RANCHO GABRIELA HOMEOWNERS ASSOCIATION
P.O. BOX 25466
TEMPE, AZ 85285

Board of Directors Meeting – Open Session Agenda
Tuesday, June 25, 2024
Via Zoom

Agenda

I. Call to order

II. Review and approval of the Board of Directors Meeting Minutes dated May 28, 2024

III. Treasurers Report:
   a. Review and acceptance of the Income Statements dated May 31, 2024
   b. Invoice approval

IV. New Business:
   a. None

V. Old Business:
   a. Landscaping RFP

VI. Tabled / Pending Items:
   a. Concrete Elite Repairs
   b. Stormwater Pros Culvert/ Drywell Repairs

VII. Open Discussion

VIII. Adjournment

RANCHO GABRIELA HOMEOWNERS ASSOCIATION
P.O. BOX 25466
TEMPE, AZ 85285

Board of Directors Meeting - Open Session
Tuesday, May 28, 2024 @ 7:00 PM
Rancho Gabriela Elementary School

## Meeting Minutes

I. Meeting was called to order at 7:09 p.m. by Louis Lugo, President. Jeanette Landis, John Norton, and Darrell Meacham were in attendance. Steve Benson was absent.

II. Review and approval of the Board of Directors Meeting Minutes dated April 23, 2024.

III. Treasurer's Report:
   a. Rereview, review and acceptance of the Income Statements dated March 31, 2024 and April 30, 2024.
   b. Invoice approval—Yellowstone (2), EWING (2), J & A Arizona Greenhouse (1) and DECA (2).

IV. New Business:
   a. None

V. Old Business:
   a. Landscape Consultants— Cost to hire consultant company is $18,000, the board stated that was too much money. Mike will send out RFP's (Requests for Proposal) to landscape companies and get this information back to the board to compare bids.
   b. Next meeting will be virtual. Mike will have the link on the Rancho Gabriela website.

VI. Tabled/Pending Items:
   a. Concrete Elite Repairs—Some repairs are complete for sidewalk repairs, more to be completed in the Fall 2024.
   b. Stormwater Pros Culvert/Drywell Repairs—The critical areas are complete and Mike states he hasn't had to have treatment in these area's anymore for mosquitos. More repairs to be done in the Fall 2024.

VII. Open Discussion:

- Gwynn stated the scorpion count it below 400 and things are working after all these years in taking care of the issue. Burns pest control will work with Gwynn tomorrow to put the granules in the valve boxes to help with roaches/crickets.

VIII. Adjournment at 7:27 p.m.

Minutes prepared and submitted by, Jeanette Landis – Secretary

_____ Minutes approved/date

RANCHO GABRIELA
Income Statement
May 31, 2024



| DESCRIPTION | CURRENT PERIOD ACTUAL | CURRENT PERIOD BUDGET | CURRENT PERIOD VARIANCE | YEAR TO DATE ACTUAL | YEAR TO DATE BUDGET | YEAR TO DATE VARIANCE |
|---|---|---|---|---|---|---|
| INCOME | | | | | | |
| OPERATING INCOME | | | | | | |
| RESIDENTIAL ASSESSMENTS | 103,788.77 | 122,800.00 | 19,011.23- | 590,795.19 | 614,000.00 | 23,204.81- |
| DELINQUENT ASSESSMENTS | 16,216.67 | 14,000.00 | 2,216.67 | 73,365.70 | 70,000.00 | 3,365.70 |
| TRANSFER FEE | 1,000.00 | 2,000.00 | 1,000.00- | 11,250.00 | 10,000.00 | 1,250.00 |
| TOTAL OPERATING INCOME | 121,005.44 | 138,800.00 | 17,794.56- | 675,410.89 | 694,000.00 | 18,589.11- |
| OPERATING TRANSFER TO RES | 8,800.00- | 8,800.00- | .00 | 26,400.00- | 44,000.00- | 17,600.00 |
| TRANSFER FEE RESERVE | 1,000.00- | 2,000.00- | 1,000.00 | 7,750.00- | 10,000.00- | 2,250.00 |
| TOTAL INCOME | 111,205.44 | 128,000.00 | 16,794.56- | 641,260.89 | 640,000.00 | 1,260.89 |
| EXPENSES | | | | | | |
| OPERATING EXPENSES | | | | | | |
| MAINTENANCE & REPAIR | | | | | | |
| LANDSCAPE MAINTENANCE | 41,638.00 | 41,638.00 | .00 | 208,190.00 | 208,190.00 | .00 |
| PEST CONTROL | 2,464.00 | 2,700.00 | 236.00 | 11,758.00 | 13,500.00 | 1,742.00 |
| ELECTRICAL AND LIGHTING | 1,343.20 | 800.00 | 543.20- | 5,450.30 | 4,000.00 | 1,450.30- |
| LARGE TREE TRIM/STORM DAM | 840.50 | .00 | 840.50- | 4,710.75 | 25,000.00 | 20,289.25 |
| MISC. SUB-CONTRACTOR SERVI | .00 | 750.00 | 750.00 | 31,578.39 | 2,250.00 | 29,328.39- |
| GRAFFITI/VANDALISM REPAIRS | .00 | 200.00 | 200.00 | 524.00 | 1,000.00 | 476.00 |
| NIGHT TOUR CONTRACT | 1,500.00 | 1,500.00 | .00 | 6,000.00 | 7,500.00 | 1,500.00 |
| PLAYGROUND EQUIP REPAIRS | .00 | .00 | .00 | 7,253.40 | 1,750.00 | 5,503.40- |
| PLAYGROUND EQUIP INSP. | .00 | 2,000.00 | 2,000.00 | 1,000.00 | 4,000.00 | 3,000.00 |
| SECURITY PATROL SERVICE | .00 | 6,605.00 | 6,605.00 | 6,603.00 | 33,025.00 | 26,422.00 |
| STREET SWEEPING 11&17 | 146.00 | 65.00 | 81.00- | 430.00 | 325.00 | 105.00- |
| WALL REPAIR | 7,850.00- | .00 | 7,850.00 | 425.00 | .00 | 425.00- |
| TOTAL MAINT. & REPAIR | 40,081.70 | 56,258.00 | 16,176.30 | 283,922.84 | 300,540.00 | 16,617.16 |
| PARTS & SUPPLIES | | | | | | |
| SPRINKLER/IRRIGATION PARTS | 5,633.52 | 3,500.00 | 2,133.52- | 32,691.95 | 21,000.00 | 11,691.95- |
| SIGNS | .00 | 100.00 | 100.00 | .00 | 200.00 | 200.00 |
| TURF/PRE-EMERGENT | .00 | .00 | .00 | .00 | 4,800.00 | 4,800.00 |
| COURT PARTS | .00 | .00 | .00 | .00 | 50.00 | 50.00 |
| FERTILIZER | .00 | .00 | .00 | .00 | 5,500.00 | 5,500.00 |
| MONUMENT ENT. FLOWERS | 3,405.70 | .00 | 3,405.70- | 3,405.70 | 3,500.00 | 94.30 |
| MAILBOX PARTS/REPAIRS | .00 | 300.00 | 300.00 | .00 | 900.00 | 900.00 |
| TOTAL PARTS & SUPPLIES | 9,039.22 | 3,900.00 | 5,139.22- | 36,097.65 | 35,950.00 | 147.65- |
| UTILITIES | | | | | | |
| ELECTRIC | 2,594.10 | 2,300.00 | 294.10- | 10,733.39 | 11,500.00 | 766.61 |
| WATER | 25,743.32 | 33,000.00 | 7,256.68 | 86,232.84 | 165,000.00 | 78,767.16 |

| DESCRIPTION | CURRENT ACTUAL | PERIOD BUDGET | PERIOD VARIANCE | YEAR TO DATE ACTUAL | YEAR TO DATE BUDGET | YEAR TO DATE VARIANCE |
|---|---|---|---|---|---|---|
| TOTAL UTILITIES | 28,337.42 | 35,300.00 | 6,962.58 | 96,966.23 | 176,500.00 | 79,533.77 |
| ADMINISTRATIVE | | | | | | |
| LEGAL AND ACCOUNTING | 522.55- | 2,000.00 | 2,522.55 | 432.55- | 10,000.00 | 10,432.55 |
| COLLECTIONS | 6,457.90 | 5,000.00 | 1,457.90- | 30,497.42 | 25,000.00 | 5,497.42- |
| BANK CHARGES | 40.00 | 100.00 | 60.00 | 595.00 | 500.00 | 95.00- |
| COLLECTIONS-LIENS/LIEN RELE | 640.00 | 1,000.00 | 360.00 | 4,160.00 | 5,000.00 | 840.00 |
| AUDIT | .00 | .00 | .00 | 3,500.00 | .00 | 3,500.00- |
| MEETING ROOM RENTAL | 50.00 | 50.00 | .00 | 250.00 | 250.00 | .00 |
| INSURANCE | .00 | .00 | .00 | 20,263.00 | 19,000.00 | 1,263.00- |
| MANAGEMENT FEES | 7,800.00 | 7,800.00 | .00 | 39,000.00 | 39,000.00 | .00 |
| COPIES | 5,939.64 | 2,400.00 | 3,539.64- | 12,060.78 | 12,000.00 | 60.78- |
| STATEMENTS | 3,678.69 | 3,000.00 | 678.69- | 17,477.25 | 15,000.00 | 2,477.25- |
| POSTAGE | 359.91 | 600.00 | 240.09 | 2,141.28 | 3,000.00 | 858.72 |
| WEBSITE | .00 | .00 | .00 | 300.00 | 300.00 | .00 |
| RECORD STORAGE FEE | 158.00 | 170.00 | 12.00 | 796.00 | 880.00 | 84.00 |
| INCOME TAXES | .00 | .00 | .00 | 1,503.78 | 5,500.00 | 3,996.22 |
| MISC. | .00 | .00 | .00 | .00 | 3,338.00 | 3,338.00 |
| TOTAL ADMINISTRATIVE | 24,601.59 | 22,120.00 | 2,481.59- | 132,111.96 | 138,768.00 | 6,656.04 |
| TOTAL OPERATING EXPENSE | 102,059.93 | 117,578.00 | 15,518.07 | 549,098.68 | 651,758.00 | 102,659.32 |
| NET OPER PROFIT/LOSS | 9,145.51 | 10,422.00 | 1,276.49- | 92,162.21 | 11,758.00- | 103,920.21 |
| RESERVE ALLOCATIONS | | | | | | |
| INTEREST INCOME | 14.92 | .00 | 14.92 | 1,981.26 | .00 | 1,981.26 |
| RESERVE EXPENSE | .00 | .00 | .00 | 4,910.00- | .00 | 4,910.00- |
| RESERVE FROM OPERATING | 8,800.00 | 8,800.00 | .00 | 26,400.00 | 44,000.00 | 17,600.00- |
| TRANSFER FEE RESERVE | 1,000.00 | 2,000.00 | 1,000.00- | 7,750.00 | 10,000.00 | 2,250.00- |
| TOTAL RESERVE & EXPENSE | 9,814.92 | 10,800.00 | 985.08- | 31,221.26 | 54,000.00 | 22,778.74- |
| NET PROFIT / (LOSS) | 18,960.43 | 21,222.00 | 2,261.57- | 123,383.47 | 42,242.00 | 81,141.47 |

| | |
|---|---|
| ASSETS | |
| CURRENT ASSETS | |
| inactiveCASH IN BANK | .00 |
| inactive WELLS FARGO OPERATING | .00 |
| OPERATING | 125,037.09 |
| RESERVE ACCOUNTS | |
| RESERVE | 28,263.02 |
| TRANSFER FEE RESERVE | 16,903.02 |
| CIT MM ICS ACCOUNT - 841 | 11,976.97 |
| CIT CD 8901 4/28/24 | 258,764.97 |
| TOTAL CURRENT ASSETS | 440,945.07 |
| TOTAL ASSETS | 440,945.07 |
| LIABILITIES & CAPITAL | |
| CAPITAL | |
| RETAINED EARNINGS | 317,561.60 |
| PROFIT /(LOSS) FOR PERIOD | 123,383.47 |
| TOTAL CAPITAL | 440,945.07 |
| TOTAL LIABILITIES & CAPITAL | 440,945.07 |

RANCHO GABRIELA P22/23
Income Statement
May 31, 2024



| DESCRIPTION | ACTUAL | CURRENT BUDGET | PERIOD VARIANCE | YEAR ACTUAL | TO BUDGET | DATE VARIANCE |
|---|---|---|---|---|---|---|
| INCOME | | | | | | |
| OPERATING INCOME | | | | | | |
| SPECIAL USE FEES | 8,029.00 | 6,295.00 | 1,734.00 | 34,470.31 | 31,475.00 | 2,995.31 |
| DELINQUENT ASSESSMENT INC | 751.84 | 254.00 | 497.84 | 1,701.26 | 1,270.00 | 431.26 |
| TRANSFER FEE-P22/23 | .00 | 300.00 | 300.00- | 500.00 | 900.00 | 400.00- |
| MISC. INCOME | .00 | .00 | .00 | 124.00 | 206.00 | 82.00- |
| TOTAL OPERATING INCOME | 8,780.84 | 6,849.00 | 1,931.84 | 36,795.57 | 33,851.00 | 2,944.57 |
| RESERVE TRANSFER | 2,332.00- | 2,332.00- | .00 | 11,660.00- | 11,660.00- | .00 |
| TRANSFER FEE RESERVE | .00 | 300.00- | 300.00 | 500.00- | 900.00- | 400.00 |
| TOTAL INCOME | 6,448.84 | 4,217.00 | 2,231.84 | 24,635.57 | 21,291.00 | 3,344.57 |
| EXPENSES | | | | | | |
| OPERATING EXPENSES | | | | | | |
| MAINTENANCE & REPAIR | | | | | | |
| STREET SWEEPING | 687.00 | 614.00 | 73.00- | 3,481.00 | 3,070.00 | 411.00- |
| GATE PROGRAMMING | 1,350.00 | 1,350.00 | .00 | 6,750.00 | 6,750.00 | .00 |
| GATE REPAIR & MAINTENANCE | .00 | .00 | .00 | .00 | 450.00 | 450.00 |
| TOTAL MAINT. & REPAIR | 2,037.00 | 1,964.00 | 73.00- | 10,231.00 | 10,270.00 | 39.00 |
| PARTS & SUPPLIES | | | | | | |
| GATE PARTS/REMOTES/KEYS | .00 | .00 | .00 | .00 | 310.00 | 310.00 |
| TOTAL PARTS & SUPPLIES | .00 | .00 | .00 | .00 | 310.00 | 310.00 |
| UTILITIES | | | | | | |
| ELECTRIC | 419.61 | 260.00 | 159.61- | 1,325.40 | 1,300.00 | 25.40- |
| PHONE | 617.47 | 600.00 | 17.47- | 3,246.23 | 3,000.00 | 246.23- |
| CAMERA SYSTEM | .00 | .00 | .00 | 3,110.42 | 6,220.00 | 3,109.58 |
| TOTAL UTILITIES | 1,037.08 | 860.00 | 177.08- | 7,682.05 | 10,520.00 | 2,837.95 |
| ADMINISTRATIVE | | | | | | |
| MONTHLY ACCOUNTING FEES | 250.00 | 250.00 | .00 | 1,250.00 | 1,250.00 | .00 |
| TOTAL ADMINISTRATIVE | 250.00 | 250.00 | .00 | 1,250.00 | 1,250.00 | .00 |
| TOTAL OPERATING EXPENSE | 3,324.08 | 3,074.00 | 250.08- | 19,163.05 | 22,350.00 | 3,186.95 |
| NET OPER PROFITI/LOSS | 3,124.76 | 1,143.00 | 1,981.76 | 5,472.52 | 1,059.00- | 6,531.52 |

| DESCRIPTION | ACTUAL | CURRENT BUDGET | PERIOD VARIANCE | YEAR ACTUAL | TO BUDGET | DATE VARIANCE |
|---|---|---|---|---|---|---|
| RESERVE ALLOCATIONS | | | | | | |
| INTEREST INCOME | 62.05 | .00 | 62.05 | 10,003.22 | .00 | 10,003.22 |
| RESERVE TRANS FROM OPER. | 2,332.00 | 2,332.00 | .00 | 11,660.00 | 11,660.00 | .00 |
| TRANSFER FEE RESERVE | .00 | 300.00 | 300.00- | 500.00 | 900.00 | 400.00- |
| TOTAL RESERVE & EXPENSE | 2,394.05 | 2,632.00 | 237.95- | 22,163.22 | 12,560.00 | 9,603.22 |
| NET PROFIT / (LOSS) | 5,518.81 | 3,775.00 | 1,743.81 | 27,635.74 | 11,501.00 | 16,134.74 |

RANCHO GABRIELA P22/23
Balance Sheet
May 31, 2024



| | |
|---|---|
| ASSETS | |
| CURRENT ASSETS | |
| OPERATING | 43,747.31 |
| RESERVE ACCOUNTS | |
| RESERVE | 204,801.41 |
| CDARS # 6354 10/24/24 | 257,706.42 |
| TOTAL CURRENT ASSETS | 506,255.14 |
| TOTAL ASSETS | 506,255.14 |
| LIABILITIES & CAPITAL | |
| CAPITAL | |
| RETAINED EARNINGS | 478,619.40 |
| PROFIT /(LOSS) FOR PERIOD | 27,635.74 |
| TOTAL CAPITAL | 506,255.14 |
| TOTAL LIABILITIES & CAPITAL | 506,255.14 |

**Rancho Gabriela Homeowners Association**
PO Box 25466
Tempe, AZ 85285

Request for Proposal
Landscape Maintenance Services

Rancho Gabriela is a community of 2225 single-family homes located in Surprise, at Cactus and Bullard Roads.

The Association consists of approximately sixty-six (66) acres of common area including 1,7m square feet of turf and 1,1m square feet of decomposed granite, 3k trees and 25k plants and shrubs.

The Board of Directors requests a bid based on the specifications listed in this RFP. You must fill out all requested information to qualify. You may also include information regarding your company in the proposal package.

Basic Maintenance Service to Include:

a) Daily clean-up of trash and minor debris in common areas and sidewalks
b) Minor repair of irrigation limited to replacing sprinkler heads, risers and emitters
c) Trimming of shrubs and immature trees
d) Dead small plant removal
e) Raking of granite
f) Blowing off common area walkways
g) Low hanging tree branches trimmed on trees up to ten (10) feet
h) Staking trees
i) Set and regulate time clocks
j) Mow and edge all turf areas weekly
k) Apply fertilizer as needed
l) Maintain (7) playground picnic ramada areas to include 4 times per week raking of sand, daily emptying of trash cans, and cleaning water fountains
m) Maintain irrigation systems dedicated to volleyball courts

Please review the following specifications and provide your cost in the corresponding blank:

**Provided by Kinney Management Services:**

1. **Labor**: An on-site crew of nine (9) workers, five days per week, eight (8) hours per day, to include eight laborers and a qualified foreman to perform the routine tasks outlined above in Basic Maintenance Service with the exception of mowing. A separate mow crew will be needed 2-3 days per week.

   Additionally, a fully experienced supervisor should also be assigned to the site on a 20-hour per week basis to oversee foreman/crew and assure quality and timeliness of work. Supervisor to communicate with management or appropriate Board and/or Committee members as needed. Please include appropriate vehicle allocations to include (2) full sized work trucks and a minimum of (1) utility vehicle for access to breezeways and other limited access areas.

**Monthly Fee: $**

2. **Weed Control**: Provide two pre-emergent applications of all decomposed granite areas per year. Please provide cost below for one (1) single application. This will be charged two (2) times per year.

**Per Application Fee: $ ($___ per month)**

**TOTAL MONTHLY FEE: $** _____

3. **Fertilizer:** A minimum of six (6) applications of fertilizer per year is anticipated as weather conditions dictate. Please indicate the cost below of fertilizer.

Fertilizer: **Wholesale plus _____%**

4. **Winter Rye Seed**: Cost of rye seed including scalping, seed application, dump charges etc.

   Per Square Foot: **$**

5. **Irrigation Repair:** Cost of repairing irrigation components. Please separate labor from parts below.

Irrigation Repair Labor: **$**
Irrigation Repair Labor: **$ per hour (emergency, after hours)**
Parts: **Wholesale plus _%**

6. **Landscape Supplies:** Items such as replacement plants, tree stakes, fungicides, insecticides, granite and annual flowers are not included in the above calculations. Please enter the cost as appropriate:

Annual flowers per flat installed: **$_____**
Palm Tree trimming: **$ _____ per tree**
Palm Tree peeling: **$ _____ per linear foot**
Insecticide/fungicide application by spray tech: **$___ per hour**
Removal and Replacement of 24" box trees (including tree): **$_____**
Removal and Replacement of 15-gallon trees (including tree): **$___**
Removal and Replacement of 5-gallon shrubs (including shrub): **$___**
Removal and Replacement of 1-gallon shrubs (including shrub): **$_____**

7. Storm Damage Clean-Up: **$_____ per man hour**

8. Routine Additional Work Outside Scope of Contract: **$_____per man hour**

Please provide your proposal by email to:

Mike Swift
Community Manager
Rancho Gabriela Homeowners Association
mike@kinneymanagement.com

Or by delivery to:
Kinney Management Services
10451 Palmeras Drive
Suite #101
Sun City, AZ 85373

Proposals are due by end of business on Thursday, July 25, 2024.