

# STAR VALLEY HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING

### MINUTES

**DATE:** June 19, 2008  
**TIME:** 6:30 p.m.  
**PLACE:** Santa Cruz Lutheran Church

Approved 08.21.08

**ROLL CALL:** Jim Williamson, President  
Devon Vaughn, Secretary  
Jill Chamberlain, Treasurer

**Members Absent:** Polly Bradway, Vice President  
Brian Hodge, Director

**MANAGEMENT:** Cindy Borquez, Community Association Manager  
Kim Lax, Director of Association Operations, Minute Taker

**QUORUM** Three (3) Directors are required to conduct a meeting

**CALL TO ORDER:**  
Mr. Williamson called for homeowner input at 6:30PM

**HOMEOWNER INPUT:** Topics included:

- special trash collection
- yard sale
- basin report
- a specific ATV incident on Turtle Creek and general comments re ATV riding ATV in the community.

**QUORUM:**  
Meeting was called to order at 6:35PM. A quorum was established to conduct an official meeting

#### MINUTES

**MOTION:** To accept the minutes of the May 15, 2008 meeting as amended. The motion was seconded. Discussion ensued. Motion passed unanimously.

#### OFFICER REPORTS:

- **President**
  - Mr. Williamson submitted a written report, which is attached to these minutes.
- **Treasurer**
  - Ms. Chamberlain reviewed the income and expenses for the month of June. She submitted a written report, which is attached to these minutes.
  - Ms. Chamberlain reported that the investment of the Reserve funds has not taken place, however she is still reviewing and plans to proceed per previous instruction.

**MOTION:** To accept the Treasurer's report as presented. The motion was seconded. Discussion ensued. Motion passed unanimously

## MANAGER'S REPORT

- Mrs. Borquez provided a written report to the Board of Directors prior to the meeting.
- Reported that a site tour was conducted June 18, 2008 and will provide a report to the Board.
- Discussion ensued regarding potential for combining mailings with another HOA to save funds on bulk mail rate. Mrs. Borquez will investigate the possibility.
- Clarified that the incorrect Lot numbers listed on the recent newsletter mailing label was due to a download from the database into the vendor's database for newsletter mailing. Problem has been corrected.

## COMMITTEE REPORTS

- **ACC** – Brian Hodge, Rich Hildman, Raymond Perry
  - As committee members were not present, Mrs. Borquez reported on the following submittals:
    - **Painting** – Lot #47 Approved
    - **Security Door** Lot #119 Approved
    - **Electric Solar System** – Lot # 23 Approved
- **Welcome Committee**, Richard Curtain
  - Mr. Curtain reported that no new homeowners have moved into the community.
- **Basin Committee** – Polly Bradway, Marc Borom, co-chairs
  - Mrs. Bradway was not present
  - Dr. Borom submitted a written report, which is attached to these minutes and reported:
    - Committee obtained a bid for \$1,895.00 plus the cost of water from a contractor to pack the dirt in the basin and remove any debris as directed by the Board of Directors.
    - Submitted the following suggestions on behalf of the committee:
      - Board should approve funds for the survey
      - Then committee will:
        - obtain bids for the survey
        - select a contractor for the survey
        - have the survey conducted
      - If the conclusion is that basin is no longer needed, prepare a "Special Warranty Deed" clarifying that the basin is no longer required
      - Record the deed
  - Mr. Williamson asked Dr. Borom to seek three (3) proposals from hydrologist for the board to review at the August meeting. Additionally, he asked the Committee to obtain options from Mr. Caesar and written information from the County on the basin.
  - Mr. Williamson indicated that once information is obtained, a Town Hall meeting will be called for the general community to decide how to proceed.
  - Discussion ensued regarding flood plain areas and flood insurance requirements.
  - Mrs. Borquez was instructed to obtain costs associated with a Town Hall Meeting.

## OLD BUSINESS:

- **Newsletter Mailing Options** — As reported in the Manager's report, Mrs. Borquez will investigate possible ways of combining mailings in order to qualify for a bulk mail rate.

**MOTION:** To proceed with UPS as the source for the newsletter printing and mailing. The motion was seconded. Discussion ensued. Motion passed unanimously

- **Liability Insurance Renewal** — Mrs. Borquez reported the D&O policy is scheduled for renewal in September and the Association's Liability policy is scheduled for renewal in April 09. Mrs. Borquez will place these on the agenda for the Board of Directors to review a month prior to the renewal date.

- **Speeding Solutions**

- Ms. Duke reported that since there isn't enough interest in speed humps, she is suggesting placement of a four-way Stop sign at Ironstone and Timberleaf. She will obtain information from the County for review at the August meeting.
- Ms. Chamberlain reported that No Outlet signs would be installed in the community—at Brightwater and Wade, Ironstone and Wade and Resthaven and Wade. Installation dates have not been established. Additionally a street sign will be installed at Resthaven and Wade
- Ms. Duke stated she would chair the Town Hall if one were required in regards to speeding solutions.

- **July Working Session** — A working session will be held in lieu of a July board meeting. Homeowners are invited to attend. Homeowner input will be taken prior if homeowners are present.

**NEW BUSINESS:**

- **Special Trash Collections** — Mr. Williamson reported that approximately 77% of the homeowners in the community requested to have a special trash collection.

**MOTION:** To allocate an amount not to exceed \$1,500.00 for a special trash collection for the community in November. The motion was seconded. Discussion ensued. Motion passed unanimously.

Mrs. Borquez was instructed to obtain proposals from vendors for review on the August agenda.

- **Encouraging Community Involvement** — Issue was tabled and will be re-addressed on the September agenda.
- **Reviving the Covenants Committee**
  - Mr. Williamson suggested re-forming a Covenant Committee for the community. Mrs. Borquez will provide a Covenant Committee Charter for the board to review.
  - Issue was tabled for future discussion.
- **Flood Zone Map Revision**

**MOTION:** To have the Basin Committee obtain costs for the Flood Zone Map revision for review at a Town Hall Meeting. The motion was seconded. Discussion ensued. Motion passed unanimously.

- **Violations** — Mr. Williamson asked the Board of Directors to consider how to handle long-standing violations identified in the community. Mr. Williamson advised that it is a homeowners responsibility to report any violations they may observe for the Board of Directors to address.

**NEXT MEETING:**

August 21, 2008 6:30pm at the Santa Cruz Lutheran Church

**FUTURE ACTION ITEMS:**

- Need to evaluate collection effectiveness given our delinquency situation. Requested a report for the August meeting.
- Review options for accounts still with attorneys, to reduce the overall expense to the homeowner.
- Posting an income sheet on the website (replaced monthly) so the community can see where their money is going
- Investigate combining mailings to allow for bulk mail rates
- Obtain electronic copy of Dr. Borom's report
- Obtain information from a Real Estate attorney on the cost for document review. (Mike Butler)
- Insurance
- Stop signs
- Obtain special trash collection bids

- Review Covenant Committee Charter provided by Mrs. Borquez

#### **ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:02PM. The motion was seconded. Discussion ensued. Motion passed unanimously.

## President's Report

I would like to thank the community for helping the Board set goals for the upcoming year at the May Board of Directors meeting.

Based on the results of the survey that was sent out last fall, I have asked the Architectural Control Committee to review the Design Guidelines to see what needs to be amended, for example, vegetation, what can be seen and what can't be seen from neighboring properties, clearing side yards, and so on. I'm also asking the Board to approve funding for a special trash pickup in 2008.. We need help from the community to serve on committees because weeds, parking, and trash cans are not the only violations that need to be addressed. There are others as well. It's my hope the Board establish procedures and guidelines so a covenants committee can be resurrected. In the meantime, I am asking the community to help the Board identify violations throughout the community so we can clear up any misunderstandings that have arisen over time. No matter what tool we use to identify areas of concern, it is the Board's responsibility to do what's in the best interest of the community. Lastly, I think it's time to make the Garage/Yard sale an official committee and I recommend Mrs. Patti Hildman as chairman. For more information on goals and committee involvement, visit the [starvalleyestates.org](http://starvalleyestates.org) website and click on the June Newsletter. The status of the goals set in '07, as well as the goals for '08 can be seen in May, 2008 minutes as well as a link to the CC&R's from the home page.

**Star Valley Estates HomeOwners Association**  
**Treasurer's Report**

For June 19, 2008

Summary of Financial Report	Balance
Operating Account Balance	7993.97
Reserve Account Balance	24604.78
Delinquent Balances	3900.88
Prepaid	2268.91
Income	1489.09
Expenses	2263.30

**Concerns:**

- Delinquency continues to be an issue
- The repair generated by the backflow testing should be classified under irrigation repairs
- Copy and postage costs are more in line with expectations
- I still don't see my credit for the missing February and late March financials.
- Why did we spend over \$400 on statements in May? We shouldn't even be sending statements in May.
- Why aren't the legal fees associated with an account shown on the lot ledgers?
- Overall, we are in reasonable shape on the budget at this time. I am concerned about pending expenditures on the basin, depending on the outcome of the basin study and the ravages of monsoon season.

**Recommendations:**

- Graff* →
- Need to evaluate collection effectiveness given our delinquency situation Have requested a report for the August meeting.
  - We need to look at options for the accounts still with attorneys, to reduce the overall expense to the homeowner.
  - I would like to post an income sheet by month on the website (could be replaced every month) so the community can see where their money is going.

## Basin Committee Report - 06/19/2008

Date of event	Event	Summary	Comments	Action
05/28/08	Dave Blankenbaker assesses the cost of filling the basin with dirt	3 Acres of fill to 7' level would be approximately 3400, 15-ton-dual-axel truck-loads [-10 cu.yds/load] of dirt. It would cost approximately \$204,000 for the trucking [-\$60/load] if the dirt is free. [At ~\$100/load for the dirt, that is another \$340,000 with a sum total = <b>\$544,000</b> ]	Cesare currently has mountains of dirt he must move. If he can sell it, the move is profitable. If he has to move it without selling it, the basin is a good dump site.	No action on our part. Just process the cost information.
06/03/08	Call from Joe Cesare finally after many non-returned messages	Joe apologized for failing to return the calls due to extremely tight business events and the pressure from the economic downturn. He said he would look into the utility of the basin lots - i.e. are they set up for utility hookups. Answer is yes for electrical, maybe for water/sewer.	Joe clearly was not terribly interested in pursuing the assessment of the basin status. Economics do not favor him at this point in time. Any delay is in his favor.	If a basin survey is to be accomplished, StarValley HOA will have to foot the bill
06/17/08	Information from Jill Chamberlain regarding previous bids for basin maintenance.	The bids are old enough (and disparate enough) that they really are not valid. They range (and we only had two written estimates, the rest were verbal), from about <b>\$6,000 to \$175,000</b> . The chief problem with the bids is that we did not have a statement of work for the bidders, so they were each developing their own solutions, from packed earth "fixes" at the low end, to complete fabric and riprap for the whole basin, at the high end.	Even though the bids are old and outdated, they provide a baseline for anticipated costs. These costs will be recurring - annually or possibly more than once during a season. HOA Annual reports for 2006 and 2007 show an <b>annually recurring basin expense of around \$6000.</b>	Compare costs against cost of eliminating responsibility for basin maintenance
06/19/08	Contact excavating service	Marc Borom contacted Freebird Excavating service [Cisco Echave, owner: 909-5719] for an estimate of erosion repair. The quote was for "packed wet earth" and weed removal. Written quote received. Cost estimate for <b>\$1895.</b>	Quote falls below previous low estimates.	Turn over to Board.
06/19/08	Committee recommendation		Clearly, Joe Cesare is looking at his cost/benefit for acquiring the lots, which do not currently benefit him. The Board needs to focus on the carrot. The carrot is that if the lots are not needed for flood remediation, they, by contract, must be transferred to SVA.	Compare recurring costs for basin maintenance against a one-time cost of \$9,000 to \$12,000 for a hydrological survey [some risk involved], and elect to pay for the survey.
	Possible outcome of survey.	High probability that the basin is no longer needed, or at least can be reduced in size. Total cost will not be lost.  Consider incorporating "Letter of Map Revision" affecting 80 lots into quote. The additional cost may not fall under the responsibility of the StarValleyHOA, and may be an expense to be shared only by the affected homeowners.	What Joe Cesare chooses to do or not do with the lots should not be of concern. If the <b>lots are off the HOA's books</b> , the responsibility for their maintenance is between SVA and Pima County. This may be a win-win situation. SVA gets the responsibility and only has to maintain them and is not required to convert them to residential property until sometime in the future - or never. The bottom line is that the HOA doesn't have to worry about the maintenance of the lots in whatever situation they fall.	<ol style="list-style-type: none"> <li>1) Authorize expenditure of funds for the survey. [Board action]</li> <li>2) Obtain firm quotes for survey [Committee action]</li> <li>3) Select hydrologist [Committee action with Board approval]</li> <li>4) Conduct the survey.</li> <li>5) If the basin is no longer needed, prepare a "Special Warranty Deed" in favor of SVA.</li> <li>6) Deliver "Special Warranty Deed" to SVA along with a bill for the survey costs.</li> </ol>