

BOARD of DIRECTORS Meeting

Villages of Green Valley, Inc.
Board of Directors Meeting
1:00 p.m. Wednesday, April 17, 2024

****** These minutes have not yet been formally approved by the Board. They will be formally approved at the next scheduled meeting in September, 2024******

- The meeting was called to order by President Tony Gleadhill at 1:00 p.m. The Pledge of Allegiance followed and a quorum was established. The Board Meeting was attended by 24 members/homeowners and eight (8) Board Members.

Board Member	Present	Absent
Tony Gleadhill (President)	X	
VACANT at meeting time (Vice President/GVC)		
MaryAnn Jackson (Secretary)	X	
Sherry Porter (Treasurer)	X	
MaryEllen McEldowney (Landscaping)	X via phone	
Bill Barnes (Compliance)	X	
Bob McComb (Rec Center Maint)	X	
Michael Tonn (Architectural)	X	
Jim Cortez (Paving)	X	

ANNOUNCEMENTS:

Call for 2 volunteers to do an annual audit of the HOA financials. We are required to do this within 180 days of the end of our fiscal year by our CC&Rs. We are not in compliance with that. If we can't get any volunteers, then we will have to go outside for an audit at some cost to the Association for that.

Kim Cortez asked: what kind of qualifications are needed? **Tony G. responded:** that if you look at the State Statues, there are no qualifications. But it makes sense and is a good business practice that you would want someone who has some level of qualification such as a bookkeeper or so on.

Diane Hubbell volunteered.

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Mel Schlesinger asked: why are we not using professionals to look at the books and not Homeowners? **Tony G responded:** we can. We have a signed contract with an outside CPA firm, and if we choose, we can use that firm. It is simply a cost saving type of situation.

Joyce Greenlee stated: that it is her understanding that we should have an outside audit whenever we change Treasurers. **Tony G. responded:** that's been the practice. **Joyce Greenlee remarked:** it's been a long time since we've had one so maybe it is time for one. **Tony G responded:** yes, we could, but the cost will run anywhere between \$3,000 and \$5,000. It is a significant amount of money.

Judy Squires asked: how long does it usually take to do the audit? **Tony G responded:** it depends on how detailed the 2 volunteers go into the books, but usually about a day. Basically, the people will do an overview of how we pay the bills, who checks the bills, is there a double check in place, which we do have, and just verifying that we are following reasonably good accounting guidelines.

Joanna Rolston asked: how long has it been since we had it professionally done. **Tony G responded:** it has been at least 2 years since it was done professionally.

Jim Cortez interjected: this is something that is pretty important. So, having volunteers, but not knowing the qualifications of the volunteers, it would seem to me that we should have a professional do it.

Jim Cortez started to make a motion to go with a professional but Michael Tonn interrupted: we haven't given Diane a chance to tell us what her qualifications are.

Diane Hubbell explained her qualifications: in the past I have been a bookkeeper, an accountant, and involved with the IRS for 30 years.

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I was the Treasurer here at the HOA for 1 year. Before that, Linda Christiansen and I were the two volunteers who went over the books, so I am well aware of what should be done.

Michael Tonn indicated she was accepted.

MaryAnn Jackson asked if there was anyone else in the audience who would volunteer:

Joanna Rolston stood up and gave her qualifications: her background is in applied mathematics and computer science.

No Motion is required as we have two volunteers: Diane Hubbell and Joanna Rolston.

During the summer months, the Board will convene – **as needed** – with either Special or Emergency meetings. Our CC&Rs state we are required to have 1 Annual meeting and 2 Board meetings. In effect we have 1 Annual meeting and 10 Board meetings so we more than meet that requirement. The summer is taken off simply because people leave, the activity level drops but most of the Board members are here so if something comes up that requires our attention, we will deal with it in a special meeting format.

The next scheduled Planning meeting will be September 4th at 1:00 pm here in lounge 1.

The next scheduled Board meeting will be September 11th at 1:00 pm here in lounge 1.

This reflects the Board's earlier decision to move the meetings to the 1st & 2nd week of each month. By moving the meeting dates up we can have another set of meetings in December.

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Jim Cortez questioned: why we have planning meetings when basically no other HOA has planning meetings. He stated that Tony G.'s response was, it's basically a Town Hall meeting format, to which I (Jim) agree. It should be a Town Hall meeting where the Board listens to the residents/community since none of the Committees are going to talk until the Board meeting. That way, the Board can address the residents/community questions, answer them or if needed, get some information to answer them.

Much discussion was had about moving the Board Planning meetings to the 1st Wednesday of each month and the Board Meetings to the 3rd Wednesday of each month, starting in September, 2024. Reason being that the two weeks between the meetings would give the Board members time to think about items presented at the planning meeting before they have to vote on them and if any research or information gathering is needed, there will be time for that.

Motion was made by Michael Tonn and seconded by Jim Cortez to move the meetings to the 1st and 3rd Wednesday of each month, starting in September, 2024. To avoid problems with Thanksgiving and Christmas, November & December meetings would be held on the 1st and 2nd Wednesday. Unanimous

Side note – January, 2025 meetings would be held on the 8th and either the 15th or the 22nd to avoid the planning meeting being held on New Year's Day.

OLD BUSINESS:

Community Resource book: Jodi Gaski reported that it is no longer available free of charge. Cost is \$40.00. This is a resource book that

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would help with areas such as Health concerns, Food resources, Aging concerns, Youth concerns, Social Workers concerns, etc.

Motion to buy the Pima County Community Resource book for \$40 was made by MaryAnn Jackson and seconded by Michael Tonn. Unanimous. Book will be kept in the library and signed out upon request.

Website upgrade project: Nancy Lambert reported she got 4 different quotes from 4 different Vendors. **HOA START** had the best package that would address our HOA needs and that we can grow into. Their bid was \$3,360/year. Our HOA would save on the costs of doing elections & surveys thru Election Buddy, paying for renewals for the website. Cost savings would be approximately \$1,000. This package would bring more efficiency to the office procedures as all of the forms (i.e. Architectural, Compliance, Landscaping, etc.) would be located in one place and this site acts as a repository for forms filled out and processed. It would help make the HOA a more efficient and better place to live for the Homeowners.

It will integrate with Quickbooks. We have to upgrade our present Quickbooks Desktop version to the Quickbooks Online due to Quickbooks will not longer support the desktop version we currently are using. If we don't upgrade, they will no longer process our State or Federal financials. We would have to go back to doing them ourselves by hand, filling out all the forms and sending them in with a check. To upgrade, it will cost \$478.00 for 4 months, which will provide training for office staff (office manager & treasurer), then it will cost \$1,800 per year.

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Jim Cortez gave the audience a short PowerPoint presentation of the HOA START website app, showing how the website would look and the ease of maneuvering around it. If we go with them, they will have an IT Specialist work with us to build and set it up. Anyone interested in seeing a DEMO of the HOA START program can email the HOA office and Nancy or Jim will email the link to them. The volunteers are Kim Cortez, Dayle Davidson and Barbara Tonn.

Nancy Lambert also stated that if the HOA goes for this program, there are a couple of volunteers who, after learning how to use it themselves, will be available to help any Homeowner learn it.

MaryEllen McEldowney asked: What is the cost to terminate if we so choose?

Joanna Rolston asked: How do we retrieve our data if we do terminate? Are there maintenance fees? What about yearly renewal cost increases?

Nancy Lambert responded: 1-There are no termination fees, all they ask is a 30-day notice before we terminate. 2-They gather our data into a zip file and send it to us free of charge. 3-Tech support is included. 4-Yearly increases are no more than 5% and the last time they increased was 3 or 4 years ago.

Motion was made by Bill Barnes and seconded by Michael Tonn to approve purchasing this HOA START Web App for \$3,360. Unanimous

Side Note: the HOA START techs are working on getting ZOOM meetings set up. This will record and even transcribe the meetings. They hope to have this ready to go in December, 2024.

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1. SECRETARY'S REPORT

[Minutes are posted on the website. Copies of Minutes are available in the Office for anyone who requests a copy. Please call in advance to allow time for copies to be made.]

MaryAnn Jackson read the February Annual Member Meeting minutes.
MaryAnn Jackson read the March Board Meeting minutes.

Motion was made by MaryEllen McEldowney and seconded by Sherry Porter to approve said minutes. Unanimous

MaryAnn Jackson reported that she would have a written procedure of how to request adding items to the Meeting Agendas, how to delete items or change items on the Meeting Agendas and will include this information in the next Clipboard. She stated that basically it is put your request in writing, date it, sign it and send it to the office.

2. TREASURER'S REPORT

[Treasurer is available to answer questions throughout the month.
Members/homeowners should feel free to contact the Treasurer through the Office.

10 Non payments – Letters have been sent & calls have been made.

16 on Payment Plans with 7 of these late – Letters have been sent.

2 are still in collections.

3. PRESIDENT'S REPORT

Called for nominations to fill vacant Director position:

Jim Riechers and Jodi Gaski indicated they were interested

A vote of the Board of Directors was called: Jim Riechers received 6 votes and

Jodi Gaski received 2 votes

Jim Riechers was elected to fill the Director vacancy.

A Call for the Board to vote on who would step into the Vice President's position:

MaryEllen McEldowney nominated Michael Tonn and Sherry Porter seconded. Michael Tonn received 4 votes.

Bill Barnes nominated Jim Cortez and MaryAnn Jackson seconded.

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Jim Cortez received 5 votes.

Jim Cortez was elected to the Vice President position.

Side note: Jim Riechers will be a Member at Large for now. He will still be covering the Landscaping issues while MaryEllen McEldowney is gone for summer. The paving for 2024 will be finishing up this summer so Jim Cortez will finish out overseeing that project.

7. STANDING/AD HOC COMMITTEE REPORTS

- a. Architectural Committee – Michael Tonn
33 requests so far this year; 4 more than last year at this time
13 are new with 8 closed out.
- b. Compliance – Bill Barnes
There are new forms now to address concerns
Getting 3 bids to cleanup a vacant lot – is trying to get in touch with current owner to see if he will be open to selling it.
- c. Common Area Landscaping - MaryEllen McEldowney
Summer spraying will be: Pre emergent in June and Post emergent in July. When better dates are available, a blast will be sent out.
- d. Rec Center Maintenance – Bob McComb
Nick Vugrinec has agreed to install new receptacle in Lounge I, he is donating the wiring.
Replaced a porch beam outside.
- e. Paving – Jim Cortez
Per Kyle with Old Pueblo Sealing, Phase I should begin in June.
When actual dates are received, Jim will notify all Homeowners affected.
Is still researching the past paving history. Will be putting together a binder with this information for the next Paving Director.

8. NEW BUSINESS

Rio Sonora drainage ditch #3, behind Cul de Sac #5 (not #6 as previously reported). This is the spillway that runs all the way down, past the Rec Center and crosses under our entrance roadway. We have a situation where the Green Valley Council and the County have adopted the

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position, which we have been acting on, that we are responsible for the maintenance of it and the County is responsible for the flow control.

Bill Barnes has been digging into the County records and there is a statement in there that he has a different interpretation on. So, in the short term, we will be getting a legal opinion on that statement and if we should or should not be maintaining that spillway. Our Attorney may send us to a Real Estate Attorney.

Bill Barnes reported: MaryEllen McEldowney wrote a letter to the Pima County Flood Control, to which they responded with a letter on 4/8/2024, and sent some documents.

Of course, the County says it's not their responsibility, we own the land. But I have some experience, over 50 years, and I actually read the documents.

The 2nd paragraph of a Drainageway Easement, recorded on June 16, 1986, shows Pima County asking The Villages of Green Valley Homeowners Association, INC., "in consideration of One Dollar (\$1.00) and other valuable considerations the above parties do hereby grant to the use of Pima County **forever** an easement for the **construction** and **maintenance** of a drainageway over that certain tract of land situated in Pima County Arizona" they go on to describe the location and they gave us a plat map.

Pima County has a 25 ft recorded easement that we gave them back in 1986. There are 2 more easements, they are referred to as spillway easements. One is the piece up on Rio Sonora where the asphalt & concrete are washing away, that we've put rocks in. The second one is the area where MaryEllen asked Pima County to fix the erosion. It has a pipe that is about 3 ft in diameter. I followed it and it goes up to the corner of Rio La Junta and W. Rio Rosaldo. There are 2 'curb cuts' (I call them curb cuts) and a drainage grate that goes across Rio Rosaldo. Those 3 run into this 3 ft diameter pipe that runs into the drainageway. That's the 3rd easement. We want to get copies of those spillways and that extra easement. Once we have those documents, we'll go from there.

MaryEllen M. commented: It's the position of the Pima County and the Council that is going to require litigation if they do not yield to the more "enlightened" interpretation of what maintenance means. We just need to be aware that it could be costly to see this litigation out. But this is also a "big ticket" item if we have to do repairs ourselves.

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Tony G. will contact the Attorney and start the process. A Special meeting may be called this summer if needed to report back to the membership

Bill Barnes, Bob McComb and Nick Vugrinec will be working on our Asset Replacement Forecast. Bill B has extensive experience in this and is willing to help with reviewing and updating this document. This document is important because when we start working on next years budget, the two vital areas looked at are the Operating Account and the Fund Replacement Reserves.

Brad Richards has agreed to focus directly on our Delinquent Properties. He will be researching the histories behind these and endeavor to bring them into paying compliance.

Motion was made by Michael Tonn and seconded by Bob McComb to put Brad Richards in the position of Delinquent Property Coordinator. Unanimous

Summer project of investigating and addressing our current sound & video capabilities. A new microphone system is severely needed, one that will let the audience hear the speaker(s) clearly. A new video system (larger TV perhaps) that will let the audience see any information projected. Both of these will augment our Board and Member meetings. These will also enhance any parties that are held in Lounge I.

OPEN FORUM

Jim Riechers talked about the GVC and what they do for, not only the Green Valley areas, but our HOA community. Attending the GVC meetings and bringing a report back of what they have going on, is usually a function of the Vice President.

Gillian Moore asked about the Air B&B's that are coming into our neighborhood. She specially asked about children, who are coming down to the Rec Center. Tony G. responded: The HOA cannot restrict anyone from turning their home into an Air B&B – but – the HOA can remind the

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owners that their renters are subject to our CC&R's, which do restrict the age of renters and how they act within our neighborhood and within our Rec Center.

Joanna Rolston reported that she did a search on the Air BnB's and found that nowhere on their sights does it mention that this is an Age Restricted Community.

Nick Vugrinec stated that the HOA should notify the Air BnB's and VRBO's of our Age Restrictions and Rules & Regulations concerning the owners being responsible for their renters actions.

A motion was made by Bob McComb and seconded by Sherry Porter to adjourn at 1532 hours

The Board vote indicated unanimous acceptance.

Respectfully submitted,

MaryAnn Jackson
Secretary