

**Minutes of the Board of Directors**  
**Green Valley Villas West Condominium Association – March 08, 2023**  
**Friends in Deed Meeting Room - 301 W Camino Casa Verde, Green Valley, AZ**

**Date Approved: xx/xx/xxxx**

The regular meeting of the Green Valley Villas West Condominium Association board of directors was held via Zoom and at the Friends in Deed meeting room on Wednesday, March 08, 2023.

President Linda Djupstrom called the meeting to order at 9:30 AM, and asked the audience to stand, face the United States Flag and recite the Pledge of Allegiance.

A roll call of the board was taken and present were: Linda Djupstrom, President; Lou Kifer, Vice President (via Zoom); Merna Kerss, Treasurer; Tim Schaid, Secretary; and Lila Szedlus, Member at Large.

Motion by Tim Schaid to adopt the meeting agenda as written. Second by Merna Kerss. Motion carried.

Motion by Tim Schaid to approve the minutes of the January 11, 2023 board meeting. Second by Merna Kerss. Motion carried.

Dorothy Gates presented her General Manager's report. Highlights included updates on roof, HVAC and interior structural repairs/replacement as a result of last summer's storm. She also gave an update on the insurance claim money received and spent to date. She announced that the Villas West office would be closed every day from 2 PM to 4 PM to give the office staff some dedicated time away from the phones and customer visits to work on necessary paperwork, etc., that they are unable to attend to during other times of the day.

Linda Djupstrom gave her President's report. She thanked several volunteers and told the owners it was her and board's goal to make Villas Was the most sought after 55+ living community in Green Valley. She announced three new and existing ad hoc committees that are going to be formed and/or continued: the compliance/whistleblower, grievance and oversite committees. She told the owners that the board understands they have a responsibility to the owners to be transparent and good stewards of all Villas West's finances.

Linda also reviewed the members of each of the Villas West standing committees. Motion by Tim Schaid to approve of all committee members. Second by Lou Kifer. Motion carried.

Merna Kerss gave the treasurer's report. She thanked the budget and finance committee for their work and reviewed the current Balance Sheet and Budget Sheet Comparative report. There was a question regarding cash flow processes and the efficiency of such by Art Warrelle of 232-D Pena. Merna said she wasn't sure how to answer his question at this time but would find the answer and get back to him. Motion by Tim Schaid to accept the treasurer's report. Second by Lou Kifer. Motion carried.

Tim Schaid gave the Architectural Committee report. He recognized and thanked his committee members and announced the committee would have a meeting sometime during the month of March 2023. He recommended approval of 7 Architectural Change requests received to date since the last board meeting. Motion by Lila Szedlus to approve the 7 Architectural Change requests. Second by Linda Djupstrom. Motion carried.

Linda Djupstrom gave the Communications & Documents Committee report. She outlined for the owners her goals for this committee to include the review and revising of existing documents, forms, the newsletter and website. Her goals also include updating the use of technology, documenting new and established procedures and reviewing/revising content to existing governing documents. Linda turned the report over to Tracy Swaim who said recommendations will be given to the board to amend several existing rules and regulations in an effort to align them with current Arizona laws.

Lou Kifer presented the Grounds Committee report. Her report included updates on the bench relocation project, green space and cacti watering schedules/frequencies. She also reminded owners that Grounds Request forms are available at the office.

Ray Harries gave the Maintenance Long Range Ad Hoc Committee report, which included their work towards developing a maintenance master plan, identifying and rectifying trip hazards, a plan to remove Oleander shrubs and dangerous Eucalyptus trees, developing a long term water conservation plan, a sewer line inspection/repair plan and plans for regular maintenance of the pools. Lila Szedlus reported that the Maintenance Committee should be having their next meeting sometime in March 2023.

Lila Szedlus gave the Social Activities Committee report, which outlined upcoming social activities for Villas West owners/residents in the month of March, including the St. Patrick's Day social event on March 17.

Tim Schaid moved to approve the Communications & Documents, Grounds, Maintenance and Social Activities committee reports. Second by Lou Kifer. Motion Carried.

Under Old Business, Dorothy Gates gave the owners an update on Mold and Material Safety Data Sheet (MSDS) responses. Linda Djupstrom read a statement provided by Villas West attorney, Wendy Elrich, which summarized an agreement the board is working on with a law firm to handle the case against Wells Fargo Bank on a contingency fee basis rather than an hourly rate.

Under New Business, Linda Djupstrom informed the owners that a new organizational chart had been developed for Villas West and these charts are available at the office.

Motion by Linda Djupstrom and second by Merna Keress to hold Villas West board meetings on a monthly basis. After much discussion, Linda rescinded her motion. The board did come to consensus that monthly financial reports should be made available to the owners.

Tom Bowes explained how it appears that Villas West has their own Facebook page but in reality they do not. It was decided that the board should explore creating an official Villas West Facebook page and that it should appear as an item on the April 2023 board meeting agenda.

Tim Schaid moved to adjourn the meeting. Second by Linda Djupstrom. The motion carried and the meeting was adjourned at 11:15 AM.

Owners were permitted to make comments and give input to the board after the meeting. It should be noted that during comments/owner input, the board did come to informal consensus to add a discussion and possibly an action item about conducting a financial Audit, Compilation or Review on the April 2023 board meeting agenda.

Recorded and respectfully submitted by,

Timothy Schaid, Secretary

DRAFT - NOT YET APPROVED