

Willow Valley Club Association
Board of Directors Meeting
February 7, 2026, 9 am
549 Gordon Drive, Mohave Valley, AZ 86440



1. **Call To Order:** The Board of Directors was called to order by Chris Elvert at 9 am.
 - a. Pledge of Allegiance: Chris Elvert led the Pledge of Allegiance: 13 out of 14 board members were present, making it a quorum.
 - b. Roll Call:
 - i. Present: Chris Elvert, Sue Steeber, Carla Awtry, Lisa Eilar, Karen Summitt, Randy Burton, Ken Koch, Paul Merz, Lou Michels, Ron Mick, Ted Martin, Don Martorano & Mark Aery
 - ii. Absent: Andrea Pewsey
 - c. General members in attendance: 30, Zoom - 2
2. **Approve January 10th, 2026, meeting minutes**
 - a. The meeting minutes are sent to the Board of Directors to review prior to the meeting. Copies were provided to members and are available on the website and in the office. Lou Michels had a question about the permit for the marina ramp project. A motion was made to approve January 10th, 2026, meeting minutes were made by Chris Elvert, 2nd by Ted Martin, and carried.
3. **Approve December 2025 Treasures Report *****
 - a. Delayed later in meeting until additional copies were ready.
4. **Standing Committee**
 - a. **Building and Maintenance – Paul Merz**
 - i. Scott has been trimming the sycamore trees and Oleander Trees down at the marina
 - ii. Lou and Scott have been working on the docks, replacing old broken boards under the bumpers.
 - iii. Scott cleaned the bugs out of the recessed lights in the caretaker trailer.
 - iv. Paul Merz fixed the ceiling fan in the caretaker trailer; the wire nut was not tight and was burning the wiring.
 1. **Caretaker trailer discussion about water**
 - a. There should be regular inspections of the rental property.
 - b. Concern that the caretaker’s trailer is on well water, not city water.
 - c. Suggestion to test the water and get bids on having the place put on city water.
 - d. Mojave Environmental Lab does water testing for about \$900.
 - e. Karen explained water company history
 - i. Everything was on wells and not on the water company because when it was built, there was no water company.
 - ii. Once they started getting homes, the developers opened up the water company and it was originally

Willow Valley Water, then went to Global Water and then it went to Epcor.

- b. **Publicity and Communication** – Carla Awtry
 - i. Carla is keeping the Facebook page updated.
- c. **Recreation and Entertainment** – Carla Awtry
 - i. Working on getting a band for the end-of-summer party.
 - ii. Working on food trucks.
 - iii. Easter egg hunt in April and December party are being planned.
 - iv. Shirts for the end-of-summer party are in the works and will be for sale in the clubhouse.
 - v. End-of-summer party is October 10th, 2026
 - 1. **Easter Egg Hunt**
 - a. Mojave Valley Fire Department and the Chamber of Commerce are also putting on Easter Egg hunts.
 - b. Suggestion to combine events.
 - 2. **Volunteers Needed**
 - a. Volunteers are needed for every event.
 - b. Need help building the stage for the end-of-summer party.
 - c. Need help in the store during events.
 - d. A sign-up sheet will be posted on the bulletin board.
 - 3. **Beginning of summer party**
 - a. April 25, 2026, at Marina beach
 - b. Approved for hot dogs and hamburgers
 - 4. **Superbowl party**
 - a. February 8, 2026, doors open at 3p, game starts at 4:30p
 - b. The club will provide baked and fried chicken, hot dogs, chips, and cheese.
 - c. An alternate halftime show will be available in the pool room.

*****Approve December 2025 Treasures Report** – Carla Awtry

- 1. A question was asked about outstanding bills on the ramp. The answer was "no outstanding bills."
- 2. Ducting was replaced and enlarged to keep the room cooler. The itemized section of the report indicates that it was "breezy air" and ductwork for the clubhouse. The project was approved months ago with three bids.
- 3. Chris Elvert made motion to accept Treasures Report as written, 2nd by Sue Steeber, and carried.
 - a. **Discussion on accounting** –
 - i. The accountant said it would cost more money for her to go through every receipt and itemize everything. The office staff will do double duty and make a separate chart of what everything is for and what the expenses are for.
 - ii. All cleaning supplies come from Amazon via subscription.
 - iii. A sample of what used to be done years back was retrieved, but there wasn't time to get it running for this meeting. It should be ready for next month.
 - b. **Receipt access and concerns**
 - i. Receipts are taped on the invoice and in the file.

- ii. A question was raised about whether it's a valid use of time to re-copy what's already there.
- iii. The decision has been made to create a second set of itemizations. It will be printed out and set out with the financial report next month.
- iv. A suggestion was made to put the receipts on the website, but it was argued that no one looks at the website.

c. Audit Discussion

- i. A member asked where the millions of dollars collected over the years went. The response was that it's all in the account and everything spent is documented.
- ii. An audit was requested. An independent audit was done two years ago by Karen Summitt, and community member Karen Slater and reviewed by the CPA.
- iii. They are working on having an external audit every five years. It takes time to order it and get on the auditor's schedule.
- iv. The process is in place, but they haven't completed getting approval of which auditor is going to do it.
- v. A member claimed that they come every year and bring it up.

5. Strategic Planning – Karen Summitt

a. Discussion On Training for The Board of Directors

- i. Carla has a copy of the updated strategic plan and will scan it and put it on the website at a later date.
- ii. One thing added to the plan is the need for more training.
- iii. Mohave College has a plan and description of the source. It was reviewed and updated for the Willow Valley board.
- iv. The recommendation is to proceed with the board training with the new board that's being voted in.
- v. The recommendation is for the board to pay for the training for all current board members, board of governors, and any members who want to join.
- vi. The training is a three-hour course, one day, and the cost is \$120 per person.
- vii. The training includes what type of tax nonprofit they are, the foundation of HOA boards, who has the authority in the HOA board, governing documents, bylaw authority, what board members are allowed to do and not to do, Roberts Rules, financial oversight, enforcement of duties, communication and confidentiality, committees and staff, and wrapping up with the full board stuff.
- viii. The course is based on the bylaws, articles, and statutes associated with the nonprofit association.
- ix. There was discussion about making the training mandatory for all new board members prior to serving their first month.
- x. A suggestion was made to table the discussion for next week to write up the guidelines for the policy.
- xi. There was a concern about mandating the training for all board members, including the board of governors.
- xii. The strategic plan committee requested this item. It's been on the strategic plan for three years.

- xiii. The college has been working on this for about eight months.
- xiv. A board member training course was a requirement put on the strat plan several years ago, but it was never implemented due to other priorities.
- xv. The course is designed to be specific to the association's bylaws and articles.
- xvi. The college will run the course, ensuring consistency in the material presented each year.
- xvii. The course is offered whenever the association wants it, potentially annually or more frequently if desired by the members.

1. Attendance and Mandatory Participation

- a. Every board member is expected to attend the course on a designated day.
- b. If a board member cannot attend, another class will be requested if there are enough absentees.
- c. After the first cycle, the bylaws may be amended to make the course mandatory for all board members to maintain their seat.
- d. The course needs to be taken once every election cycle, which is every year for the secretary and treasurer, and every two years for others with two-year terms.
- e. The board of directors can vote on the course, but the board of governors also needs to act on it.
- f. If the board of governors rejects the course, it would create an issue between the two boards.
- g. A motion was made by Karen Summitt to accept the proposal and move forward with setting a date after the new members have been elected. 2nd by Lisa Eilar
- h. Karen Summitt made an amendment to the motion to specify that the course is for the board of directors, keeping the future of the board in mind 2nd by Lisa Eilar, motion passed.

2. Bathroom Remodeling and ADA Compliance

- a. The BAFTs (Bathrooms) are not ADA compliant and need to be redone.
- b. New county council rules for commercial buildings require architectural drawings by an engineer before any permit requests are accepted
- c. The building is considered commercial because non-members are invited in.
- d. A budgetary proposal was received for architectural drawings at \$1 per square foot

3. Flooring and Asbestos concerns

- a. There are concerns about buckling flooring and potential asbestos in the ceilings and floors.
- b. Asbestos removal will be included in the proposal before any demolition work.
- c. A suggestion was made to use epoxy-coated flooring, which is self-leveling and durable.

- d. The existing tiles may contain asbestos glue underneath, but the tiles themselves are likely not asbestos.
- e. The \$1 per square foot cost is for the architectural drawings of the entire building, as required by the county.
- f. An additional cost for engineering will also be required.
- g. The bathroom renovation was part of the strategic plan four years ago.
- h. There is discussion about whether to proceed with the bathroom renovation given the need to fix the marina first.

4. **Portable Handicap Option**

- a. A question was raised about the possibility of using a portable handicap restroom.
- b. Portable handicap restrooms are a possibility for events.

6. **New Business**

a. Clubhouse Painting

- i. Volunteers will paint the interior of the clubhouse, excluding the hallway and bathrooms.
- ii. The estimated cost for painting is \$1,200, with all labor being donated.
- iii. The project includes painting the walls, baseboards, and door jambs, but not the ceiling.
- iv. There is a suggestion to replace the plugs and light switches, increasing the budget to \$1,500.

1. **Budget and Priorities**

- a. The discussion addresses concerns about spending money on the clubhouse when there are other priorities, such as the marina.
- b. It is argued that the cost of materials is minimal compared to the potential cost of hiring someone to do the work.
- c. A motion was made by Carla Awtry to approve the \$1,500 for the painting project, including new plugs and light switches 2nd by Lisa Eilar, and motion carried. Ron Mick and Ted Martin Opposed the motion.

7. **Old Business**

- a. Tristate Wi-Fi: Karen Summitt said no new information.
- b. Property Liens – already been taken care of.
- c. Launch Task Team – Sam Eilar
 - i. The current permits are set to expire around the middle of March (March 16).
 - ii. Instead of a 12-month extension, they are aiming for a 5-year extension starting in March.
 - iii. This involves a new permit extension using existing biological survey.
- d. Excavation bids for ramp & docks
 - i. **Bids**
 - 1. Three bids were received for the dredging project.
 - 2. Two bids were considered "pricey" and comprehensive.
 - 3. One bid came from Mid Cal Dredging, a reputable contractor from California.

4. The contractor that did the previous ramp was also from out of state.
5. Mid Cal Dredging's measurements were close to the permit's requirements of 9,500 cubic yards, averaging about 4ft needing removal.
6. They took 27 core samples to measure silt, sand, and rock composition.
7. Dredging to these specifications would result in a minimum water depth of 5 to 6 feet in the marina during winter at lowest water levels.
8. The dredging includes the mouth of the marina, adhering to Army Corps of Engineers requirements.
9. The bids are based on the same paperwork from a consultation and survey.

ii. Bid Details and considerations

1. Exact figures are not being disclosed to prevent external undercutting.
2. The current focus is on dredging and the ramp, with the peninsula addressed later.
3. One contractor is from Kingman (Lewis Equipment Services).
4. They own all their equipment.
5. They use mechanical dredging with long-arm excavators.
6. Two bids are in the million-dollar range (possibly 1 to 1.5 million).
7. A third verbal bid is expected this week from a local heavy equipment contractor.
8. His estimates for ramp and dredging were in the \$350,000-\$400,000 range.
9. A local contractor has been bidding on the project for six years but has not provided a written bid.
10. There are concerns about trust and the need for oversight, regardless of the contractor chosen.
11. The importance of including expectation timetables and penalties in the contract is emphasized.
12. A local contractor is suggested as a potentially more affordable option.

iii. Funding and Assessment Options

1. An assessment or a construction loan is being considered.
2. A potential assessment of \$625 per home (1300 homes) could generate \$812,500.
3. Raising rates is limited to 10% by statute, but an assessment could be added to the dues.
4. The committee needs to schedule town hall information meetings to discuss the project with the community.
5. The goal is to present options for contractors, explain bids, answer questions, and discuss ways to finance the project.

iv. Bidding Process & Timeline

1. A 30-day notice is suggested for contractors to submit bids.
2. The committee needs a scope of work to provide potential bidders.

3. There is a discussion about a 30-day moratorium on accepting bids.
4. The timeline for the project is tight if they want to start work in September or October.
5. It could take four to eight months to get through the meetings, schedule the vote, and count the votes.
6. A motion was made by Karen Summitt to stop accepting bids 30 days from today, 2nd by Lisa Eilar, motion carried.

Charity Bunco

- Christina and Robin propose a charity bunco event to help raise money for a family in the community.
 - \$20/person \$10 will go towards the charity fund, and \$10 will go towards the gift.
 - The event is scheduled for March 28th at 6 pm in the clubhouse.
 - A motion was made by Carla Awtry holding the charity bunco event in the clubhouse and wave the fee, 2nd by Sue Steeber, and carried.
- There was a question on Dredging the ramp by a member.
- There is a discussion about the dredging process and the possibility of doing the ramp work separately.
- There is a discussion about using hydraulic dredging and the need to build basins.

Clubhouse Cleaning

- Lisa Eilar Brought up having the clubhouse cleaned by a professional cleaning company vs having the caretakers clean the clubhouse.
- Lisa Elar asked Don about the condition of the clubhouse as far as how clean it was looking.
- It will be tabled until the next meeting when it is on the agenda.

HOA vs Social Club

- A question was raised about whether the organization is an HOA or a social club.
- It was clarified that it is a social club, but membership is mandatory for properties within the original development.

8. Adjourn

- a. 10:43 am