



# Neighborhood Insider

FEBRUARY 2008 VOLUME III ISSUE II

AN AAM PUBLICATION

## Answers from Amanda



**Q: Can board decisions be made via e-mail?**

**A:** In the January 2008 edition of Neighborhood Insider, we discussed the two ways a Board of Directors can take action: 1) via the approval of an action item at a duly called Board Meeting by a majority of the Board or 2) via unanimous written consent whereby all of the Board members can sign a resolution approving actions to be taken by the Association.

During the 2003 legislative session, Senate Bill 1193 added a subsection to Arizona Revised Statute (A.R.S.) §10-3821 to allow for the signatures on the unanimous written consent to be "electronic signatures." A.R.S. §44-7002 defines an "electronic signature" as "an electronic sound, symbol or process that is attached to or logically associated with a record and that is executed or adopted by an individual with the intent to sign the record."

Therefore, per statute, a Board member can use e-mail to "sign" a unanimous written consent. For corporate record keeping purposes, all e-mail "signatures" or approvals should be attached to the written consent and placed in the Association's corporate book. The Board can then vote to ratify the unanimous written consent during its next meeting so that homeowners have an opportunity to listen to any Board discussion on the item or speak on the item as required by Arizona State Statute.

As of the writing of this article, a new Senate Bill (SB 1019) has been introduced in the 2008 legislative session which contains language that would possibly eliminate a Board member's ability to provide an electronic signature on a written consent. For current updates on this bill and all others introduced this legislative session, please e-mail Susan Platner, AAM VP of Community Management, at [splatner@AAMAZ.com](mailto:splatner@AAMAZ.com).

**Amanda Shaw, President of AAM, LLC**

## DID YOU KNOW: Tucson Office

Did you know that AAM now has a Tucson office to better serve our clients in southern Arizona?

This full-service satellite office, located at 6885 N. Oracle Rd. Suite D, is staffed by Ed Baruch, Don Thaggard and Kristin Kane, who are on hand to answer homeowner questions, collect assessments and oversee operations in the residential communities AAM manages in Tucson, including Pima Canyon Estates, Sierra Morado and Sonora at Rancho Sahuarita.

"Tucson has a strong residential market with communities that deserve the highest standards in community management," said AAM President Amanda Shaw. "We're happy to be part of the community."

The Tucson office joins the AAM family of offices located in Phoenix, Chandler, Surprise, Prescott, AZ and Albuquerque, N.M.



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# SERVICE SPOTLIGHT:

## Legal Department

AAM's Legal Department is a busy place. Three Paralegals and one Paralegal Assistant are primarily responsible for preparing and filing all liens and lien releases in accordance with Community Association CC&Rs and guidelines issued by the state of Arizona.

Headed by Lead Paralegal Tiffany Lehr, the Legal Department acts as a liaison between AAM and its attorneys where collection matters are concerned. They distribute monthly status reports to property managers and follow up on the outcomes of each collection.

### THEY ALSO:

- review all bankruptcies and trustee sales notices
- track and audit all consolidation paperwork pertaining to common area valuation and property taxes for the Association
- track and audit all annual reports to be filed with the Arizona Corporation Commission
- conduct research and provide information to the community managers on an as-needed basis.

Each Paralegal holds a Paralegal Certificate/Associate's Degree or Bachelor's Degree and must be a Certified Legal Document Preparer. Lehr said the department's Legal Assistant, Arielle Reyes, who started out as a temporary employee, was so interested in the work, she is returning to school to earn her Paralegal Certificate.



*AAM Legal Dept. Seated (Left to Right): Tiffany Lehr, Arielle Reyes Standing (Left to Right): Alenda Martin, Stephanie Harris*

## NEWS YOU CAN USE: Exterminating

We are blessed with moderate winter temperatures that make our area a favorite stop for seasonal visitors. Unfortunately, those same moderate temperatures make this a popular spot for bugs, too.

Though they may move a bit slower in the winter months, pests, including bugs, gophers, rodents and scorpions, are still present. Here are five tips for keeping common areas bug-free:

**1.** Hire a professional pest elimination company for regular pest services. Critical areas must be treated on a regular basis. Materials that are used have a 30-day residual effect, making regular treatments necessary.

**2.** Keep vegetation trimmed as appropriate in all common areas. Overgrown plants provide a place for pests to live and thrive and can even be a barrier to entry for pest-control measures.

**3.** Keep trees trimmed to prevent them from over hanging buildings. This is especially true if you live in an area prone

to scorpions or even roof rats. The tree branches become a pathway for pests to get onto a roof and access to the interior.

**4.** Be sure high-moisture areas receive regular pest treatment. This includes all valve boxes and meter boxes in the community. Most of our pests need moisture to thrive. Valve boxes provide moisture and the correct harborage area to make a breeding ground. These areas should be sprayed or granulated regularly. And ALWAYS watch out for over-watering common areas. Over-watering is a waste of money for the Association, will bring on an over population of most bugs and in the summer months, also leads to mosquitoes. If your community has a mosquito issue, eliminating all standing water is the best solution.

**5.** Treatments should be insect-specific. For example, ants should be controlled by using bait or a product such as Termidor, specifically labeled for this pest.



**Source: Larry Aldrich, Burns Pest Eliminating**