Willow Valley Club Association

Board of Directors Meeting

Meeting held at 549 E Gordon Dr., Mohave Valley, AZ 86440

Meeting on August 1, 2026 @ 9:00 AM

Called to order at 9:00 AM by Chris Elvert

Community recited Pledge of Allegiance

Roll Call:

Present: Pat Kerr, Ken Koch, Sue Steeber, Karen Summitt, Chris Elvert, Carla Awtry, Ted Martin, Mark Aery, Don Martonono, Randy Burton, Ron Mick

Absent: Lisa Eilar and Paul Merz

Approval of Minutes: Motion Ted then stopped for Ken to ask the minutes to be amended – and seconded by Don.

Motion to accept July 11, 2026, minutes as written by Ted and seconded by Don. Discussion: Ken wanted to amend the minutes to state, “At the July 11th, meeting a community member asked if the membership does not approve the Ramp or any other marina improvement on the ballot, Pat stated he would file a lawsuit against the community.”

Chris called for any other discussion, Pat stated, “I will do a class action lawsuit against this community and our board for misuse of funds that they have done, repeatedly and continue to do so. I make a motion to remove Chris from the board, Chris Advised we need to move on to the motion – Ted confirmed motion and Pat Seconded. Voted 9 voted yes, 2 voted no Motion passes.

Approval of Financials: Carla asks for any questions. Community asked how to find out how the expenses are detailed. Carla explains the receipts are printed and recorded on a separate page found in the financial package provided.

Motion made by Ted Seconded by Chris. Voted 11 approved Motion Passes

Standing Committee Reports:

Building and Maintenance: Chris said Paul is on vacation, no major repairs done. There was a heavy rainstorm which caused some ruts on the beach and the caretaker took the tractor and smoothed out the runts.

Publicity & Communications: Calra has nothing new to report.

Recreation & Entertainment:

Aug 1 – Community Bunco

August 8 Chris Gray at the Marina not Beach due to logistic issues (electric and Bathrooms)

August 21 Left – Right – Center night.

Sept 16 Karaoke Night

Oct 10 End of Summer

Oct 24 Trunk or Treat

Oct 4 Pancake Breakfast starts.

Human Horse Race event was a success and there were 55 people there and the community wants to do it as a regular event. It is possible to do it every other month.

Strategic Plan Updates: Karen said there is nothing new added to the plan and we are just working on completing the items on the plan.

New Business:

Onboarding of New Board Members – Pat said we should provide a plan to onboard new members. The task has been sent to the policy committee to write up a plan and give for board review and approval by Next meeting.

Installation of office safe: Carla state safe is bought and needs to be bolted down. Handyman (member) will do the work. Cost was $100.

Policy & Procedures Task Team

Have been approved by Policy Task Team

Agneda Policy – the original one was just an office memo, from the office and the Policy team made it into an actual policy.

Sue wanted to make a correction on the 4.7 from 21 days to 10 days.

Chris wanted to removed President and replaced with Chair. Karen said he would correct and send to board for review and final approval for Chris to sign.

Records Request Policy – Updated the forms and added a fee chart. Motion to approve Chris and seconded by Carla – Discussion: Chris explained when this started the association did not have a policy and a member wanted a security video copy and we took the attorney to advise if it was ok to provide, the cost from attorney to review was $2,700. This is not needed for all requests, just to review the process. There is a fee attached to the request and Ken wanted to know if you have a prepay ahead prior to pick up. Ted said anything the Association produces are records not social media Reponses. Voted 11 to approve Motion passes.

Updated Board Training Requirements: A policy to require mandatory Board Training for each board member as they are elected or reelected. Motion to approve Carla Seconded by Ken. Voted 11 to approve. Motion Passes

Weed Abatement Endorsement: Karen mentioned this is community issues and a task team from the Chamber of Commerce, and several community members on the task. It is a refining process for the ARS Title 11-268 and Mohave County Ordinance 2020-07. Requesting the Community or Board Endorsement

Motion to Approve Endorsement by Chris and seconded by Sue Voted by 11 to approve Motion. Motion Passes.

Discussion: Member asked they did report it in 2001 to Mohave County and Fire Department, and nothing was done. Ted explained that is the reason we said this task team to have the county supervisor to show their community members of Mohave County want the county to do their job and uphold the current Ordinances and Statutes. Purpose is to get on the MC Supervisors Agenda to show support from the community.

Old Business:

Launch Task Team: Sam said erosion issue has one bid for $310,000, Not the best design. No other information.

Monitorization of gate access – Paul not available for update. Chris said that the Gate card needs to have a sticker not a marker with your name. Card is still good. This is more for visual inspection access.

Ice Machine is working but needs new parts and it is being overtaxed due to overuse of some community members filling up ice chest rather than a bag. Options: Ice bags provided by office for free one bag per household per day. Option two get a commercial ice machine to be placed outside and members will pay for ice machine. If not controlled the association will remove all community member use and use only for events and club events. Maintained monthly.

Audit – Carla said there are several options 1) 10 yr forensic Audit Cost $20,000 per year 2) GAP check out a year at a time and view 50 items, if no issues then move to next year. 3) or 5 yr Forensic or just an independent. Information is sent to Board of Governors who will need to approve the type and cost. Any questions about the Financial or audit please contact Carla and do not discuss what is happening rather than make assumptions. All documents are ready and Scanned once BOG has sent their request and approval. Community members said they contacted a firm and provided that to Carla and miscommunication on whether contact was made and she would provide all information to BOG. Community recommended we set it up for an annual audit, recommend we need to have the BOG to send the request to board.

BOG Minutes not updated – Pat asked where the minutes are from last year to current. There are 4 meetings per year.

Ken has asked about placing a lien on a property and Carla said about $100 and only is 6 yrs in the rears. Community commented there is cost of lien plus late fees and other charges that could be added to the lien.

Pat wanted the office to send friendly reminders to all past dues accounts and 30, 60, 90 days reminders to all past dues accounts. Pat wants to know why it takes a month to do anything. Attorney is the attorney for the Association, the business not the members.

Pat, we need to correct the Statutory agent on the website, AZ Non-Profit Site. Karen Stated IRS has been updated and the AZ Corporation for Nonprofit.

Community asked why we lost our non-profit IRS Statute for failure to file the taxes. Association taxes were signed and sent to CPA to file with IRS. Once it was found out the CPA was changed, and provided all the taxes to the new CPA, and it took over to correct the issues and took over 1.5 yrs to correct – Today it is correct and the association is up to date. Community wants to have a policy to prevent this happening, Karen said the task team is correcting the issue from returning.

Community members discuss an incident that happened exiting beach and thought it was a board member – but it was said it was not, but a board member did help them get out of being stuck. Be factual and file a complaint form. Make the fence longer to prevent that.

Community members ask where complaint form goes – They wanted it confidential and asked to go into a folder sealed.

Webpage-Facebook Page – Issues with wrong administration person on account and needs to be corrected. Couple of options 1) Tried to correct and remove the other administrator – only leaving the office. 2) Remove the page and open a new page and start and group under it.

Carla has not reached out yet but will try to reach out.

Complaint Committee meeting was July 30, 2026; result presented to Vice Chair – Karen.

4 Complaints

Complaint 4 – not approved – not enough information.

Complaint 3 – Need More Clarification

Complaint 2 – Approved and needs to be reviewed with Executive session and Board of Directors Approval

Complaint 1 – Waiting on supporting documents to discuss executive sessions.

Chris reminded everyone that the Board is under confidentiality requirements and does not discuss Board or Association outside our meetings. Do not have Board Members talk to non-board Members about board business or about employees.

Meeting adjourned at 10:28 AM