

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

DATE: October 22, 2020
TIME: 6:00 PM
LOCATION: Via Zoom Teleconferencing, Hosted by Platinum Management. Inc.

BOARD OF DIRECTORS ROLL CALL:

Present:

Dan Pritchard, President
Bibiana Law, Vice President
Chad Malnar, Treasurer
"Ozzie" Nelson, Secretary
Tony Moreno, Member-at Large

QUORUM: Quorum was met with the roll call and five (5) Directors present.

The meeting was called to order at 6:07 PM beginning with the call for Community Input from homeowners listening in.

Community Input: Based on new ongoing construction to the west of Star Valley Estates, a homeowner asked if information was available on whether or not Timberleaf Drive might be opened up to accommodate traffic from the new development. No new information was available; however, it was thought that main thoroughfare traffic out of the new subdivision would remain down South Victor Drive. In addition another homeowner stated that "mill and fill" work on Star Valley Estates streets has been scheduled by the county to take place sometime in 2021. Lastly, it was mentioned that ongoing development south of our community, over an estimated area of several hundred acres, is ongoing. It was thought that the construction would substantially modify the flood zone plain description. However, the County has stated that work in the new development is not changing the watershed flow pattern into our community.

Officers Reports:

Presidents Report

- In-lieu actions are summarized in the following table:

In-Lieu Actions from 7/01/2020			
Date	In-lieu Action	Approved	Disapproved
8/3/2020	Hearings & Fines Resume	X	
8/6/20	Chad new ACC member	X	
8/7/2020	Letter to community resuming fine 9/1/20	X	
9/3/2020	Hearing for Lot #		X
10/8/2020	Community Survey		X
10/8/2020	Hearing for 7 lot's in violation, (date)		X
10/19/2020	Zoom Exec hearing for 10/20/20		X
10/20/2020	Agenda	X	

- Regarding "Hearings and Fines" the President made a recommendation to restart collections on four homeowners in accordance with Arizona Revised Statute ARS-1803, *Assessment limitation; penalties; notice to member of violation*. A restart was recommended since a substantial period of time has passed since these properties went delinquent and also because of a grace period initiated by the board due to the COVID-19 pandemic.

Motion: To authorize Platinum to send the first of several delinquent assessment notifications to homeowners with overdue quarterly assessments.

Vote: Four "yes", one abstention. The motion passed.

- Hearing Policy. A short discussion occurred regarding requirements for scheduling hearings due to infractions noted during drive-thru inspections. There is some confusion from homeowners (and the board) on how many infraction notifications, whether or not these must be consecutive, and over what timeframe of a period occurs, before a homeowner with inspection infractions can be scheduled for a hearing. A recommendation was made to form a committee to examine this issue and to determine what the criteria should be. Jimmy Williams and Dan Pritchard volunteered to be the committee.

ZOOM Teleconference Funding. Once hearings are scheduled a short discussion was done on how best to conduct future proceedings. Currently, hearings are scheduled through the management agent, Platinum using their ZOOM video teleconferencing contract. However, because of the significant number of hearings that need to be started, and the fact that scheduling support during the work week is likely not be convenient for homeowners, it was suggested to host hearings on weekends, like has always been done in the past. Unfortunately, scheduling weekend support with Platinum would cost an additional \$100 for each ZOOM meeting. A subscription to ZOOM for SVEHOA would cost \$149 annually with unlimited session time.

- **Motion:** To authorize the Board to obtain a private one-year ZOOM account for the association.

Vote: Unanimous approval.

- Meeting Announcement - Post Card Format. Meeting announcements are usually mailed to homeowners on a 3x5 inch post card. However, because of the ongoing COVID-19 pandemic and the fact that the past two meetings have been via ZOOM teleconferences, which require the web site address, time, password, and meeting ID, the agenda has had to be left off the post card due to size constraints. However, the agenda is an important detail that should be included on the homeowner notification, as has been done in a majority of mailings in the past. In order to standardize the notification format, the board discussed how best to include both the ZOOM details and the agenda on the post card. One suggestion was to increase the size of the current card being used (4-1/4" x 5-1/2"). Cards that are 4-1/4" x 6" in size meet US Postage

requirements for first class delivery. However, if the cards are not changed then the font format may be resized to insure all information is included on the mailed card.

Motion: For future post card meeting announcements, the information on the post card will include both the ZOOM teleconference information and the agenda.

Vote: Four "yes", one "no". The motion passed.

- Also, closer coordination/approval between the board and Platinum when post cards are mailed will be used to ensure that what is mailed has board-approval.

Motion: All post cards mailings require board approval.

Vote: Unanimous approval.

Treasurer's Report

- Financials for 2020. Chad Malnar reviewed the association's financials through September and a projected balance of funds to 22 Oct 2020. Total current bank assets at the end of September were \$12,287. Not counting 4QCY20 assessment fees due 1 Nov, expected expenditures (for admin and insurance costs) at the end of October are \$3,244, leaving a projected balance of funds in the association's account at \$9,214. (Note: This does not include outstanding delinquent balances from homeowner's accounts whom are at collections.)

Note: There was no motion to approve the Treasurer's Report.

- Financials for 2021. A draft budget was reviewed for 2021. It included estimates for 2021 based on 2020 expenditures and end-of-year estimates, as well as a planned increase in Platinum's budget of 3%, as well as expenses to manage ongoing collection efforts. Without including the end of year balance of funds from 2020, the projected deficit is \$1,439.
- 2021 Quarterly Assessment Adjustment. The board held a short discussion on whether or not the quarterly assessments could be reduced based on planned expenditures for 2021. However, because of the forecast deficit, the board decided that the assessments should remain \$26/quarter. If the management reserve in the association's account increases then the board would consider allowing those homeowners in good standing to skip a quarterly assessment payment.

Motion: Based on the planned expenditures for 2021, the board will keep the association's quarterly assessment at \$26.

Vote: Unanimous approval.

Architectural Control Committee (ACC) Report

- ARFs (Architectural Request Forms) that had been received and reviewed by the ACC since July are tabulated below:

ARF's from 7/1/20 board meeting to 10/22/20							
Number of ARF's	Street name	Lot	Submittal Date	Response Date	Request Type	Detailed Description	Resolution
1	W Brightwater	48	7/9/20		Gazebo	Request for gazebo	Approved
2	W Turtlecreek	141	7/26/20	7/27/20	Wall Extension and gate work	Requesting to knock down wall to fully enclose property on the back and sides. Add new gate doors at the front left side of the property and the backside.	Additional information needed
3	W Resthaven Place	55	7/30/20		Solar Panels	Solar PV Roof Mount 10.8kW	Approved
4	W Timberleaf West	111	9/3/20	9/10/20	House Paint	Weathered Coral (DEC725) Adobe (DEC726)	Approved
5	W Timberleaf	112	9/24/20	9/30/20	Back patio cover	back patio cover with wood beams, painted to match the house	Approved
6	W Cherry Tree Place W.	9	9/30/20	10/2/20	Shed & Gazebo	10x12 wood-sided utility shed and Sunjoy Brown wood rectangle gazebo	Approved
7	W Brightwater	51	10/3/20	10/4/20	Block wall	Extended back wall 40 south by 80 ft west by 40 north	Approved
8	W Resthaven P	53	10/14/20	10/17/20	Romada	10X10 Pagoda	Approved
9	W Brightwater	50	10/14/20	10/22/20	Block wall	Extended back block wall 93 ft	Pending

- A question was asked whether or not an ACC committee member could vote to approve a personal ARF they were submitting? The ACC chair (who must be a board member in accordance with ARS 33-1817 (B) (1)) recommended that if a tie vote were to occur during the review process on an ACC Committee consisting of three members, i.e., one vote "for" and one vote "against" with the member who submitted the ARF abstaining, that the tie breaker vote should be the board.

New Business

- Brown and Olcott Draft Collection Policy.** Discussion was postponed on the draft collection policy submitted by Brown and Olcott, our association's collection's agent. The draft policy was included on the agenda for review, discussion, and proposed changes and to be eventually considered for incorporated into the association's Rules & Regulations governing document. The draft policy will be added to the agenda at a future date.
- Homeowner's Draft Survey.** A homeowner's survey was started in early October to send out to homeowner's in an effort for the board to obtain feedback and to better understand what areas are important, from a homeowner's perspective, for the board to focus on. The survey includes a wide variety of questions regarding the association and our governing documents, including: (1) interest in your association, (2) meeting preferences, i.e., ZOOM vs. in-person, (3) quarterly newsletter support, (4) several topics from the association's governing documents, for example, weeds, yard debris, and side-yard parking, (5) design guidelines architectural improvements, (6) a "straw-man" proposal

for painting and external maintenance standards, and (7) an area at the end for additional homeowner comments and recommendations.

- The survey has remained under review for several weeks with one major area of concern remaining: proposed use of photographs from the Pima County aerial pictometry database to help identify those lots where homeowners have discarded trash and miscellaneous debris over the years onto the rear lot areas outside of a fenced/walled yard or on open areas of the rear yard areas. Four board members felt this was too intrusive and so this section has been removed from the survey.
- With the noted change above, the board president recommended releasing a finalizing version of the survey to the community. In addition, the board agreed to also post the survey once it is updated and mailed.

Motion: The board agrees to release an amended homeowner's survey. In addition, the survey will be posted to the association's web site once the survey is mailed.

Vote: Four "yes", one "no". The motion passed.

Next Tentative Meeting

Date: Thursday, 14 January 2021
Time: 6 PM
Location: Via Zoom Teleconferencing
Agenda: TBD

Motion: Concur with the next meeting information cited above.

Vote: Unanimous approval.

Meeting Adjournment

The meeting was adjourned at 7:59 PM.

//signed (11-06-20)//
"Ozzie" Nelson
SVHOA BOD Secretary