

# **STAR VALLEY HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

**DATE:** January 15, 2009  
**TIME:** 6:30 p.m.  
**PLACE:** Santa Cruz Lutheran Church

### **ROLL CALL:**

Board of Directors Present: Jim Williamson  
Devon Vaughn  
Jill Chamberlain  
Polly Bradway

Board of Directors Absent: None

Management Representation: Cindy Borquez, Community Association Manager  
Minute Taker: Linda Evans

### **HOMEOWNER INPUT:**

Mr. Curtin asked when the Board would be receiving the information about Tier II of the hydrology report from Psomas. He also wanted to know what the initial conclusion of the report was. One homeowner mentioned that they had known someone who was looking to buy a home in the community and was told it was in a flood zone. The response to the homeowner was that the real estate person was using old information and that if it was researched the information should be updated now.

Mr. Sherry would like to see a map that encompasses Star Valley. The Board response was that yes, there is a map, and it could be added to the website.

Mr. Sherry stated that he had seen quads being ridden in the streets. He saw them riding on Brightwater, with no helmets and didn't think it was safe. The Board suggests that the Sheriff's department be notified, because they are riding on a county street.

Mrs. Smith question addressed getting the intersection of AdamsGate and Wade Road cleaned up. There has been no determination as to whether it is the responsibility of the association or the county. Cindy Borquez suggested that homeowners from the community could call Sharon Bronson, our district representative on the Pima County Board of Supervisors and complain. Cindy said the more calls Mrs. Bronson's office gets the sooner they will do something. It was also suggested that Mrs. Bronson's contact information be added to the SVE website.

Mrs. Harris asked about the guidelines on tumbleweeds in the Star Valley community. The Board responded that there is to be no tumbleweeds on anyone's property as they are an invasive plant. This is specified in the Design Guidelines, Section III.R.

### **CALL TO ORDER:**

The meeting was called to order at 6:45 PM by the Association President, Jim Williamson.

### **QUORUM**

A quorum was established to conduct an official meeting.

### **APPROVAL OF MINUTES**

**MOTION:** To approve the minutes of the November 20, 2008 Board of Directors Meeting, as presented. Motion was seconded and passed unanimously.

**OFFICER REPORTS:**

- **President**

There was no report given.

- **Treasurer**

Ms. Chamberlain summarized a written report which is attached to the minutes.

**MOTION:** To accept the Treasurers report. Motion was seconded and passed unanimously.

**MANAGER'S REPORT**

Mrs. Borquez report is attached to the minutes.

**COMMITTEE REPORTS:**

➤ **ACC**

The ACC report was given by Mrs. Borquez.

There was 1 new request received,

Lot 4 requested to add a shed - determination pending.

Mrs. Bradway suggests that the ACC provide verbiage specific to fountains so as to be included in the Design Guidelines.

- **Ron Lantz – Weed Control**

At this time the meeting agenda was modified to accommodate a guest speaker. Ron Lantz is the owner of Lantz Weed Control. He advised the Homeowners when they should have the property sprayed, with pre or post emergent weed control products. He also talked about the different levels of chemicals used on different areas. A question and answer period followed. To contact Ron Lantz, visit the Star Valley Estates website, [starvalleyestates.org](http://starvalleyestates.org) and click on the link provided.

- **Welcome**

Cadden has not provided information on any new homeowners.

➤ **Yard/Garage Sale**

There is no report at this time.

➤ **Basin**

The Committee is currently waiting for the Tier II report from Psomas. It is scheduled to be complete around January 26<sup>th</sup>.

- **Nominating:**

Mr. Williamson stated he would not be seeking re-election.

Mr. Williamson asked Ms. Chamberlain and Mrs. Vaughn to state their position on running for re-election. Jill Chamberlain said she would run.

Mrs. Vaughn abstained. Mr. Williamson reminded the Board that the Annual Meeting notice, including the ballot needs to be sent no later than February 10, 2009.

## OLD BUSINESS:

- **The action in Lieu was ratified**
  - A motion to fund Tier II of the Hydrology Study was completed with an action in Lieu. See attachment for In Lieu motion.
- **Cadden management contract:**

**MOTION:** To empower Mr. Williamson to negotiate the management contract. Ms. Chamberlain will also work with the negotiation process. A Board act is required to ratify the contract. Motion was seconded and approved.
- **Rules & Reg..**

**MOTION:** To have a conference call about the rules & regulations on Thursday January 22, 2009 at 7:30 pm to get everything in order. Motion was seconded and approved.
- **Variances and Waivers**

**MOTION:** To amend the Design Guidelines with the attached verbiage on variances and waivers. Motion was seconded and did not pass. 2 for and 2 against.

## NEW BUSINESS:

- **Envelopes for the annual meeting**

**MOTION:** To approve funding for self-address stamped envelopes for ballots returns, to be included with the Annual Meeting packet. Motion was seconded and approved.
- **Monthly Tracking Sheet**
  - Ms. Chamberlain is the POC to track items that need research or response at a later date.
- **Weed spraying around the basin.**

**MOTION:** To spray the area around the basin for weed control. Motion was seconded and approved.
- **Annual meeting**

**MOTION:** To have a regular board meeting in March prior to the annual meeting. Motion was seconded. Discussion: Mr. Williamson proposed that a regular board meeting be scheduled for the same day as the annual meeting, just prior to the meeting. All HOA business, including annual committee reports, will be conducted during the regular meeting. The Annual Meeting will follow immediately after the regular Board meeting, solely for the purpose of electing directors. Motion was approved unanimously.
- **Credit Reporting**

Cadden does not have the capability to do credit bureau reporting on delinquent accounts. Mrs. Borquez will research and provide information to the Board of Directors on possible procedures.
- **Vacant Board position:**

The Board solicited the Homeowners present to see if anyone was interested in filling the open Board position. Discussion ensued. No resolution.
- **2008 Annual Meeting Minutes**

Mrs. Vaughn has reviewed and made the appropriate changes to the minutes. She will forward a

copy of her changes to all Board members for review.

**Information Items:**

- The deadline for mailing the annual meeting packets is February 10<sup>th</sup>, 2009.
- Mrs. Vaughn will invite a guest speaker for February who specializes in Bird Removal.
- Add to February agenda irrigation of the basin perimeter plants.
- Mr. Williamson or Mrs. Bradway will go with Mrs. Borquez on her site tours.
- Set March Annual Meeting agenda. See attachment.
- Mailing for Annual packet
  - Ballot
  - Candidate bios
  - 2008 Annual meeting minutes
  - Self addressed stamped envelope
  - Survey

**NEXT MEETING: February 19, 2009**

The next Board of Directors Meeting will be held February 19, 2009 at 6:30 PM. The meeting will be held at the Santa Cruz Lutheran Church.

**ADJOURNMENT**

**MOTION:** To adjourn at 8:28 pm. Motion was seconded and passed unanimously.

# Star Valley Estates Homeowners Association Treasurer's Report

For January 15, 2009

Summary of Financial Report	Balance
Operating Account Balance	11,021.73
Reserve Account Balance	4,607.65
Reserve Investment Account*	20,190.38
Delinquent Balances**	4,317.60
Prepaid	3,347.74
Income	2,574.75
Expenses	1,608.70

## Observations/Concerns:

- \* Statements issued quarterly, not monthly. We received \$105 in interest this quarter.
- \*\* Delinquent Balance amounts include Cadden revenue for collections fees. This will be corrected starting with the January statements
- Overall, we are in good shape on the budget at this time. We will be paying the Psomas bill, Tier 1, out of the operating fund.

## Observations/Recommendations:

- We had a productive meeting with Cadden finance in December. The new finance manager has proposed several improvements to the way finances are handled and reported. Some of these will not be implemented until January (such as the delinquent balance changes).
- We did see an increase in the backup reported with the financials in December, including backup for Cadden miscellaneous charges.
- Copy costs continue to be high, and the backup for that and postage is still questionable.
- Until such time as the financials have been running cleanly for 6 months, we need to apply extra oversight and diligence to reviewing the reports.

# MANAGER'S REPORT

STAR VALLEY HOME ASSOCIATION

By; Cindy Borquez

Board of Director's Meeting

DATE: January 15, 2009

Items Completed:

- Site tours completed violations sent
- Contacted Ron Lantz to speak at the January Board meeting
- Received email from Jim Lamb concerning iPower requiring additional funds for domain name. Gave statement to finance and made sure it was paid.
- Sent letters per homeowners concerning barking dogs in the community
- Set up and billed Lennar for home built of lot 121
- 1<sup>st</sup> quarter 2009 statements sent
- Fielded phone calls and emails with homeowners and Board of Directors

The Board has unanimously agreed to approve an "action in lieu of" with regard to the Basin. This action approves having the Committee move forward with completing tier two of the project, with a total project cost not to exceed \$10,000. A formal motion will be made at the January Board meeting; however, it is appropriate for the Committee to contact Psomas at this time.

**Motion:**

To amend the Design Guidelines with the motion that was approved at the 8/19/08 Board meeting, regarding Variances versus Waivers, as described in the attached amendment. (Motion Number 01152009 – Item A).

**Amendment to the Design Guidelines, page 15, Section III.S Variances**

The following information should be added after the paragraph on variances, as follows:

**Variances and Waivers procedures**

The Board of Directors has made the following determination in reference to a Variance vs. a Waiver.

Variance is asking permission for a project before the project is started (asking for permission). Whereas a Waiver is asking to allow an alteration that does not meet the standards of the governing documents and the project has been completed (asking for Forgiveness).

When a variance is requested, the ACC makes determination if a Variance will be permitted.

When a Waiver is requested, the approval decision will be made by the Board of Directors.

In either case to apply for a variance or a waiver the Architectural Request Form should be used. The completed form must identify what request is being asked for (waiver versus variance). When applying for a waiver the party applying may be invited to the meeting to add clarity to the request. The disposition of a waiver will be decided at an open meeting of the Board of Directors.

NOTE: when asking for a waiver remember the Board of Director only meet one day of each month and when applying for a waiver it's possible that the process can take as long as 90 days to resolve this type of issue.