

# GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION

## September 2024 Board Meeting

September 18, 2024 9:30 AM

VIA ZOOM

Green Valley, AZ

### MINUTES

#### Directors Present

Linda Djupstrom - President  
Raymond Harries - Vice President  
Thomas Bowes - Treasurer  
Timothy Schaid - Secretary

#### Directors Absent

Lila Szedlus - Director

#### Additional Attendees

Dorothy Gates, General Manager  
Kimberly Breland, FirstService  
Residential Controller

### I. CALL TO ORDER

Meeting was called to order by Board President, Linda Djupstrom at 9:31 am Arizona time, quorum was established.

### II. MINUTES

Motion made/seconded (Tim Schaid/Ray Harries) to approve the August 21, 2024 Board meeting minutes. Motion passed unanimously.

### III. APPROVAL OF AGENDA

Motion made/seconded (Tim Schaid/Ray Harries) to approve the Agenda with the revision of the Coffee Hour to read October 17, 2024 and to add Long Range Plan item 7 to the Maintenance committee report. Motion passed unanimously.

### IV. MANAGEMENT/ADMINISTRATIVE/MAINTENANCE REPORT

#### A. PRESIDENT'S REPORT

Board President, Linda Djupstrom presented her report including a legal update.

#### B. GENERAL MANAGER REPORT

General Manager, Dorothy Gates presented her report.

#### C. TREASURER'S REPORT

Treasurer, Tom Bowes presented his report.

## **D. FSR MANAGEMENT REPORT**

No report was given

## **V. FINANCIALS**

### **A. FINANCIAL REPORT**

The July and August Financials were presented by Kimberly Breland, FirstService Residential Controller.

Motion made/seconded (Tom Bowes/Ray Harries) to approve the July and August Financials as presented by Kimberly Breland. Motion carried unanimously.

## **VI. REPORTS**

### **A. COMMUNICATIONS AND DOCUMENTS COMMITTEE**

Chairperson, Tom Bowes presented his report.

Motion made/seconded (Tom Bowes/Tim Schaid) to approve the revision to the Rules and Regulations with revisions to 9.C(2), 9.C(3) and the addition of History of Changes, to be effective September 19, 2024. Motion carried unanimously.

### **B. CC&R SUB COMMITTEE**

Chairperson, Tom Bowes presented his report regarding possible changes to the CC&R's.

### **C. ARCHITECTURAL COMMITTEE**

Chairperson, Tim Schaid presented his report.

Motion made/seconded (Tim Schaid/Tom Bowes) to approve the report as presented. Motion carried unanimously.

### **D. MAINTENANCE COMMITTEE**

Chairperson, Ray Harries presented his reports on converting one 1/2 park to gravel and the condition of the roads and possible options.

## **VII. OLD BUSINESS**

### **A. GRAVEL CONVERSION OF 1/2 PARK**

Motion made and seconded (Ray Harries/Tim Schaid) to approve the amount of \$15,585 to be set aside in the 2025 budget to convert one 1/2 park to gravel, location to be determined by the Grounds Committee. Motion carried unanimously.

## **VIII. NEW BUSINESS**

### **A. CTA ADDENDUM**

Motion made/seconded (Linda Djupstrom/Tom Bowes) to approve engaging FirstService Residential to complete the association's CTA filing through the third-party vendor FinCEN Report and approve the annual payment of \$450 which consists of \$200 to FinCEN Report and \$250 to FirstService for their services. Motion carried unanimously.

### **B. FEE WAIVER REQUESTS**

Motion made and seconded (Tim Schaid/Ray Harries) to deny all current requests to waive late fees. Motion carried unanimously.

### **C. COLLECTION POLICY**

Motion made/seconded (Tim Schaid/Linda Djupstrom) to adopt the Collection Policy as drafted by Association Attorney, Wendy Ehrlich. Motion carried unanimously.

**D. SECURITY SERVICE**

General Manager Dorothy Gates presented information regarding future security services and current provider no longer providing this service.

Motion made/seconded (Tom Bowes/Tim Schaid) to approve the quote issued by Harmony Security for an initial cost not to exceed \$3458 as a Reserve Capital Expense and proceed with scheduling installation as soon as feasible. Motion carried unanimously.

**E. EL VALLE PROPOSAL**

Motion made/seconded (Linda Djupstrom/Tim Schaid) to approve the proposal sent by El Valle Landscaping to remove one Palo Verde tree. Motion carried unanimously.

**F. BOARD MEETING DAY**

Discussion was held regarding the need to change the day of the Open Board Meetings.

Motion made/seconded (Tim Schaid/Linda Djupstrom) to move the Open Board Meeting day to the fourth Thursday of the month and to adjust as needed for October, November and December.

**G. CHANGE INSURANCE RENEWAL DATE**

No action taken.

The Board consented to Dorothy Gates obtaining information regarding this process from American Family and report back to the Board.

**H. RESERVE STUDY**

Motion made/seconded (Tom Bowes/Tim Schaid) to engage Father Daughter Reserve Study to perform a full study for an initial cost of \$6800 beginning October 1, 2024. Payment for this study to be paid as follows: \$2500 to be paid from the funds set aside this year for an update, \$1000 to be paid from the funds we had budgeted for sewer costs that will not be used to be paid by September 30th with the remaining amount to be paid by January 14, 2025. Motion carried unanimously.

**I. INVESTMENT ACCOUNT MANAGEMENT**

No action taken.

**IX. SCHEDULING OF NEXT BOARD MEETING**

**X. HOMEOWNER FORUM - ALL ITEMS**

**XI. REMINDERS**

**A. COFFEE HOUR**

**B. OKTOBERFEST**

**XII. ADJOURNMENT**

Motion made/seconded (Tom Bowes/Ray Harries) to adjourn Board meeting at 12:00 pm.

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**APPROVED**

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**DATE**

