Willow Valley Club Association

Board of Directors & General Membership Meeting

Saturday October 3, 2026 — 9:00 a.m.
549 Gordon Drive, Mohave Valley, AZ 86440

1. Call to Order

- The meeting was called to order by Karen Summitt. The recording begins immediately before the call to order and does not state the exact clock time.
- Roll Call — The recording clearly identifies Karen Summitt and Carla Awtry as present and Chris Elvert as absent. Paul Merz, Pat Kerr, Ted Martin, Sue Lutz-Steeber, Don Martorano, Ron Mick, Karen Summitt, Carla Awtry and Ken Koch participated during the meeting.
- Lisa Eilar's resignation from the Board of Directors/Secretary position and Randy Burton's resignation from the Board were acknowledged.
- A quorum was confirmed.
- Pledge of Alliance

Meeting Conduct / Robert's Rules:

- The chair stated that Robert's Rules of Order would be followed. Members and directors were instructed to raise a hand and be recognized by the chair before speaking, per request of Ken Koch
- The chair advised that disruptive outbursts could result in a five-minute recess and, if necessary, removal from the meeting in accordance with association policies.

2. Approve Meeting Minutes from September 12, 2026

Corrections identified:

- Page 7 — a correction was requested to the reference to TRO in the ramp/permit discussion.
- Page 8 — the Facebook administrator reference listed as "Ryan" is to be checked against the recording and corrected to "Bryan" if confirmed.

Decision: *The September 12, 2026, meeting minutes were approved with the identified corrections. The motion carried. (Motion Made by Ted Martin and Seconded by Don Martorano)*

3. Approve Treasurer's Report — August 2026

- The August financial report was presented for approval. No substantive financial questions were captured in the recording before the vote.

Decision: *A motion was made and seconded to approve the August 2026 financial report. The motion carried. The recording is not clear enough to reliably identify the mover and seconder. (Motion by Ted Martin and Seconded by Carla Awtry)*

4. Standing Committee

a. Building & Maintenance — Paul Merz

Clubhouse Water Line:

- Arizona West Plumbing provided a verbal estimate of approximately $1,800 to replace the clubhouse water line. The committee had difficulty obtaining multiple plumbing bids.
- Discussion addressed whether the expense should be charged to the maintenance budget or treated as a capital expense, so the maintenance budget is not depleted.

Decision: *The Board approved up to $1,800 for the clubhouse water-line replacement from capital funds, subject to receiving and submitting the contractor documentation required by policy. (Motion Made by Paul Mertz and Seconded by Sue Lutz- Steeber)*

Ice Machine:

- The ice machine had been shutting down because of internal/mechanical issues and overheating. Repairs were performed and the machine was reported to be operating again.
- Discussion focused on the amount of ice being taken by members, the burden on the machine, and the original purpose of the machine for clubhouse activities.

Decision: *The Board voted to limit the existing ice machine to clubhouse/activity use only. The recorded vote was 12 in favor and 2 opposed. (Motion made by Pat Kerr and Seconded by Ted Martin)*

- The Board also discussed alternatives for member ice service, including a separately operated commercial ice machine or outside-vendor ice unit.

Decision: *Pat Kerr made a motion to form a task team to research commercial/member ice options. The motion carried. A task-team lead and members are to be identified.*

Storm / Beach Washout:

- Recent rain caused additional washout and drainage problems near the beach and Dike Road.
- A contractor with excavation equipment agreed to perform approximately $1,200 of repair work, including grading/filling washed-out areas. The work was scheduled to begin Monday.
- The expense was authorized from the maintenance budget. Areas of soft or uncompacted ground were temporarily blocked off for safety.
- Additional debris and drainage buildup were also noted for cleanup.

b. Publicity & Communication — Carla Awtry

- No major new publicity issues were reported. Members were asked whether current Facebook and community updates were adequate.

c. Recreation & Entertainment — Carla Awtry

- Pancake Breakfast — October 5.
- End of Summer Party — October 10; begins at 2:00 PM.
- Left, Right, Center & Cookie Competition — October 21; cookie entries will be voted on and a prize awarded.
- Fire Department Halloween Carnival — October 23, 5:00–8:00 PM; WVCA volunteers will assist.
- Trunk or Treat — October 24; begins at approximately 6:30 PM.
- Paint Party — November 7, 5:00–7:30 PM; advance sign-up required.
- Charity Bunco — November 27; proceeds will support the fire department's children's program.
- Christmas Craft Fair — November 28, 9:00 AM–2:00 PM; Christmas parade activities will follow.
- Left, Right, Center — December 4.
- Christmas-themed Paint Party — December 5.
- Human Horse Races — December 18.
- New Year's Eve Party — December 31; planned as an open community/family event.

5. Strategic Planning / Policy — Karen Summitt

- The next Policy Committee meeting was announced for October 15 at 4:00 PM at the clubhouse, with continued work on financial policy.

Complaint / Attorney Review Follow-Up:

- Members requested an update regarding the prior executive-session complaint review and the temporary 45-day suspension of a board officer from the chair position.

- The Board explained that the complaint was first reviewed by an independent task team under the complaint policy. The task team found sufficient documentation to recommend that the matter continue for further review.
- The executive board then reviewed the task-team recommendations and supporting documents. Board members named or directly involved in the materials were recused from the applicable discussion and vote.
- The Board voted to refer the principal complaint and supporting documentation to association legal counsel and temporarily suspend the affected officer from the chair position during the review. The individual remained a director.
- Approximately 35–40 files/documents were provided to counsel through a shared drive. At the October 4 meeting, no final legal opinion had been received.
- The Board clarified that the temporary suspension was intended to preserve the integrity of the review and communication with counsel, not to constitute a final determination.
- The Board stated that the affected individual will have an opportunity to respond before any final action is considered.

Action Item: Follow up with legal counsel for an estimated completion date now that counsel has had the materials for approximately 30 days. Karen will follow up with Bob

6. Old Business

a. Prior August 2026 Minutes Corrections

- Previously requested corrections to the August minutes had not been received in the meeting packet.

Decision: *The corrected August minutes will be located/reviewed before they are brought back for approval. August Minutes will be resent to Board.*

b. Delinquent Accounts / Lien Process

- The Board reviewed the delinquency process and clarified that delinquent accounts should receive 30-day, 60-day, and 90-day notices.
- Returned/undeliverable notices are being tracked, and available association and county records are checked for updated addresses.
- After the 90-day notice process is completed, the lien process may begin. Pat Kerr will develop the recommended next-step process and bring it back to the Board.
- The previously discussed “top 10” delinquent accounts remain part of the collection review, but the Board clarified that the standardized 30/60/90-day process applies to delinquent accounts generally.

Action Item: Office staff will continue the 30/60/90-day notices; Pat Kerr will proceed with the lien-process plan after the 90-day notices are completed.

c. Ramp Permit / Complaint Review

- The Board reported that emails and supporting records had been located confirming the ramp permit extension.
- The related complaint materials remain with legal counsel for review; no final determination was available at this meeting.

d. External Audit

- A firm audit date has not yet been established.
- The association has contacted multiple accounting/audit firms. Several declined or were uncertain about taking the engagement because WVCA is a nonprofit association/planned community rather than a conventional HOA.

- One firm continues to ask questions about the desired scope and level of detail. Additional firms are also being contacted in an effort to obtain competitive bids.
- QuickBooks records and supporting documents have been organized/scanned so they can be transmitted electronically when an auditor is selected.
- Discussion emphasized that the audit will evaluate internal controls as well as financial documentation.

Decision: *The association will continue seeking audit proposals. No audit committee was formally established during this discussion.*

7. New Business

a. New-Property Assessment / Bylaw Language

- The Board discussed the assessment charged when new property is brought into the association. The current bylaws contain a fixed dollar amount, which creates a problem when the Board approves a later increase.
- The previously discussed 10% increase had not been fully reflected in the recorded governing-document language.
- A recommendation was made to amend the bylaws so the assessment is stated as the amount approved by the Board of Directors rather than hard-coding a specific dollar figure.

Action Item: Draft revised bylaw language without a fixed dollar amount and circulate it to the Board within approximately two weeks so it can be reviewed for the next Board/Board of Governors process. Bob and Karen will draft.

b. Committee Accountability / Entertainment Funds

- The Board discussed consistent committee reporting and transparency for committee spending.
- Committees may operate within their Board-approved budgets; however, anticipated event/project costs should be reported so the Board and membership understand the financial impact.
- Entertainment has a separate budget line and bank account. Funds generated by entertainment activities remain in the entertainment account and are used for future entertainment expenses.
- The Board requested that the handling of Pancake Breakfast proceeds be placed in writing so future committees understand that the proceeds are deposited to the entertainment account.

Action Item: Recreation/Entertainment will provide estimated costs for upcoming events and document the treatment of Pancake Breakfast proceeds in the policy records.

c. Keys and Records Access

- The clubhouse locks were previously rekeyed with a limited number of master keys and separate keys for specific doors/areas.
- A key-assignment list is maintained, and keys are to be returned when a person no longer has an authorized role.
- Association records are not open for unrestricted access. Requests for records are to be submitted through the office so staff can provide the requested material.

d. Email Voting

- The Board discussed requirements for votes conducted by email.
- The chair stated that an email vote must be acknowledged/approved by all required board members to be valid as an email action; otherwise the matter should be handled at a meeting.

e. Internet, Marina Cameras, and Gate/Card System

- The association currently uses separate internet services for the office, gate/card system, and marina/caretaker/camera systems.

- The marina camera connection has been unstable and periodically reboots, affecting camera availability.
- The Board is comparing Starlink and other fiber/internet options, with the goal of evaluating whether one provider or a consolidated package could serve the clubhouse and marina more reliably and economically.
- The internet evaluation is being coordinated with the possible migration of the gate/card system to a cloud-based platform.
- The DoorKing system has experienced compatibility/activation problems following an upgrade; existing cards continue to function, but new cards could not be activated at the time of the meeting.
- A comparison spreadsheet is being prepared to show current annual costs, installation costs, equipment/card costs, upgrade costs, reliability considerations, and expected return on investment.

Decision: *No provider or system change was approved. The Board will complete the comparison and bring the information back for a future vote rather than making piecemeal upgrades.*

f. Ramp Project Member Survey

- Several members requested an informational survey regarding ramp/project options.
- The survey is intended to gather member input, not serve as a binding vote.
- The survey should explain project alternatives and potential financing approaches, including paying the cost over time or using a combination of financing and member funding.
- The Board discussed including the survey/letter with the annual dues mailing scheduled for the end of October.

Action Item: Prepare a concise ramp-options letter/survey using the task team's current cost/financing information for possible inclusion with the dues mailing. Karen will send to Board by Tuesday Oct 6, for review

g. Open Board Positions

- The Board discussed multiple current vacancies following recent resignations and other open director positions.
- The Board has sufficient members to continue conducting business, but vacancies may be filled by appointment for the remainder of the applicable terms.
- Interested members should contact the office so ownership and good-standing status can be verified before the November meeting.
- Potential appointments will be placed on the November agenda. Appointment is subject to Board approval and is separate from the regular election process.

Action Item: Post/announce the available Board positions and place consideration of qualified applicants on the November meeting agenda.

h. Board Member Expense Reimbursement

- The Board clarified that directors should not personally absorb authorized association expenses.
- Reimbursement should be supported by receipts and documentation, including documentation when an emergency purchase is required.

8. Adjourn

- Before adjournment, the chair thanked the Board and membership for maintaining an orderly meeting.

Meeting adjourned at approximately 10:56 AM, based on the recording duration and scheduled start time.

Draft prepared from the October 4, 2026 meeting recording.

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Karen Summitt, Acting Chair

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Secretary