - Jenny Scrivner.

6. New Business

- a) **Motion** to approve and implement vendor selection guidelines - Tom Kemen. Seconded; **approved**, seven yes, zero no, zero abstain.
- b) **Motion** to approve Mark Reece CPA to perform the FY2021-2022 Financial Review and prepare the federal/state tax returns, at a cost of \$1,050.00 and \$210.00 respectively - Tom Kemen. Seconded; **approved**, seven yes, zero no, zero abstain.
- c) **Motion:** Change start time of Regular Board Meetings to 5PM - Debbie Dillon. Seconded. **Amendment:** New time to be effective September 20, 2022. Seconded.
 - a. **Amendment approved**, seven yes, zero no, zero abstain.
 - b. **Motion approved**, six yes, one no, zero abstain.
- d) **Motion:** Approve Tripler Electric, Inc bid for new light fixtures, replacement of broken bathroom exhaust fans and dedicated plug for refrigerator vs existing extension cord in Clubhouse - Christie Schroeder. Seconded. **Amendment:** Defer decision to June meeting to secure more bids and more time for Board to review scope of bids. Seconded.
 - a. **Amendment approved**, five yes, zero no, two abstain.
 - b. **Motion approved**, five yes, zero no, two abstain.
- e) **Motion:** Approve Metzger's Paint bid for repainting bathrooms in Clubhouse - Christie Schroeder. **Motion withdrawn**. Will seek other bids.
- f) **Motion:** Approve Anderson Lock and Safe bid for work on the doors, and gates outside Clubhouse - Christie Schroeder. **Motion withdrawn**. Waiting on bid.
- g) **Motion:** Approve AZ MetroScapes, Inc. bid for tree/arbor care, \$9,562.50 - Chris Anderson. Seconded; **approved**, seven yes, zero no, zero abstain.

7. Open Forum

8. Executive Session: Discussion of Association enforcement matters pursuant to A.R.S 33-1804(A)(3) Planned Communities and receipt of legal advice regarding enforcement matters pursuant to A.R.S. 33-1804(A)(1) - Jenny Scrivner.
9. Adjourn - Jenny Scrivener adjourned the meeting at 9:19 PM
10. Respectfully submitted by Debbie Dillon, Secretary.

Golden Keys Homeowner's Association
3016 N. 62nd Place, Scottsdale AZ 85251

Minutes Architectural Standards Committee (ASC) Meeting
Clubhouse: 5:00 PM, May 10, 2022

Attendees: Debbie Dillon, Retta Kelly, Jenny Scrivner, Martha Spruell

Absent: Pam Heckaman

Approval of minutes:

- April 12, 2022, meeting minutes – Approved (4 Yea, 1 absent)

Applications for changes to the following residences:

- 6214 E Pinchot Ave. - Approved (4 Yea, 1 absent)
- 6285 E Pinchot Ave. - Approved (4 Yea, 1 absent)

Applications that notify the ASC regarding maintenance actions: no further action required

- none

Other Topics:

- Neighborhood Assessments:
 - Spring 2022 Walkthrough – properties with findings – 41
 - Landscape findings: 31-28 complete as of 5/1/22
 - Paint/structure findings: 16- 5 complete as of 5/1/22
 - Spring 2021 Walkthrough – properties with findings – 40 (Landscape-13; Building-30) – all complete except 2 building changes.
 - Fall 2020 Landscaping walkthrough (Oct. 30-Nov. 1): Properties with findings: 20
 - As of 3/28/22: 19 addressed; one with work targeted to complete 4/30/2022.
 - Spring 2020 Assessment (4/9-13): Properties with findings: 45
 - As of 3/28/22: all resolved except one with work partially complete
- Policies and Practices: topics for discussion
 - Several proposals were made during discussion of version 2.0 of the Policies and Practices document at the October board meeting and during the meetings regarding the new governing documents. The committee recommends putting these on hold and coordinate with any actions that may be required based on new governing documents.
 - Only allow colors from the paint palette (no repainting same color) – Oct 2020 Bd Mtg
 - Constrain colors of front doors to base or trim color of house – Oct 2020 Bd Mtg
 - Complete work within 12 months of approval – 2020 Gov. docs meeting
 - Add Satellite Dish/Antennae related rules
 - Add Trash and recycling receptacle rules
 - Add Duct work/AC placement related rules
 - Add Specific noise hours per City of Scottsdale building code
 - Constrain Yard Art-Member Feedback session re Gov Docs
- Applications are due **June 4, 2022**, for the agenda of the **June 14, 2022**, meeting.

Jenny Scrivner, Architectural Standards Committee Chair

May 17, 2022 clubhouse report

From: Christine Schroeder (cks0@cox.net)

To: gkhoa.jenny.scrivner@gmail.com; chrissyanderson213@gmail.com

Date: Saturday, May 14, 2022, 03:49 PM MST

Two (2) reservations were made for the clubhouse. One (1) on May 5, 2022 and one (2) on May 7, 2022.

Received an electrical bid from Triple R Electric, Inc. for labor and installation of new light fixtures throughout clubhouse, replace burned out exhaust fans in both bathrooms and install a dedicated outlet for refrigerator.
Price \$4,300.00

Received a bid from Metzgers Paint for repainting both bathrooms, pantry (social committee request) and frosting the glass on doors to chair storage room and Board office.
Price

Received a bid from Anderson Lock and Safe to replace kitchen door handle (has fallen off), bathroom door handles as well as address the problems with street gates not being secure.
Price

I have also priced the new lighting fixtures, kitchen improvements, outdoor refreshing, bathroom fixtures, etc. Photos will be available to see posted on bulletin board and will be included with this report.
Price

I strongly suggest these items be done for the safety and maintenance of our property as well as to improve the overall appearance of our beautiful clubhouse.

Sent from my iPad

Communications Committee Report – prepared by Tom Kernen

May 17, 2022

1. Production of the Key Lines and curation of the web site continue as planned.

Treasurer's Office and Finance Committee Report – prepared by Tom Kernen

May 17, 2022

- 1) Bank accounts are balanced for April 2022.
 - a) Monthly reports distributed to all Directors for review on May 2.
 - b) All invoices received through May 15 are paid in full.
- 2) Approximately 162 (of 184) of our members have paid the 2022-23 assessments in full – of these, 29 have been paid using Zelle.

There were 2 transactions that required special handling – disclosed to the Board below:

- a) One member erroneously sent a Zelle payment to my personal checking account (used a phone number rather than the correct email address). I refunded the payment immediately and a subsequent payment was made to the HOA account. These transactions occurred outside of the HOA bank accounts and will not appear on monthly reports.
 - b) Another member accidentally made 2 Zelle payments to the HOA for \$700.00 each. I refunded the extra payment via Zelle. The additional payment and the refund will on the monthly reports for May 2022.
- 3) Jenny, Debbie and I met with Bank of America and updated the accounts' signers as approved by the Board. The necessary paperwork has been sent to Vanguard to complete the same changes there.
 - 4) Mark Reece, CPA has performed the Association's Financial Review for the past 3 years, as well as preparation of all tax returns. I have asked Mark to send an engagement letter to the Association for these services for the FY ending 04/30 and I will be requesting Board approval of his engagement as an agenda item during the May Board meeting. The cost for his service is \$1,050.00 for the Review and \$210.00 for the tax returns.
 - 5) The 4 insurance policies the Board approved in April have been purchased with an effective date of May 1, 2022. Policy endorsements were necessary to correct changes that had been incorrectly made to the policies at issue. Three of the policy endorsements have been received and the fourth has been requested but not received.
 - a) The Auto-Owners policy was cancelled effective May 1, 2022. Confirmation of the cancellation has been received we have received a refund of \$2,953.00. The policy was correctly prorated based on the number of days in force and the refund is acceptable.
 - b) The appraisal of the 2 buildings within the clubhouse Common Area will be conducted later in May.
 - 6) Several important footnotes were added to the April Treasurer's Report for clarification. One explained the use of "Pre-Paid Assessments".

7) Operating Income and Reserve Fund Analysis

The April 30, 2022 Treasurer's Report is the final report for the fiscal year. The Net Operating Balance for the fiscal year is shown as \$46,866.49. This amount is over-stated by \$16,100.00 which is the amount of pre-paid assessments. As a result, the effective Net Operating Balance for the fiscal year is \$30,766.49.

In addition, there were a Reserve expenses of \$7,101.77 were paid by Operating Income. Of this amount, the replacement of the pool heaters (\$4,383.50) was the only item scheduled in the Reserve Study. The remaining expense (\$2,718.27) was for replacing office equipment and various lighting and electrical expense, all of which are legitimate (but unplanned) reserve expenses.

The 2021-2022 budget specified a planned Reserve Fund contribution of \$17,670.30. This amount is taken from the Net Operating Balance for the year.

The following shows how the actual amount for the reserve funding will determined.

For FY 2021-2022

Net Operating Balance	\$46,866.49	
Pre-paid H/O Assessments	<u>(\$16,100.00)</u>	to be moved to FY 2022-23
Adjusted Net Operating Balance	\$30,766.49	
Reserve Contribution per Budget	\$17,679.30	
Scheduled Reserve Expenses	<u>(\$4,383.50)</u>	
Actual Reserve Account Contribution	\$13,295.80	to be moved to Vanguard Account
Adjusted Net Operating Balance	\$17,470.69	to be moved to BofA Savings

The result of these 3 actions is to "zero-out" the Net Operating Balance for the FY ending April 30, 2022.

To summarize, the Reserve Accounts are fully funded. In addition, the excess funds have been moved to savings to be used for emergency expenses, unplanned economic adversity, and unscheduled capital projects.

Golden Keys HOA

Landscape Committee Report

May 2022

Chris Anderson

The AzMetroscapes bid for tree trimming is attached. It came in at about \$300.00 less than last year. This bid does not include any trimming of the oaks, but does include lopping off part of one of the sumacs along the west wall of the common area. At Tom's request, insurance certificates were obtained naming the association as an additional insured by both AzMetroscapes and Needs for Trees. I will make a motion the bid be approved in the amount of \$9,562.50. The trimming will be scheduled probably the first week of June and I will work with Paul to have pool cleaning adjusted.

Completed monthly manual watering of the oak trees.

Landscape Committee meeting is scheduled for Friday, May 20 at nine a.m. at the clubhouse. Notice of the meeting was posted on Monday, May 16. Purpose of the meeting is to discuss irrigation and common area planning.

Received a resident request oleanders be trimmed at the round-about at 63rd/Pinchott. This was done on Thursday, May 12. In response to another resident inquiry, AzMetroscapes said the height of our palm trees are not a problem and are a common height for that tree species.

Met with two bonded, licensed vendors for information about repairing or replacing perimeter gates to address various issues. Because Christie was also meeting with a locksmith, no bids on repairing or installation of new gates is being provided at this time so more information may be obtained. In response to the 'keyless' entry on the 62nd St. gate, a plate was installed Sunday, May 15th.

The gate at Pinchott will be padlocked with keys provided to the three residents who are the primary users of that gate. Also, AZMetroscapes and the pool vendor need keys.

Backflow inspection was done on April 26 and we passed the testing.

May 14, 2022

GOLDEN KEYS APRIL 2022 POOL REPORT

Through the month of April the pool has been used on a regular basis as the weather has been very accomodating and the pool is functioning well.

Early morning on Thursday 5/12/2022 I received a phone call from Greg Parker of Sun Ray Co. who has been servicing our pool for the past six years. He informed me that he is retiring and his last day will be 5/26/2022 which gives us approximately two weeks to select a replacement service company. I contacted Barry Downs, Martha Spruell and Tom Kernan and began contacting some potential replacements.

Tom K. sent a copy of HOA Vendor selection instructions which , if followed, would be difficult to complete the search within the time frame we have in order to keep the pool running properly. After spending time researching our hiring process for the last six to twelve years it is clear that no contract was ever prepared, thus does not exist. With all the discussions that have been going on for the past two years this situation has been overlooked and needs to be corrected immediately. When were these instructions completed?

To continue, Greg Parker did give me a referral and I made a contact with Billy at King Blue Pools. We met Friday morning at 7:00 am and during our discussion He mentioned that he had purchased Sun Ray Co. from Greg. During their negotiations Billy had visited our pool with Greg and is familiar with how our pool functions. I am hoping to schedule a meeting with Him early next week. I have left messages with a couple more services and hopefully will hear from them next week.

My suggestion, because of our short time frame, is that GK hire a replacement Pool Service Co. with a temporary agreement and draw up a permanent contract within 30 days.

Paul Hawes

REAL ESTATE COMMITTEE REPORT FOR BOARD MEETING OF MAY 17, 2022

April 20 - May 17 closings:

There were no closings this past month:

There are no homes currently in escrow.

There are no homes listed for sale.

Leased Properties:

There are currently six (6) leased properties.

Respectfully Submitted By:

Pam Heckaman

Golden Keys HOA Alley Light Survey

May 2022

History - twenty years ago in response to complaints about people in the alleys, Golden Keys HOA entered a contract with SRP to install and maintain 16 alley lights (8 south of Catalina, 8 north of Avalon). Additionally, the entrance to the canal along 64th Street was closed. Additionally, over the last six years the lights and security at the Quad on Thomas has improved.

Current Status - Golden Keys pays for the electricity for the alley lights of approximately \$159.33 (Nov. 2021) including a monthly contract fee of \$50.00. SRP maintains the lights. The lights are not installed on traditional metal poles, but are attached to electric wooden poles. The lights south of Catalina face south. Some of the 'Catalina' lights have shields which diminishes the brightness into a backyard. The lights north of Avalon also face south, some with brighter lights and the installation is such that shields can't be attached to divert the light away from backyards.

The SRP contract expires **September 30, 2022**. If we do not want to continue the contract, there will be no charge to remove the lights after contract expiration. Removal of one light under the contract is \$331.02 (plus any remaining monthly contract price of \$15.93/per light).

Any updating of the lights requires a new contract for at least 10 years with a monthly fee of \$50.00 a month. Any updating of the wattage requires the fixture (a/k/a light pole) be updated. New free standing lights must be installed because SRP no longer uses the wooden poles for lights. If no additional primary or transformer needs to be installed the cost is:

\$1000 install
\$160 connection
\$3 per foot for wire (estimating 200")
Total = \$1,760

(plus other additional costs could include: Trenching, conduit (36" depth to of conduit, 2.5" conduit, 48" if in right-of-way) and J-boxes.

The board is soliciting ^{input} ~~guidance~~ from the community.

Per light?

is this at a cost to HOA?

Please return the survey to any board member or to 6263 E Avalon, 85251:

_____ Option 1 HOA does not renew the contract and instructs SRP to remove the current lights at expiration of the contract ~~and members may install their own motion or alley lights. Costs for solar motion lights begin at \$24.00. Cost to HOA - \$0.~~

_____ Option 2 HOA does not renew the contract, but continues to pay for the electricity for the alley lights and assume maintenance of the lights ~~which could be up \$1,760 for replacement (plus additional costs for trenching, conduit, etc.).~~

_____ Option 3 HOA renews the contract, but has lights removed if requested by the homeowners affected (under current contract removal is \$332/per light). HOA would assume maintenance after ten years.

All H/O are affected in some way.

_____ Option 4 HOA should renew the contract as. The HOA will be responsible for maintenance after 10 years.

Additional comments:

Your name and address:
