

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

**DATE:** October 10<sup>th</sup>, 2013  
**TIME:** 6:30 p.m.  
**PLACE:** Ryan Airfield Conference Room in the Tucson Airport Authority Building

**CALLED TO ORDER: 6:30 PM**

**Roll Call:**

Present:

Dan Harper - President  
Dave Blankenbaker – Vice President  
Catherine Gordon – Treasurer  
Ozzie Nelson – Director at Large

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

**Quorum:** Quorum is met with four (4) Members present

**REQUEST VOLUNTEERS TO TALLY VOTE OF BY LAWS –results to be read under business**

**Accept resignation of Eric Linthicum from Board as submitted per email 9/14/13**

**APPROVAL OF MINUTES**

**MOTION** by Dave Blankenbaker to approve the July minutes;

**SECONDED** by Dan Harper

**PASSED** unanimously

**Homeowner Input:**

Jim Williamson Lot 79

Agenda items – What is the process for homeowners to have items put on the agenda for the future meetings?

Actions in lieu – can it be used to approve meeting minutes so they are posted more quickly?

Common area upkeep – CC&R's section 6.2 (common area needs to be maintained) Area owned by Caesar discussed.

Mailing mistake cost – discussed

March election

By Law “vote”

Terry Baird Lot 87

Delivered paperwork to the board requesting documentation of records

### **Officer Reports**

- **President** – No report
- **Treasurer** – Report attached

Approval of the financials

**MOTION** by Dave Blankenbaker to accept the Treasurers Report

**SECONDED** by Ozzie Nelson

**PASSED** unanimously

2014 Draft Budget for Board review and approval – The board will review and approve by an action in lieu.

Discussed keeping the assessments at \$25.00, basin maintenance, and common area/natural area maintenance

### **Manager’s Report**

- Please refer to the attached report

### **Committee Reports**

- No report at this time (Mrs. Thygersen will send Dave Blankenbaker the ARC spreadsheet as of current date)

### **Business**

- Revised member code of conduct

**MOTION** by Dave Blankenbaker to approve the revised member code of conduct;

**SECONDED** by Ozzie Nelson; discussed

**PASSED** unanimously

- By law change for board member terms – result of vote (39 ballots received 32 yes/7 no). Result: the By Laws change was approved by members.

(40 envelopes were returned but one was a comment card)

(No ballots were received at the meeting)

(Homeowner requested to know when board member’s terms were ending)

- Business items as Board determines

Discussed January meeting – Next meeting will be held on January 9<sup>th</sup> and the annual meeting will be held in March.

**MOTION** by Dan Harper to

1. Form a nominating committee including himself as the chair and Jill Chamberlain
2. Mail a flyer soliciting new board members with the approved 2014 budget in the November or December timeframe;

**SECONDED** by Dave Blankenbaker; discussed

**PASSED** unanimously

**ADJOURNMENT:**

**MOTION** by Dave Blakenbaker to Adjourn at 7:31 PM

**SECONDED** by Dan Harper

**PASSED** unanimously



Star Valley  
Homeowners Association  
Managers Report  
August / September 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 EXECUTIVE SESSION:

Executive Session Items: to be held prior to Regular Board meeting

- *Executive Session Scheduled and Agenda done – to be held prior to meeting*
  - Review of Delinquent accounts
  - Contingency contract requested from Brown Law Group for collections of accounts.

Manager Action and complete List – Regular Board Meeting:

- 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 and correspondence and communication forwarded to Board President as per chain of command.
- Site Tours were done by Mr. Blankenbaker
- Sent out violation letters and other correspondence as directed by Dave Blankenbaker – Board President
- Delinquent letters and Quarterly statements mailed
- Credit issued for 4<sup>th</sup> quarter to those not in delinquent status as per Board motion
- Statements mailed to all owners showing credit and balance on account including all delinquent owners not in collections.
- Review Association Invoices and bills as received and code for payment.
- Received revised Members Code of Conduct as submitted by Eric Linthicum for Board consideration
- By Laws vote documents were mailed
- VOTES WILL NOT BE TALLIED BY MANAGER. Board to ask for volunteers to tally votes at beginning of meeting. They will be brought to meeting in sealed envelopes. The ballots will be separated from envelopes by volunteers. Then once separated will be counted. Result will be read under business.
- Received resignation by Eric Linthicum on September 14, 2013

FINANCIAL REVIEW:

- Financials were sent to Treasurer monthly.
- Drafted 2014 budget. Met with Treasurer to review financials and draft budget. Made revisions to budget as requested and communicated with Treasurer. Budget not in board packet – will forward to Board when final draft completed by treasurer.

Approved

Memo for the Record

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 Jul and 1-30 Sep 2013.

Information summary:

Jul 2013 Ledger	
Description	Amount
Previous month's ending cash balance	\$14,223.91 (operating funds)
Total income	\$ 2,251.79 (income, owner assessments)
	.30 (income, late fee and interest)
	1.32 (interest earned)
	\$ (310.63) (prepaid income)
	\$ 1,942.78 (total income)
Total expenses	\$ 821.94 (mgmt fees, web site exp., office supplies, newsltr printing, copies/postage, storage)
Current month's ending cash balance	\$15,344.75 (operating funds)
Cumulative delinquent assessments	\$12,100.30
Prepaid assessment total at end of month	\$ 1,184.71 (homeowner prepays)
Unpaid bills	\$ 0.00

Aug 2013 Ledger	
Description	Amount
Previous month's ending cash balance	\$15,344.75 (operating funds)
Tot:	\$ 472.33 (income, owner assessments)
	.92 (income, late fee and interest)
	1.23 (interest earned)
	\$ (9.24) (prepaid income)
	\$ 465.24 (total income)
Total expenses	(\$ 861.95) (mgmt fees, postage, copies, office supplies, storage)
Current month's ending cash balance	\$14,948.04 (operating funds)
Cumulative delinquent assessments	\$10,385.43
Prepaid assessment total at end of month	\$ 1,259.46 (homeowner prepays)
Unpaid bills	\$ 0.00

Approved

10 Oct 2013

Subject: Star Valley Homeowners Association Treasurers Report

Sep 2013 Ledger	
Description	Amount
Previous month's ending cash balance	\$14,948.04 (operating funds)
Total income	\$ 225.96 (income, owner assessments)
	2.75 (income, late fee and interest)
	1.20 (interest earned)
	\$ 250.00 (prepaid income)
	\$ 479.91 (total income)
Total expenses	\$ 2,642.65 (mgmt fees, web site exp., office supplies, newsltr printing, copies/postage, storage)
Current month's ending cash balance	\$12,785.30 (operating funds)
Cumulative delinquent assessments	\$10,204.79
Prepaid assessment total at end of month	\$ 1,509.46 (homeowner prepays)
Unpaid bills	\$ 0.00

Please direct any questions regarding this report directly to Catherine Gordon.  
 completes the July-September 2013 Treasurer's Report.



Approved