



**The Dobson Association, Inc.
Board of Director's Workshop Open Meeting
Thursday, August 8, 2024 at 5:30 PM
La Casita, Grande Room
2719 S Reyes, Mesa AZ 85202
Live Stream and In-person**

Meeting Minutes – Approved _____

Members Present:

President: Sam Javelosa
Vice President: vacant
Treasurer: Stephanie Fee
Secretary: Holly Prasetio

Member: Michael Snedeker
Member: Bradley Bettencourt
Member: Christa Tropin
Member: Sandy Murray
Member: vacant

Staff Present:

I. Call to Order

- a. The meeting was called to order by Board President, Sam at 5:32 pm.
- b. Completed verbal role call to establish quorum.
- c. Agenda:
 - i. Christa moved to approve the agenda; Holly seconded the motion. Motion unanimously passed.
- d. Microphone and cameras were checked and deemed to be in working order.

II. Discussion Items

- a. RFP Scope for Property Management Companies
 - i. Everything from Barkan should be included in new RFP
 - ii. Accounts Receivable
 1. Reconciliation / review for accuracy
 2. Collection process – all part of the process until it needs board approval to the attorney
 - a. Updating delinquent accounts
 - b. Post late fees and attorney fees on accounts
 - c. FOB control access – add to PARKING LOT on whether we want to give them access to turn fobs on/off
 3. Process lockbox payments
 4. Provide historical reports on prepaid assessments and aging breakdowns
 5. Rental properties income reconciliation and administration of the



forms/records

6. Advertising revenue
 - a. Reconciliation of income
 - b. Maintain prepaid ad fee income schedule
 - c. Report / submit TPT sales tax monthly
 7. Commercial properties
 - a. Invoice each commercial property (we have about 8 or 9)
 - b. Billing schedule, income, late notes, etc.
 - c. Maintain prepaid assessment schedule
 - d. Update annual commercial assessment charges
 - e. Track expiration dates and renewals (work with attorney)
 8. Preschool
 - a. Maintain revenue schedule, prepaid tuition, enrollment roster
 - b. Post payments to accounts from Rec Desk
 - c. Delinquent preschool tuition tracking and reporting to staff
 - d. Produce supplemental report to track revenue vs expenses on a monthly basis with historical and forecasted projections
 9. Rec Desk
 - a. All Rec Desk rental activities revenue – reconciliation and transfer of funds (if needed)
 10. Misc
 - a. Boat slip revenue - reconciliation and tracking; send invoices, renewals, boat insurance, etc.
 - b. Track all miscellaneous income via Rec Desk or checks received (records requests, etc.)
- iii. Accounts Payable
1. Receive all invoices, code and upload into software
 2. Send invoices to Board representatives for approval and then back to accounting staff for payment to be issued
 3. Maintain/update vendors information – monitor vendors and ensure current COIs in the system
 4. Reconcile credit card expenses
- iv. Escrow
1. Manage all transfer and disclosure requirements
 2. Transfer fees
 3. Inspection
 4. New owner FOBS
- v. Code Compliance



1. Homeowner database
 2. Violation letters
 3. Migrate into one platform
 4. Architectural requests to be approved/denied
 5. Archive approved/denied request
 6. Provide backup for our current staff
- vi. Miscellaneous /
1. Annual audits
 2. Reserve Study
 3. Annual Budgets
 4. Annual federal census
 5. Business licenses
 6. Work comp audits
 7. Permits renewals (pool, alarm, etc)
- vii. Parking Lot
1. Vendors – track current contracts in place; expirations coming up that need renewals
 2. Project management as needed – need further discussion (outsource or internal staff)
 3. Fleet management – might be included in a project management role
 4. Workers comp audit
 5. OSHA compliance
 6. HR issues
 7. Payroll
 8. Fringe items
 9. Annual voting
 10. IT / tech support
 11. Portals for homeowners, committees, Board
 12. Maintenance
- b. Task Team:
- i. Staff:
 1. Akina
 2. Marc
 3. Chad
 4. Jonathon
 - ii. Board members:
 1. Stephanie
 2. Sam



- iii. Residents
 - 1. Krysta Rader (or another preschool person)
 - 2. Budget & Finance representative
 - 3. Master Planning representative
- iv. Time frame: produce RFP to present to the Board at the September 12th

III. Adjourn

- a. Holly moved to adjourn; Christa seconded the motion. Unanimously approved to adjourn the meeting at 6:49 pm.

Respectfully submitted:
Holly Prasetio, Secretary