

**MINUTES OF THE BOARD OF DIRECTORS
GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION**

August 11, 2020

A regular board meeting of the Board of Directors of Green Valley Villas West Condominium Association was held via Zoom (and the Association Office – 460 S Paseo Quinta, Green Valley, AZ 85614) at 9:30 a.m. on August 11, 2020 due to Covid 19 Pandemic.

Present: Jim Becker (President), Tim Schaid (Vice-President), Maureen Fry (Secretary), Mary Meister (Director). Also in attendance was JD Sotelo, General Manager. (Jim Becker and JD Sotelo from the Association Office and the rest via Zoom) Chris Fisher Absent due to family matters.

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

The meeting was called to order by Jim Becker at 9:30 a.m.; Jim welcomed members to the first virtual board meeting for Villas West due to the Covid 19 pandemic. Jim mentioned that it has been a little distressful but that employees stepped up and have taken care of the property despite the pandemic. Jim has had Covid 19 but is doing fine now and feels great. He mentioned that the Board has identified various areas that we have not been able to keep up to standards because of the pandemic – grounds down a little and turnover of crew – but we are fully staffed now and getting the place spruced up again. Pools are open from 7 a.m. – 5 p.m. – hopefully we will be able to increase some in the future but we need to maintain good protocols to keep everyone safe and healthy. He also mentioned that we continue to improve on communications with e-blasts and the website to help homeowners understand what is going on in Villas West. He indicated that he would respond to questions sent in via the Board email and phone calls at the end of the business meeting – he has grouped and categorized them into similar areas and hopes he will have answered everyone questions. He also indicated that he hoped we would be able to open the office soon – right now office accessible by phone and email – members can make an appointment to talk with the General Manager, Finance, Jim Becker, etc.

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 Jim Becker to adopt the agenda; seconded by Tim Schaid.
Motion passed unanimously.

D. Approval of Minutes

A motion was made by Jim Becker to approve the minutes of the Regular Board Meeting of March 10, 2020; seconded by Maureen Fry.
The motion passed unanimously.

E. Manager's Report

- We have had a lot going on over the last few months so I want to thank everyone for their patients and understanding in regards to this pandemic.
- Liliana Ortega has started at Villas West as our new Administrative Assistant. She is at the office from 8:00 AM – 4:00 PM and will be assisting me and Diane in Finance. She is giving out parking permits and scheduling all our appointments. Liliana has also transferred all our information on HVAC's, HWD and Roofs from excel into our Caliber System.
- I also want to give a big thank you to Diane in Finance. She has managed to update all of our homeowner files with phone numbers, correct emails and has entered all of our tenant forms into Caliber. We can now say we have correct information in our files.
- With that being said, **all new Tenant applications will require a \$25.00 administration fee.** This administration fee covers all changes that need to be done by Green Valley Villas West every time there is a change of tenants (paperwork, questions by tenants directed to the office (vs. landlord), etc. Villas West office is not a substitute for the Owner/Landlord but provides materials and responds to tenant questions and issues for the benefit of all owners in maintaining a safe and enjoyable place to live. **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. **There is a form to complete available on the website or at the office.**
- We have created a Preventive Sewer and roof project that we have started and will quarterly clean all sewer lines and Roofs. We have also started repairing utility closets and will be adding the address of the villas for better guidance. We are fully getting staffed and will start many projects to best enhance the community.
- I will keep communicating with homeowners by E Blast. Make sure to check your spam or junk mail. We also update the website with all new updates. E-Blast only goes to homeowners we cannot send to tenants if you're a homeowner that has tenants please forward emails to them.

F. Approve Treasurer's Report**Treasurer's Report July 2020**

All Figures are Year to Date (January-June 2020)

Operating Account as of June 30, 2020.

Operating Income—Assessment fees \$903,493 (Total Income \$927,605)

Operating Expenses-\$661,596

Transfer to Major Maintenance (Reserve) Fund-\$240,000

Operating net income/loss-\$26,009

Reserve Account

Reserve Income (Interest, Gain/loss on investments, Contributions)-\$292,759

Reserve Expense-\$379,200Variance-(-\$86,441}

- Roof replacement-\$90,756

- HVAC replacement-\$125,795

- Street Maintenance-\$62,429

Reserve Portfolio Summary—

- Opening Value (1/1/2020)-\$1,710,879

- Cash Withdrawn-\$150,000

- Closing Value (6/30/2020)-\$1,613,610

- Change in value for 2020-(-\$97,269)

1. Independent audits of the Operating Account and the Reserve Account will be performed later this summer. Due to the current restrictions related to COVID-19 both audits will be performed remotely, with financial information sent by the HOA office and the Board to our auditor.
2. Landscape and Maintenance wages are \$66.4K less than budgeted and \$46K less than 2019's figure through June. The HOA is currently short 4 crew members, and we have also had several prior employees opt to quarantine the past few months and not return to work. The main reason for this is that they can collect more money on unemployment and the Paycheck Protection Program. The PPP benefit is currently scheduled to expire in August.
3. There was a hiatus in roof replacements this year as Red Mountain Roofers suspended operations for 3 months out of health concerns. Consequently, we have incurred \$44.6K in roof repairs performed by another vendor.
4. HVAC replacements are currently sitting at \$126K for the year, \$98K over budget and \$57K over last year for the same period.

A motion was made by Jim Becker to approve the Treasurer's Report through June 2020. Tim Schaid seconded.

The motion passed unanimously.

G. Committee Reports

Architectural – Jim Becker: We had 17 Architectural Requests pre-approved by the Architectural Committee. These included: gates, storage shed, door window inserts, shades, gates, security doors, window replacements, screen doors. 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 – Jim Becker (who is also on this committee and reporting for Chris Fisher)

- Jim Becker mentioned that Chris Fisher had some good ideas for putting the budget together for next year – they will be starting work on the budget in September to present to the Board at the November meeting. Jim feels that Chris has a good committee going forward.

Documents and Communications – Mary Meister

- The Communications/Documents Committee has not met since 2/19/2020 but all input from committee members for updating the Rules and Regulations are almost completed – a couple sections including parking are still being worked on. Once completed, the draft document will go to the Board for review/additional changes and eventual approval at a later Board Meeting. Thanks again to committee members for all their input, particularly Beth Munson for her final “fine tooth” combing – we needed that – also Barb Fisher, Carlene Otto and Inga Finney.
- Barb Fisher continues to update the Website along with our General Manager JD Sotelo as this function is being turned over to the office staff. We will also likely produce/help produce the August newsletter before turning this over to the office staff.
- The street sealing project required us to move only two vehicles and those were people who just happened to be hospitalized just before the project started. Thanks to all the residents for their great cooperation in making the sealing process as painless as possible. In preparation, the Communications/Documents committee created a list of snowbird open parking spots on Sarta and Tierra and asked the Village Mall for permission to park along the north end of Villas East, providing resident parking options during the process. The project was conducted over three days (different sections on different days) which also helped. Sandwich boards with project information were situated around the campus about two weeks prior to the project beginning along with announcements on the Website and postings on laundry room doors.
- Letters were left early in the morning on all vehicles parked in the areas to be sealed about a week in advance and the contractor, Holbrook, left notices several days before the project began. This, plus notices of what streets were to be sealed in the January, February and March 2020 newsletter and Website seems to have helped this process go smoothly.
- The office has installed “self-serve” information boxes next to the front door for your convenience – now, during the pandemic and for the future. Copies of the latest newsletter will be available there too.

- JD Sotelo, the General Manager has also been utilizing the e-blasts through the new software system, Caliber, so be sure we have your email address on file if you wish to receive these.
- The Owner Survey has been tabulated and basic results will be included in an upcoming newsletter and on the website.
- Again, please visit the website often for up to date information (picking up new laundry/pool keys, pool protocol due to Covid-19 Virus, OPT IN for getting your assessment statements by email and sign in to Owner Portal).

Grounds – Maureen Fry

The Landscaping committee has not met together since 11 March. Because of COVID -19 we have not had the opportunity to meet together, but rather divided up projects to be worked on individually, for collective input into the overall plan. To date we have accomplished the following:

- Divided the 65 acres of our property up into quadrants, and labeled the 17 parks by street and number for easier identification, and effective communication with the GM and his crew.
- Labeled the assets in each of the 17 parks to include; picnic tables, benches, poop station, putting greens, shuffle board tables, and equipment sheds. Each of the assets was assigned a quality condition value, based on its need for repair or not.
- Two Master Gardeners have walked the property with me to provide an overall assessment of what can be done to improve the health and wellbeing of our landscape. The trees specifically have not been properly maintained in over 20 years. If they are not trimmed they become weak, limbs break and susceptible for diseases.
- On advice from Chick Parsons, Master Gardner from Desert Meadows, three VW Employees have taken and graduated from the University of Arizona, SMARTSCAPE Course (in Spanish) to improve education of landscape management.
- We had two Landscape Crews on property La Sierra and Land Tamers (LT). In 6 work days we were able to get 53 trees professionally trimmed, using bucket trucks, climbers, and chippers. Total cost was around \$9750.00 for the first go round. We have 17 parks on property, and for the good of them they trimmed some of the largest trees and the most neglected trees on the property. One villa had two huge branches (suspended by nylon rope) removed that were hanging over their roof and patio. High priority annual budget item. Tree maintenance should be done on an annual schedule by park, and common area quadrant yearly, in order to protect our landscape investment. This expense decreases annually, after 10 years.
- 60 Eucalyptus trees have been mapped on the property. The 3 Tree management companies agree that thinning them versus topping them or removing them, that allows us to keep them in optimum health and safety for the property. This will need to be addressed by the board as high priority consideration, as they have not been trimmed.
- The feeble bridge in T2 or Penasco Park has been completely rebuilt. The guys did a great job. Pavers should be installed before the bridge and after to prevent the walkway from being a muddy mess from the sprinklers. Gravel gets blown away during maintenance.

- Removal of the dangerous green metal banding throughout the parks. It's old, rusty, and has injured several of our Residents. We have begun removing the most egregious.
- Recommended landscaping equipment purchases (loppers and shears) upgrades, requested maintenance schedules be maintained, and repaired and traded out when necessary.
- Irrigation system failures are a common occurrence; however overspray of the sprinklers into the streets and onto the rocks is a daily occurrence in every single park. Water is expensive in the desert, and this is a high priority need for the HOA.
- Confirmed the need (GM's map and Larry Grigsby's map) for more curb ramps throughout the property for easier pedestrian accessibility, as well as mobility challenged individuals.
- Initiated a VW Parks Rehabilitation Project to the board on 2 July 2020. I have focused most of my energies since being elected in early March 2020, on the parks and properties surrounding the pools throughout the property, in order to make the greatest impact for the landscape and get a better handle on what sort of improvements would enhance the property and entice our residents to use the parks more.
- The proposal was to start with one small and manageable park, as a pilot project , to help determine approximate cost involved and level of participation of volunteers. I proposed ramps in line with the heavy foot traffic flow into the park, moving existing picnic tables and benches into the shade facing the mountains or the sunsets, out of the line of fire from the sprinklers, offering residents or volunteers the opportunity to do mosaic tile or paint murals on the picnic tables or benches; There is a program (see the article "Public art project brightens up Sahuarita") in the Green Valley news that talks about local artist that contribute their artwork to brighten up local parks. The same thing has happened in Desert Meadows Park off Abrego. It also involved doing some rock work and refreshing some gravel, planting shrubs around the water controllers, and remove the metal bands, and adding some niceties like the "Free lil Library" for book sharing, perhaps some comfortable swings. It was supposed to be Residents idea driven, with volunteers that donated labor and or materials. It can be done with minimal expense to the Association.

Thank you to all committee members, and those of you that have pitched in to help get a better handle on the property

Maintenance – Tim Schaid

- The Villas West Maintenance Committee met virtually over www.zoom.us on Friday, May 29, 2020 at Noon. Attending the meeting were me as Chairperson, Vice Chairperson Maureen Fry

and committee members Dave Lash, Bruce Macleod and Jim Sullivan. Jim Becker and Mike Flynn were unable to attend the meeting. Villas West General Manager JD Sotelo was also in attendance. Several questions and recommendations by the committee were identified and passed along to JD and the Villas West Board of Directors. The next meeting of the Villas West Maintenance Committee will be scheduled about a week or so ahead of the October board meeting.

- We continue to follow our roof replacement schedule for 2020. Additionally, all four pool mechanical/restroom-shower building roofs have been replaced. Roof repairs are also going well.
- Pools were reopened on Friday, May 29, 2020. New pool gates and locks were installed during the pool closure period. A plan is in place for owners/residents to get their current key replaced for access to new locks that have been installed in pool gates and laundry doors.
- The streets/parking lots on La Canada, Pena and Quinta have had a surface treatment. The board is currently working with JD and the contractor to establish dates for the next phase of the project. We will contact them in the fall for spring dates.
- All 26 buildings that were scheduled to be repainted in 2020 have been completed. Another 26 buildings will be scheduled in 2021. Painting 26 buildings per year puts all of our buildings on a 7-year repainting schedule.
- JD and Marcos are currently working on the development of preventative maintenance plans and schedules for all sewer lines and roofs.
- It should also be mentioned that all repair and/or replacement work to date for HVAC's, HWH and roofs have been captured in the Caliber HOA Management System software in order to have more accurate information for our maintenance crews and homeowners.
- There have been a total of 203 work orders since the March 10, 2020 board meeting; 159 of those work orders were HVAC related, 39 were sewer related and 32 were roof related.

Social Activities - Lila Szedlus

- No report on social activities but still on track for a Christmas Party in December. Lila Szedlus working on that – Jim believes it is planned for the 2nd Saturday in December – will have a better date later as American Legion has been closed. We are not planning to hold October Fest unless things change drastically. Both of these and the St. Patrick's Day party are popular events.

Compliance Ad-Hoc Committee - Chris Fisher

- Jim indicated that the committee has been on hold because of the Covid virus – but getting ready to start up again. While Chris has been out with family issues, Jim overseeing and JD Sotelo implementing anything that comes about – will get getting together with committee soon.

Comments: A homeowner mentioned that when his building was painted (they did a good job), they did not do a very good job of cleaning up – white paint chips everywhere – hope that will be

taken into account for future painting. Tim Schaid mentioned aware of and JD Sotelo addressed with the painting company.

H. Old Business – None

I. New Business

1. Confirm Approval of Insurance Policy and Workers Compensation Policy with American Family Insurance.

- Board approved via email.

A motion was made by Jim Becker to confirm the approval of American Family Insurance Policy as of June 7, 2020. Mary Meister seconded.

Discussion: Tim Schaid mentioned that we got a better rate for Workman's Compensation insurance saving the Association about \$15,000.

The motion passed unanimously.

2. Confirm Approval of Employee Handbook

- Some minor changes needed to be made to the employee handbook –some obsolete area, fixing vacation accrual – didn't make any major changes – just brought up to date – all board members were able to review. Board approved vial email.

A motion was made by Jim Becker to approve the revised Employee Handbook. Tim Schaid seconded.

Discussion: Do residents have access to the handbook? Can review in office if interested – speaks to their jobs and code of conduct – can make appoint with office to come and review.

The motion passed unanimously.

3. Confirm Approval of Hamstra as HVAC Contractor

- Pre-approved by Board via email – term from July 2020 to July 2021.

A motion was made by Jim Becker to confirm approval of Hamstra as HVAC Contractor from July 2020 to July 2021. Mary Meister seconded.

The motion passed unanimously.

4. Confirm Approval of purchase replacement of two Utility Vehicles.

- Were in the budget as they were on their way out6 – finally went bad. Pre-approved by Board via email.

A motion was made by Jim Becker to confirm approval of purchase of two replacement Utility Vehicles. Maureen Fry seconded.

The motion passed unanimously.

5. Discussion of Centralized Mailboxes

This is an emotional issue – there are both sides pro and con. We are just in study mode. Need to get a lot more information. Would like to get a committee to study this – what we need to

do, go to another vote. Previous ballot was included in a Newsletter and it was just and Yes/No vote without much information regarding the pros and cons. Jim Becker proposes that we create an ad-hoc committee to study the issue. If anyone is interested in being on the committee, email Jim Becker at the Villas West Board . . . villaswestboard@gamil.com. Discussion: Tim Schaid mentioned that some homeowners find the invasion of their patio and issue (B/C units). Mail people say it is costly to deliver to individual residences and on other side some people want mail to come to their door. Postal meeting attended by Maureen Fry and Jim Becker – Post Office will deliver to door if have a medical hardship (health reasons) even with centralized mailboxes so that should not be a concern. It is also a liability with pandemic having carriers come on and off the patios and interaction with homeowners stressful for carriers. Maureen Fry also mentioned that Villas East and Villas West are the only HOA's left without centralized boxes (or mail boxes at the street). Someone asked about the size – each unit has 16 mailboxes . . . as many units as wish can be grouped together and can be placed in a variety of locations around the campus. All this would be part of the study – how many, where to locate, etc. Another person mentioned putting mailboxes outside/front of patios.

A motion was made by Jim Becker to have volunteers form an ad-hoc committee to study centralized mail boxes. Maureen Fry seconded.

The motion passed unanimously.

J. Adjournment of Business Portion of Meeting

A motion was made by Tim Schaid to adjourn the business portion of the meeting at 10:31 a.m. Mary Meister Seconded. **Motion passed unanimously.**

K. Unit Owner Input (Summary)

Based on Questions asked to the Board via the Board email. Questions where consolidated with the following responses by Jim Becker:

Unit Owner Input

1. Pools:
 - Pool Hours – We have increased the hours from 7:00 AM to 5:00 PM.
 - We do not have the same resources as GVR, but we try to clean the pools in order to maintain the proper cleanliness and safety for our residents.
 - Pool Closing due to weather – Our policy always has been to close pools if there is lightning and thunder in the area.
 - Locking of Gates – Over the past couple of years we have had abuse to the pools and outside people using the showers and pools. Since we had to replace the gates per Pima County Fire Code, we decided to better control the pool security.
2. Architectural Specs:
 - The architectural specs and instructions are located on the Villas West website.
3. Violations and Junk all over the property:
 - We have had to have the Compliance Committee postpone their activity because of Covid-19. We are going to start up again as soon as possible.

4. Rumor that a Board member is planning on spending a lot of non-approved money:
 - It is totally not true. Any major expenditure outside of budget is approved by the Board. All expenditures by Villas West require two Board members approval before paid.
5. ADA Ramps:
 - There is not a plan to add ADA ramps at this time. After some priority projects are completed, we will review whether we need to add a few ramps. If we add ramps in the future a thorough study and review will be completed. Villas West is not a Senior Care.
6. Hiring Tile Contractor:
 - We have not contracted with anybody. Once again, this is an unsubstantiated rumor.
7. Hiring a Grass Contractor:
 - We do not need to hire a professional contractor. We are finally backed to full strength on the Landscape Crew and are in the process of training employees. We should see a great deal of improvement in our landscape.
8. Board Members with violations:
 - It has come to the attention to the Board that a Board member has common ground violations. Board Members are not above the law and Compliance will be addressing the issue.
9. Reduction in employee hours (rumor):
 - There have not been any management decisions to reduce employee hours. There is not a plan do any reduction in hours.
10. Junkie Patios:
 - Several homeowners have complained about certain residents with junkie patios. The Board recognizes this problem and will look at what the Compliance Committee can do to minimize this issue.
11. Substandard Landscape:
 - Many residents have complained about the messy grounds the past few months. Unfortunately, we have had some limitations due to Covid-19 and some loss of staff. We now have a full staff and are attacking the problem. Hopefully we will be back to a beautiful landscape within the next few weeks.
12. Debris on Curb
 - There have been some questions on the procedure for landscape debris from resident's patio. The proper procedure is to leave it on the curb and our grounds crew will collect it daily. Please leave it before 2:00 PM each day and do not leave any debris after 2:00 PM on Friday so there is not debris on the property during the weekend. Also, do not leave debris on curb during the weekend.
13. Centralized Mailboxes:
 - There have been several issues with delivering mail and requests from homeowners to make the change. Therefore, we are going to look at the issue again by studying the feasibility and determining potential locations. I believe it is time to improve the efficiency of mail delivery and move into the 21st century.
14. Quarters for Laundries:

- Residents are concerned because of the shortage of quarters for laundry. The laundry machines are owned by a private contractor and we can contact them to see if they can help with this issue.

15. Change in Board members:

- There was a question from a resident as to whether there was a change in Board members. The answer is the Board remains intact. The only change is a shuffle in Committee Chairs.

16. Financial Reports:

- A homeowner requested that we publish Financial Reports in a timelier manner. We will be looking at making that happen as the Board can use email to review and approve the reports then we can make them available on the website.
- Financial reports will be a summary but a lot of detail goes into them and any homeowner who wants to look at any of the details is welcome to make an appointment with Chris Fisher (Treasurer) or Jim Becker if Chris not available and they will go over with you in the office and answer any questions.

Other Questions

- **Work Stoppage:** A great deal of questions, not saying a lot at this time, working on the issue with some follow-up meetings. Because of confidentiality and legal issues, can't say a whole lot at this time. Once through this, we will provide full disclosure on this situation. Appreciate homeowners for their patience and I understand that you want to know and we want to let you know but can't answer any questions at this point.
- **Short term rentals:** Do we have a problem with VRBO – seen like 6 ads for. Villas West CC&R's state rental must be for a minimum of 30 days – anything 30 days or over is acceptable.

Respectfully submitted by,

Mary Meister
Director