

Memorandum

To: Star Valley Home Owners Association (SVHOA) Board of Directors (BODs)
CC: Cadden Management Company
From: “Ozzie” Nelson, SVHOA Acting President
Date: Friday, 12 September 2014
Re: **SVHOA Meeting Minutes, BODs Quarterly Meeting, Thursday, August 28, 2014,**
Academy del Sol Charter School, TBD Address
Discussion / Summary of Approved Motions

SVHOA Board Members Present:

Acting SVHOA President, “Ozzie” Nelson,
Acting Secretary/Treasurer, Jill Chamberlain, and
Acting Member-at-Large, Bonnie Dukes

1. Call the Meeting to Order

The meeting was called to order at 6:32 PM.

A quorum of board members was verified to be present (see above).

2. Welcome Homeowners

The acting president welcomed homeowners and asked that everyone sign-in on one of the sign-in sheets positioned on each table. There were a total of 15 homeowners present.

The board also thanked the Academy del Sol for use of their gymnasium/cafeteria Charter School cafeteria. This was the first time the Association has held a meeting at this location. With the school’s approval, future meetings will also be planned to be held here.

A handout was provided to all attendees and included:

- The Agenda and the listed SVHOA website (<http://starvalleyestates.org/>).
- A copy of the Member’s Code of Conduct (which was revised / approved during the 13 October 2013 quarterly meeting).

The new board members were then introduced to homeowners:

Jill Chamberlain appointed to Catherine Gordon’s board position in March 2014. Her term expires in March 2016. She is the acting Secretary/Treasurer.

Bonnie Dukes was appointed to the board on 4 August as a replacement for Dave Blakenbaker’s position. Her term expires in March 2017. She is currently an acting Member-at-Large.

“Ozzie” Nelson was elected in March 2012. His term expires in March 2015. He is the acting Board President.

3. Homeowner Input

The board president asked for a show of hands to determine how many homeowners that were present wanted to address the board. Three minutes per homeowner were planned to be allowed for feedback in accordance with the revised Code of Conduct. No homeowners raised their hands to address the board.

4. Current Board Business

a. Meeting Minutes Approval. The last regularly scheduled quarterly meeting held by the board was back on 9 January 2014. Those meeting minutes had been posted (late) on the website for homeowner review. The meeting minutes were approved unanimously by the current board.

b. **President’s Report.**

- Summary of in-lieu actions approved by the board since 1 August 2014

1st in-lieu action: Acceptance the resignation letters submitted effective 1 August 2014 by the previous SVHOA Board President, Mr. Harper, the SVHOA Board Vice-President, Mr. David Blankenbaker, and SVHOA Board Member-at-Large, Mr. Canez. The board vote was unanimously approved on 3 August.

2nd in-lieu action: Appoint Bonnie Dukes to the board to fill the position vacated by Mr. Blankenbaker’s resignation. The board vote was unanimously approved on 4 August.

3rd in-lieu action: Appointed temporary board positions until a full 5-member board complement is in place again. These positions included approving as the acting board president, "Ozzie" Nelson, as the acting Secretary/Treasury, Jill Chamberlain, and as acting board Member-at-Large, Bonnie Dukes. The board vote was unanimously approved on 8 August:

4rd in-lieu action: To approve payment by Cadden Management to LaBarre/Oksnee Insurance to renew the homeowner’s association insurance premium for the period from 8/29/14 to 8/29/15. The authorization was approved unanimously by the board and authorized the acting board president to sign the form on behalf of the association. The form was signed on 11 August. Note: The insurance premium was the same as it was for 2013, namely \$1994.

5th in-lieu action: Appointed temporary positions on the Architectural Control Committee (previous committee chaired by two members who resigned). Three temporary positions were approved, (1) acting ACC chair, “Ozzie” Nelson, (2) acting ACC Member at Large, Jill Chamberlain, and (3) acting ACC Member at Large, Bonnie Dukes. The board vote was unanimously approved on 13 August.

- Numerous in-lieu actions approving administrative support for Cadden

Current Cadden management contract is a finance-only support contract with additional administrative support provided on an as agreed-to basis. Under finance support, Cadden continues to manage the corporation’s bank account, track association dues (and delinquencies), and provide storage and security of sensitive homeowner financial information.

Previous administrative support covered under the unmodified contract, which is not considered to fall under finance-only support, now requires board quorum approval under the modified contract in order to request Cadden support. This includes, but is not limited to, items such as:

- Serving as a focal point to receive and document Architectural Control Committee (ACC) architectural request forms (ARFs).
- Mailing special (and quarterly) meeting notices to homeowners.
- Mailing letters to homeowners noted to be in violations of CC&R and Design Guideline standards during community drive-thru inspections.

- Web Updates

Numerous web updates were coordinated between the board and web master since 1 August. These include:

- (Quarterly) meeting announcement for the 28 August meeting.
- Updating the meeting minute archive on the web site.
- Updating board and ACC membership committees.

- Other actions.

- Coordinate with the Valencia Public Library, Lutheran Church and Academy del Sol for meeting support.

c. Treasurer's Report

The monthly balance at the end of June showed a balance of \$11,112.40. These figures reflect all monies received through June 30th, which includes part but not all of the 3rd quarter assessments. The board will review what the projected expenditures will be for the 4th quarter (October through December 2014) by mid-September, and based on the results, determine whether a 4th quarter assessment credit can be provided to all homeowners in good standing with their HOA assessments.

The treasurer's report also provided a short update on accounts that have been turned over to collections. These are homeowners who have been delinquent with their assessments for a period of one-year. The collections efforts have been successful, as we have reduced out standings down about 25% from a high of \$10,000+. We continue to review practices to ensure the cost of collections does not exceed the amount collected.

Note: The treasurer's report (June financials) is attached at the end of the meeting minutes.

d. Architectural Control Committee (ACC) Report

Two Architectural Request Forms (ARFs) were received since 3 August. These include:

- ARF received from a homeowner for a storage cover; a decision was postponed until a full board and ACC are in-place. The current ACC may have a member meet with the homeowner to gain more insight what the ARF entails.

- ARF received from another homeowner for a concrete pad behind their gated wall with a driveway extension out to the road.
 - The original ARF was submitted on 7 July and again on 22 July; no action taken by the previous board because the request was sent to the wrong Cadden point-of-contact.
 - This board responded to the homeowner on 13 August.
 - Approved concrete pad, however, disapproved the request to extend the driveway out to the road (ref: Design Guidelines, Section III, Improvements and Amenities, (B) Garages, Driveways, and Parking Storage of Vehicles, #2, Driveways) which prohibits the construction of parallel driveways.
- 13 August community drive-thru conducted by the ACC chair; notices sent to 12 lots for lot maintenance (i.e., excessive weeds).
 - On 27 August a re-inspection was conducted on these same 12 lots: 10 of the original 12 cited homeowners were sent a 2nd notice for the same infraction; however, two homeowners were sent thank you letters for cleaning up their front yards.
- During the 27 August drive-thru an additional 25 homeowners were cited, 24 for lot maintenance issues (i.e., excessive weeds) and one for parking an RV along their driveway.

5. New Business

Board of Director and Architectural Control Committee (ACC) Vacancies

There are presently two vacancies on the 5-member board of directors. The new board would like to fill these positions as soon as possible. Open positions include:

- The position held by the previous director, Dan Harper, whose term expires in March 2015.
- The position held by Board Member-at-Large, Isaac Canez, whose term expires in March 2016.
- Postcard mailing within the community seeking volunteers

There are presently two vacancies on the 3-member Architectural Control Committee (ACC) for volunteers to serve as ACC members-at-large. In accordance with Arizona State Statutes (ref: Title 33-1817) one member from the board of directors must serve as the committee chairman. Open positions require two additional volunteers to serve as members-at-large.

Motion: That a mailing be made within the community seeking volunteers to fill two board of director positions and two volunteers to serve on the Architectural Control Committee (ACC).

Discussion: Prepare the mailing in the form of a memo as soon as possible. In the memo include a description of what these positions require and approximately how much outside time would be required to satisfy requirements for these positions.

Vote: The board vote was unanimously approved on the motion.

3 Atchs

1. June Financials
2. Cadden Management Company Manager's Report
3. Updated ACC History Report

Attachment 1: June Financials

**Star Valley Estates
Homeowners Association
Summary of Financial Report
June 2014**

Operating

Last Month Ending Balance	\$ 9,711.08
Total Income-Current Month	\$ 2,141.59
CCM Collections/Return Item Fee Income	\$ 150.00
Total Expenses-Current Month	\$ 790.27
CCM Collections/Return Item Fee Expenses	\$ 100.00
This Month Ending Balance	\$ 11,112.40

Reserve

Last Month Ending Balance	\$ -
Total Income-Current Month	\$ -
Total Expenses-Current Month	\$ -
This Month Ending Balance	\$ -

Account Balances

Operating Balance	\$ 11,112.40
Reserve Balance	\$ -
Delinquent	\$ 8,637.28
Prepaid	\$ 2,986.06
Unpaid Bills	\$ -

Star Valley Estates Homeowners Association

Managers Report - Financial

Submitted By: Kathy Thygersen, Association Manager

MINUTES:

The draft minutes for the January 9th Regular Board meeting and Executive meeting and the January 24th Executive meeting and May 20th meeting were sent to the Board on August 22, 2014 via email, as per email request from Ozzie.

FINANCIAL REVIEW:

- June Financials were sent to Board on July 11th.
- July Financials sent to each Board member on August 25th, 2014. These were completed by Cadden on August 22nd, 2014. (Financials are generally completed the first to second week of the following month as bank statements, etc must be received to complete the monthly financials).
- June Financials:
 - ❖ Summary of itemized expenses billed in June. These are found in the financials of June on the report named: Budget Comparison Report which shows June and the Income Statement Report which shows each month from January forward and the Year to date.
- July Financials:
 - ❖ Summary of itemized expenses billed in July. These are found in the financials of July on the report named: Budget Comparison Report which shows July and the Income Statement Report which shows each month from January forward and the Year to date.
- An AR aging report as of Aug 22/2014 is attached to this report
- Summary of Itemized Expenses billed to date:
 - ❖ Summary of itemized expenses billed to date is listed in the financials as per the above. The expenses from July and August since the Association is on a financial contract as of July 1st will be billed for the additional billable items as per Addendum A of the contract. The August financials will be completed in the first couple weeks of September; therefore the itemized expenses will be reflected in the August financials.
 - ❖ Management has been keeping a spreadsheet of the additional billable items per Addendum A and has attached that spreadsheet to this report. Management has billed all expenses from Jul 1, 2014 to August 22, 2014 and has attached the Cadden invoice to the spreadsheet. Please note that the expenses such as copies, postage, scanning, envelopes, postcards, checks and those listed on spreadsheet as billed monthly on Cadden Invoice are not totaled on the spreadsheet as these are

tracked internally by copiers, postage, finance, etc and are itemized on the Cadden monthly or bi monthly billing and will be reflected on August financials.

- Late Notices were sent as needed based on an owner being 30, 60 days etc. late. These letters are run after the 15th of each month as per the documents and posting of interest on the 15th.
- Quarterly statements will be prepared by end of August and mailed approx. first week of September. The statements will include the credit to owners that are not delinquent as per a motion and decision of the Board July 11, 2013 regarding issuing a credit when bank balance above \$10, 000.00.
- All invoices are coded and submitted for payment as received by Management.

Other Management Information to Board:

- Financial only contract signed by “Ozzie” Nelson on behalf of the Association, effective July 1, 2014.
- All requests received by Board for work outside of the financial contract was completed which included but is not limited to the following: Action In Lieu’s communication retention, Notice of meetings, Response letter to Mr. Baird in July, responding to emails when needed, meeting with Ozzie when requested at Cadden office, forwarding ARC request to committee as received via email and responding to the owner of committee approval as per directed.
- Received the recall petition papers on as direction by Board and on behalf of the Association to be kept for the Association files
- Site Inspection letters were composed and mailed to owners as per email direction and site tour information received from Ozzie (as inspected by Ozzie) via email.
- Response to Courts regarding a Small Claims filed by an owner. Cadden Community Management was wrongly named as defendant; the defendant is in fact Star Valley Estates HOA. Letter was sent by John Price to courts as a response. A court date was set for appearance. John Price has communicated to Board regarding this claim and the responsibility of the HOA.

Accounts at Attorney for Collections:

- Attorney Status reports are received from Attorney approx. the first of each month and have always been included in the Executive packets of the Board of Directors meetings.
 - July was sent to Board on July 17th.
 - August being sent with this report.
 - Board requested Collections feedback – all collections accounts are at the Attorney - Brown/Olcott. Should the Board have questions or seek information on accounts with the Attorney, suggest the Board seek to hold a meeting with the Attorney. Once an account is turned over to the Attorney no further communication between that owner and Management occurs. All owners, should they contact management or any Board member to discuss or regarding their account are and should be advised to contact the Attorney.
 - The numbers of lots in Collections are as listed on the Attorney status report.
 - Any changes to the number of lots are as per the month to month reports. Total amount in collections is as per the Attorney Status report. Please note that once

the accounts are turned over there are additional charges added to the accounts by Attorney and the Association does not have the total balances that may be due and the owner does not receive any balance information from Management or the Association. They are directed to the Attorney.

- All accounts at the Attorney are noted on your AR aging report in your financials. They are noted by showing a *5 after the name – I have also written – Attorney – next to that owner for your convenience.

APPROVED

Attachment 3: Updated ACC History Report

Street Number	Street name	Lot	Person	Submittal Date	Reponse Date	Request Type	Detailed Description	Resolution	Restrictions
7362	Turtlecreek	139	McHenry	3/3/2014	3/17/2014	Windows	replace 21 home windows	Approved	
7189	Adamsgate	28	Linn	3/13/2014	4/18/2014		Shade cover, 18' x 26'	Denied	
7125	Resthaven	65	Turner	3/31/2014	4/3/2014	Exterior Painting	Paint House Cliff Brown and Facia & Popouts Wandering Rd.	Approved	
7325	Moonmist	104	Jimenez	3/31/2014	4/4/2014	block wall	Wall	Approved	
7183	Cherry Tree	10	Valencia	4/24/2014	4/28/2014		Pool and fence extension	Approved	
7149	Adamsgate	30	Cruz	5/2/2014		shed	shed	pending	
7324	Timberleaf		Bretney	5/16/2014	5/28/2014	Solar Panels	Solar	Approved	
7208	Brightwater		Castellanos	5/28/2014	5/28/2014	Solar Panels	Solar	Approved	
7068	Brightwater	39	Brees	6/26/2014	6/30/2014	Solar Panels	Solar	Approved	
7168	Brightwater		Sherry	7/1/2014	7/2/2014		Windows	Approved	
7189	Adamsgate	28	Linn	8/7/2014			Shade cover, 18' x 26'	Pending	
7163	Chery Tree			8/14/2014			Concrete patio and Driveway Extension	Patio Approved	Driveway Ext Denied