

Message from your President

Thank you for to all who are attending in person and those who are joining us on Zoom.

I want to again this month acknowledge and thank all the volunteers who have worked countless hours during the last couple of months to help Villas West. We have an estimated 500 hours combined not including Board hours.

- Team of Board Members – Tim, Lila, Merna, and Lou
- Committees
 - Grounds – Lou Kiefer (Chair) Bob Djupstrom, Mary Grgich, Carol, Shirley Fasching,
 - Budget and Finance – Merna Kerrs (Chair) Mark Kelley, Bob Djupstrom, Jim Sullivan, Jeff Miller
 - Documents and Communication – Linda Djupstrom (Chair) Judy Palmer, Mark Ewell, Tracy Swaim and Zee Hussain
 - Maintenance – Lila Szdlus (Chair) Ray Harries, Jim Sullivan, Mike Flynn, Jeff Miller
 - Architecture – Tim Schaid (Chair) Tom Bowes, Zee Hussain, Jeff Miller, Jim Sullivan, and Dorothy – Reserve Study
 - Office Volunteers – Pam Kanikula, Zee Husain, Lee Donnelly, Nancy Anderson
- I would like to say a special thank you to all owners who stopped by the office to take advantage of “meet with the president” hours on Tuesdays. We head back after the 11th of May so this will stop until we get back.

Let’s look at what has been accomplished in the last couple of months.

Big ONE! We currently have \$33,340 set aside in Washington Federal ready to be added to our Wells Fargo account for the Reserve Fund 😊 .

Office

- Continue to work toward closing out of the storm.
- Completed work on the Reserve Study along with Jeff Miller & Jim Sullivan
- Developed and implemented a volunteer system including utilizing volunteers for various projects for an approximate total of 500 hours in the last two months.

- revamped the key system and files.
- keyed in the backlog of work orders.
- training Zee Hussain (volunteer) as a backup when Lilliana is out on maternity leave.
- Extensive research and verification of required permit and regulations for Pima County regarding Villas West
- Began annual building inspection – including sewers and water heater maintenance.
- Developed – punch list of roofs for final inspection.
- Organized shop storeroom (inventory).
- Began program for total rebuild of water heater closet, doors and fences.

Documents and Communication

- Updated Living in Villas West.
- Rules and Regulations – updated – draft.
 - Rule 1L- update list of flags
 - Rule 5 - Parking spaces and car washing
 - – Enforcement policy including grievance Policy.
 - Rule 4 – amend political signs language.
- Newsletter – wonderful response from owners!
- Developed a document retention policy - draft.
- Recommendation to Amend updated bylaws – draft.
 - Fifth official reason for closed meeting
 - Update ballot retention
 - Allow “secret ballots.” For the elections.
- Developed with Architectural Committee a summer request process resolution.
- Adding monthly to our website – updates, current events and more
- Old document sorting and reviewing

Budget and Finance

- Merna is working closely with Don to make sure the reports are understandable.
- Starting work on the development of 2024 budget – working with each committee and Dorothy to know what is needed for next year. Working with the president and Dorothy on staffing issues.
- Reserve Study completion – very relative to budget process

Maintenance

- Long Term Planning moving quickly – Ray will be giving an update.
- Office is being painted.

Grounds

- Benches moved.
- Flower garden by office developed.
- Constant overseeing of the cactus gardens
- Labyrinth planning
- Began long range planning.

Architecture

- Formally met and developed a plan for an onsite person to handle inspections after job completion.
- Developed a plan in which requests can be approved more efficiently so as not to slow the contractor down. (No longer have to wait for a full board meeting)

What is yet to be accomplished? These are just a few – this list is long, giving us much to look forward to 😊

Office Maintenance, Landscaping, Masons, and painters

- Adequate staffing
- Final Close out of the storm – hopeful for August
- Allowing for vacation schedules – staff need to be able to use the time they are given.
- Possible re-org to better utilize staff skills and talents.

Documents and Communication

- Continue working on the CC&R's and Rules and Regulations
- Develop process and procedures manuals.
- Work with Dorothy on job descriptions for staff
- Research WordPress as a possible alternative website platform
- Creating database to allow all governing documents to be searchable.

Budget and Finance

- Looking at the potential of moving our funds from Wells Fargo to another financial investment firm. This would be done with serious research and presentations from different firms.
- Consistent improvement in our reporting

- Researching firms for audit plans
- Find the cost and what is included in other HOA's around the state.
- Work with Dorothy on bidding processes

Maintenance

- Enacting our 1, 5, 10-year plan for Dangerous trees, sewer, HVAC, roofs, water heaters
- Provide working blowers (battery powered and gas), sewer machine, snakes, shovels – provide staff working machinery to be successful.

Grounds

- Working with Ray Harries group to enact the portion of the long-range plan that will involve Grounds.
- Continue looking at cost effective improvements for the villas regarding watering and beautification.

Architecture

- Research potential for electric charging stations – per Tom there is possible funding coming back. He will follow up on this.
- Working with the Documents and Communications committee to develop a plan to begin looking at violations process.
- Work with Documents and Communications to Develop a process to inform owners of their responsibilities re: hiring a contractor and what is required for HOA purposes. Including follow up letter for non-compliance.

We have had some wonderful volunteers doing great things and we are grateful. However, it is important for all of us to understand we cannot count on volunteers to continue at this level. As we look to next year, with Dorothy, the Board will be exploring realistic staffing issues for Villas West.

We are enacting a Zero tolerance policy of abuse of staff. Anyone acting in this manner will be escorted out of the building and prohibited from entering the office. We have a responsibility as an employer to provide an abuse-free environment for our staff. This kind of behavior may be viewed as disorderly conduct by officials.

Lastly – I close with Please Be KIND – it does change things!