

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

Date: February 4, 2017

Time: 9:00 - 10:30 AM

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

BOARD OF DIRECTORS ROLL CALL:

PRESENT:

Bonnie Dukes, President
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 9:06 AM.

AGENDA ITEMS:

- Homeowner Inputs
- Annual members Meeting
 - ID Requirements for Ballots and Suspense for Bios
 - Meeting Date and Time
 - Meeting Location
 - Meeting Funds (Donation Amount)
- Brief executive session planned following the meeting

HOMEOWNER INPUT

None.

MEETING MINUTES

The 14 January 2017 meeting minutes were posted to the community website prior to the meeting. The minutes were unanimously approved.

Note: No board reports were scheduled since the board last met on 14 January 2017.

ANNUAL MEMBER'S MEETING ELECTION REQUIREMENTS

- a. **Meeting Date and Time.** The board proposed scheduling the annual member's meeting for 16 March (Thursday) from 6:30 – 8:00 PM. The past several member's meeting have been scheduled for Thursday evenings for the convenience of our homeowners. More community participation was expected during a weeknight verses hosting the meeting on a Saturday. A

backup date was selected for the following Thursday (23 March) if the location was unavailable.

- b. **Meeting Location.** Mount Zion Lutheran Church, 4520 W. Ajo Way (the same location that has been used for the last several annual member's meetings).
- c. **Meeting Funds.** The board agreed to send a donation of \$40 for use of the church's facility.

Board motion: The annual member's meeting is to be held at the Mount Zion Lutheran Church on 16 March from 6:30-8:00 PM. If the facility is unavailable then the meeting is to be rescheduled to 23 March. Lastly, a donation of \$40 will be sent to cover the use of the facility.

Vote: Unanimously approved.

- d. **Candidate Biographies.** The board reviewed the notification requirements for the annual member's meeting. This was to determine when the candidate bios needed to be in-hand and to provide the board sufficient time to draft the ballot with bios attached and mail it to homeowners.

Meeting notice requirements are specified in both the Arizona Revised Statutes (ARS) (i.e., Title 33, Property, Chapter 16, Planned Communities, Section 33-1804(B) and the association's By-Laws, Section 3.3). It was noted that the By-Laws are in conflict with the state statute requirements and specified a minimum of 15 days advance notice required for the meeting verses 10 days per ARS requirements.

The board considered past meeting announcement mailing times and determined that the bios should be received by 27 February. A general community-wide letter was to be written and mailed to the community several weeks before this date announcing the annual member's meeting and asking all candidates to declare their candidacy.

Board motion: That all candidates for the one open board position forward their biography to the board via the HOA's website NLT 27 February.

Vote: Unanimously approved.

Note: Several days after the board met it was discovered that the church was unavailable for Thursday, 16 March. However, it was available for the following Thursday (23 March). As such, the community letter, which was in draft, was updated to specify that all candidates declare their candidacy NLT 3 March.

- e. **Meeting Notice Funding.** The board approved funding for the annual meeting notice without a motion.

NEW BUSINESS

- a. **Community Newsletter.** Brief discussion on contents and implementation. This will be a new discussion item for the next (new) board. No motions initiated.
- b. **Planned Executive Session.** Because the executive session was only tentatively planned, no session was initiated following the meeting.
- c. **Next Meeting Date.** No follow-on meeting date was set because of the upcoming Annual Member's Meeting. A follow-on meeting would be scheduled at the member's meeting.

ADJOURNMENT:

Motion to adjourn at 10:25 AM by President Dukes and seconded by Dan Pritchard.

//signed//
"Ozzie" Nelson
SVHOA BOD Secretary

FINAL