

STAR VALLEY HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

DATE: June 18, 2009
TIME: 6:30 p.m.
PLACE: Santa Cruz Lutheran Church

ROLL CALL:

Board of Directors Present: Jim Williamson
Jill Chamberlain
Pat Linn
Bernard McHenry

Board of Directors Absent: None

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

HOMEOWNER INPUT:

Bernard McHenry would like the Board to consider adding mailing tubes to the homeowner's mailboxes. This would enable the delivery of the newsletter to a home without the newsletter being blow on to the ground. The discussion was what the cost would be, could it even be considered and who would pay for it. It will be added to the July agenda for further discussion.

There has been a break in within the community. The perpetrators kicked in the front door. No one was home at the time of the break in. Vases were also stolen from Bernard Mc Henry's front yard. Be aware of any unusual behavior in the neighborhood. Mr, Williamson suggested that if you see a car drive by make eye contact, so the person knows that they were seen in the neighborhood.

Homeowner's input is amended to include two topics that were discussed later in the meeting. These two items are:

- A discussion of problems with prairie dogs
- A discussion of the status of an ARC request for a particular homeowner, Lot 120, Mr. Harper.
Cindy Borquez answered that she would email the committee and get an update on his request.

CALL TO ORDER:

The meeting was called to order at 6:48 PM by the Association President, Jim Williamson.

QUORUM

A quorum was established to conduct an official meeting.

APPROVAL OF MINUTES

MOTION: Approval of the minutes of the May 21, 2009 Board of Directors Meeting, was done in an action in-lieu. It has been ratified at this meeting. See Attachment 1.

OFFICER REPORTS:

June 18, 2009 Regular Meeting Minutes
These minutes were corrected July 2, 2009
These minutes were approved July 9, 2009

- **President**

There was no written report at this time.

Mr. Williamson discussed two items of importance to the community:

- The break-in which was previously discussed. Another deterrent is that homeowners should consider the installation of security doors, which provide an additional deterrent to theft. In the past it has been brought up about establishing a Neighborhood Watch, but there has not been sufficient support. But we as a community need to police ourselves.
- Weeds: Although weeds are only an isolated problem at this point in time, we're entering the monsoon season and people need to give consideration to weed prevention and treatment. To maintain the prevention and control that will occur with the onset of the monsoon season. The Board needs to have on the July agenda weed control treatment around the perimeter of the Basin.

- **Treasurer**

Ms. Chamberlain summarized a written report which is attached to the minutes as Attachment 2.

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

MANAGER'S REPORT

Mrs. Borquez submitted a written report of which a portion is attached to the minutes as Attachment 3

COMMITTEE REPORTS:

- **ACC**

There was no written report presented at the meeting. The report that was sent to the management office will be attached to these minutes as Attachment 4.

- **Welcome**

No new homeowners reported since the last meeting.

- **Yard/Garage Sale**

No report this month

- **Basin**

June 18, 2009

There was no formal report, but he co-chairman, Dr. Borom provided the following information:

- Mike Daly of Psomas has replaced Janice as the primary contact for the reporting.
- the Basin Committee is requesting permission from the Board to negotiate with Cesare. The Board response on the negotiation was that we are still waiting on the final report. Once the full report has been submitted, it will be an agenda item for discussion.

OLD BUSINESS:

- **Vacant Board Position:** A continuing request for Board member volunteers.
- **Nominating Committee Chairperson:** A continuing request for a nominating committee and Chairperson.
- **Downed fence at the basin:** Cindy Borquez presented 2 bids for the downed fence in the basin

clean up. A third request for bid never responded. The first bid was a verbal bid for \$125.00. The second bid was a written bid from Mike & Sons for \$120.00, for the same clean up.

MOTION: To accept the bid from Mike & Sons for \$120.00. Motion was seconded. Discussion ensued regarding removal of the fence post at Ironstone. This will be added to the July agenda. Motion stated above passed unanimously.

- **Cadden audit:**

MOTION: Cadden to provide 3 years of written (paper copy) minutes, regular and executive meeting, to the Board for review. Last year's minutes are to be presented at the July meeting. The 2nd and third year's minutes need to be available at the January, 2010 meeting. Based on that review, we will determine if an additional audit is required. Motion was seconded. Discussion ensued. Going forward we need to comply with the Bylaws section 8.8C regarding retention of records by the Secretary. Motion passed unanimously.

NEW BUSINESS:

- **Posting the names of the past Board members on the website.** Cindy Borquez did research on this and Bernard McHenry has agreed to be the Point of Contact to work with the webmaster and determine how this can be posted.

- **Site tour ride along past violation report:**

MOTION: The manager will provide the violation reports from the two previous site tours. Motion was seconded. Discussion ensued. So it can be determined if there are follow-ups, corrections or repeat violations that need to be addressed. Motion passed unanimously.

- **Delinquent accounts verification procedures:**

MOTION: Amend the Rules & Regulations to address verification of balances prior to taking actions such as placing an account in collections, filing a lien, reporting to credit agencies or referring for attorney action. Motion was seconded and passed unanimously.

NOTE: The Board performed an audit on several homeowners accounts. The results of that audit revealed an accounting error. Cadden is refunding the HOA \$16.29.

Info Items

- List of Board members past and present – see business portion of meeting
- Create an email distribution list for website notifications – to be added to the July agenda
- How many Rules & Regs were mailed and at what cost? 15 were mailed, cost yet to be reported.

- **Goals-**

Mr. Williamson asked that anyone who would like to be the point of contact for the below listed goal please volunteer, if the goals do not receive a point of contact they will not be a priority:

Goal	POC
○ More community involvement	none
○ Homeowners having more control over back yard.	none
○ More efficient weed control.	Jim Williamson
○ A final determination on the Basin status.	Jill Chamberlain
○ Continue with current hearing process.	n/a
○ Community email directory	Jill Chamberlain

- More paint schemes added to current pallet. none
 - Funds from HOA used to bolster the social environment. none
 - Establish a social committee. none
 - Do a special trash pick up. **Jill Chamberlain**
 - Speed bumps to control speeding. none
 - Cutting spending. **Jill Chamberlain**
 - HOA to manage themselves. **Jim Williamson**
 - Construct a long term meeting hall or community center. none
 - Disbanding the HOA. none
- Agenda Items for July, 2009
 - Weblink for committees
 - Refund from Psomas
 - Receptacle tube for mailboxes
 - Fence repair
 - Paper copy of 1 year of minutes
 - Rules & Regulations updated to reflect verification procedures
 - Email directory

NEXT MEETING: July 16, 2009

The next Board of Directors Meeting will be held July 16, 2009 at 5:30 PM. The meeting will be held at the Santa Cruz Lutheran Church.

ADJOURNMENT

MOTION: To adjourn at 7:47 pm. Motion was seconded

Attachment 1 – Approval of Minutes:

From: jfc7248@comcast.net
Sent: Thursday, June 04, 2009 5:27 PM
To: jfchamber@comcast.net
Subject: Fwd: Approval request for Regular Minutes

Attachments: STR_BD_52109 V3.1.pdf

----- Forwarded Message -----

From: "BERNARD A MC*HENRY" <bernard.mchenry@msn.com>
To: "Treasurer - Jill Starvalley HOA" <treasurer@starvalleyestates.org>
Sent: Wednesday, June 3, 2009 11:13:11 AM GMT -07:00 U.S. Mountain Time (Arizona)
Subject: FW: Approval request for Regular Minutes

Date: Tue, 2 Jun 2009 18:09:52 -0700
From: jow7368@yahoo.com
Subject: Fw: Approval request for Regular Minutes
To: bernard.mchenry@msn.com

it had a slight detour, Mac, Pat sent it to me, and I am sending it to you.

To answer your question, an in-lieu action requires 100%, only a majority is necessary at the meeting itself.

Jim Williamson
President
SVE HOA

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----- Forwarded Message -----

From: Patricia Linn <pal28@q.com>
To: Jim Williamson <jow7368@yahoo.com>
Sent: Tuesday, June 2, 2009 3:56:39 PM
Subject: FW: Approval request for Regular Minutes

Date: Tue, 2 Jun 2009 04:00:42 +0000
From: jfc7248@comcast.net
To: pal28@q.com; jow7368@yahoo.com; bernard.mchenry@msn.com
Subject: Approval request for Regular Minutes

Folks -

Here is the approval log Jim talked about. I think this will work. Pat I made the changes you pointed out, and ran the whole thing through spell check as well.

Jill

Approval Log

Meeting Date: May 21, 2009
Version of Minutes for Approval: V3.1

Please indicate your approval by placing your initials and date on the line provided below. Then forward the approval log to the next name on the list.

Name	Initials	Date
Jim Williamson	<u>JOW</u>	<u>06-01-09</u>
Pat Linn	<u>P.L.</u>	<u>06-02-09</u>
Bernard McHenry	<u>B.A.M.</u>	<u>06-03-09</u>
Jill Chamberlain	<u>JFC</u>	<u>06-04-09</u>

Attachment 2 – Treasurer's Report

For June 18, 2009

May Month-end Balances

Summary of Financial Report	Balance
Operating Account Balance	7,915.48
Reserve Account Balance	4,609.54
Reserve Investment Account*	20,267.99
Delinquent Balances**	5,140.11
Prepaid	1,111.47
Income	439.23
Expenses	1,160.29

Observations/Concerns:

- * Statements issued quarterly, not monthly. Total now includes first quarter interest income of \$78. Cadden needs to find a better way to get the interest posted in a timely fashion.
- ** Delinquent Balance amounts no longer include Cadden collections fees. Fees and interest are included in this balance.
- The budget is on track.

Observations/Recommendations:

- We continue to find discrepancies in individual accounts, and so are doing an in-depth review of each account before taking any new collection actions. So far, the discrepancies continue to have occurred in the 2007 timeframe, prior to the current finance manager.
- 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

By: Cindy Borquez

**Star Valley Estates
HOMEOWNERS ASSOCIATION**

Board of Director's Meeting

DATE: June 12, 2009

Items Completed:

- Site tours completed on May 21st with Mr. McHenry and June 4th with Mr. Williamson. Violation letters sent to homeowners
 - Newsletters sent to homeowners that did not have address in community
 - Quarterly statements sent to homeowners first week in June along with copies of the resolutions made at the last Board meeting
 - Make binders for minutes, one for Secretary and one for Manager's office
 - Requested Bids from 3 vendors, received a verbal bid for \$125, one vender did not respond still waiting on the third, will forward when I receive.
 - Received email and forwarded to the Board concerning Buffle Grass. (see attached website info)
 - Fielded phone calls and emails with homeowners and Board of Directors

AT

Attachment 4 – ACC Report

June 09					
Lot #	Request Date	ACC Receive Date	Response Date	Request	Resolution
49	6/2/2009	6/2/2009	6/7/2009	Security Door	Approved
120	6/12/2009	6/15/2009	6/17/2009	Extension of existing wall	Approved
28	6/12/2009	6/12/2009	6/12/2009	Shed Roof	Approved