

**MINUTES OF THE BOARD OF DIRECTORS**  
**GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION**  
**November 13, 2018**

A regular board meeting of the Board of Directors of Green Valley Villas West Condominium Association was held at Green Valley Villas West at 9:30 AM on November 13, 2018.

Present: Jim Sullivan (President), Andy Szedlus (Vice President), Jim Becker (Treasurer), Marlene Becker (Secretary), and Lila Szedlus (Director). Also, in attendance was Cathy Russell, General Manager

**A. Call to Order, Roll Call, and Establish Quorum**

The meeting was called to order by Jim Sullivan at 9:40AM and determined a quorum was present.

**B. President's Welcome**

Jim Sullivan welcomed members and thanked them for their attendance, and the Pledge of Allegiance was recited.

**C. Adoption of the Agenda**

The motion passed unanimously to adopt the agenda for the meeting

**D. Manager's Report**

General Manager Cathy Russell presented her report. She reported on various issues and projects that were in process including maintenance of roofs, HVAC units and Pool Equipment Upgrades. Also, the completion of repairing long term issues with lighting and electrical. A major announcement was the appointment of Marcos Contreras as General Foreman over the entire maintenance and grounds crew. All employees working on the property have been given identifiable shirts and an ID badge.

**E. Approval of Minutes**

The motion passed unanimously to approve the minutes of the October 9, 2018 Regular Meeting.

**F. Treasurer's Report**

Jim Becker presented the report on the September 2018 Financial Report. A motion was unanimously passed to approve the Treasurer's Report.

**G. Committee Reports**

- **Architectural** – Jim Becker presented the Architectural Requests for approval – 5 requests were approved. The report was unanimously approved.
- **Budget and Finance Committee** – Jim Becker presented the status and direction of the Budget Committee. The report was unanimously approved.
- **Documents** – Lila Szedlus presented the Committee Report – She reported that several informational documents were needing updated and the committee would be working on those documents. Also, some of the Architectural Specification documents need updating.
- **Grounds Committee** – Jim Sullivan presented the Grounds Committee report. 5 requests were approved and 1 was denied. The report was unanimously approved.
- **Maintenance Committee** – Andy Szedlus, reported on Roof Consulting proposals. The report was unanimously approved.

- **Social Activities** –Lila Szedlus reported on Social Activities. Social activities coming up are Fun In the Sun, the Christmas Party, Christmas light contest, and the patio sale. The report was unanimously approved.

#### **H. Old Business**

- **A motion was passed to accept the Reserve Study by Associated Reserves as the official reserve study for Villas West.**
- **A motion was passed to table the decision on a roof consultant until next meeting.**
- **A motion was passed to table the discussion and decision to upgrade the Villas West Banking process.**
- **A motion was passed to table a decision on a Sewer Improvement Plan.**

#### **I. New Business**

- **A motion was passed to appoint Shirley Law as the Chairperson of the Nominating Committee to replace Bob Opoka as Chairperson.**
- **A motion was passed to approve the 2019 Budget as presented by Jim Becker, Treasurer. The approval included an increase of \$10 per month in regular assessments.**

#### **J. Unit Owner Input**

Unit owners were given the opportunity to ask questions or express opinions on various issues. Some of the input addressed roof leaks and general conditions of Villas West, problems with recycle, painting schedule, battered car covers, and a need for better communications. All unit owners' issues were noted and will be addressed by management and the Board.

#### **K. Adjournment**

The meeting was adjourned at 12:10 PM.

Recorded by and Respectfully submitted,

Marlene Becker  
Secretary