

# PALM VALLEY COMMUNITY ASSOCIATION

## Board of Directors Meeting

February 1, 2024 5:00 PM  
Holiday Inn & Suites  
1188 N Dysart Rd  
Goodyear, AZ 85395

### MINUTES

#### Directors Present

Ronald Huston Trust - Treasurer  
Thomas Hyslop - President  
Barbara Bosson - Secretary  
Sara Moore - Vice President  
James Bluemer - Director  
David McFelia - Director  
Jennifer Neal - Director

#### Directors Absent

None

#### Additional Attendees

Vice President Jennifer Clifford & Community Manager Susie Lumley, FirstService Residential Homeowners: John Black, Brian Keel, Bill O'Brien, Joni Kerley, John Wood, Paul Wegeman, Agata Nicols, Brian & Anne Krause, Elizabeth Zimmerman and Jake & Alison Dull.

## I. CALL TO ORDER

The meeting was called to order by President Thomas Hyslop at 5:06 P.M.

## II. ORGANIZATIONAL MEETING

### A. ELECT OFFICERS FOR 2024

The Board resolved to elect officers as follows:

#### First Motion

Motion to appoint Thomas Hyslop as President.

**Motion:** Sara Moore

**Second:** Ronald Huston Trust

▶ **Resolved**  
*The motion passed unanimously*

#### Second Motion

Motion to appoint Sally Moore as Vice President.

**Motion:** Barbara Bosson

**Second:** Jennifer Neal

▶ **Resolved**  
*The motion passed unanimously*

### Third Motion

Motion to appoint Ron Huston as Treasurer.

**Motion:** Barbara Bosson

**Second:** James Bluemer

- ▶ **Resolved**  
*The motion passed unanimously*

### Fourth Motion

Motion to appoint Barbara Bosson as Secretary.

**Motion:** Sara Moore

**Second:** James Bluemer

- ▶ **Resolved**  
*The motion passed unanimously*

## **B. CODE OF CONDUCT FOR BOARD MEMBERS**

The Board resolved to reaffirm the Board Member Code of Conduct.

**Motion:** Thomas Hyslop

**Second:** Jennifer Neal

- ▶ **Resolved**  
*The motion passed unanimously*

## **III. CONSENT AGENDA ITEMS**

### **A. MINUTES**

#### **Resolved**

To approve the 10/24/23 and 11/7/23 board meeting minutes as presented.

**Motion:** Sara Moore

**Second:** Barbara Bosson

- ▶ **Resolved**  
*The motion passed unanimously*

### **B. FINANCIALS**

To accept the October, November and December 2023 financial statements as presented.

**Motion:** Ronald Huston Trust

**Second:** Jennifer Neal

- ▶ **Resolved**  
*The motion passed unanimously*

### **C. RESERVE EXPENSE APPROVALS**

#### **Resolved**

To authorize an additional \$7,491 to be moved from the master reserve fund to operating to off-set 2023 mailbox structure demolition expenses and to ratify approval of the emergency repair to the Palmilla pedestrian gate by Signature Gate Company at a cost of \$1,641.23 to be paid from Palmilla Shared reserve funds.

**Motion:** Thomas Hyslop

**Second:** James Bluemer

- ▶ **Resolved**  
*The motion passed unanimously*

#### IV. HOMEOWNER FORUM

A homeowner in attendance asked if the mailbox structures will be rebuilt. *Response: No. USPS has a policy if you build a structure around a mailbox you take over ownership of the mailbox.*

A homeowner said he emailed management and got no response. *Response: reminder to use the email address [PalmValley@FSResidential.com](mailto:PalmValley@FSResidential.com) or call 480-551-4300. The email address in the violation letters will be updated to the correct address.*

A homeowner expressed concern about the golf course blowing debris into rear yards. *Management will reach out to the golf course and ask they be aware of neighbor property when blowing.*

Homeowner Paul Wegeman provided an update regarding his airplane noise complaint. Homeowners can visit his website at <https://QuietSkiesGoodyear.org>. Homeowners concerned about aircraft noise can file a complaint with City of Phoenix Airport Operations at <https://flighttracker.casper.aero/phx/complaint/>

A homeowner said a false complaint was filed against him with AirBnb and asked if the Association can do anything regarding false complaints. *Response: The Association cannot address a complaint that was filed with an outside entity. The Association would only address a complaint filed with the HOA.*

Homeowner Agata Nicholls would like the board to develop a standard for response time to homeowner inquiries and would like homeowners to be able to make posts on the community website.

#### V. MANAGEMENT REPORT

##### Administrative Report:

- A. 146 calls logged in the month of December 2023
- B. 12 new owners recorded 10/1/23 – 12/31/23
- C. 154 violation letters issued in the month of December 2023 (reports enclosed)
  - 120 First Notices
  - 34 Fine Notices
- D. Mass Communication Emails for the period of 10/1/23 – 1/15/24:
  - 1/9/24 Holiday Lights & Decorations Reminder sent to all owners
  - 12/15/23 Meeting Minutes & News sent to all owners
  - 12/8/23 Mailbox Update sent to all owners
  - 12/7/23 Palmilla Gate Update to Palmilla owners and residents
  - 12/6/23 Gate Update sent to all Palmilla owners and residents
  - 12/6/23 Election Results sent to all owners
  - 12/1/23 Pedestrian Gate Update sent to Palmilla owners
  - 11/30/23 Mailbox Update sent to all owners
  - 11/29/23 Notice of Assessment Increase sent to all owners
  - 11/22/23 Happy Thanksgiving sent to all owners
  - 11/15/23 Ballot Info sent to all owners
  - 11/6/23 Meet the Candidates Meeting Reminder sent to all owners
  - 11/3/23 Gate Update sent to all Palmilla owners and residents
  - 10/27/23 News sent to all owners
  - 10/27/23 Annual Meeting Reminder sent to all owners
  - 10/21/23 Board Meeting Reminder sent to all owners
  - 10/19/23 Bulk Trash Reminder sent to all owners
- E. Mailed 2024 billing statements
- F. Mailed and emailed notice of assessment increase.
- G. Provided revisions to Association Reserves to finalize the reserve studies.
- H. Completed demolition of all mailbox structures except for the two in The Fairways as the post office asked that we wait and coordinate in Jan/Feb. Management reached out to the Postal Inspector to see when she wants to schedule replacement of Fairways mailboxes.
- I. Completed wall repairs and submitted additional photos to insurance.

J. Continuing a diligent effort to capture homeowner email addresses.

### **Physical Property Report**

- A. Sundance Sweeping performs monthly street sweeping service in Palmilla the 4th Wednesday each month and The Fairways the 4th Wednesday each quarter.
- B. A Balanced Pool completed 2 times per week service for Palmilla Pool.
- C. Tot Lots performs quarterly playground service for all three playgrounds.
- D. Signature Gate Co performs quarterly preventative maintenance for Fairways and Palmilla gates.
- E. Trim & Tidy services landscape needs of the community on Tuesday & Wednesday each week and The Fairways every other Thursday.

## **VI. OLD BUSINESS**

None this period.

## **VII. NEW BUSINESS**

### **A. REVIEW/REAFFIRM COMMITTEES**

#### **Resolved**

To reaffirm the Committee Member Code of Conduct and Committee Guidelines for regular standing committees and to appoint Chairman and Committee Members as follows:

A-Frame Committee Members: Thomas Hyslop, David McFelia, Bill O'Brien and Hugh Shepard

Architectural Committee: Chairman James Bluemer, Members: Barbara Gonzales, Rick Howell and David Barnett

Finance Committee: Chairman Ron Huston, Members: Barbara Bosson, David McFelia and Evelyn Howell

Landscape Committee: Chairman Ron Huston, Members: Ken Tweet, Chris Poole, Kevin Elliot, Thomas Hyslop, Rick Howell and David Barnett

Palmilla Pool Committee: Chairman Jennifer Neal, Members: Don Voight, Juan Stafford, Amy Lievano and Kimberly Darre

**Motion:** Sara Moore

**Second:** Jennifer Neal

▶ **Resolved**  
*The motion passed unanimously*

### **B. PROPOSED NEW COMMITTEES**

#### **Resolved**

To appoint new committees as follows:

#### **First Motion**

To approve Guidelines for a Short Term Rental (STR) Oversight Committee and appoint David McFelia as Chairman. David to seek committee volunteers. The Board would like to see representation on this committee from both sides of the STR issue.

**Motion:** James Bluemer

**Second:** David McFelia

**AYEs:** James Bluemer, Jennifer Neal, Ronald Huston Trust, David McFelia

**NAYs:** Barbara Bosson, Sara Moore, Thomas Hyslop

▶ **Resolved**  
*The motion passed*

#### **Second Motion**



To approve Guidelines for a Gate Ad-hoc Committee and appoint Kim Darre, Libby Mantz, Jennifer Chaidez and Agata Nicols as committee members.

**Motion:** Ronald Huston Trust

**Second:** Jennifer Neal

▶ **Resolved**  
*The motion passed unanimously*

### **Third Motion**

To approve Guidelines for a Roadwork Ad-hoc Committee, appoint Ron Huston as Chairman and appoint Rick Howell, David Barnett, Brian Krause and Agata Nicols as committee members.

**Motion:** Thomas Hyslop

**Second:** Barbara Bosson

▶ **Resolved**  
*The motion passed unanimously*

## **VIII. COMMITTEE REPORTS**

### **A. ARCHITECTURAL COMMITTEE REPORT**

- a. The committee reviews submittals electronically as they are received through SmartWebs.
- b. The committee meets on an as-needed basis. The last meeting was held Monday, January 29th. The committee reviewed proposed changes to the Design Guidelines.
- c. 9 requests were processed for the month of December 2023.

### **B. FINANCE COMMITTEE REPORT**

- a. The committee reviews financial statements electronically.
- b. The committee meets on an as-needed basis.
- c. The committee met Tuesday, January 30th and reviewed year end financials and made recommendations to the board.

### **Resolved**

To approve finance committee recommendations as follows:

### **First Motion**

To pay 2023 deep sand cleaning expenses from reserves for Horizons, Desert Greens and Palmilla Shared.

**Motion:** Ronald Huston Trust

**Second:** David McFelia

▶ **Resolved**  
*The motion passed unanimously*

### **Second Motion**

To authorize FirstService to move funds in excess of 3 months operating expenses, from the checking account to an interest bearing money market account on a quarterly basis beginning Feb 2024, with the approval of the Board President and Treasurer.

**Motion:** Barbara Bosson

**Second:** Jennifer Neal

▶ **Resolved**  
*The motion passed unanimously*

### **C. LANDSCAPE COMMITTEE REPORT**

- a. The committee meets on an as-needed basis.

b. The committee will be looking at tree trimming plans for this year.

#### **D. PALMILLA POOL COMMITTEE REPORT**

- a. Service for the month of January is 2x/week.
- b. The committee meets on an as-needed basis.
- c. Pool heater is scheduled to be turned on March 1st.
- d. Bids to resurface the pool deck are over budget. The committee has requested bids to repair only the damaged sections of the deck at this time to save money.

### **IX. 2024 PLANNING & GOALS**

#### **A. REVIEW 2023 GOALS / STATUS**

The Board reviewed 2023 goals and status.

#### **B. SET GOALS FOR 2024**

- a. The Board set goals for 2024 as follows:
  - 1. continue the administrative goal to continue to improve communication with the homeowners
    - 1. board meeting reminder email blasts
    - 2. monthly email blasts with news and meeting minutes
    - 3. a mailing to owners with no email address on file asking for updated contact information reiterating that we vote electronically
  - 2. continue the administrative goal to reduce receivables
  - 3. add an administrative goal regarding monitoring investment accounts with regular feedback to the board from the finance committee
  - 4. continue the administrative goal to republish updated Rules & Design Guidelines
  - 5. continue the administrative goal to conduct a house paint inspection and send letters to owners who need to paint homes
  - 6. Add an administrative goal to resolve the funding issue with Palmilla Lakes reserve projects
  - 7. Add an administrative goal to monitor legislation regarding parking enforcement on public roadways and take any necessary action such as a vote of the membership
  - 8. Add an administrative goal to reduce expenses. Start with changing the board meeting venue.
  - 9. Add an administrative goal to develop a relationship with Goodyear PD in an effort to get assistance with illegally parked cars.
  - 10. continue the physical property goal to maintain assets as outlined in the updated reserve studies
- b. Board members to bring cost saving ideas and other goal ideas to the next meeting.
- c. Management to look into pricing for custom parking violation stickers that identify the HOA.
- d. Management to coordinate Goodyear library facility for the September, October and December 2024 meetings.

#### **C. REVIEW 2024 PLANNING CALENDAR**

The Board reviewed the 2024 planning calendar. This is a working calendar.

#### **D. REVIEW/DISCUSS MANAGEMENT REPORTING METHODS**

Management to continue reporting for 2024 same as the previous year with the addition of a parking violation report to the board on a monthly basis.

### **X. ADJOURNMENT**

The meeting was adjourned at 6:57 P.M.

The next meeting is scheduled for Tuesday, February 27th, 5:00 P.M. at the Holiday Inn & Suites located at 1188 N Dysart Rd.

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APPROVED

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DATE

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