

STAR VALLEY HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

DATE: September 17, 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

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

GUEST:

HOMEOWNER INPUT:

This is a list of the questions asked or comments made.

- The timing of the yard sale and the dumpster.
- How many homes are rentals in the community. Cindy Borquez stated that there are approximately 5 rental units. *The CC&R's state that the Board is to be notified if the home is a rental property.*
- A homeowner stated you could tell if it's a rental by the amount of weeds. *The Board needs to let all residents know the Association rules are posted on the website (starvalleyestates.org).*
- How many homes are in foreclosure. *There is no set procedure for finding out this information.*
- What happens to a yard problem if the house is in foreclosure? *The Board can authorize clean-up. In all cases in the past, that expenditure has been spread to all homeowner. When a house is in foreclosure, there is no way to recoup those costs.*
- Problem reported with home being flooded due to a burst pipe, and the importance of immediate clean-up to avoid mold and mildew problems.
- Having a dumpster in the community is a waste of money. Is there any way to control the amount of waste that each individual places into the dumpster.
- The Board is not doing enough to communicate the outcome of the basin study to the homeowners. *The Board would like to make everyone aware that all the information that covers the basin issues are posted on the website under the basin committee, and also all updated information has been included in each set of meeting minutes, which are also posted on the website once approved (starvalleyestates.org)*

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. No members were absent.

APPROVAL OF MINUTES

MOTION: To approve the minutes of the August 20, 2009 Board of Directors Meeting as stated.
Motion was seconded and passed unanimously.

OFFICER REPORTS:

- **President**

Mr. Williamson had no report.

- **Treasurer**

Ms. Chamberlain summarized a written report which is attached to the minutes as Attachment 1.

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

MANAGER'S REPORT

Mrs. Borquez submitted a written report. The non-personal items are attached to the minutes as Attachment 2.

COMMITTEE REPORTS:

- **ACC**

There was no report available for this meeting. *The Board president requested that Mrs. Borquez make contact with the committee to ensure that there is a report available at each meeting.*

- **Welcome**

There were two packages delivered since the last meeting. Lot 121 was finally delivered. Lot 96 was also delivered. The Curtins thanked the Board for allowing them to host new members of the community, but due to future travel plans, they offered their letter of resignation to the Board. *The Board would like to thank Dick and Carole Curtin for their past two years of service to the community as the Welcome Committee. Although the Board was saddened, they did accept the resignation, effective immediately.*

- **Yard/Garage Sale**

- October 3rd, 2009 is the next scheduled yard sale. Mr. McHenry has volunteered to help the committee put the signs out for the sale.

- **Basin**

The basin committee was disbanded at the August Board meeting. The Board thanked the basin committee for their due diligence on this matter.

NOTE: Psomas removed the charges of \$1,000.00 which leaves a zero balance due.

It was reiterated that a letter was sent to SVA/Cesare in July. A copy of that letter can be found in the August 2009 meeting minutes.

OLD BUSINESS:

- **Magnets with contact information:**

Suggestion for putting contact information on a refrigerator magnet.

MOTION: to purchase and distribute magnets with the HOA and other important contact information printed on them.

Motion was seconded and passed unanimously.

- **Welcome committee reimbursement:**

Reimbursement for the purchase of wine for new homeowners as reported at the July meeting. The welcome committee did not want reimbursement from the HOA. See Welcome Committee report for resignation. Mr. Williamson asked that the Curtins put together a summary of how the

welcome committee works. This information can be used in the future when a new committee has been established.

MOTION: to provide \$25.00 for a gift card or toward the purchase of a dinner of their choosing for each of the members of the Welcome Committee.
Motion was seconded; a discussion ensued. Motion was modified: To provide a \$35.00 gift card for each committee member or toward the purchase of a dinner of their choosing for each of the members of the Welcome and Basin committee..
Motion died for lack of a second.

MOTION: To give each member of the welcome committee and basin committee a \$50.00 gift card.
Motion was seconded. Discussion ensued. Motion failed.

It was recommended that Thank You notes be written to the members of both committees.

- **E-mail incentive:**

To provide an incentive of a \$5.00 gift certificate for those who provide their e-mail addresses

MOTION: to table the \$5.00 e-mail incentive program indefinitely.
Motion was seconded and passed unanimously.

- **2010 budget:**

The CC&R's limit the assessment increase to 6% per year without a vote of the members. The Board went over each line of the proposed 2010 budget. See attachment for budget details.

NEW BUSINESS:

- **Location of Dumpster for Special Trash Pickup:**

Dumpster will be located east of Ironstone down near Turtlecreek. The exact location will be determined based on how much space is needed to deliver and pick it up.

Cindy Borquez will find out how much room is needed for the roll off to deliver the dumpster, and she will ask that the doors open away from the street.

NEXT MEETING: October 15, 2009

The next Board of Directors Meeting will be held **October 15, 2009** at 5:45 PM. The meeting will be held at the Santa Cruz Lutheran Church.

ADJOURNMENT

MOTION: To adjourn at 8:23 pm.

Attachment 1: Treasurer's Report

For September 17, 2009
August Month-end Balances

Summary of Financial Report	Balance
Operating Account Balance	10,696.31
Reserve Account Balance	4,610.69
Reserve Investment Account*	20,324.78
Delinquent Balances**	4850.24
Prepaid	757.01
Income	664.42
Expenses	1,208.16

Observations/Concerns:

- * Statements issued quarterly, not monthly. 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:

- There have been no additional incidents of financial errors since December, 2008.

Attachment 2: Manager's Report

Date: September, 2009

Items Completed:

- Site tours completed on August 20 and September 3rd with Mr. McHenry. Violations letters sent to homeowners.
- Correspondence sent per Board of Directors for liens and fines
 - Letter to SVA mailed
- Quarterly statements sent to homeowners
- Mailed notice card to homeowners
- Requested prices for dumpsters for large item disposal, best price was from Sabuaro Environmental
- Requested price from local printer for magnets for Board.
- Contacted TUSD Transportation about moving bus stop from the corner of Brightwater and Ironstone to be moved a little south of the corner to avoid vandalism to home on corner. Left message for Rose on 9/10/09 did not return call, spoke to Linda on 09/11/09, she will get back to me on move.
- Fielded email and phone calls from community
- Prepared Board of Directors packet for meeting.

Attachment 3: 2010 Budget

Discussion items:

- Income Items
 - Assessments: 6% increase
 - Delinquent amounts: there are two categories, money that we should collect in the future, and money that is considered bad debt.
 - Bad Debt: to budget \$2500, or half of delinquencies average from August to August amount.
 - Fines and Fees we do not budget for fines and fees
- Expense Items
 - For budgeting purposes unless otherwise specified, all expense items will be increased by 10%
 - Liability and D&O Insurance: the insurance increased 5%, this year.
 - Landscape and Maintenance: It was requested by Mr. McHenry to budget for repairing the irrigation and turning the water back on for the plants around the basin.
 - Landscape Maintenance contract: It was requested by Mr. McHenry to budget for cleaning out the basin and keeping weeds under control in 2010.
 - Management Fees: budgeted for a 3.5% increase
 - Legal Expenses: Mr. Williamson suggested that we budget for legal expenses, to account for any legal issues that may arise
- Reserve Transfer: we should start transferring money into the reserve again in 2010. Once a quarter transfer 20% of excess operating funds into US Bank reserve account, Quarterly transfer would be done the middle month of each quarter (February, May, August and November, to allow for late payments on assessments). Once a year transfer, In February, transfer from the US Bank reserve to the Vantage West reserve, which earns more money.
- Ms. Chamberlain to adjust the budget as follows for the October discussions:
 - Add a separate budget item for delinquencies, so income received will be reflected accurately
 - Adjust the numbers for increases as documented above
 - Include income columns reflecting Assessments; 0% increase, 2% increase and a 6%.increase.