

# STAR VALLEY HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING MINUTES

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

**ROLL CALL:** James Cooley  
Devon Vaughn  
Jill Chamberlain  
Jimmie Williamson  
Polly Bradway

**Members Absent:**  
**MANAGEMENT:** Cindy Borquez, Community Association Manager

### HOMEOWNER INPUT:

- Mr. Curtin asked who was putting up "No Trespassing" signs on the fence around the basin. Mrs. Borquez stated that the maintenance person was instructed to do this. Mr. Curtin stated that it took him a very long time to put up 8 signs.

### CALL TO ORDER:

The meeting was called to order at 6:44 PM by the Association President, James Cooley.

### QUORUM

A quorum was established to conduct an official meeting.

### APPROVAL OF MINUTES

**MOTION:** To approve the minutes of the October 18, 2007 Board of Directors Meeting, as corrected.  
Motion was seconded and passed unanimously.

### OFFICER REPORTS:

- **President**  
There is no report at this time.
- **Treasurer**
  - Ms. Chamberlain read aloud the balances of the Associations accounts.

| Summary of Financial Report | Balance     |
|-----------------------------|-------------|
| Operating Account Balance   | \$3,307.058 |
| Reserve Account Balance     | \$24,603.79 |
| Delinquent Balances         | \$2,674.77  |
| Prepaid                     | \$1,712.80  |
| Income                      | \$1,158.00  |
| Expenses                    | \$1,496.66  |

- The Association was over budget by approximately \$1,800.00 at the end of 2007. This is in spite of the fact that we canceled the landscape contract.
- The Association received approximately \$1,500.00 from collections in 2007.
- 30% more was spent on the basin than was expected.
- The postage expenses were double the amount budgeted.
- Landscaping came in under budget. Although there is a budget for landscaping in 2008, there is currently no contract in place for landscaping.
- With the raise in assessments it will net the Association about \$1,400.00.
- There is no budget for a special trash collection in 2008. This will necessitate future discussion.
- The Board discussed an additional assessment of 4% to be voted on at the Annual Meeting. This would raise an additional \$481.00 per year.

1. Investments: Reserve Accounts

Currently the Association is earning less than 1% on the Reserve accounts. A plan needs to be discussed for better investment opportunities.

**MOTION:** To accept the Treasurer's report as given. Motion was seconded and passed unanimously.

### **MANAGER'S REPORT**

Mrs. Borquez provided a written report to the Board prior to the meeting.

- The number of violations are down this month.
- Ron Lantz is not interested in preparing a contract for the Association but he would like to spray the basin in conjunction with any homeowners that want to participate in pre-emergent spraying. The cost will be \$150.00 for the basin exterior boundaries. He has a new product which includes a UV protectant in it to ensure spraying remains effective for about 60 days in the event there is no rain; with rain it is good for several months.
- Mrs. Borquez has the key to the basin. It was agreed that the key should be kept at the Cadden offices.

**MOTION:** To use Ron Lantz to spray the basin at \$150.00 during late January or early February. He would be spraying in conjunction with the homeowners that participate. Motion was seconded and passed unanimously.

The Board accepts the Manager's report as given.

### **COMMITTEE REPORTS:**

- **Welcome** - Richard Curtin  
There is no report at this time.

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

| Lot | Request                                | Disposition | Date     | Comments   |
|-----|--|-------------|----------|--|
| 28  | Paint the house with new paint scheme. | Approved    | 01/16/08 | The Home color must be from the approved color list set forth in the <i>Design Guidelines</i> , as amended in 2007. The color of the shed must also match the home                                 |
| 28  | Extend block wall                      | Approved    | 01/16/08 | The rear of wall can be no closer than 20 feet from rear property line and no closer than 15 feet from side property line; also Homeowner must comply with any and all building code requirements. |
| 28  | Build patio cover behind Garage        | Approved    | 01/16/08 | Homeowner must comply with any and all building code requirements.   |

#### **Comments and Recommendations:**

The Architectural Control Committee (ACC) would like an update on the pending *Design Guidelines* change recommendations that the Board received in (July 2007). The Committee also requests feedback on the generic letters that are sent out by the management company, specifically the Architectural Receipt, Approval, Denial, and Welcome letters.

#### **OLD BUSINESS:**

##### ➤ **Nomination Committee**

- Mr. Cooley and Mrs. Bradway's terms are up: Mrs. Bradway would like to run again for the Board; Mr. Cooley stated that he will not be running.
- Mr. Williamson has two people that are willing to consider being put on the ballot, but one of those is not definite.
- Mrs. Borquez asked if the Board would like to have a postage-paid envelope for the ballots. Discussion ensued. It was agreed that this would be on the agenda for discussion at the February meeting.

##### ➤ **Newsletter**

- Mr. Williamson believes that if there is pertinent information in the newsletter it should be sent monthly.
- Mrs. Vaughn suggested that there should be a sandwich board at the entrance to the Community for announcements.
- Mrs. Bradway stated that promoting participation in the Community is important and people would probably look at the sandwich board more than they would read the newsletter.
- Discussion ensued regarding e-mailing of newsletters.

**MOTION:** To send a quarterly newsletter with supplements to be sent as needed. Motion was seconded and passed unanimously.

The first newsletter will be done in April and will include the meeting dates for the next year and information on how to receive the newsletter by e-mail. Mr. Williamson suggests doing a survey to include in the packet with the Annual Meeting announcement. Discussion ensued.

##### ➤ **Other**

Mr. Williamson stated that a date needs to be set for a final review of the proposed changes to the *Design Guidelines*. The Board agreed to a study session and will meet on January 31<sup>st</sup>, 6:30 P.M., at lot 73 to pursue finalization of the recommended changes.

## **NEW BUSINESS:**

### ➤ **Tax Preparer for 2008**

Steve Keys prepared the tax form and Edward Jeffrey did the compilation for 2007.

**MOTION:** To have Steve Keys prepare the tax form in the amount of \$100.00 and Edward Jeffrey to do the compilation in the amount of \$125.00. Motion was seconded and passed unanimously.

### ➤ **Collection Procedures**

The Board will table this discussion until the February meeting.

### ➤ **Welcome Packet**

The Board will table this discussion until the April meeting when new board members can participate.

### ➤ **Speeding in the Community**

- A homeowner has e-mailed Mrs. Borquez regarding speeding in the Community. The homeowners are suggesting that the Association get a speed gun.
- Mrs. Vaughn stated that she went to a home on Brightwater and observed many people speeding. She stated that there is a speed limit sign but it cannot be seen because it is in a very odd place. She suggests that the sign be moved to be more visible location farther back from the corner. Mrs. Vaughn has seen on the news that a speed gun is available and knows it can be done by the tv station if by no other means.
- Mrs. Bradway stated that this speeding issue has come up several times. She has spoken with people at DOT and they are unlikely to make any changes at all until their process is followed. This process is very lengthy, the first step being a petition.
- The Board agreed to put this issue in the survey.
- Mrs. Bradway stated that if anyone witnesses speeding they should call the Sheriffs Department.

### ➤ **Proposed letter changes**

The Board will table this discussion until the February meeting.

### ➤ **Trash Collection by a single vendor**

**MOTION:** To table this discussion indefinitely. Motion was seconded and passed unanimously.

### ➤ **Cost Reduction Items**

- Ms. Chamberlain stated that the Board needs a better handle on what is going on with copies as the expenses have increased tremendously.
- Mrs. Borquez stated that when she took over the Association the number of copies went up due to the fact that timely Violation letters were not being sent before. Lately the copies are going down because the violations are decreasing.
- Mrs. Borquez suggests that the Board packets be sent electronically; thus requiring costs only to scan the documents one time. However, the Board members would have to print their own Board packet. No decision was made.
- Mr. Williamson stated that collection accounts should not be sent to the attorney until after they have been invited to a hearing to discuss the situation. Discussion ensued. No decision was made.

### ➤ **Dates for yard sale**

Mrs. Vaughn spoke to Patty Hildman about the yard sales for 2008. Currently Mrs. Hildman is open as to dates however she feels that April would be a good time to have it. Discussion ensued

about dates for the yard sale.

**MOTION:** To hold the yard sales for 2008 on April 5<sup>th</sup> and November 1<sup>st</sup>. Traditionally it will be established as the first Saturday in April and November every year. Motion was seconded and passed unanimously.

➤ **Other**

- Mrs. Borquez stated that despite a request for Dues Statements, coupon books were sent to the homeowners. She has discussed this with the Office Manager and Cadden is willing to give the Association \$50.00 towards mailing costs for the year to defer a need for additional mailings done as a result of this decision. Also anyone that purchases a home this year will be sent statements instead of the coupon books.
- Mr. Williamson indicated he would like to see this in writing from Cadden. The Board agreed that it being written in the minutes was sufficient documentation of the agreement.
- Mrs. Borquez stated that Mike Cadden signed a letter agreeing to the terms for the manager set forth by the Board.

**MOTION:** To accept the letter from Mike Cadden. Motion was seconded and passed unanimously. Mr. Cooley signed the letter on behalf of the Board.

**FUTURE ACTION ITEMS:**

- Reserve Investment opportunities
- Prepaid envelopes for ballot return for the Annual meeting
- Collection procedures
- Proposed letter changes
- Annual Meeting
- Survey to include with the Annual Meeting packet
- *Design Guidelines* finalization
- Welcome letter – To be on the April agenda

**NEXT MEETING:**

The next meeting will be held February 21, 2008 at 6:30 PM at the Santa Cruz Lutheran Church.

**ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:11 PM. Motion was seconded and passed unanimously.