

**STAR VALLEY ESTATES HOMOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Date: April 8, 2017

Time: 9:30 - 11:30 AM

Location: 3770 South Mission Road, Mission Branch Library Conference Room

BOARD OF DIRECTORS ROLL CALL:

PRESENT:

Bibiana Law, Vice President
Dan Pritchard, Treasurer
Ozzie Nelson, Secretary

QUORUM/CALL TO ORDER:

Quorum is met with three (3) members present. The meeting was called to order at 9:36 AM.

AGENDA ITEMS:

- Selection of New Director Positions
- Director and Committee Reports
- Homeowner Input
- Discussion of Homeowner/Citation Survey
- Discussion of Changes to Rules and Regulations
- Discussion of Changes to By-Laws
- Discussion of Development of Newsletter

Selection of New Director Positions

New board positions were appointed. Because none of the three directors present openly volunteered to serve as the board president, it was decided that a fair way for the position to be decided would be determined by drawing straws. Whoever drew the short straw would serve as the board president. The straws were given to a homeowner in attendance and one straw drawn by each director. Dan Pritchard drew the short straw and, by default, elected to reside as board president for the next year.

Because the board only has three directors (no volunteer candidates from within the community volunteered to run for the one open board position on this year's ballot) the board determined that both the vice-president and member-at-large positions would remain open at this time.

Bibiana Law was nominated, and agreed to serve, as the Treasurer; Ozzie Nelson will continue to serve as the Secretary.

Homeowner Input

A homeowner asked, "When the board stopped enforcing requirements contained within our governing documents?" When asked for "specifics" he mentioned upkeep and maintenance of lots. In particular, he was concerned about the trash and debris behind the wall on his neighbor's lot. This has been an ongoing complaint, but difficult for the board to enforce since the rubbish is hidden from site from the front yard and street. It can only be seen from the back yard of the neighbor's property. The homeowner complaining was asked if he had ever formally complained to the board on the situation. He said that he had not.

The board has been aware of this particular situation for some time, but, has been unable to resolve how best to handle it. All homeowners are responsible for the upkeep of their lots, in accordance with the association's governing documents. But, as is readily apparent, not all homeowners adhere to these requirements. There are circumstances when the board can take steps to correct the situation; however, it generally requires a formal complaint to act upon. In the past, the homeowner has been sent informal letters asking them to address the infraction and to clean-up the debris outside their wall.

In the situation above, the board stated that it would (again) look into the matter. As such, another informal letter was sent to the homeowner asking them to attend an executive session with the board at its next meeting and explain why they feel they are exempt from having to adhere to specific requirements listed in our governing documents.

Director and Committee Reports

President's Report

None.

Treasurer's Report

Dan passed out a summary of the association's finances. He provided a status history of the operating, reserve, delinquent and prepaid accounts from 2006 to 2016. Currently, the account balance through the end-of-month of February is \$16,905.44.

The current account balance was a key factor supporting the board's decision to suspend the 2nd quarter assessment for 2017. However, the 3rd quarter assessment is to be resumed effective 1 June 2017.

He also stated that more than \$11,000 was collected in 2016 by the association's collection agent, PB&J.

There was also a suggestion that late notices sent to delinquent homeowners by Platinum Management be mailed in a different colored envelope so as to catch the attention of the property owner. (No board vote.)

Dan also brought to the attention of the board the logo included on the backside of the last meeting announcement sent to homeowners. He feels this is an unsolicited advertisement by Platinum and is unwarranted. Platinum has since responded. Apparently, the previously agreed-to design (i.e., blank side, no logo) was not

disseminated to the secretary who did the postcard mailing for our management agent.

Architectural Control Committee (ACC)

The ACC Chair reported on his recent visit (30 March) to Lot 56 and their Architectural Request Form (ARF) documenting their request to construct a rear yard site wall. There was some confusion because there were two separate survey pins located on the northwest corner of the lot; there was approximately 15-20 feet difference between the two markers aligned on the west side property line. Using a 100-foot tape measure, the distance was measured from each pin to an imaginary line extended westward from the backside of the eastside neighbor's site wall. Basing the distance on a 75-foot setback, it was determined which pin was to be used as the reference marker for construction of the site wall.

In addition, the homeowner was also provided with information on where to go on the internet to retrieve additional documentation on the association's governing documents and design guidelines. They were also given a lot diagram with surveyed dimensions they should be aware of.

Lastly, they were advised that they must also adhere to the 15-foot setback requirements along both the east and west sides of their property.

Details of the above were transmitted to the homeowner in a separate letter sent by our management agent following the visit.

Drive-thru inspections: Points-of-Contact (POCs)

On the previous board, the president volunteered to be the board focal point for reviewing each community infraction issued by the management agent during bi-weekly inspections. The notices were sent to all board members; however, not all members had time to comment on the infractions. In an attempt to reduce the workload on the board, it was decided that one director would now be responsible for reviewing the write-ups monthly. Also, this responsibility is to be rotated between a different director each month. The directors agreed to the following schedule: Board President – April; Secretary – May; Treasurer – June.

Discussion of Homeowner/Citation Survey

The board discussed the draft survey developed by Dan Pritchard. After reviewing the draft the board decided to "table" the survey since it needed more work before being released within the community. The document will be reviewed and worked at the next board meeting.

Discussion of Changes to Rules and Regulations and Discussion of Changes to By-Laws

Draft updates to both documents were done last summer through an informal committee consisting of two board members and one homeowner. Besides formatting updates, additional information was added directly from the Arizona Revised Statutes (ARS) in an attempt to try to clear up and clarify specific paragraphs which were in conflict with the state requirements. Additional details were also added by Platinum Management to better document the process used for delinquent assessments, i.e., penalty and fine time lines, for example.

The proposed updates to both documents were recently posted on the association's website in PDF format.

The board requested that the Microsoft Word version of both documents be sent out for review. Having the word document allows the readers to edit and add specific comments, recommendations, and updates to each document; this cannot be done with the PDF file versions. Consequently, the discussion was postponed until the next meeting.

Motion motion: Continue with the review of two governing documents (i.e., By-Laws and Rules and Regulations) and bring proposed updates and changes to the next meeting.

Vote: Unanimously approved.

Discussion of Development of Newsletter

Development of the community newsletter was briefly discussed. As to be determined e the following:

- a. Quarterly or semi-annual newsletter
- b. Content
 - Board of Director Meeting Motions
 - ACC Report/Infraction Information
 - Homeowner information related to CC&Rs
 - Homeowner information related to Design Guidelines
 - Listing of reliable landscaping companies (during monsoon season for weed control)
 - Past articles from previous (unofficial) newsletter (on file on website)
 - Board meeting dates and agenda

A template will be developed using the previous newsletter format as a starting point.

ADJOURNMENT:

Motion to adjourn at 11:20 AM by President; seconded by Treasurer and Secretary.

//signed//

"Ozzie" Nelson

SVHOA BOD Secretary