

**STAR VALLEY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES**

DATE: January 10th, 2013
TIME: 6:30 p.m.
PLACE: Ryan Airfield Conference Room in the Tucson Airport Authority Building

Homeowner Input

➤ Mr. Williamson - Lot 79

Mr. Williamson asked about money that was charged to his account and stated that at the last meeting he had asked for this issue to be put on the January 2013 agenda; Mr. Blankenbaker stated the charge to his account was an enforcement action. Discussion ensued.

➤ Mrs. Chamberlain – Lot 73

Mrs. Chamberlain asked how Dr. Borom was doing; Mr. Blankenbaker responded.

CALLED TO ORDER: 6:31 PM

Roll Call:

Dave Blankenbaker - President
Dan Harper – Vice President
Marc Borom – Secretary (arrived at 6:34 pm)
Ozzie Nelson – Treasurer
Vacant – Director at Large

Management: Kathy Thygersen, Community Association Manager
Chastity Crawford, Minute Taker

Quorum: Quorum is met with three (3) Members present

Minutes: **MOTION** by Mr. Harper to approve the October 11th, 2012 Board of Directors Meeting Minutes;
SECONDED by Mr. Blankenbaker
PASSED unanimously

Officer Reports

- President – No report at this time
- Treasurer – Attached

October 2012

Operating	Reserve	Delinquencies	Prepaid
\$16,779.22	\$0.00	\$13,019.74	\$569.01

November 2012

Operating	Reserve	Delinquencies	Prepaid
\$16,422.93	\$0.00	\$10,508.47	\$569.01

MOTION by Dr. Borom to approve the financials as presented;
SECONDED by Mr. Harper
PASSED unanimously

Managers Report

- Please refer to attached report

Committee Reports

- ACC – All submitted requests were approved

New Business:

- Annual Meeting Review by Nominating Committee
Mr. Harper is the chair of the Nominating Committee – Nomination are closed.
- Community Drive thru inspections
MOTION by Mr. Harper to have the HOA employ and pay \$100.00 to Mr. Blankenbaker as an Independent contractor to complete the community drive thru inspections;
SECONDED by Dr. Borom; discussed disclosure of conflict of interest. It was agreed that Mr. Blankenbaker would submit monthly invoices to Cadden Management for his services as an independent contractor;
PASSED unanimously
- Drainage Ditch
Discussion ensued over the process to have Pima County take over maintenance of the drainage ditch.
MOTION by Dr. Borom to consider transfer of the 40 foot easement (Lot 151) to Pima County;
SECONDED by Mr. Blankenbaker and discussed
MOTION TABLED

MOTION by Mr. Blankenbaker to have Dr. Borom send a letter to Cesar SVA Corporation about getting rid of the drainage ditch maintenance and needing approval for the transfer;
SECONDED by Mr. Harper and discussed
PASSED unanimously
- Ratify the Action in Lieu to approve the 2013 budget; the 2013 budget is ratified.

ADJOURNMENT:

MOTION by Mr. Blakenbaker to Adjourn at 7:12 PM;
SECONDED by Mr. Harper
PASSED unanimously

NEXT MEETING: Annual meeting March 14th, 2013– 6:30 pm Ryan Airfield



Star Valley
Homeowners Association
Monthly Managers Report
January 2013

Submitted By: Kathy Thygersen, Association Manager

MINUTES and AGENDA:

Please review the attached Minutes and Agenda prior to the meeting. If you email me with any changes prior to the meeting, I will have those changes completed for the meeting:

MANAGER'S ACTION LIST:

- Board Meeting - Ryan Air Field
Board packets sent via email –Copies will be brought to meeting for Board members.
- Fielded phone calls and emails from Homeowners when received
- Site Tours done by Mr. Blankenbaker
- Sent out violation letters and other correspondence as directed by Dave Blankenbaker – Board President
- Delinquent letters and Quarterly statements mailed
- Review Association Invoices and bills as received and code for payment.
- Newsletter received from Marc Borum – sent to be copied and was mailed.
- Design guidelines that were approved by the Board were inserted in the newsletter.
- As per direction of the Board a credit of \$25.00 was issued to all owners ledgers that had a balance of less than \$100.00. Statements were then mailed to all owners reflecting the credit.
- ARC requests that were received were forwarded to Dave Blankenbaker as committee chair.
- A spreadsheet of the ARC history is included in Board packet.
- Cadden has been undergoing a software change over the last couple of months. Therefore some of the reports and financials that you may receive may look and read differently due to new software. Please contact Manager at anytime should you need a review of any report or information.
- Annual Meeting – this is on agenda for review. Management would like to have all information for the Annual meeting notice by February 1st so that we can ensure the drafts are sent to committee for final review and in the mail to all owners approx. 30 days prior to meeting.

FINANCIAL REVIEW:

Financials were sent to treasurer – Ozzie Nelson.

- December financials are in process and not yet complete. October balance sheet (not full financials) and the November financials are included in packet. I have included the full financial report for this packet, as this will show you the report from our new software program. (In future will not include full financials unless requested and treasurer will always receive full report).
- 2013 Budget was completed and approved by Board
- Lot 033, Lot 43 and Lot 103 were written off as per motion of the Board at October meeting.

Subject: Star Valley Homeowners Association Treasurers Report

1. Reviewed Cadden Management's general ledger spreadsheets (e.g., operating income/expense statement, reserve income/expense statement, and prepay ledger) for the periods 1-31 Oct and 1-30 Nov 2012.
2. Information summary:

October 2012 Ledger	
Description	Amount
Previous month's ending cash balance	\$16,420.97 (operating funds)
Total income	\$ 1,226.07 (income, owner assessments)
	\$ 2.83 (income, late fee and interest)
	\$.28 (interest earned)
	\$ 1,229.18 (total income)
Total expenses	(\$ 870.93) (mgmt fees, statements, office supplies, newsltr printing, storage)
Current month's ending cash balance	\$16,779.22 (operating funds)
Cumulative delinquent assessments	\$13,019.74
Prepaid assessment total at end of month	\$ 569.01 (homeowner prepays)
Unpaid bills	\$ 0.00

November 2012 Ledger	
Description	Amount
Previous month's ending cash balance	\$16,779.22 (operating funds)
Total income	\$ 103.14 (income, owner assessments)
	\$ 222.07 (CCM collection fee owed Cadden)
	\$.27 (interest earned)
	\$ 325.48 (total income)
Total expenses	(\$ 681.77) (mgmt fees, postage, copies, office supplies, long distance, , fax, storage)
Current month's ending cash balance	\$16,422.93 (operating funds)
Cumulative delinquent assessments	\$10,508.47
Prepaid assessment total at end of month	\$ 569.01
Unpaid bills	\$ 0.00

3. Please direct any questions regarding this report directly to "Ozzie" Nelson, SVHOA Treasurer. This completes the October Treasurer's Report.



"Ozzie" Nelson