

# **STAR VALLEY HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

**DATE:** November 20, 2008  
**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: Brian Hodge

Management Representation: Cindy Borquez, Community Association Manager  
Minute Taker: Raylyn Winckler

### **HOMEOWNER INPUT:**

Mr. McHenry would like to request that the Board change the Guidelines to adjust for weed abatement for those on the cul-de-sacs. Mr. Williamson suggests that he prepare a proposal for the ACC Committee.

Since the quarterly assessments are coming due, what method will be used to notify homeowners? Secondly, how can payments be made for the quarterly dues? On notification, Mrs. Borquez reported that a statement will be sent the month prior to the due date. Payments may be made by check, money order, or through a credit card by visiting the Cadden website.

Mr. Blankenbacker expressed his concerns with the pigeon population. He feels they need to be trapped and ridded from the Community. He also is concerned with barking dogs; this should be addressed in the newsletter. Any suggestions that can be made would be appreciated by the Board.

Mrs. Hugelin stated that the CC&R's address nuisances; Lot Owners should be sent a letter from the management company. If Management writes a letter then the complainant's name has to be included in the letter. The Board agreed that homeowners should call Cindy with the lot numbers of the barking dogs so a letter can be sent to those lots.

Mrs. Dukes provided a quote of \$500 to \$800 for speed humps. She also reported that County will not make Ironstone and Timberleaf a four way stop. The Board will take the 4-way stop sign issue off the January agenda.

Mrs. Vaughn reported that there was another meeting on Tuesday for the proposed retail site. She was unable to attend the meeting. There was information sent to some Homeowners of which should be posted to the website. The next meeting has been put on hold until March of 2009. The information gathered thus far will be posted in the next newsletter. It was noted that Mr. Ally, who represents Joe Cezar, was going door to door throughout the Community.

### **Board Member Inputs:**

Mr. Williamson asked the Board members to state their priority of issues to be addressed over the course of the next few months.

Mrs. Vaughn –  
    No items noted  
Ms. Chamberlain –  
    Financial audit  
    Basin Hydrology Study  
    Rules and regs  
Mrs. Bradway –  
    No items noted  
Mr. Williamson –  
    Upcoming Board Positions  
    Rules and Regs

#### **CALL TO ORDER:**

The meeting was called to order at 6:51 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 October 16, 2008 Board of Directors Meeting, as amended.  
Motion was seconded and passed unanimously.

#### **OFFICER REPORTS:**

- **President**

Mr. Williamson summarized a written report which is attached to the minutes.

- **Treasurer**

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

There are currently about 50 lots that are delinquent, with about 10 of them being fairly serious.  
The Delinquency numbers presented are not audited results.

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

#### **MANAGER'S REPORT**

Mrs. Borquez submitted a written report which is attached to the minutes.

Mr. Williamson asked about the status of the IPower account for the Association website. Mrs. Borquez reported that she has not received a billing statement from them. She e-mailed them with a request to change the contact information so that a statement can be requested. She received no response. She then called and spoke to Isaiah but because she does not know the password or the last four digits of the credit card used to open the account she is unable to get any information. Mrs. Borquez spoke to Alicia Waldo, a previous manager of the Association, and she recalled that a fireman who lived in the Association set up the website originally. The website was then taken over by Jim Lamb. Mrs. Borquez will send an e-mail to Jim Lamb requesting information. The Board will need to do follow up action for the website billing.

#### **COMMITTEE REPORTS:**

- **ACC**

The ACC report was given by Mrs. Borquez.

There was 1 new request received,  
Lot 42 requested to paint their home - determination pending.

2 requests were for waivers. The Board requested the ACC to make the final determination.

Lot 46 – fountain was denied

Lot 111 – fountain was denied

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

➤ **Welcome**

No new homeowners reported since the last meeting.

➤ **Yard/Garage Sale**

There is no report at this time.

➤ **Basin**

Dr. Borom stated that he received a call from Psomas with a cost estimate for a two tier study. He suggests that the Board authorize the basin committee to follow through with it. The first tier would be to conduct a preliminary analysis of the potential for eliminating the need of the drain basin. The second tier would be for the contractor to provide a report to Pima County Regional Flood Control District, and monitoring the process through review and final approval. The estimate for the study is \$2,000.00 for the first tier and \$4,500.00 for the second tier, neither of which are actual costs as of yet. The Committee recommends that the Board authorize \$8,000.00 for the study.

**OLD BUSINESS:**

- Fountain Waiver  
No further action is needed.
- Yard Sale/Garage Sale committee guidelines  
Mr. Williamson prepared draft guidelines for the Committee.

**MOTION:** To accept the Committee Guidelines. Motion was seconded and passed unanimously.

The approved guidelines are attached to the minutes.

- Working session (December) – Rules & Regs

**MOTION:** To meet January 8, 2009 at 7:00 pm at Chamberlain residence for a working session to discuss the Rules and Regulations. Motion was seconded and passed unanimously.

Discussion ensued regarding the homeowners being able to vote on the proposed changes to the rules and regulations.

- Financial Audit  
Ms. Chamberlain prepared a written audit proposal. This proposal is attached to the minutes. Mrs. Borquez suggests that Ms. Chamberlain meet with the financial director. Mrs. Bradway would like to take that step and in the mean time get bids for an audit.

**MOTION:** To meet with the finance director and get a cost estimate in the case that it is determined that an audit is necessary. Motion was seconded. Discussion ensued. Motion passed unanimously.

## **NEW BUSINESS:**

- Basin Hydrology Study  
Discussion ensued regarding the obligation to get more than one quote for the study. The benefit of using Psomas is that they have all the documentation as they were the ones that originally engineered the basin.

**MOTION:** To go forward with the Hydrology Study and fund an amount up to \$10,000.00 out of reserves. If any more funds are required then it will need to be approved by the Board. Motion was seconded. Discussion ensued. Motion carried unanimously.

**MOTION:** To request that the basin committee go forward and get a bid for Tier 1 and 2. The board will empower the Committee to go forward with tier one. The decision to spend money on tier two is to be made by the committee and the Board even if an Action in Lieu is needed for the decision. Motion was seconded. Discussion ensued. Motion passed unanimously.

The Board thanked the Committee for their work.

- Survey input/assistance  
Mr. Williamson feels that the Board needs feedback from the Community, a survey was done for 2008. He suggests doing another survey asking if Homeowners agreed or disagreed with the motions that were passed throughout the year. Mrs. Bradway agrees that a survey should be done however, she suggests it be done every other year. She would propose that it be done next year and she suggests asking what homeowners expect from the Board.

**MOTION:** To do a survey that would be sent out with the March Annual Meeting notices. Motion was seconded. Discussion ensued. Motion passed three for and one against.

Mrs. Vaughn will be the point of contact for the survey questions.

- New Management Contract  
Mr. Williamson is not satisfied with the new contract from Cadden Management.

**MOTION:** Not to sign the new contract until the Board has had more time to review it and possibly speak to representatives at Cadden about it. Motion was seconded. Discussion ensued. Motion passed unanimously.

- Mailing –
  - Budget
  - Notification of assessments
  - Board members Nomination Form
  - Committee members Advertisement

## **Info Items:**

- Rules and Regs draft  
All board members have a copy.
- Insurance refund from cancellation  
We have received the refund of approximately \$500.00.
- Year-end committee reports format
  - Welcome - total new homeowners, what was spent
  - Yard sale - total number of sales, total advertising expense
  - ACC - total requests, disposition totals, any money handled

- Basin – any monies expended, future recommendations

Each Committee shall have a report for the Annual Meeting.

**Other:**

Mr. Williamson cited the By-Laws (pg 8 section 7.1 item D) stating that when a Board member misses three consecutive meetings the Board has the power to declare that position as vacant.

**MOTION:** To declare the Board of Directors **position** held by Brian Hodge to be vacant because the member has been absent for the past three (3) consecutive regular meetings of the Board of Directors. Motion was seconded. Discussion ensued. It is a tie vote two for and two against.

**MOTION:** To have a member of the Board contact him and request his letter of resignation to be received by December 10<sup>th</sup>. If the written resignation is not received by December 10<sup>th</sup> his position will be considered vacant. Motion was seconded and passed unanimously.

Mrs. Bradway will contact Mr. Hodge.

**NEXT MEETING: January 15, 2009**

The next Board of Directors Meeting will be held January 15, 2009 at 6:30 PM. The meeting will be held at the Santa Cruz Lutheran Church.

**ADJOURNMENT**

**MOTION:** To adjourn at 8:31 pm. Motion was seconded and passed unanimously.