

## January 2026 Monthly Meeting

### Executive Officer Committee Report for December 2025 and January 2026

#### December 12, 2025

##### Budget and Finance

Committee members David Bills and Molly Hardman met with the Executive Officer Committee to address the following matters:

- Year-end transfers between First Citizens Bank and Vantage West
- Management of the Certificate of Deposit (CD) maturing in January
- Improved tracking methods for the Social Committee's bank account and expenses
- Distribution of holiday gifts to the landscaping crew and mail carrier
- The Board of Directors meeting minutes from November 19, 2025 were reviewed; necessary corrections will be sent to Marcie via email.

##### Unfinished Business

- All items previously stored in the former unit have been relocated to the new unit, and a donated shelving rack has been installed for supply organization.
- Sue consulted with Mulcahy Law Firm, the Master Association's HOA attorney, inquiring about a "Boot Camp" the firm offers to help make boards more effective.

##### New Business

- Nominating Committee: The Secretary position remains vacant. Although it was learned that there is no AZ statute that mandates the position to be filled, there is reference to following an entity's own governing documents. The Master's does specify a secretary is required.
- Discussion was held regarding the implementation of a record retention policy.
- Procedures for handling golf course complaints were brought up and will be discussed with Brent and Chuck. A request for updated golf course rules to be distributed to homeowners will be made.

#### January 8, 2026

Reviewed revised November 19, 2025 draft meeting minutes.

##### Treasurer

- All year-end transfers have been finalized.
- The 12-month CD at Vantage West will be converted into a 6-month CD.

##### Unfinished Business

- All Master Association supplies will be moved to the new storage unit.
- Sue is waiting for the sub-associations to appoint their new Director before proceeding with the Mulcahy boot camp.
- Sue is consulting with the contract attorney about the process for sharing her findings with the Board of Directors.
- Sue met with Generation Golf's attorney to discuss the issue regarding the non-disclosure of the golf course lease.
- The committee reviewed an online record retention schedule from another HOA.

##### New Business

- The committee reviewed the information needed for the Annual Meeting and discussed the motion for the landscape committee that will be addressed at the January Regular Monthly Meeting.