Willow Valley Club Association

Board of Directors & General Membership Meeting

Meeting Minutes

Saturday, September 12, 2026 — 9:00 a.m.
549 Gordon Drive, Mohave Valley, AZ 86440

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1. Call to Order

- The meeting was called to order at 9:12 AM by Chris Elvert.
- Pledge of Allegiance was recited.
- Roll Call — Present: Chris Elvert, Karen Summitt, Carla Awtry, Lisa Eilar, Sue Steeber, Ken Koch, Ron Mick, Don Martorano, Pat Kerr, and Paul Merz. Board member Ted Martin arrived after the start of the meeting and was officially noted as present.

  Absent: Randy Burton.
- General Membership in attendance: 35.

2. Approve Meeting Minutes from August 2026 — Chris Elvert

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.

Corrections identified:

- Clarification is required for a segment stating a member was voted out; the minutes must reflect that no official second or official vote took place.
- The second-to-last paragraph must be amended to clarify that Ted Martin's motion was specifically to approve the minutes as written, rather than to approve the active verbal discussion.
- The minutes must document the precise reason for the dismissal of the former CPA, explicitly stating that “our CPA did not put our tax returns in the mail for three to five years.”

Decision: *Chris Elvert made a motion to table the previous meeting's minutes until these corrections are fully integrated, 2nd by Karen Summitt, and carried.*

July Meeting Minutes Dispute:

- A community member raised concerns that the approved July meeting minutes omitted their name and comments, alleging that the minutes “pick and choose” which conversations to document, resulting in an incomplete record.
- Discussion ensued regarding why certain names, such as David Jents, were specifically recorded in the July minutes while other community participants' names were left out.
- A speaker clarified that they were absent during the August meeting and did not write the July minutes in question.
- Disagreement arose among board members regarding whether individual board member names should be recorded in the minutes or whether the text should strictly use generic phrasing such as “board member said this.”

- A formal request was made to restore specific details to the minutes regarding the call for Paul Merz and Chris Elvert to be removed, clarifying that this request ultimately resulted in a “no” vote.

Decision: *The board agreed to discuss and re-examine the July minutes in detail at the next scheduled meeting.*

Minutes Recording Procedures (new guideline established):

- Minutes are to serve as a summary of meeting outcomes and official actions, and must exclude active arguments, name-calling, or “he said, she said” accounts.
- Individual names of participants are not to be included in the minutes unless it pertains to a formal board discussion where a board member makes a motion or a second.
- Quote: “Now the minutes are just a summary of what happened and is not supposed to involve individual names unless it's a board discussion. And then where a board member makes a motion or a board member makes a second, then you name the board member.”

Post-adjournment discussion confirmed that digital recordings of the meetings are kept on file for exactly one year, in strict accordance with the association's newly established record policy.

3. Approve Treasurer's Report from July 2026 — Carla Awtry

- Board members expressed appreciation for the integration of the new Amazon tracker included in the monthly financial reports.
- A question was raised regarding how the outstanding balance on the membership status report is calculated. It was confirmed that the data is compiled and updated directly in GrowthZone, and the tracking parameters do not go back further than seven years.

Decision: *Chris Elvert made a motion to approve the July 2026 Treasurer's Report, 2nd by Carla Awtry, and carried.*

Late Fees Collection Update (under Pat Kerr's direction, staff sent late fee notices to delinquent accounts):

- Total funds collected: $11,692.04.
- Total statements sent out: 240 statements.
- Statements returned as undeliverable: 38 statements.
- Total members who paid: 41.

External Audit Procurement:

- Bank statements and relevant financial documents have been sent to an audit company to obtain a formal price estimate; pricing is determined by monthly account activity and the total volume of work required.
- The pricing bid was expected the previous day but had not yet been received; it is anticipated to arrive next week. The board has obtained only one bid to date.
- A member questioned why a California-based non-profit audit company, suggested seven months ago, has not been contacted for a bid. The board clarified that during a previous policy meeting, they agreed not to hire any audit company that has personal relations or ties to neighborhood residents.

Decision: *The board agreed to actively seek additional competitive bids (see also Old Business, Item 7f).*

4. Standing Committee

a. Building & Maintenance — Paul Merz

Water Line and Meter Infrastructure:

- Streets are actively being excavated to install new water lines and individual house meters.
- Main water lines are being relocated from their historical positions behind the houses to the street frontages in front of the houses.
- Based on official discussions with Premier, the connection from the newly installed meters to the individual houses will be completed at “no cost” to homeowners because the utility company is initiating the infrastructure change.

Clubhouse Repairs and Maintenance:

- Paul Merz resolved an electrical issue by resetting a tripped GFI breaker in the back of the garage, which successfully restored power to a dead bank of outlets.
- On Sunday of Labor Day weekend, Paul repaired a major water leak on the side of the clubhouse by excavating and capping off an old black plastic composite pipe.
- On Monday of Labor Day weekend, another leak was identified in the black pipe running parallel to the outside bathroom. Paul temporarily patched the pipe using a 3/4-inch rubber hose and clamps.
- Paul is obtaining competitive bids to install a new 1-inch PEX water main from the street meter to the clubhouse building: Arizona West Plumbing (Steve) provided a verbal estimate of $1,800; Price Plumbing and Craig's are also being consulted, though Craig's requires a separate excavation bid.

Decision: *A motion was made by Chris Elvert to spend up to $2,000.00 to replace the main water line to city water, 2nd by Paul Merz, and carried.*

Caretaker's Residence:

- The residence experiences a persistent “rotten eggs” sulfur smell in the shower. Paul noted this is likely a water heater heating element issue rather than a well water quality issue. He is currently waiting on bids to transition the caretaker's residence from well water to city water.

Gate Maintenance and Repairs:

- Gate Incident: Paul Merz addressed an incident over Labor Day weekend where an employee allowed visitors through the gate at 4:00 AM. Paul put a formal reprimand note in the employee's file and emphasized: “rules are the rules. 5am period.”
- Exit Gate: The exit gate wheel bracket failed, causing the gate to drag on the ground. Paul made a temporary fix with an aluminum handle, and later welded a new gate box and installed two new roller wheels. Parts from Enduro Steel cost $50, and Chris Elvert assisted by providing a welder.
- Loop Wire: Paul repaired the exposed exit gate loop wire for $47 using Pour-O-Pak, successfully bypassing a $1,500 repair estimate from Hazelwood.

b. Publicity & Communication — Carla Awtry

- Carla reported that she has no new updates but continues to keep members informed of scheduling and events.
- (See also Old Business, Item 7e — New WVCA Facebook Page, for related discussion on association social media administration.)

c. Recreation & Entertainment — Carla Awtry

- Monday Night Football — starts Monday, September 14th; doors open 4:30 PM, game starts 5:15 PM.
- Human Horse Races — September 16th; doors open 5:30 PM, races start 6:15 PM.
- October Pancake Breakfast — Sunday, October 4th.
- End of Summer Party — October 10th; starts around noon, food truck begins serving 4:30 PM, band plays 7:00–11:00 PM.
- Left, Right, Center & Cookie Challenge — October 21st; features a cookie-baking competition with judges.
- Fire Department Halloween Carnival — board assisting; runs 5:00–8:00 PM.
- Trunk or Treat — October 24th; will start between 6:30 and 7:00 PM to prevent candy from melting in the heat.
- Paint Party — scheduled for November (exact date pending); runs 5:00–7:00 PM; requires sign-up.
- Charity Bunco (formerly Charity Bingo) — November 27th; partnering with the fire department for Toys for Tots.
- Craft Fair — November 28th, 9:00 AM–2:00 PM; Christmas Parade — afternoon of November 28th. Proposed idea: cone off the front parking lot, open the clubhouse for viewing, and host a potluck or chili/hot dog cook-off.
- All events are updated and listed on the WVCA website (not Facebook events).

5. Strategic Planning — Karen Summitt

- The next Strategic Planning & Policy Committee meeting is scheduled for September 15th at 4:00 PM at the clubhouse; the primary focus will be reviewing and structuring financial policy.

Closed Door Session Recap:

- Policy and Attorney Review: The board sent policy information to legal counsel, who confirmed the association's policies are correct with minor modifications. The document retention policy was officially approved by the attorney.
- Confidentiality Policy: Emails between board members containing confidential information regarding legal counsel, HR, or board-member-related disputes must be marked “Confidential” in the subject line and cannot be shared.
- Complaint Updates — the board reviewed four active complaints:
    - Complaint 1 (regarding the ramp) will be forwarded to the attorney for formal legal review.
    - Complaint 2 (regarding an online post) will be resolved via direct verbal communication with the involved parties.
    - Complaint 3 had insufficient individual information and was subsequently merged with Complaint 1.
    - Complaint 4 was deemed unrelated by the task team and was dismissed. All complainants have been formally notified.
- Board of Governors Minutes Archive: Meeting minutes covering the past year, including the last two or three general meetings, have been retrieved and will be placed in the physical office archive book.

6. New Business

a. 2027 Assessment Dues/Late Fees

- Under current regulations, the board can raise annual association dues by up to 10% (equivalent to an increase of $12 or $12.50) without requiring a vote from the general membership. Any proposed dues increase exceeding 10% requires a simple majority vote from the members.
- A board member noted: “our duty as a board is to keep our dues at the same rate of at least inflation. We haven't even done that. That's our fault.”
- Association bylaws dictate that the operating budget is strictly limited to the total amount collected from dues and associate dues from the previous fiscal year, minus 10% which must be allocated directly into the reserve account.
- Clubhouse rentals, dock rentals, and property transfer fees (currently $225 each) contribute to overall financial solvency but are difficult to project. Current total financials stand at approximately $370,000.
- The Board of Governors' budget has historically been restricted to around 10 general line items. Committee members proposed expanding this framework to approximately 40 detailed line items, to prevent constant reports of out-of-budget spending driven by the maintenance of aging equipment and increased property upkeep.

Decision: *Pat Kerr made a motion to raise the dues 10%, 2nd by Lisa Eilar, and carried.*

b. Starlink — Discussion — Carla Awtry

- The association's monthly internet costs currently total over $500 across multiple providers: Frontier (marina gate only) $176.51/month; Z Fiber (cameras and marina staff) $85/month per service ($170/month total); Optimum (office) $160/month.
- Proposed Starlink transition — Marina: Residential plan at $85/month with a one-time equipment cost of $29.95. Office: Business plan at $130/month with a one-time equipment cost of approximately $500.
- Frontier announced they will be redoing all of their lines starting October 23rd, which may lead to rate increases.
- Frontier is hardwired and has backup batteries, allowing it to function when power is down, though it experiences frequent outages. Starlink operates via satellite and is considered cheaper and more reliable than cable.
- Board members recommended acquiring a single consolidated package price for all equipment, satellites, and coverage rather than paying individual bills. The subscription must be run as a business expense under the Homeowners Association rather than a residential expense.
- Uninterruptible power supplies (UPS) should be integrated for all cameras and gate systems to handle local power outages.
- The gate system is currently hardwired because it links directly to the office computer. The board is contacting Hazelwood to determine if the gate system would fail if the internet connection is lost.

Decision: *No official motion was made. The board will compile a comprehensive price list for Starlink to present at a future meeting. There was no opposition to researching a complete transition package.*

c. Hazlewood Automatic Gates & Services — Discussion — Paul Merz

- This is a cloud-based system managed via a main hub in the office. Residents can use smartphones or physical gate cards to access the gate. The office can easily manage access, including turning off access automatically if yearly dues are unpaid.

- Beach/Marina Gate Access Challenges: Stoney (the system expert from Hazelwood) will return on Monday to address specific technical questions. Options include running a Cat 5 cable from the beach, installing a phone scanner that turns green for active residents (potentially reducing the need for an extra security guard), or installing another gate.
- Gate Card Costs: On January 27, Hazelwood sent 400 gate cards ($2,400) and recently another 200 cards ($1,200), totaling $3,600. Properties receive 2 free cards, but cards are often lost or not returned during property transfers. Hazelwood suggested offering residents $10 to return cards when moving.
- Property Transfer Fee: Suggestion to increase the property transfer fee (currently $225, raised last year) to cover gate card and paperwork costs. Similar associations in the area charge between $250 and $400.

Decision: *The Hazelwood gate service item is tabled. The board will invite Stoney from Hazelwood to a future meeting to give a presentation and answer questions.*

7. Old Business

a. Launch Task Team

- A summary handout of all bids was provided on the meeting table.
- Bank Stabilization & Erosion Control: Two bids have been received — one for $310,000 and another for over $600,000 (which is more comprehensive). A third contractor is currently working on an estimate. The peninsula is in danger of sloughing and filling the marina, making erosion control urgent.
- Dredging & Ramp: Five to six bids have been received. All bidding contractors physically visited and reviewed the ramp.
- Project Execution: Dredging and erosion control must be completed together; dredging cannot proceed without first stabilizing the bank. A ballot will eventually be sent to residents to vote on the projects, either as an "all or none" package or as separate items.

Boat Ramp Contract and Measurements:

- The ramp discussion must remain in degrees because that is how the contract was written.
- No independent contractor has measured the degrees because contractors do not want to get involved due to potential court action.
- Sam submitted a summary and document with photos measuring exactly at "one unit of water," showing issues with the ramp. It was noted that this assessment needs to come from a licensed engineer.
- Construction Variance Dispute: The permit specified that the boat ramp slope must remain consistently between 7 and 8 degrees. The signed contract allowed the contractor a 3-degree variance. There is a dispute regarding the actual measurements. Board member Paul Merz measured the ramp, but the results are disputed. Discussion held on hiring an independent, neutral party to measure the ramp to determine if there is a case against the contractor.

Ramp Permit Dispute and FOIA Documentation:

- Anne Marie presented information obtained via a Freedom of Information Act (FOIA) request:
    - The project was opened in 2020 and closed in 2020.
    - Project specs were signed by Tor and listed in the contract under Nationwide Permits 3 and 33.
    - Reopening was requested under WVCA in May 2023, with a 60-day window to supply documents to the office, which was not completed.

    - On October 23, 2024, an email was sent to USAC stating work would start in November and finish in December 2024.
    - In May, USAC could not locate the permit. The district liaison (Theresa) had left, and no new liaison was assigned because the permit was closed.
    - Nationwide Permit 33 included clearing the entryway of the marina, which can no longer be done because the permit is closed.
    - Project notes indicate dredging was to be up to an average of 4 feet depth and only below the watermark, but 10 feet is being requested.
- Anne Marie stated: “if they can't prove they have an open permit with the liaison and proof that they are trying to reopen our permit, I want the launch committee shut down.” She demanded this be proven by the October meeting.
- Board Office Records: The office has not received a copy of the permit extension. Anne Marie verified on the FOIA SPL408 website that their district does not have an open permit listed for them.
- Pat Kerr left the meeting to retrieve a copy of the signed 18-month permit extension to supply to the office for verification.
- Post-Adjournment Discussion: A discussion occurred regarding contacting and verifying information with “the Jesse guy.” A participant noted that a committee application was opened in 2025, even though the permit was valid until March 2026, stating: “An application that you opened his committee in 2025 when he had the permit till March 2026. And he knew it because his email showed it wasn't recertified until two months ago.” Another participant asserted there is no proof of wrongdoing, stating checks were signed legally. A question was also raised regarding what draft of boat the marina was built for.

b. Policy & Procedure Task Team — Approval of New Board Member Onboarding Plan

Decision: *The Policy Procedure Task Team's new board member onboarding plan was finalized.*

c. Lien Progress — Patrick Kerr

- Pat Kerr re-entered the meeting.
- Pat Kerr was previously tasked with researching the legal court processes required to place property liens on the top 10 most severe violators out of the association's 293 total past-due accounts.
- Pat reported that he had not yet initiated court filings due to ongoing confusion regarding his role and the scope of his responsibilities.

Action Item: *Pat Kerr will complete the research on the property lien acquisition process and present his findings on the top 10 violators by the next monthly meeting.*

d. Extension of Ramp Permit

- See Item 7a (Launch Task Team) above for the full discussion of the FOIA findings, the permit dispute, and Pat Kerr's retrieval of the signed 18-month permit extension for office verification.

e. New WVCA Facebook Page

- It was proposed to start a new independent Facebook page.
- Concerns were raised about administrative control of the current association Facebook page: former board members still appear as administrators, which causes confusion in the community.
- A proposal to resolve the administration issues was submitted three months ago and needs to be implemented.

- There are currently two existing Facebook pages (the official Willow Valley page and the association page created by the office). Creating a third page will not delete the existing two.
- Debate occurred regarding the management of the association's Facebook page. Andrea appears as an administrator when posting, which has caused disagreement.
- The administrator credentials and emails remain with the office long-term, allowing new personnel to change passwords as needed. Current and past administrators include Deb, Ryan, Carla, and Andrea.

Decision: *Chris Elvert made a motion to keep the Facebook page as it currently is, 2nd by Carla Awtry, and carried. Lisa Eilar, Don Martorano, and Ron Mick opposed.*

f. Date for External Audit

- See Item 3 (Treasurer's Report) above for the full discussion of audit bid procurement. As of this meeting, only one bid has been received and a firm audit date has not been set; the board will continue seeking competitive bids.

8. Adjourn

- Procedural Motion: Earlier in the meeting, Ted Martin motioned to adjourn due to a lack of civil discussion among attendees. Don seconded the motion. The motion did not pass, and the meeting continued once order was restored.

A specific adjournment time was not captured in the meeting record; discussion on several items continued informally after the formal agenda concluded (see Additional Discussion Items below).

Additional Discussion Items (Not on the Printed Agenda)

Weed Abatement Program:

- The board-approved weed abatement endorsement is scheduled for the Mohave County Board of Supervisors' agenda on September 21st at 9:30 AM.
- If the endorsement is approved, community members will be authorized to report overgrown yards directly to the fire department. The fire department will conduct investigations and issue formal warning letters for identified fire hazards.
- Homeowners will be given a strict 31-day window to comply. If a homeowner fails to comply within 31 days, work can be performed by designated personnel to create a safe defensible distance around the exterior of the property, and a lien will be placed directly on the property to recover costs.

Property Annexation (Lots Behind Gordon Street):

- An inquiry was raised regarding lots near “two-story Dave's” property that are currently being advertised on Zillow as part of Willow Valley, despite not being officially part of the community. The land was originally part of the McKellops property.
- Being part of the original McKellops property is the qualifying factor for the lots to become part of Willow Valley.
- The proper paperwork, including required drawings, signed county reports, and an application to pay assessment fees, has been submitted.
- The paperwork is awaiting review and sign-off by the Board of Governors, followed by the Board of Directors. The contractor can pay the acceptance fee either as an upfront lump sum or upon the sale of each individual lot.

Meeting Adjourned at 10:56 AM.

Prepared by: Lisa Eilar, Secretary

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Chris Elvert, Chairman

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Lisa Eilar, Secretary