

# **STAR VALLEY HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

**DATE:** April 17, 2008  
**TIME:** 6:30 p.m.  
**PLACE:** Santa Cruz Lutheran Church

### **ROLL CALL:**

Board of Directors Present: Polly Bradway  
Devon Vaughn  
Jill Chamberlain  
Jimmie Williamson  
Brian Hodge

Board of Directors Absent: None

Management Representation: Cindy Borquez, Community Association Manager

### **CALL TO ORDER:**

The meeting was called to order at 6:31 PM by Polly Bradway.

### **HOMEOWNER INPUT:**

- A Homeowner voiced his concern with the limited amount of time that each Homeowner is given to speak at the beginning of the meeting.

Mr. Williamson explained that the time limitation is not meant to restrict Homeowners from speaking but to ensure that there is sufficient time for the Board to conduct the business of the meeting. He stated that Homeowners are welcome to send in their input ahead of time so that it can be put in the agenda if necessary. It was also noted that there are budget and time limitations included in the management contract.

- Another Homeowner stated that the Board Members seem to have a problem with being polite.

Mrs. Bradway stated that this is a new Board and hopefully everyone can be professional enough to disagree amicably.

- A Homeowner stated that a meeting should never be closed unless it falls under the laws for a closed meeting. She is upset by the fact that she was asked to wait outside during the Executive Session prior to this meeting tonight.

The Board explained that the reason an Executive Session is a closed meeting is because private information regarding certain homeowners are discussed during that time. This falls within the laws of a closed meeting. Discussion ensued regarding distribution of information to the Homeowners.

- A Homeowner stated that she has an issue with the Board investing the Association funds when it is a non-profit group.

Ms. Chamberlain stated that a decision has not yet been made for investing.

- A Homeowner stated that his wife had done research two years ago regarding speed bumps. She has never received any feedback from the Board.

The Board apologized and explained that it had been discussed several times at meetings and was included in the minutes of the meeting. There have also been responses on the surveys that were sent out which will be disclosed in a newsletter as soon as the information has been compiled. The homeowner indicated his wife would like to be on a Committee for speed bumps.

- A Homeowner suggests having preliminary minutes on the website so that the Homeowners that could not make the meeting know what happened sooner than after the next meeting.

The management company representative explained that legally, meeting minutes cannot be released until after they have been approved, which occurs at the next meeting.

- A Homeowner feels that the Board should give serious consideration to research that has been done by Dr. Borom concerning the basin. He agrees with Dr. Borom that the Association should rid themselves of the basin. He also feels that asking for an increase in assessments is very irresponsible of the Board.
- A Homeowner stated that he took it upon himself to ask Ron Lantz for a bid on spraying all the front yards in the Association and to spray the basin. Ron Lantz quoted \$750.00 per treatment to spray post and pre emergent to keep the weeds out of the basin. It was noted that Mr. Lantz also guarantees his work and will re-spray should weeds occur. A quote of \$13,500.00 per year to spray all the front yards and the basin twice per year was presented to the Board.
- A Homeowner stated that there is a Community Advisory Committee Meeting on May 6<sup>th</sup> from 6:00 PM to 8:00 PM. He suggests that a Board Member attend this meeting.
- Discussion ensued regarding violations.
- Discussion ensued regarding newsletter frequency and contents.
- Dr. Borom suggests, for future elections, the balloting remain secret but the number of votes be disclosed. This would allow other Homeowners to know how much support the Board Member received.

## **QUORUM**

A quorum was established to conduct an official meeting.

## **ELECTION OF OFFICERS**

**MOTION:** To elect Jimmie Williamson as the President. Motion was seconded. Discussion

ensued. Mr. Williamson accepts the nomination but will step down from ACC with an official written document at the next meeting. Mrs. Vaughn stated she thinks that there should be written policies of how the Committees interact with the Board. Motion to elect Jimmie Williamson was passed unanimously.

**MOTION:** To elect Polly Bradway as Vice President. Motion was seconded. Discussion ensued. Motion to Elect Polly Bradway passed unanimously.

**MOTION:** To elect Devon Vaughn as Secretary. Motion was seconded. Discussion ensued. Motion to elect Devon Vaughn passed unanimously.

**MOTION:** To elect Jill Chamberlain as Treasurer. Motion was seconded. Motion to elect Jill Chamberlain passed unanimously.

Brian Hodge will therefore serve as Member at Large, a position which is no less important than that of the officer positions. Newly elected President, Jimmie Williamson, indicated that hopefully Brian will consider stepping in as a Committee Chairperson of the Nominations and Elections Committee, the ACC, or both.

## **APPROVAL OF MINUTES**

**MOTION:** To approve the minutes of the February 21, 2008 Board of Directors Meeting, as written. Motion was seconded and passed unanimously.

## **OFFICER REPORTS:**

### **- President**

Mr. Williamson would like it to be known that, as an officer of the Board, he wishes to be perceived as an interested homeowner. He can be contacted, as can all Board Members, via the website. He would like to thank his fellow Board Members for the significant amount of time they have devoted to serving on this Board.

### **- Treasurer**

Ms. Chamberlain reported on the financial status of the Association.

#### Concerns:

- Missing financial reports not provided by Cadden due to extenuating circumstances, create a concern, as the Board is trying to keep close control on our expenses.

#### Recommendations:

- Invest \$15,000 of the reserve in short term (3 month) CD's to improve interest rates.
- Develop an ongoing Board financial reporting package to be used going forward.

## **MANAGER'S REPORT**

Mrs. Borquez provided a written report to the Board prior to the meeting. **Mrs. Borquez was instructed to include the Manager's report as an attachment to the minutes.**

**MOTION:** To accept the Manager's report, as written. Motion was seconded and passed

unanimously.

#### COMMITTEE REPORTS:

- **ARC** - Jim Williamson, Rich Hildman, Raymond Perry

Lot	Request	Disposition	Date	Comments
2	Shed	Approved	4/09/08	
57	Outdoor Fireplace	Approved	4/09/08	
28	Enclose rear patio	Approved	03/19/08	
73	Sunroom	Approved	03/19/08	
120	House Paint	Approved	03/19/08	You have approval also for the paint and stucco treatment on the east wall

#### Comments and Recommendations:

As enforcement of *Design Guidelines* is a Board responsibility, the committee separates itself from any violations which may occur because of the changes in the Guidelines. The Committee therefore recommends that the Board should make grandfathering allowances to cover those homeowners who made improvements in areas where the standards have been modified or replaced by new *Design Guidelines*. A few examples of such instances would include gazebos, which in some instances now require prior approval; changes to resin shed guidelines may also affect some homeowners.

#### OLD BUSINESS:

- **Speed Limit Sign on Brightwater and Wade**  
Mrs. Borquez reported that the County has put in a work order to move the speed limit sign on Brightwater and Wade. Mrs. Bradway stated that she has asked the County to provide "No Outlet" signs, as well as to replace the missing street sign. She was told that they have taken work orders but were unable to provide a time frame for when the jobs would be completed.
- **Cost of moving funds from Reserve to investment account**  
Mrs. Borquez stated that there are no bank fees associated with moving funds to an investment account. The only fees that would apply are if more than three checks are written from that account per month.
- **Assessment increase**  
The Board agreed that, based on the survey results, it would not be in the best interest of the Association to resend the ballot for an assessment increase.

Ms. Chamberlain stated that the proposed assessment increase was not required simply for the basin but to prepare for future operating costs which continue to increase. She also stated that the Board has trimmed expenses down considerably.

A Homeowner stated that a large portion of the budget could be cut if the Association got rid of the contract with Cadden Management.

#### NEW BUSINESS:

- **Basin Committee Formation**

Mr. Williamson stated that the Board is strongly in favor of starting a Committee in regards to the basin. There is currently an informal Committee which needs to be made official. In addition, he encouraged the Board to send an invitation to all Homeowners asking if they would like to join this Committee. He stressed that membership on this Committee is not to be taken lightly, as there is a great deal of work ahead for them. He clarified that the Board has made no determination whatsoever in regards to the basin.

See attachment labeled Basin Committee Guidelines.

Mrs. Bradway shared her thoughts that all steps taken re. the basin should be documented so as to avoid any future confusion.

The Board agreed to issue a formal invitation to the Homeowners and prepare guidelines for the Committee to follow.

**MOTION:** To form a Basin Committee to research all the facts surrounding the basin and it's possible disassociation from the HOA. Motion was seconded. Discussion ensued. Motion to form a Basin Committee passed unanimously.

Dr. Borom volunteered to chair the Committee. Mr. Curtain, Mr. Blankenbaker, Mrs. Bradway, Mr. Brees and Mr. Hodge have volunteered to serve on the Committee.

**MOTION:** To appoint one Board Member and one Community member to serve as Co-Chairs of the Basin Committee. Motion was seconded and passed unanimously.

**MOTION:** To appoint Dr. Borom and Mrs. Bradway as Co-Chairs for the Basin Committee. Motion was seconded and passed unanimously.

▪ **Grandfather clause for gazebos, ramadas and pavilions**

This issue has been raised due to the fact that some Homeowners have these types of facilities but there are no approvals on record as of this date.

**MOTION:** To table discussion of this until the next meeting. Motion was seconded. Discussion ensued. Motion to table discussion on the grandfather clause passed unanimously.

▪ **Mailing of *Design Guidelines***

Mr. Williamson hand delivered the revised *Design Guidelines* to many Homeowners, however 34 lots were undeliverable after three attempts were made. Mr. Williamson would provide the list of those homes to Mrs. Borquez so she can mail them out to those homeowners.

**MOTION:** To mail the new *Design Guidelines* copies for the remaining 34 homes via regular postal service. Motion was seconded. Discussion ensued. Motion to mail the remaining copies of *Design Guidelines* passed unanimously.

Dr. Borom suggests putting something on the outside of the envelope to make it known that the enclosed information is important.

- **Collections Procedures**

**MOTION:** To table this discussion until the next Board Meeting. Motion was seconded and passed unanimously.

- **Proposed letter changes**

**MOTION:** To table this discussion until the next Board Meeting. Motion was seconded and passed unanimously.

**Other:**

Ms. Chamberlain suggests tabling the discussion regarding investments until the next meeting and stated that it is standard practice for nonprofit Associations to invest funds.

A Homeowner suggests that the Association use FICA banks.

**MOTION:** To table investment discussion until the next Board Meeting. Motion was seconded and passed unanimously.

**MOTION:** To purchase forever stamps prior to the postage increase. Motion was seconded. Discussion ensued concerning the metered mailing methods utilized by Cadden. Motion to purchase forever stamps failed unanimously.

**FUTURE ACTION ITEMS:**

- Annual meeting election results (actual vote count)
- Speeding solutions – Mrs. Dukes has offered to chair this committee
- Weed spraying
- Replacement copy cost for the *Design Guidelines*
- Reserve investments
- Chairman selection for Nominating and ACC committees
- Goal setting for 2008
- Grandfather clause for gazebos
- Collection Procedures
- Working sessions
- HOA correspondence (letter editing)
- Insurance renewal
- Newsletter frequency (quarterly, monthly or as needed)
- Town Hall Meetings – Mrs. Dukes will chair this. (Parameters to be set by the board)

**NEXT MEETING:**

The next meeting will be held May 15, 2008 at 6:30 PM at the Santa Cruz Lutheran Church.

**ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:12 PM. Motion was seconded and passed unanimously