

**MINUTES OF THE BOARD OF DIRECTORS
GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION
January 14, 2020**

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 January 14, 2020.

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 (52 people signed in). Jim mentioned that we have a really good turn-out today, new HOA software up and running, replaced a number of roofs and had a record number of HVAC's replaced. There have also been personnel changes in the office (administrative assistant and bookkeeper). We are working to keep Villas West a great place to own and live.

Jim reminded everyone of Board meeting etiquette:

- Board meetings are for the purpose of giving you the owners an update on the association standing and information on ongoing and upcoming projects and events. The Board also uses this time to make motions and pass actions.
- No letters and or reports regarding a single unit or owner shall be read by either the Board or member.
- All "owner input" should be for the good of the whole community and not for any single individual agenda or villa.
- All private matters should be discussed with the Board in private. You can contact your Board through our office either by letter delivered to their mailbox or by request that you be contacted.
- The Board will not tolerate any offensive language, insults, harassment, racist or obscene remarks.

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 Tim Schaid to adopt the agenda; seconded by Chris Fisher.

Motion passed unanimously.

D. Approval of Minutes

A motion was made by Chris Fisher to approve the minutes of the Regular Board Meeting of November 12, 2019 and Executive Meeting of November 12, 2019, November 20, 2019, December 19, 2019, January 6, 2020 and January 10, 2020 and seconded by Lila Szedlus.

The motion passed unanimously.

E. Manager's Report

- Cathy Russell welcomed back everyone. She mentioned that the Villas have had a lot going on in the past few months and thanked everyone for their patience and understanding.
- Cathy informed those attending that Kharmyn Cousins has started at Villas West as the new Administrative Assistant and is back at the office this morning assisting the bookkeeper (Diane) in getting out statements. She invited those who have not met Kharmyn or Diane to stop in and introduce themselves – both are going to be huge assets to the Villas.
- As of January 1, Arizona Law requires that the Association provide owners with statements of account each month. When you get this letter with your statement you have an option to OPT-IN to have your statement emailed to you. We really encourage you to OPT-IN to help reduce copying and mailing cost.
- If anyone did not get the information on our Owner Portal, it is up and running along with the online payment options. You will need your account number to register so please feel free to contact the office (finance) and we will provide that for you. If you go to the website there are instructions and a video on registering and utilizing the owner Portal program (part of the new Caliber HOA system).
- A reminder as the website is always updated, please keep checking it. The E-Blast will continue as we progress so please make sure we have a good email for you. Cathy Russell sent an E-Blast last week that the Villas Office Hours will be changing as of Tuesday, 1/21/2020: 8 a.m. – 3 p.m. (vs. 4 p.m.) with lunch closure from 12 noon to 1 p.m. This will allow time for training, office staff meetings and some uninterrupted time (some jobs just can't be done with constant interruptions).
- If your Villas is a rental, please make sure we have all your tenant information on file, it makes it difficult if a tenant either comes by or calls the office to request something and we have no way to verify who they are. You are also required to provide this information per CC&R's 4.11 leasing Your Unit).
- Tim Schaid will recap on a few projects we have started and if you have any questions contact Cathy Russell or Tim Schaid for more information.

F. Approve Treasurer's ReportOperating Account as of November 30, 2019

Operating Income: Assessment fees \$1,440,632/Total Income \$1,468,259, Variance (\$40,776)

Operating Expenses: \$1,512,886 (Expenses plus transfer to Maintenance Fund)

Operating net income/loss (\$44,628)

Reserve Account

Reserve Income (interest, gain/loss on investments, contributions): \$376,106

Reserve Expenses: \$553,500, Variance (\$177,394)

- Roof replacement – \$296,734 (\$98,734)
- HVAC replacement - \$208,590 (\$144,427)

Reserve Portfolio Summary (Year End 12/31/2019)

Opening Value (1/1/2019): \$1,874,419

Cash Withdrawn: \$280,000

Closing Value: \$1,710,879

Change in value for 2019 (\$163,540)

- An independent financial review was performed by Steven Keys, Director of HOA Services at the Larry Recker CPA firm. He focused on the transition from TOPS Software to our new Caliber Property Management Software, as well as the accuracy and integrity of our funds and accounts. He reported to Jim Becker (President), Chris Fisher (Treasurer), Cathy Russell (General Manager) and Diane Lizarraga (Bookkeeper) on December 19, 2019 that there was no suspicious activity in our accounts and our transition progress was ahead of schedule. It was 85% complete at that time, and thanks to the due diligence and hard work of our office staff we are now at 98%. Transition to Caliber delayed some reports initially, but is close to being back on schedule now with pertinent reports available. This new Caliber software is proving to be less expensive than our old software while offering many more features and reports that will be useful now and going forward.
- Per Section 12.1 of our By-Laws, “... Financial records of the Association may be made reasonably available for examination in writing by any Member. The Association shall have ten (10) business days to fulfill a request for examination.” In short, Owners are always welcome to review Financial Documents in the office with the Board Treasurer and/or the President. Please call the office for an appointment, or send an email request to the Board’s unique email address – villaswestboard@gmail.com. These are your records, and you have every right to inspect them. The Board and HOA do not keep these records secret or private. Relevant financial information is posted on the Villas West Website.

A motion was made by Tim Schaid to approve the Treasurer's Report through 11/30/2019. Lila Szedlus seconded.

The motion passed unanimously.

G. Committee Reports

Architectural – Jim Becker: We had 15 Architectural Requests pre-approved since November 12, 2019 including: extending patio, wrought iron fences and gates, sun shade, security doors, storm doors, one shed, sky light and solar tube, window replacement, door-window inserts. All were pre-approved.

A motion was made by Jim Becker to approve the Architectural applications. Mary Meister Seconded.

The motion passed unanimously.

Budget and Finance Committee – Chris Fisher: Nothing to report since group met to develop the 2020 Budget.

- Per Villas West Condominium Association By-Laws, this committee shall review the operating costs of the Association. It shall assist in preparing the annual budget for presentation to the Board. The Treasurer shall be the Chairperson of this committee.

Documents and Communications – Mary Meister

- Since November, the committee has been in “production” mode. Barb Fisher continues to be our Web Master and is keeping the Website updated. More information continues to be added to the website as available with more to come. The Website is intended to be the repository of most things Villas West so everyone has access. If people use it, it will save lots of questions and provide lots of answers! We are also doing the Newsletter until both can be passed on to the new Administrative Assistant.
- Hopefully everyone received the annual packet mailed in early December. If not, Mary said to check with the office as it may have been returned because of address issues (new HOA system is helping identify owner contact information that is not correct). A reminder to make sure your contact information is updated including email address – you can make changes using the new Owner’s Portal. Mary thanks members of the Communications/Documents committee (Carleen Otto and her neighbor June Lageveen), Board Member Chris, Lila and Jim, Karmyn, Diane and Cathy from the Office and Alma our Custodian and Joseph our Shop Manager for helping stuff 650+ packets for mailing in one day! Thank goodness that is only once a year!
- The committee has also started testing using “A frames” to communicate some important information to the campus (board meeting, street crack sealing, patio sale, Xmas party notice, listening forum) in a cost effective way (printing boards is very expensive when you are doing more than 1 or 2 even if you can reuse them). The group also tested leaving notices at individual villas for crack sealing as the street coating project will require people to move their vehicles for a day or two and if not moved must be towed.
- The committee will be meeting formally after the Annual Meeting – after moving some of current responsibilities to the Administrative Assistant.

Grounds – Lila Szedlus

- Nine (9) grounds applications were pre-approved (trimming, removing decayed tree, planting paddle cactus, trim oleander, remove pancake cactus, trim Texas ranger, transplant small cactus, remove tree). Two (2) applications denied: transplanting of Ocotillo (protected by state), spot too small to plant a large tree. Criteria are being developed to better indicate what landscape issues require a grounds application and which are just basic work orders (trimming, removing dead shrubs, etc.).
- New project starting – trimming and removing overgrown cactus and bushes – will also help grounds crew cleaning up. First area was 135 Tierra – A. Removed a tree for safety reasons and

a large dying cactus and a couple overgrown shrubs. Planted a small cactus instead. Owners were quite happy with how nice it looks now. Will be done over time throughout Villas as many plants are very old and likely need to be replaced.

- Also will be checking for trees in patios that are overhanging patio roofs and/or building roofs. Letters will be sent to owners. You can have a service come in to do, or contact the office and Marcos will see if one of our regular landscaping guys wants to do it after normal working hours – for a fee.

A motion was made by May Meister to approve the Grounds requests and denials. Chris Fisher Seconded.

The motion passed unanimously.

Maintenance – Tim Schaid

- The Villas West Maintenance Committee met on Monday, January 6, 2020 at 9:00 AM. Committee members present were Jim Becker, Mike Flynn, Bruce Macleod, Bob Opoka and committee chairman Tim Schaid. Several questions and recommendations by the committee were identified and passed along to Cathy Russell and the Villas West Board of Directors. The next meeting of the Villas West Maintenance Committee will be on Monday, March 2, 2020 beginning at 9:00 AM at the north Sarta pool. The meeting is open to the members or their designative representatives to attend.
- 10 more roofs have been budgeted to be replaced in 2020 – The 10 roofs identified to be replaced are 145, 316, 414 and 360 Pena; 372, 93, and 264 Sarta; 357 and 262 Quinta; and 317 Tierra. One additional has been added 366 La Canada.
- There are just two small sections of sewer inspections and repairs that remain to be completed just off the north side of Penasco on Sarta and Quinta.
- The first phase of the street repairs and resurfacing was completed last December. The second phase will be to repair and resurface the parking lots and driveways on La Canada as well as all of Quinta and Pena.
- The Tierra gating project will be starting up again this week. Marcos and Joseph are currently finalizing plans and creating a material pricing list for the project.
- The painting of the Villas West buildings throughout the complex started on Monday, January 13, 2020. Twenty-six building will be painted in 2020 with 15 of those 26 identified as in need of immediate painting. Plans are to paint 26 buildings per year, which creates a 7-year painting schedule. Later on in the agenda the board will consider approving Butierez Painting, Inc. as the contractor.

Social Activities – Lila Szedlus

- **Fun in the Sun** (December and January) - Turnout was smaller than normal (only 25) for the December Fun in the Sun. But some hearty people showed up despite the cold and wind showing up around 9 and leaving around 11 a.m. January's Fun in the Sun was well attended with about 65 people attending – weather was cool but it was sunny and the wind didn't kick up until 11.
- **Patio Tree Light Contest** winners were announced. Twelve (12) villas participated. One group did the whole building so of course we had to give them all a prize (369 Quinta). Other winners:

grand prize (160 La Canada), 188 B Quinta, 230 C Sarta, 206 A La Canada. Prizes were gift cards (Starbucks, Culvers, McDonalds, etc.).

- **Villas West Christmas Party (December 13,2019):** The party was held at the American Legion #66 on Duval Mine Road with 91 tickets sold and 87 residents and guests attending. Everyone enjoyed the drinks, food and music from 4:30 – 9:00 p.m. Table gifts were the poinsettias on each table and the door prize was a larger poinsettia. Lee Ann also had a plate of cookies and candy for each table. The meal was wonderful and everyone sounded happy singing Christmas carols! We received a lot of toys and with the permission of the Marines (Toys for Tots); we gave to a different shelter this year, Prima Vera Foundation. They hadn't gotten signed up in time for the Marines list of recipients so we were able to help out and give these kids a happy Christmas – thanks to everyone who donated toys! Karmyn Cousins did the shopping and she did a great job choosing gifts. I want to thank LeeAnna, Charlotte and Karmyn for helping with the Christmas party.
- Next Coffee is February 13 (Valentine theme) and the Annual Meeting February 11 at the GVR East Social Center.

H. Old Business

1. Compliance Ad-Hoc Committee

- The Board agreed to try having a Compliance Committee again, appointed by the President with Chris Fisher as the Chairperson. Chris indicated he was looking for volunteers, 2-3 from each quadrant of the complex.
- The purpose was not to harass people but assuming that many of the infractions are because "people just don't know the rules." (Initially give them the benefit of the doubt). Addressing parking issues as first order of business and if that successful, include short term rentals (less than 30 days).
- Chris and his wife Barb checked out one section of Apero to Penasco on Pena and Quinta and found of 75 cars, 25 did not have a parking sticker.
- Sign-up sheets are available at the back table if anyone is interested in being on the committee. Chris also mentioned that we have these "Neighborhood Watch" signs but is not aware of any group or watch committee operating – maybe they just put up the signs? The idea is good though – look out for one another – use "Nextdoor" and talking to your neighbors about things like bikes being stolen (they were not locked up) or propane tanks (also not locked-up) and sheets stolen from the line behind laundry.

2. Approval of Committee Members

A motion was made by Tim Schaid to approve Beth Munson to the Communications/Documents Committee. Lila Szedlus seconded.

The motion passed unanimously.

I. New Business

1. Confirm Approval of Butierez Painting LLC Contractor. Board approved via email since the last board meeting in November.

A motion was made by Mary Meister to confirm the approval of Butierez Painting LLC as Villas West painting contractor. Tim Schaid seconded.

The motion passed unanimously.

2. Painting of Sheds by Painting Contractor

In the past sheds were to be painted by the owner or they could pay to have it painted when their building was being painted. To maintain visual appeal of the complex, it was suggested that the HOA (painting contractor) also paint sheds and bill back at cost (currently \$50) to the home owner.

A motion was made by Jim Becker to approve change to have Villas West HOA paint sheds and charge back to homeowner at cost. Mary Meister seconded.

The motion passed unanimously.

3. Overflow Parking on Tierra

- Issues of overflow parking have come up many times (people with more than two cars parking them in overflow, trailers parked for long periods, etc.).
- People wanted the Board to address how many cars owners can have parked in the Villas complex (between their own deeded space and overflow parking on Tierra) and whether the same rules apply to overflow parking as to general parking (no trailers, mobile homes, campers, etc.). It has been proposed that each unit owner could have a maximum of two parking permits – one for their deeded space and one additional if needed for overflow parking on Tierra.
- Currently there is a 5 day limit for oversize vehicles in overflow on Tierra with permission of office. An owner mentioned that this trailer has been in the overflow for some time after the owner died – she has reported it many times to the office and it is still there. She asked why the relatives can't move it.

A motion was made by Jim Becker to limit parking at Villas West to 2 vehicles (a total of 2 parking permits – 1 for deeded space and 1 for overflow on Tierra) and adhere to all CC&R vehicle/parking related rules for all parking including Tierra overflow parking. Lila Szedlus seconded.

The motion passed unanimously.

4. 2020 Project Plan

- The President outlined some of the areas to be addressed for 2020 include the identification of 10 roofs to be replaced (will include one more recently identified – 366 La Canada); a number of HVAC's will continue to be replaced throughout the year as they fail and cannot be fixed.

- Caliber HOA software transition is 90% complete and we will be getting the rest up and running and the portal being used by more and more owners.
- We have 26 buildings identified for painting this year and 26 each year for a 7 year painting cycle. The schedule will be posted on the website.
- The Board continues to prioritize roofs, HVAC's, sewers, H2O closets and sidewalk safety. We will be scheduling as much as possible for summer when these activities will have the least amount of disruptions.
- Street project will be done in two phases – La Canada, Pena and Quinta first. The second phase will be Sarta and Tierra and we will evaluate Penasco at that time to see if it needs coating too.
- Landscaping policy will be trimming and planting maintenance with an eye to aesthetic value.
- We have been depleting our reserve funds by more than we have put in (for example, we spent \$280,000 but only put in \$265,000 from monthly assessments for the year). Over the past couple of years (roofs, HVAC's, etc.) we have taken out over \$500,000. We will be looking at a plan to rebuild in order to maintain a level that indicates a low risk of special assessments based on our Reserve Study (2018). We will continue our positive direction for Villas West.

5. Board "Listening" Forum

The Board is looking at conducting a second "Listening" forum, hopefully before the Annual Meeting. Will keep everyone posted – lots going on right now so looking at options.

6. Update Telephone System

Current phone system (PBX) is archaic. We recently updated our security system with Cox which cost less than our previous contract with Century Link. A new phone system with Cox would be more efficient and provide the office with more options for taking messages, call, etc. at about \$100 more per month.

A motion was made by Tim Schaid to approve the agreement with Cox Communication for an updated telephone system. Chris Fisher seconded.

The motion passed unanimously.

J. **Adjournment of Business Portion of Meeting**

A motion was made by Chris Fisher to adjourn the business portion of the meeting at 10:50 a.m. Tim Schaid Seconded. **Motion passed unanimously.**

K. **Unit Owner Input**

Owner Input (Following Business Segment of Board Meeting)
The time was very limited but the following input was made.

- One owner wanted to know if we paid for recycling – since people don't follow the rules, the whole batch it probably going to the landfill. We should stop paying for recycling and just have it all go to garbage.
- Another owner had a CO (carbon monoxide) scare – her alarm went off and the gas company came out and found a problem with the stove. They told her to never put tin foil on the bottom of the stove to catch grease as it often can interfere with the venting. Some units are very air tight (new windows, not using exhaust fan, small) so it is important to have a CO detector in all villas in addition to smoke alarms. The GV Fire Dept. has a program for installing smoke detectors (but NOT CO alarms) for a fee but they will not install units you purchase from the store – it has to be their units.
- Another owner said they appreciated the A frame notices particularly the one by the Walgreens on Esperanza – very noticeable.
- A question about the new office hours, will people be working then when not open? Cathy Russell indicated that "Yes," they would still be working – training, meetings, activities that require uninterrupted concentration, etc. The office would just not be open to members . . . new hours open to members/tenants are 9 a.m. – noon and 1 p.m. – 3 p.m.

Dates to Remember

- Annual Meeting, February 11, 2020 at GVR East Social Center.
- Fun in the Sun at Penasco Park: Thursday February 14, 2020 at Penasco Park

Recorded by and respectfully submitted by,

Mary Meister
Secretary