

STAR VALLEY HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

DATE: September 20, 2007
TIME: 6:30 p.m.
PLACE: Santa Cruz Lutheran Church

ROLL CALL: James Cooley
Devon Vaughn
Jill Chamberlain
Jimmie Williamson

Members Absent: Polly Bradway

MANAGEMENT: Cindy Borquez, Community Association Manager

HOMEOWNER INPUT:

- **Mrs. Curtin** asked what was happening with the basin. Mrs. Borquez advised that the landscaper had been called re: the condition of the basin. Mr. Cooley stated that their reports show that they are maintaining it; however, there are weeds that are about 2 feet tall and part of it is haphazardly mowed and the other is not mowed at all. This will be discussed further on in the meeting.
- **Mrs. Curtin** mentioned that the weeds on the west side of Ironstone going towards Brightwater are really bad. Mr. Cooley clarified that the area is the homeowner's responsibility.
- A homeowner asked if all areas between homes could be contracted out for treating the weed problem. Ms. Chamberlain stated that it would be very difficult to get all the homeowners to agree to pay a fee to have a company do it.
- **Mrs. Curtin** asked how to get the original color of the homes? It should be in the original documents for your home. There was, at one time, also a list at Sherwin Williams that should have the colors for each lot.
- **Mr. Hildman** pointed out that there is a basin that is close to our Association that is always maintained very well; he questioned if we can find out who maintains that area and suggests determining if they can do our basin too. Mrs. Borquez stated that if we can get an address, or the name of the community adjacent to the basin, she can research and find out who the contractor is.
- **Mrs. Hildman** commented that the new format of the newsletter looks good. There was a round of applause for Mrs. Vaughn who is the editor.
- **Mrs. Hildman** indicated there had not been an overwhelming response for the garage/yard sale in terms of homeowners providing information for a list of specific items. She indicated the advertisement for the sale will be placed in several newspapers.
- **Mrs. Vaughn** mentioned that there is a home that is being sold by Mr. Nelson. She was upset to see that they were advertising RV lots and guest homes allowed. She does not feel that is right. A homeowner stated that some of the first homeowners were in fact told that they can build a guest house. Ms. Chamberlain stated her understanding is that the County will not allow an out building larger than 1/3 square footage of your original home. The CC&R's do not stipulate whether that can be livable space or not but you are allowed to build a 1000 square foot building.

QUORUM

A quorum was established to conduct an official meeting.

CALL TO ORDER:

The meeting was called to order at 6:50 PM, by the Association President James Cooley.

APPROVAL OF MINUTES

MOTION: To approve the minutes of the August 16, 2007 Board of Directors Meeting, as written. Motion was seconded and passed unanimously.

OFFICER REPORTS:

- President

- Mr. Cooley did not have anything to present at this time.

- Treasurer

- Ms. Chamberlain reported the balances of the Associations accounts.

Balance as of August 2007	
Operating Balance	\$4,930.32
Reserve Balance	\$24,215.64
Delinquent Fees	\$1,842.66
Prepaid Fees	\$1,735.68
Monthly Income	\$1,641.65
Monthly Expenses	\$1,342.30

- Ms. Chamberlain stated that, given the Board's concern over expenses, she would recommend that the monthly income and expenses be included in the minutes every month.
- In this month's expenses, the budget show's reallocated income totalling over \$3000, which she would like to discuss in executive session.

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

MANAGER'S REPORT

Mrs. Borquez provided a report to the Board prior to the meeting. Items of special interest:

- Called Pima Control to meet with an engineer concerning the retention area. Was told I would have to go to their office to speak with engineer.
- Received call from landscaper about lot where landscaping was requested. Home appears to be abandoned and inside is covered in mold. She inspected, called sheriff, and deputy was dispatched; could do nothing. Called the trustee and they would inform potential buyers but nothing can be done at this point. Trustee sale is on September 24.
- Delinquent notices are sent every month however she is concerned with some of the larger amounts. She requested that this be discussed during Executive Session.

Some items generated discussion:

- Mr. Cooley stated that the weekly reports from the Landscapers are pretty sketchy.
- Mr. Williamson would like to see a summary of violations and delinquencies, with no names or addresses included into the monthly meeting minutes and also published in the monthly newsletter. Mr. Cooley does not believe that delinquencies should be printed, but would like to see a reminder in the newsletter.
- Homeowners agreed that a reminder of the dues coming up should be posted in the newsletter.

MOTION: To accept the Managers report as given. Motion was seconded and passed unanimously.

COMMITTEE REPORTS:

- **Welcome** - Richard Curtin
There have not been any new owners lately. The newest member to the Community is a Deputy Sheriff.
- **Neighborhood Watch** - Beverly Anderson
There is no report as there has been no interest. This will come off the next agenda.
- **ARC** - Jim Williamson, Rich Hildman, Raymond Perry
Summaries were provided. There were 2 requests made and 2 approved. Chairman is reviewing all files and creating a baseline summary for all improvement requests on file to date.

OLD BUSINESS:

- **Landscaper Contract**
Discussion was held as apparently an attempt was made at mowing the basin. This is the first attempt at mowing since April and it was clear that the job was not finished properly; actually they appear to have mowed around some beer bottles that were in the basin. Mrs. Borquez called the contractor and advised that they need to make it a priority to get the basin mowed. She also clarified that the Landscaper contract has a 30-day termination clause. Mrs. Borquez will talk to Daniel from AAA Landscaping tomorrow and meet him onsite; she will advise him that the work is unacceptable and they need to do it right by a certain date. The Board discussed canceling the contract after the work is done; once work is completed, then a termination letter could be sent to the contractor. A homeowner suggested asking if the Association could be given a month free service or otherwise be compensated for the bad service.

Mrs. Vaughn asked how often the basin has been cleaned since inception. Mr. Williamson stated that the builder would clean it out once a year for about \$600.00. Mr. Cooley stated that about 3 years ago the Association hired the last company that cleaned out the basin. The Board decided to put them on monthly or quarterly contract for a small fee, but they got to a point where they were not doing anything.

Mrs. Borquez stated that, due to the fact that there is virtually no landscaping, she suggests getting a couple of bids from two or three small landscapers to come in bi-monthly to check the irrigation and clean up trash. To take care of the basin weeds, the Board might want to consider having someone come in on a quarterly or twice a year to clean out the basin.

MOTION: To send notice, following completion of the basin cleanup, to discontinue the current landscapers services on October 31, 2007. Motion was seconded and passed unanimously.

➤ **Retention Basin – Update**

Mrs. Borquez has contacted the Pima County engineering department for assistance with a recommendation on erosion control at the basin. As reported in the Manager's Report on 8/29/07, the County engineering department was not any help: They would not give Mrs. Borquez an appointment although they wanted her to talk with the engineers at the county offices. Ms. Chamberlain stated that would not do any good because they need to be at the basin to have an effective discussion.

Discussion ensued regarding the bid on packing dirt in the basin. Mrs. Borquez suggests looking into hydroseeding the area, but indicated this would still need to be maintained. Mr. Williamson stated that he has a company working up a bid on costs to fix the erosion problem at the drain basin. He has also talked to some homeowners that perform this type of work, and has asked them to provide bids as well. Mrs. Borquez will contact Michael at Grounds Control about the rip rap and hydroseed.

Ms. Chamberlain stated that retention basin expense would be a point of discussion for the dues increase with the homeowners. A homeowner asked about a one time special assessment of \$50.00 per home. The Board pointed out that 2/3 of the homeowners would have to agree to it before a special assessment can be done.

➤ **Reserve Study**

Mrs. Borquez contacted three reserve study companies and only two responded. Reserve Data Analysis bid \$800.00; Castle Reserve Studies bid \$1,100.00. A Reserve Study allows the Association to get a better idea of future and unexpected expenses.

Ms. Chamberlain expressed concerned about hiring a company that knows nothing more than the homeowners do about our particular situation. Mrs. Borquez stated that these companies do this all over Arizona. Mrs. Vaughn would like to table it and discuss it next year.

➤ **MOTION:** To table the Reserve Study issue until next year. Motion was seconded and

passed with three members in favor, and one opposed.

➤ **Yard Sale and Special Trash Pickup**

The special trash pick-up has been scheduled for October 1st. The yard/garage sale will be on September 29th. The Board appreciates all of the hard work Mrs. Hildman has put in on the yard/garage sale. She requested that the information about planning be kept on record in the event of any future garage sales.

NEW BUSINESS:

➤ **New Laws Impacting HOAs**

Mr. Cooley asked about the new laws that will affect Associations. Mrs. Borquez stated there were 4 areas affected, although she could only remember 3. Two were related to signage, one for signs about children playing in the street, the second for real estate "For Sale" signs. Another one concerns parking and emergency vehicles. The parking law has not been finalized. Currently, Cox Communications has been added to the emergency services vehicles list which are permitted to park in the community. She will get the complete list, as well as effective dates, and provide it to the Board.

➤ **Nominating Committee**

Ms. Chamberlain stated that a Nominating Committee needs to be formed and that solicitation be put in the next newsletter for Committee Members and also that two Board Members position will be voted on this upcoming year (Seats held by Mrs. Bradway and Mr. Cooley are up for election in 2008).

➤ **Dues Increase Proposal**

Ms. Chamberlain stated that there has never been a dues increase and the expenses have been increased every year. She stated that the two largest costs are management and landscaping. Based on that fact, her thinking is there is no question that the dues need to be raised but only a question of how much. Per the CC&Rs, dues can only be raised by 6% unless we get a positive vote from the homeowners.

Mr. Williamson proposed sending out information to the homeowners asking for a 20% increase. Mr. Hildman suggested that a graph should be sent to the homeowners so the point is made abundantly clear.

Mrs. Borquez clarified that the budget has to be done prior to the end of the current calendar year.

Ms. Chamberlain believes the board should bring the attention of either a special assessment or an increase of 20% to all the homeowners.

Mrs. Borquez stated that the Board can appropriately elect to raise dues by 6% on the budget for next year and then, at the annual meeting, the Board can ask for approval of an additional 14% increase.

Ms. Chamberlain stated that she has been asked to put articles in the newsletters about costs. She will prepare a graph to go into the next newsletter. She also suggests the matter be included as a formal business item on the next agenda.

➤ **Design Guidelines Changes**

stated that there are still no dates for review of the *Design Guidelines*; he would like to see some dates set and posted. Mrs. Vaughn agreed that review of proposed design guidelines changes would be a good idea and having study sessions would be a way of addressing the situation.

➤ **Miscellaneous Items**

- Mr. Williamson also would like to see the Board work on verbiage for a 20% dues increase.
- He also proposed that that in the month of March there should be two meetings: The first would be the regular monthly meeting needed to address ongoing business, and the second meeting would be the Annual Meeting at which elections and dues increase would be the agenda.
- The Board agreed to schedule study sessions on 4th and 11th of October at 6:00 PM at Ms. Chamberlain's home, Lot 73.
- Mr. Williamson suggested that since the weed notification did not go out as planned and approved in August, the Board needs to revoke the motion that was passed to approve the expenditure.

MOTION: To revoke the weed flyer that was approved in a motion at the August meeting. Motion was seconded and passed unanimously.

FUTURE ACTION ITEMS:

- New law information regarding Homeowners Associations.
- Dues increase
- Nominating Committee
- Retention Basin – rip rap & hydroseed
- Information for well-maintained basin to be sent to Mrs. Borquez for further research.
- Budget finalization
- Identifying sources for original house colors
- Landscaper Contract termination notice
- Design Guidelines review update
- Yard sale summary

NEXT MEETING:

The next meeting will be held October 18, 2007 at 6:30 PM at the Santa Cruz Lutheran Church.

ADJOURNMENT

MOTION: To adjourn the meeting at 8:07 PM. Motion was seconded and passed unanimously.

ARC Reports**September Requests**

Lot	Request	Disposition	Date	Comments
24	Garage Screen	Approved	09/04/07	Screens not to be visible with the garage door closed
28	Planting	Approved	9/4/07	

Comments and Recommendations:

Type of request	Adams Gate	Cherry Tree	Moonmist	Resthaven	Timberleaf	Turtlecreek	Brightwater	Total
Walls	15	12	12	9	11	9	26	94
Hardscaping	6	4	4	7	1	3	9	34
Patios, awnings & shades	6	2	3	5	6	3	6	31
Closed Air Structures	7	2	1	5	3	3	8	29
Swimming Pools	5		5	6	3	4	6	29
landscaping	2		6	2	1		8	19
Doors	1		3	2	1	1	8	16
Gutters	2		1		1		5	9
Lights		1	2		2		2	7
Windows	2		1	1			3	7
Open Air Structures	3			1	1		1	6
Playground		2		1			1	4
Solar Panels			1				3	4
Flagpole	1						1	2
Front	2							2
Grand Total	52	23	39	39	30	23	87	293