

**PALM VALLEY COMMUNITY ASSOCIATION**  
**Board of Director Meeting**  
**January 24, 2018**  
**Open Session**

The Board of Directors Open Session meeting was held at Palm Valley Community Center, 14145 W. Palm Valley Blvd., Goodyear AZ 85395.

**Board Members Present:** Evelyn Nelson, Leif Nygaard, Ron Huston, Tom Jones, Jennifer Neal, Thomas Hyslop

**Board Members Absent:** Brenda Brooks

**Management Present:** Community Manager Susie Lumley, FirstService Residential

**Homeowners Present:** Bill O'Brien, Patti Phillips, Chris Poole, Giuseppe Romeo and Charlie Gray

**I. Call Meeting To Order**

- A. President Evelyn Nelson called the meeting to order at 7:00 P.M.
- B. **MOTION** by Tom Jones to approve the agenda as presented. Seconded by Jennifer Neal. Motion passed unanimously.

**II. Consent Agenda**

- A. Approval of the October 24, 2017 Meeting Minutes.
- B. Acceptance of October & November 2017 financial statements.
- C. Ratify approval of Shasta change order to add 650 feet of expansion joints to the Palmilla pool deck with a 5-year warranty at a cost of \$3,503 to be paid from Palmilla Lakes reserves.
- D. **MOTION** by Thomas Hyslop to approve the consent agenda as listed above. Seconded by Tom Jones. Motion passed unanimously.

**III. Organizational Meeting**

- A. Elect Officers for 2018
  1. **MOTION** by Thomas Hyslop to appoint Evelyn Nelson as President, Leif Nygaard as Vice President, and Ron Huston as Treasurer. Seconded by Tom Jones. Motion passed unanimously.
  2. **MOTION** by Thomas Hyslop to appoint Jennifer Neal as Secretary. Seconded by Leif Nygaard. Motion passed unanimously.
- B. Board Member Code of Conduct
  1. **MOTION** by Leif Nygaard to reaffirm the Board Member Code of Conduct as presented. Seconded by Jennifer Neal. Motion passed unanimously.

**IV. Call to the Public - Open Forum**

- A. Homeowner Bill O'Brien asked about the status of the house paint project. *Response: In 2017 the association sent house paint notices to 98 lots. To date, 54 of them have painted and 29 are scheduled to paint between now and March 31, 2018. Compliance is being pursued on the remaining lots through the violation process.*
- B. Homeowner Patti Phillips thanked the board for adding the stop pole at the Palmilla pedestrian gate and inquired about who put up the holiday wreaths on the Palmilla gates in the past and volunteered to do this going forward. She purchased some wreaths on sale after the holidays with the hope that the board would allow her to put them on the gates in December this year. *Response: The board thanked Patti for volunteering her time and energy and offered to reimburse for the wreaths that were*

*purchased and store them in the pool building if that would be helpful. Management will coordinate with Patti.*

## V. Manager Report

### A. Administrative Report

1. 7 resale disclosures for the period 12/15/17 – 1/15/18
2. 106 phone calls from homeowners logged for the period 12/15/17 – 1/15/18
3. 14 new move in's for the period 11/15/17 – 1/15/18
4. 20 violation letters issued for the period 12/15/17 – 1/15/18
5. Billing statements were mailed in December 2017.
6. Annual meeting minutes were provided to the board to review for accuracy. The annual meeting minutes will be officially approved by a vote of the membership at the next annual membership meeting scheduled for December 2018.
7. Meeting facility was confirmed for the first half 2018.

### B. Physical Property Report

#### 1. General

- a Common area tree trimming will done in February/March. We will trim 104 trees and remove 12.

#### 2. Master Common Areas:

- a Wall damage on Dysart from a vehicle that drove through the wall. Management is working with Avondale PD and the driver's insurance company. Once the drivers insurance company completes their inspection, the association will be able to repair the wall and receive reimbursement from the drivers insurance company. Vendors have advised management that the specific block needed for that wall is a special order which can take up to 6 weeks to receive.
- b Repaired stuck valve in turf on Palm Valley Blvd near 133<sup>rd</sup> Drive.

#### 3. Desert Greens Common Areas:

- a Quarterly pest control service completed at the pocket park.

#### 4. Horizons Common Areas:

- a Quarterly pest control service completed at the pocket park.

#### 5. Fairways Common Areas:

- a Street sweeping completed December 28<sup>th</sup> and January 11<sup>th</sup>.

#### 6. Palmilla Common Areas:

- a Monthly playground inspection and cleaning completed.
- b Quarterly pest control service completed for the pool and playground areas.
- c 2 x/wk service at the pool this month.
- d Pool deck resurface project is in progress.
- e Street sweeping completed January 11<sup>th</sup>. Palmilla homeowners state they did not see the sweeper in December or January although the street sweeping company says they were there. Management will obtain competitive bids for street sweeping for board review at the next meeting.

## VI. Old Business

### A. Homeowner Follow Up from Previous Meeting

1. None this period.

### B. Homeowner Survey

1. The board would like the survey to be sent electronically. Management to discuss with the web editors to see if this is something they can do.
2. The board discussed possible topics for the upcoming homeowner survey. Management to prepare a draft and email to the board for input. Topic to be added to the next meeting agenda for the board to approve the survey questions.

## VII. New Business

### A. Review/Reaffirm Committees

1. Board reviewed the Committee Policy and Guidelines for standing committees which include the A-frame Sign Committee, Architectural Committee, Finance Committee, Landscape Committee and Palmilla Pool Committee.
2. **MOTION** by Tom Jones to reaffirm committees as presented and appoint board members as committee chairman as stated below. Seconded by Jennifer Neal. Motion passed unanimously.
  - a. Palmilla Pool Committee Chair – Jennifer Neal
  - b. Finance Committee Chair – Leif Nygaard
  - c. Landscape Committee Chair – Ron Huston
  - d. Architectural Review Committee Chair – Tom Jones
  - e. A-Frame Sign Committee – Evelyn Nelson

### B. Insurance Renewal

1. **MOTION** by Leif Nygaard to renew the association package insurance policy with CAU effective March 1, 2018. Seconded by Jennifer Neal. Motion passed unanimously.

### C. Homeowner Mailing

1. Board reviewed draft of postcard to be mailed to all homeowners announcing the 2018 meeting schedule and annual community garage sale date. Management to add information regarding the upcoming homeowner survey. Evelyn Nelson to review once changes are made, for final approval to mail.

## VIII. Committee Reports

### A. Architectural Committee Report

1. The Committee met Monday, January 22<sup>nd</sup> and ratified approval of 20 submittals, disapproval of 2 submittals, and approved 3 new submittals and disapproved 1 new submittal.
2. The Committee continues to follow up house paint violations.
3. Next committee meeting is planned for Monday, February 26<sup>th</sup>, 3:00 P.M. at Palm Valley Community Center. The committee meets the 4<sup>th</sup> Monday of each month on an as-needed basis.

### B. Finance Committee Report

1. The Committee reviews financial statements electronically.
2. Next committee meeting is planned for Feb/Mar timeframe, to review 2017 year-end financials.

### C. Landscape Committee Report

1. Tree trimming is planned for Feb/Mar timeframe.

### D. Palmilla Pool Committee Report

1. Pool deck resurface project is underway.

## IX. 2018 Planning & Goals

### A. Reviewed 2017 goals and accomplishments.

### B. 2018 Goals:

1. Continue to improve aesthetics of the community
  - i. Maintain assets as outlined in the reserve studies
  - ii. Continue the house paint project through completion
2. Continue to improve communication
  - i. Emphasis on electronic communication
  - ii. Consistent posting of association information electronically for homeowners to access
  - iii. Increase the number of homeowners the association is able to reach electronically
  - iv. Make efforts to do some kind of community social, even if it begins slowly one parcel at a time

### C. Review 2018 Planning Calendar

1. Planning calendar is a working document, includes meeting dates, reserve items to be addressed this year, annual review of each contract, etc.
  2. Board approved the 2018 meeting schedule for meetings the 4<sup>th</sup> Wednesday of the month for the months of Jan, Feb, Apr, May, Sept & Oct 2018. Annual meeting to be held in December.
- D. Review/discuss management reporting methods
1. Continue same reporting methods for 2018. In addition, provide the board with the house paint status report on a monthly basis throughout the project.

**X. Adjournment**

A. Announcement of Next Meeting Date:

1. Next meeting will be Wednesday, February 28<sup>th</sup>, 2018, 7:00 P.M. at Palm Valley Community Center.

- B. **MOTION** by Evelyn Nelson to adjourn the meeting at 8:15 P.M. Leif Nygaard seconded. Motion passed unanimously.

Respectfully submitted,

Susie Lumley  
Acting Recording Secretary