

**WILLOW VALLEY CLUB ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**MEETING HELD AT: 549 E. GORDON DR, MOHAVE VALLEY, AZ. 86440**

**MEETING HELD August 3rd, 2024 @ 9:00 AM**

**The Board of Directors meeting was called to order at 9:00 am by Andrea Pewsey.**

**Chris Elvert led the Pledge of Allegiance, 11 out of 12 board members were present making it a quorum.**

**1. Present:** Bryan Osborne, Lou Michaels, Mark Aery, Karen Summitt, Carla Awtry, Lisa Eilar, Ken Koch, Sue Steeber, Andrea Pewsey, Randy Burton, Chris Elvert

**2. Absent:** Chris Young

**3. Number of General Members Attending:** 37

**APPROVE MEETING MINUTES FROM JUNE 1<sup>ST</sup>, 2024**

Andrea Pewsey - The meeting minutes are sent to the board to review prior to the meeting. Copies were provided to members and are available on the website and in the office. Motion to approve June 1<sup>st</sup>, 2024, meeting minutes, was made by Andrea Pewsey, 2<sup>nd</sup> by Sue Steeber, and carried.

**TREASURY REPORT 2024**

Carla Awtry said they are still working on QuickBooks to get everything organized. We had a gross revenue of \$15,266.12, and a net operating revenue of \$39,007.70. Andrea Pewsey made a motion to approve Treasurer's report, and 2<sup>nd</sup> by Chris Elvert, and carried.

**1. UPDATE ON TAXES**

Carla Awtry said an extension was filed for the taxes because of switching to new tax people. The taxes should be filed within the next 2 to 3 weeks.

**2. UPDATE ON FINANCIAL AUDIT**

Karen Summitt has completed her part of the financial audit. Karen wanted to have a second person review it and that has been completed. Now we will submit it to the CPA so she can review our findings and see if she finds anything that we did not find. Andrea Pewsey stated that The Board of Governors will also review.

Karen said we need keep track of daily receipts and we need to keep track of invoices when writing a check, matching the invoice with the check. We have deposits that we do not know where they came from. Karen said that she pulled records from the last 2 years, she pulled all the receipts and compared them to the bank records and not all things match up. We are not out any money; we just do not have

documentation for the money. Having QuickBooks and GrowthZone should fix that issue because everything will go into one place and get calculated that way and balance itself in the system.

### **3. BANK BALANCES**

Mark Aery - There needs to be invoices with the checks. He said that a lot of times he must sign checks with no invoices. For example, \$300.00 more a month for the maintenance guys, and I do not see an invoice for it. We need to get our invoices and receipts in order and matchup with every transaction or payment. The invoices and checks need to be together.

### **STANDING COMMITTEES**

#### **BUILDING AND MAINTENANCE**

Lou Michaels - Items that were fixed this month:

1. The guard rails down at the beach.
2. Put lights up in front of the Clubhouse.
3. Put Light on American Flagpole so we can see our flag at night now.
4. Floor stripped and waxed in clubhouse.
5. When the water was low it created a big gully dip, Scott and Seth filled that in and made it better and safer.
6. We got a new hose behind the clubhouse.

We want to get decorative rock in front of the clubhouse to continue with our beautification project that was voted on last year. The issue with the widow maker tree by the caretaker's house, needs to be cut down. There is a huge branch that is broken and stuck inside the top of the tree. If a strong wind comes through it could fall and cause a lot of damage to the house. For the safety of our caretakers and members in the marina the tree needs to be taken down to a stump. There is also a beehive inside of it. We got a quote from Bakers Handyman, LLC, he is insured and bonded. He did some work for us before, and he said he would remove the tree and the beehive. The quote was \$6700.00. We also got a quote from a guy that said he could do it for \$3500.00 and dispose of everything.

Lou would like to propose using the guy with the \$6700.00 quote, because we will be done with it and do not have to worry about it. Andrea Pewsey said we will get both quotes in writing and vote. For now, it is on the table.

Andrea Pewsey said someone randomly came up to her on the beach and mentioned that the caretakers were out on their boat. Yes! They are allowed to do that! Between the two of them they work 8 hrs. a day and 40 hrs. a week, which is about 4 hours a day per caretaker. If they chose to get up at 5:00 am and do all the caretaker requirements that is up to them. Just when you see them, tell them that they are doing an excellent job, and you appreciate them. Also, we want to thank all the volunteers that have

been helping down at the marina and beach. The grading and the removal of weeds. Your work is appreciated by us all.

### **PUBLICITY AND ENTERTAINMENT**

Carla Awtry - I am trying to get information out on our website as quickly and clearly as possible on our Facebook page. Carla said if anyone has any suggestions let her know. Carla is also working on the Go Daddy page; it is not updated it will be more updated in the near future.

### **RECREATION AND ENTERTAINMENT**

Bryan Osborne – Rocking the River August 17,2024 @ 8:00 pm on the Beach. Old school style tank tops will be available. We need volunteers on Saturday morning for the stage set up. End of summer party moved to October 12, 2024. Better time of year. Please let him know if anyone has any ideas for any events.

### **OTHER COMMITTEES**

#### **MARINA AND BEACH COMMITTEE**

1. They finished working on the garage roof and must come back to do the pumphouse and bathroom when they get an opening in their schedule.
2. Privacy Fence for caretaker's backyard. 5 feet with slats, around the back yard of caretaker's house so they have a little privacy in their backyard. We received a quote for \$4300.00. Lou Michaels made a motion that we do that and 2<sup>nd</sup> by Andrea Pewsey and carried.
3. Lou Michaels would like to make a motion to buy 2 picnic tables. We need to upgrade and keep them looking good. The quote is to remove the picnic tables & supporting blocks. Patch and then put in 2 new picnic tables and that will be about \$2348.00. The tables are \$1000.00 each and they are heavy steel. Carla asked if there would be 2 or 4 tables. Lou stated that we would have 2 tables. Lou Michaels made a motion for 2 picnic tables, the concrete patch, and the anchors to set them for \$2348.00 will make it \$2400.00 in case we run into something. 2<sup>nd</sup> by Sue Steeber and carried.
4. Lou Michaels would like to propose later but get everyone's opinion on the beach parking lot, where the railroad ties are used as guards for parking, I would like to put some decorative rock to spruce it up a little. Make it a little greater than what it is, but we can discuss it later.
5. The Exit Gate was bent & damaged by a storm, so we were without a gate. We had a local guy fix it and get us back to being secure. We received money for the gate after it was damaged by the guy who ran into the caretaker's house a few years ago. We got a quote from Hazelwood to replace it and keep the old one as a spare. The quote was \$4600 for a new gate, it would be exactly what we already have, but they are 5 weeks out. We got another quote from Iron Needle Welding proposing a heavier gate for us that would withstand higher winds, putting in a guard rail at the top, more secure, new hardware, and chain. \$4700.00 and they will be done in 1 week. They were the ones that welded the caretakers house when it had to be done. We were paid \$6000.00 to \$7000.00 by the insurance

company when the gate was damaged by the person who hit the exit gate. That money will pay to repair the gate.

Chris Elvert made a motion for \$4800.00 for Iron Needle Welding, 2<sup>nd</sup> by Andrea Pewsey, motion carried.

Andrea Pewsey said caretaker's property was stolen when the gate was broken and open. A Yeti Ice chest, and gas cans were stolen. We will be replacing that stuff. We also put a ring doorbell camera in the front of the caretaker's house, it also can see the exit gate. The ring camera does work there pretty good with the wi-fi.

## **B. LAUNCH RAMP COMMITTEE**

Chris Elvert said a town hall meeting was held in June on the project. We picked a contractor, Arizona West Concrete. The other contractor never supplied his contractor's license to move forward.

Ballots are being sent out for a vote to fix the launch ramp and have it fixed by December 15th. They should be out in the mail within a week if you do not receive one, please contact the office.

The cost is \$109,000 + 10% extra in case an increase in material, which we cannot control.

Karen Summit asked if they are moving and disposing of the concrete and Chris Elvert said yes, whenever we want it. It is all part of the bid. If approved will start November 1<sup>st</sup> and be done December 15<sup>th</sup>.

For the Christmas parade the contractor will have the equipment moved out of the way on the launch ramp. So, we will have full use of everything else. The contract is available for everyone for review here today. It will be \$35,000.00 down to cover the cost of material and the rest of it is due after the work is satisfied.

The ballots are due back September 28<sup>th</sup>. Each phase of work will be signed off by the board of directors. 3 people watch it daily.

A member asked if the Jet ski ramp would be improved, and Chris Elvert said it would not be.

Karen Summit said we can put that on a strategic plan. We still have access to the beach entrance, Jet ski ramp and beach access. Marina may be closed for 1 day. There will be no dredging.

## **C. ARTICLES OF INCORPORATION**

Bob McMahon - I know the membership voted on change to the Articles of Incorporation and Bylaws which included not having the Board of Governors anymore. Due to some legal hurdles, we have not reached that threshold and will not in the near future. At the request of the board, I went through the Bylaws that made modifications, that includes keeping the Board of Governors, for the time being. There is really no change other than what you saw and what you voted on, except it keeps the BOG's intact that way. The Board of Directors has already voted on the changes to the Bylaws, now there is an issue with The Board of Governors as they don't have enough members currently to form a quorum. Before we tried doing it by email and there was an obstacle. Vince was not comfortable voting today. Every one

of the Board of Governors has voted except the chairperson who is not present today. We will be updated when Dee gets back in town. Also there have been 2 or 3 people that have applied to become a member of the Board of Governors. We will vote on those becoming members of the Board of Governors, so we do not continually have this issue.

Andrea Pewsey asked if you all can update us with a date as soon as possible. Vince did not vote today. Andrea Pewsey said everyone is welcome to attend the Board of Governors meeting, so we are just waiting for the 2 boards to decide.

#### **D. ELECTION COMMITTEE**

Bob McMahon – The Board of Governors has always run the elections. By request of Board of Directors, questions came up about write-in candidates. We need to develop a policy. The Board of Governors runs nominations. If a nominated person is not present during the time of the nomination the nomination does not count. The person nominated must be present at the time of nomination, to accept the nomination. For a write-in they must complete the write-in registration form and submit in person to the office staff by cutoff date. This is to prevent write-in pranks. If any candidates are not in good standing, behind on dues, under some kind suspension, they are not eligible to run. Arizona law requires signatures outside of envelopes. Vote will not be valid if there is no signature.

We need a new larger and more secure ballot box. A discussion came up about who keeps the key to the ballot box, but it is a discussion for The Board of Directors and Board of Governors. Andrea Pewsey said Ballots should be all in one place until the day they are counted.

Bob McMahon said I would like to start an Election Committee. That would consist of one write-in, 1 to 3 Board of Directors, 1 to 3 Board of Governors, 3 community members with good-standing memberships. They would be in charge of Ballot stuffing and any related paperwork. They are the ones that would be responsible for opening the envelopes and ensuring that they are safe, and they are the ones responsible for counting the ballots. I am going to try and describe the counting process. We have one table, and one person has a stack of ballots and there are two other tables that are just like that and there are two people counting and one person reads off the ballot and the other two people mark it off. When you get done with that stack, those two tally sheets must match if they do not match, they must go back and figure out what the problem is. After that is done the Governors take their stack somewhere else and they shuffle the stack and then the same process happens again so there are two hand counts at every election. We will require the signature on the envelope.

For write in candidates the way it is written right now the paperwork says that they must have 0 votes and there is no minimum, so if I want to vote for myself I can, and no one knows, and I get the position. We are going to establish a minimum of 10 votes for write-ins.

Election publicity and voting records must be kept for 1 year.

Discussion - agree on verbiage in case someone is unable to accept the nomination in person due to an unforeseen emergency. All the applicants must fill out a form whether present at the November meeting or not.

## **STRATEGIC PLANNING**

Karen Summitt -

1. Jet ski ramp repair
2. Possible Pickleball court
3. Possible covered BBQ area down at beach
4. Financial policies are in place
5. Handbook policy in progress

Everything else that we had on the original strategic plan list has been completed. We are working on our next step, and we are finishing all projects before we figure how much we will need for our next step. If anyone has any questions, they can email me or the clubhouse.

## **OLD BUSINESS**

### **1. TSWF - Karen Summitt**

Karen talked to TSWF a week ago and all the poles have been ordered and sitting there ready and they are working with another contractor to get the poles in. That's what took so long. But they are working on it and should be contacting Karen in the next 2 weeks. There is currently no location on Willow Valley Property. Willow Valley will get free Wi-Fi whether it is on Willow Valley Property or not. The three locations that have been approved; one is on Dike Rd by the drainage area across from the new lots. One is on the gas pipeline on Evergreen between Evergreen and Green Valley. The last one is on Poplar and Hwy 95. If we want it on Willow Valley property, then we would have to discuss where we want it and how it is going to get there and stuff like that. Chris Elvert said we just want it where it works! Andrea Pewsey said she was just a little shocked that at the last meeting in June we were told we would not get it on WV property. I was a little confused because of all the time and effort that went into it going on our property with lawyers and fees and time meeting them and paying Mohave Valley Electric for a new power box.

### **2. LIENS - Carla Awtry**

I made a Facebook post saying that people need to pay their dues. We had \$79,000 in the arrears on back dues. I gave 30 days on the Facebook post; we brought in \$10,236.95! I am completing today the 30-day lien letters for the people that still have not paid. I am sending out letters certified return requested. There are still over 300 that had not paid yet. When 30 days expire Carla will file the liens at courthouse. Carla said some people owe thousands of dollars. Carla asked if we were willing to accept payments.

Discussion on accepting payments. Karen Summitt said it is either 3 or 7 years that you can go back and collect.

Carla said she has previously talked about 2 savings accounts that are earning \$2.48 a month on our money. We talked about looking into some kind of CD, something to earn us more interest. Carla has that information on interest rates and different things that we can do, If the Board of Governors is interested in something like that it was a recommendation by the CPA, she just felt like why we do not earn something from this money that is sitting in these two accounts. It is over three hundred thousand dollars while we should be earning something.

BALLOT BOX - Andrea Pewsey made a motion for \$179.00 for new Ballot Box, 2<sup>nd</sup> by Lou Michaels, and carried.

### **3. GROWTH ZONE**

Carla Awtry - Girls are working on it. We still need mailing addresses; email addresses and phone numbers are still being updated as given. We have forms at the front desk to fill out. Forms are filled out and updated as they come in. We just need everyone to participate. We need to get the word out to the community for everyone to update their information with the office.

Andrea Pewsey said that just so everyone knows that only the office staff and Carla Awtry have access to GrowthZone. None of the Board Members have access to it.

### **NEW BUSINESS**

#### **1. Clubhouse Cooling Station - Chris Elvert**

I would like to be able to put out on Facebook for people whose air conditioning goes out that they can come down to the clubhouse and cool down in there for the day. We had a senior citizen up the street pass away the other day because she did not feel that she had a place to go and cool down. Maybe buy a couple of cases of water for folks, just so they know that they are not stuck in their house. Member asked if we had a generator in case the power went out? Andrea Pewsey said "We do not, our gas line is not strong enough to handle a generator. If we want to upgrade it, we can put it in the strategic planning. Andrea Pewsey said maybe we can put a little flyer in the ballots letting people know there is a cooling station at the clubhouse.

#### **2. Floors - Charlie and His Boys - Andrea Pewsey**

Andrea did talk to Charlie and His Boys and they offered us \$1200.00 back for all the mishap in there. I did tell them no! We did get a bid to fix the pool room floors from a company out in Havasu for about \$8500.00. We have a civil court case on August 28<sup>th</sup>. I am the representing person for Willow Valley Club Association. We will see what the judge decides. But I will keep everyone updated.

#### **3. Dock Rentals and Signage - Bryan Osborne**

To spend \$285.00 to change the dock signs so you can see it better. Larger signs with Plexiglass inserts. Bryan asked where does the money go that is brought in by the rentals, in the general fund? Why? It should go back into the marina/beach. When GrowthZone is up and completely running there will be line items for the boat slip rentals and guest passes etc. Andrea Pewsey asked how much is the fine to park in someone's boat slip? Carla said a lot of people call and say they have used the boat slip and

need to pay for it after the fact. We can talk to caretakers and make sure they are checking who is supposed to be parked in what slip and make sure that the right boat is in the right spot and paid. Andrea Pewsey made a motion for a \$25.00 fine for parking in a slip without reservation or parking in someone else's spot, 2<sup>nd</sup> by Sue Steeber, and carried.

4. **Zoom Subscription** - for \$219.00 for 250 people. Andrea Pewsey made a motion to approve the \$219.00 for the Zoom Subscription, 2<sup>nd</sup> by Carla Awtry, and carried.

**5. New Sticker Machine** - Andrea Pewsey

Andrea said we will be able to imprint license plate numbers, CF numbers, AZ numbers, NV numbers or whatever vessel numbers you have will be printed on every sticker. We are also printing out member names for gate cards on special paper on the back of their gate cards that will last up to 10 years. It will be a discussion in the upcoming months to try and get everyone's name on the back of their gate card by Jan 1<sup>st</sup>, 2025. The printer was six or seven hundred dollars, and the ink is supposed to print < I am not sure on the numbers, but I have them all written down. But we originally paid about \$3000.00 a year for stickers down to about .42 cents per sticker. It averages out the same because we always had a whole Bunch of stickers left and they would expire. We will order ink as we change the sticker colors every year. Carla said we need to limit the number of stickers issued, some people have 27 cars, and they want stickers for all 27 cars but do not want to take 27 cars to the beach or marina. We are wasting stickers and the staff's time. The staff is asking if we can put a limit on the number of stickers each household gets. Discussion on stickers per household.

There were some complaints about cars being let into the marina/beach without stickers. Lou will improve this and make sure caretakers are checking Identification and stickers.

**6. Estates 12 Clarification** – Andrea Pewsey

Andrea said that there are certain estates in Willow Valley that are in question, there are lots that were let in that should not have been so I would like to recommend that we get guidance from an attorney, because none of us are attorneys. There were some lots that were approved by Julie who committed fraud, so we need to ask where we stand regarding that. Unfortunately, the ones that did get in they are going to be able to be members, unfortunately the ones that did not get in there was a conversation in June about it and I am sorry, but we do need to contact the attorney none of us can make an executive decision to say yes you can have a membership versus no. There are three different examples of the questions that we would have for the attorney on three different lots that we could possibly give her clarification so that we can make an educated vote. If you look on the county map the only map that I have seen it does show green areas where it says not a part of Willow Valley subdivision. A few of those lots have been let in. I talked to Richard Summitt because his company was representing one of them and he was upset because they misrepresented it and we had people coming in and from that side and asking if they are part of Willow Valley, scared that we are going to kick them out if they did not have actual rights. He showed me a Thomas guide and I showed him the legal map. We are at a stalemate. We need legal advice. Sue asked how many lots we were talking about. Andrea Pewsey said 35 lots and 10 are in question. Many of these are already in and have been paying their assessments and dues. 10



are in question that are not already in. The Board of Governors back in the day signed the papers that allowed them in. Andrea Pewsey made a motion to consult an attorney and give her 3 different cases that we currently have so she can give us directions. 2<sup>nd</sup> by Sue Steeber and carried.

- Karen Summitt asking to expedite new membership. Gate cards and membership. Now people must wait 3 weeks for the paperwork and money to clear the office.
- Sue Steeber asked for permission for London Jet to pick up girls in slip 13. Andrea approved it.
- Sue Steeber said someone asked why, when the clubhouse is rented why they cannot use the pool tables? Andrea Pewsey said that it is because they do not take care of them. We need to make sure they stay in good condition for our pool night.
- Argument re: New member timeline to get access to the beach. (Carla Awtry and Karen Summitt, and realtor)
- A member asked, “Why are we charging for hotdogs”? Because we need fundraisers to have events. We are stopping food because people got upset.
- Randy Burtons friend had their gate card shut off, claims person paid him cash and he paid office with his card. He needs to bring proof to the office that he paid.
- James Carney said that in March he reserved the Clubhouse for a wedding reception for May 19<sup>th</sup>, 2024 Paid \$100.00 and gave deposit check for \$500.00. He slammed the office for not advising clubhouse floors were under construction. He wants \$700.00 to reimburse him for nobody calling him. He had to rent a venue for \$800.00. Andrea Pewsey said yes it was the office’s fault. We tried to rectify the situation. We did offer a couple of different locations, the beach or marina or the patio behind the clubhouse. Karen Summitt also offered a location. He thanked the Board of Directors for listening and asked us to consider this. Deposit check was lost but \$100.00 was refunded. \$500.00 check was not cashed but lost. Chris Elvert said for him to submit a receipt from that venue for \$800.00. The board will discuss it and make a decision and let him know.

Meeting Adjourned at 11:30 am.