

**MINUTES OF THE BOARD OF DIRECTORS
GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION
April 9, 2019**

A regular board meeting of the Board of Directors of Green Valley Villas West Condominium Association was held at Friends in Deed Room D (301 W Camino Casa Verde, Green Valley, AZ 85614) at 9:30 a.m. on April 9, 2019.

Present: Jim Becker (President), Tim Schaid (Vice-President), Chris Fisher (Treasurer), Mary Meister (Secretary), Lila Szedlus (Director). Also in attendance was Cathy Russell, General Manager.

A. Call to Order, Pledge of Allegiance, President's Welcome

The meeting was called to order by Jim Becker at 9:30 a.m., the pledge of allegiance was recited and Jim welcomed members and thanked them for their attendance (about 40-45 members attended). Jim reminded everyone of Board etiquette and thanked members for their support and patience as we continue to work on roofs, sewers and streets – he is confident and optimistic that we are on the right track.

B. Roll Call and Establish Quorum

Jim Becker called the roll and established a quorum was present.

C. Adoption of Agenda

A motion was made by Lila Szedlus to adopt the agenda; seconded by Tim Schaid.

Motion passed unanimously.

D. Manager's Report

- General Manager Cathy Russell presented her report. Cathy mentioned that several owners are looking to start various groups over the summer (Art in the Park, walking groups, water aerobics). As they start to form Cathy will be putting information about them on the website so please check from time to time regarding updates (website is now the main communications method with members). First group is a walking group which will have beginners, intermediate and advanced groups and a "walk for walkers" group – if interested, please let her/office know – email or stop in with name, phone number and email.
- Cathy would also (with board approval) like to put in a Bocce Court – would need to determine best location, etc. Currently the office has a bocce ball set, croquet set, Frisbee golf and corn hull set that can be checked-out for member enjoyment – trying to find more fun ways for members to interact and get to know others in the neighborhood.
- Not all Olive trees were ready for spraying last week so this week will begin initial spraying and then another spraying about 8 days later.
- A bulk pick up by Titan Trash scheduled for April 18th. All information on the website and at the office.

- Summer projects: continue with roofs as many as can be accomplished before Monsoon season (highest priority). Major lighting issues have been completed so will be inspecting all the pole and pagoda lights for any repairs, replacements, cleaning. We are in the "Cleanout" install stage with the sewers with some completed except for removing vegetation on the backsides that impact the sewer lines. Crews have been really tied up with roofs and sewers and they will continue to focus on these as priority and then if possible start working on less pressing projects. We will be blowing out the utility closets as landscape crews work on different sections of the complex – where snakes and rats like to hide. Last 2 new men's room toilets to go into South Pena pool. Over summer the goal is to get the gate locks fixed so it isn't so easy to get in and to look at refurbishing the pool shower tiles. Emails will continue thru the summer to keep everyone informed on what's going on and a reminder to check the website from time to time for updates. Currently have 3 member email lists – about 200 emails. Cathy wishes everyone a great and safe summer.

E. Approval of Minutes

A motion was made by Tim Schaid to approve the minutes of the Regular Board Meeting of March 12, 2019 and seconded by Chris Fisher.

The motion passed unanimously.

F. Approve Treasurer's Report

- Chris Fisher presented the February 2019 Financial Report (year to date through February 2019). The Operating Fund received \$310,149 year to date through February 2019 (\$34,861 over budget) – reflects pre-paid assessments received by owners. Operating expenses year to date were \$229,415 for a net increase of \$80,734, which was higher than budget by \$30,521. After a contribution of \$42,500 to the Reserve Fund we had a net increase of \$18,205. The Reserve Fund was increased by \$29,427 year to date after contributions and expenses. The expenditures included \$30,427 for roof repairs and replacements and \$5,519 in HVAC repairs and replacements.
- Account Balances as of February 28, 2019 were: Operating Fund cash = \$67,176, Reserve Fund cash = \$29,427 and Reserve Fund Investments = \$1,878,018. Fixed Assets Net Book Value = \$535,847. Other Expenses of interest: Sidewalks and masonry (repair/replace) = \$1,471 and Plumbing = \$2,020. For more details, financial information available on the Villas West website.
- Short version (all amounts through February 28, 2019): Total Receipts (\$310,149), Total Expenses (\$229,415), Total Income (\$80,734), Transfer to Major Maintenance Fund (\$70,000), Operating Fund Balance (\$67,176), Reserve Fund Balance (including assets): \$2,510,469.

A motion was made by Jim Becker to approve the Treasurer's Report. Tim Schaid Seconded.

The motion passed unanimously.

G. Committee Reports

Architectural – Jim Becker: Jim reported that 13 architectural requests were made and all were approved. Some related to door and window replacements, building sheds, installing gates, re-roof shed, etc. – all met Villas West architectural specifications.

A motion was made by Jim Becker to approve the Architectural applications. Tim Schaid Seconded.

The motion passed unanimously.

Budget and Finance Committee – Chris Fisher: Has two members signed up for Budget and Finance Committee: Chuck Wallace and Richard Allison. He has not heard back from them but hopes to have a meeting before the end of the month. Most of budget work will be in fall when more information is available.

Documents and Communications – Mary Meister: Mary reported that the committee had first meeting 4-4-2019 and members include: Carleen Otto, Barbara Fisher, Karen Brooks and Inge Finney. Members have different levels of computer skills to help as we move to most of communications between Villas West and members through the website and internet/emails. A key topic was better follow-up from the office on complaints, issues, concerns, work orders. Barb Fisher has drafted a form and spreadsheet sample for tracking these through resolution. We will be working with the office to see if we can come up with a solution that works for everyone. Another topic was how best to let people know when major work is being done in the complex – like the sewer work behind La Canada (what is the work, about how long take, etc.). Can we post on website, use e-blast, post at office and other locations, calls to those most impacted? Again, we will be working with the office to see how we might minimize call to office to find out what is going on. We will also be looking at all the ways we currently communicate with members to see how they can be improved (ease of use, most important information first, etc.) and possibly expanded (do we need more bulletin boards throughout complex for those not computer savvy): Website, Newsletter, Annual Meeting Packet, Bulletin Boards and In-Office Info Rack.

Grounds – Lila Szedlus: On the “adopt a stump” project, 5 stumps have been prepared for planting but it takes quite a bit of time – so the next ones prepared will be done as time allows. Two of the 5 stumps are being planted by the girl scouts and 3 have been adopted by residents. Instructions were given in terms of how to plant and those adopting are purchasing dirt/flowers, etc. that they will use to plant. They are the caretakers of these stumps and can decorate at holidays, etc. as they wish. If you are still interested in adopting a stump, fill out form at office or leave message at office with name, phone number, E-mail indicating your interest. They will be parceled out as the stumps are dug out. Tim Schaid mentioned that they watched the ground crew take out a large Cypress by a neighbor and they did a great job: safe, thorough, efficient . . . kudos to the grounds crew, his neighbor was very happy with the job.

There were 18 ground requests of which 11 were approved, 4 were denied and 3 were partially approved.

A motion was made by Chris Fisher to accept the grounds applications denials (4) or approval (11) or partial approvals (3) be accepted. Mary Meister seconded.

Motion passed with 4 – yes and 1 – abstain (one of the requests was Tim Schaid’s).

Maintenance – Tim Schaid: Tim announced that his Maintenance Committee which includes Mike Flynn, Bruce Macleod, Bob Opoka, Jim Becker (Tim as chairperson) had their first meeting on Tuesday, April 2nd. Tim updated the committee on the status of current and future maintenance projects and the committee gave him several great ideas on future maintenance projects they would like to see happen in the community – these were shared with Cathy and the Board. The committee will meet again in the fall – date to be determined. Roof replacement at 233 Paseo Tierra has been completed and roof for 361 Sarta should be finished by end of week. We will continue with the other 3 scheduled roof replacements as weather holds out – hopefully before Monsoon season. Also signed off on 2 tile patio roofs in dire need of replacement (90 Paseo Quinta & 372 Paseo Sarta) – Castro Roofing will do the work. Roof repairs are underway and so far the following roof repairs have been completed: 384 Penasco, 92 Pena, 104 and 264 Sarta, 246 and 322 and 344 La Canada. We are also looking at a phase in repair program for our streets. So far we have met with Tucson Asphalt on a “Green Asphalt” product (more environmentally friendly) and will be meeting with Sunland Asphalt who did the work on Penasco a few years ago as well as Ace Asphalt to see which will be the best long-term fit for Villas West streets. We are also asking each contractor to do an analysis of the condition of our streets and make recommendations (what product/process and street priority). Valentine Plumbing continues their work on cleaning sewer lines and has installed 7 new Cleanouts on the south section of La Canada already. There were a total of 514 work orders (from 1/1/2019 through 2/28/2019): 137 were heating/cooling related, 43 were sewer related and 51 were water leak related.

Social Activities – Lila Szedlus: Lila reported that the last coffee was sunny and warm – well attended (only lemon donuts left – won’t get those again!). Next coffee is 10 am. – 11 a.m. on April 11. Had about 200 people turn out for the St. Patrick’s get together – very little food left over (good sign), music was great and the green beer was gone! On Monday, she surprised the whole staff with corn beef and cabbage for lunch – the guys (and gals) loved it. The Patio Sale was on April 6, about 13 people signed up and some others opened up but don’t think there were as many as in the past. Next Fun in the Sun is October 10, Octoberfest is scheduled for October 19 and the next Patio Sale for November 23.

H. Old Business

None

I. New Business

- a. Approve replacement of Kawasaki Mule with American Landmaster Utility Vehicle based on the Horizon quote of \$5,940.50. Discussion: The Kawasaki is our workhorse and has come to the end of its useful life.

A motion was made by Tim Schaid to buy the American Landscape 350 (Horizon Bid) at \$5,940.50. Lila Szedlus seconded.

The motion passed unanimously.

- b. Approve doing another 5 roof replacements this year (later vote would be on contractor and actual bids)

Planned to do another 5 roof replacement this year and would like to get general approval for doing so. Board would later approval the specific contractor and proposals at a future time when ready to act on these. Cathy Russell will continue to research additional contractors and seek out bids using the Roof Replacement Specifications. Several roofing contractors have been approached but did not want to bid based on specifications (felt they were too stringent; Maintenance Committee felt the spec sheet for replacement was really good). Try to get as many roofs done as possible before Monsoon season taking into consideration weather, funding, etc. Long term, if we continue this way for the next few years, we should start to get a good handle on roofing issues. Jim Becker mentioned there was a small group of members who want to get it all done now, but not possible due to financial needs, weather, contractors available, etc. While there are several roofs on the priority list, we are not identifying which are the next 5 now in case some other roof "blows up" and needs to move up on the list.

Discussion: The contractor and timing would be determined later – as getting close to being able to start next 5, board can approve the contractor(s) and proposal(s) then. This is an initial approval so that we can plan for with budgeting (CD's come due on a monthly basis from reserves and need to plan funding in relation to investments). Each roof is generally between \$25,000 and \$30,000 depending if patio roofs are included and how bad the roof is when they take off the old roofing material (total tear off before re-do). The manufacturer (GAF) provides a NDL (No Dollar Limit) 20 Year Guarantee (as long as maintenance performed). Cathy Russell also mentioned the importance of the AC contractor to deal with the AC units being backwards and creating water flow problems on the roofs which has to be changed during the new roof installation to prevent water pooling and problems with draining (standing water is one of our key problems). Red Mountain Roofing has access to AC people who can do this.

A motion was made by Jim Becker to approve 5 more roof replacements for the year. Tim Schaid seconded.

The motion passed unanimously.

- c. Approve funding to continue current Sewer plan: \$12,000.00

Budget includes about \$3,000 for sewers but the current plan is likely to cost more than that. Expect it to be less than the additional \$12,000 but make sure enough to get the job done. This pays for sewer issues, clean outs and reconstruction where necessary. This involves adding "cleanouts" so equipment for ongoing maintenance can get past the clog with roto rooter – 20 ft. (some of current lengths are 50 ft. or more). Villas West has our crews doing the trenching, then Valentine Plumbing comes in and does the installation and our crew follows up with refilling and fixing cement.

A motion was made by Jim Becker to approve the additional \$12,000.00 for sewer plan. Tim Schaid seconded.

The motion passed unanimously.

d. Approve Committee Members

2019 Committee Members:

Architectural – Jim Becker, Chair

Maintenance – Tim Schaid, Chair (Mike Flynn, Bruce Macleod, Bob Opoka)

Budget/Finance – Chris Fisher, Chair (Chuck Wallace, Richard Allison)

Documents/Communications – Mary Meister, Chair (Carleen Otto, Barbara Fisher, Karen Brooks, Inge Finney)

Grounds – Lila Szedlus, Chair (Barbara Fisher, Carleen Otto, Brenda Kierstenson, Inge Finney)

Social – Lila Szedlus, Chair (Lee Ann Schuepp, Charlotte Swick, Trudy Munding, Marti McCleery)

A motion was made by Chris Fisher to approve the committee members. Mary Meister seconded.

The motion passed unanimously.

J. Unit Owner Input

- Is there a master list of which building roofs in what order for work in the future – like on the website or something? Jim Becker mentioned that there is an entire report from Red Mountain Roofing on each villa building roof – evaluates each roof against a list of factors (very thorough). The analysis identified the worst roofs that needed attention and other roofs that could last a bit with some immediate repairs and issues on other roofs that did not need replacement or repair very soon. Members can come into the office and review the report. Will continue to use the report to plan roofing replacement and repairs in the coming years.
- Could we start an appreciation fund at the office for the workers – for maybe a monthly lunch or something? We used to have one some years ago. With as many units as we have, 650 or so, it would be nice to re-institute again. Cathy Russell will look into re-starting.
- Pools – the bathrooms at the pools (he uses South Pena pool) are terribly dirty – they need to be scrubbed clean. Cathy Russell mentioned that this last year we put in new equipment and ladders and other related things and last couple toilets are being installed now. Another unit owner said the pools themselves are generally good this year. Cathy indicated she wants to first get the gate lock situation fixed since it is so easy to get into the pools because the lock mechanism is not secure. Gate too easy to open. Due to some vandalism last summer, don't want to put too much more into the pool areas until the locks are addressed (someone mentioned that banging the gates are part of the problem and some of our workers are the worst offenders – Cathy indicated they have discussed this with workers). It was also noted that the tile around the pool is very dirty and doesn't look like it has been cleaned in years. Also, the light in the S. Pena pool doesn't work.
- Issues regarding people using pool that are not residents – one member did approach the person and indicated they were trespassing and that the police would be called if he saw them there again (some of those who had been using the pool were from surrounding HOA's to South and West – Railroad Houses and Townhouses behind us). In past sent letter to the surrounding HOAs to let them know we will prosecute people from their areas that trespass and use the

pools. Need to keep reminding them and indicating we are serious. Another member has seen people come in car loads and get out and get in pool. Some are aware that there are some pool keys floating around (previous owners sold or gave to someone, etc.). Cathy Russell indicated we needed new locks on the gates – fencing and gates in good shape – locks are the issue. She had instituted card readers in some complexes before but they are not cheap (GVR now uses). Another member mentioned young people staying at a member's villa who use the pool showers as their personal showers – recently watched 3 people with backpacks came in and went into showers for a half hour and came out and said bye. Someone mentioned they thought the rules indicated a member had to accompany guests to the pool (need to check on this). Cathy said to call the sheriff if you see three people in shower and call office too to give them heads-up. Call 911 (tell operator not emergency) to deal with trespassing – it is a felony. Another member suggested that maybe we need membership cards.

- Question on a Bocce Ball Court idea– how much cost and how many people would use it? Maybe include survey in Annual Packet to ask questions like this of membership.
- Patio Sale and Bulk Pick-Up should be scheduled in March before a lot of people go home.
- Current Office Bulletin Board should be used more for notices so people can check it out after hours.
- Member's roofing experience (was a roofer) that guarantees are not very useful from manufacturers since they guarantee only the product for defects – they won't replace for free a roof that is 19 years old (even though your guarantee is for 20 years). Most contractors only give a 1 year warranty on labor (if they install wrong, they will fix). Manufacturer of product almost never cover labor. If roofing material goes bad 5 years down road – only will repair a section and supply the material.
- What not to put down our sewers on the website - another person thought it would be a good idea to put on website what things you should not be putting down the garbage disposal or toilets like egg shells, banana peels, celery, potato peels, etc.

K. Adjournment

A motion was made by Tim Schaid to adjourn the meeting at 10:50 a.m. Mary Meister Seconded.
Motion passed unanimously.

Dates to Remember

April Fun in the Sun: April 11

Rulk Pick Up Day: April 18

Next Regular Board Meeting – Tuesday, October 8, 2019

Recorded by and respectfully submitted,

Mary Meister
 Secretary