

PALM VALLEY COMMUNITY ASSOCIATION

Board of Directors Meeting

February 28, 2023 5:00 PM
Holiday Inn & Suites
1188 N Dysart Rd
Goodyear, AZ 85395

MINUTES

Directors Present

Ronald Huston Trust - Treasurer
Thomas Hyslop - President
Madeline Mitchell - Director
Barbara Bosson - Secretary
Sara Moore - Vice President
James Bluemer - Director

Directors Absent

David McFelia - Director

Additional Attendees

Community Manager Susie Lumley, FirstService Residential
Homeowners Present: Don Voight, Chris Poole, Cal Phillips, Victoria Smith, Ron Kendall, Juan Stafford, Bob, Marsha and Kim Darre, Joni Kerley, Ken Rittenhouse, and Luke Garrison

I. CALL TO ORDER

The meeting was called to order by Board President Thomas Hyslop at 5:02 P.M.

II. CONSENT AGENDA ITEMS

A. MINUTES

Resolved

To approve the 1/24/23 board meeting minutes and the 2/2/23 and 2/22/23 finance meeting minutes as presented.

Motion: Ronald Huston Trust

Second: Thomas Hyslop

▶ **Resolved**
The motion passed unanimously

III. HOMEOWNER FORUM

Homeowner Luke Garrison asked for more communication to the homeowners regarding the mailbox situation. *Response: management will send an email blast update, was waiting on exact date from vendor.*

Homeowner Kim Darre asked for an update regarding the asphalt patch outside the Palmilla gate. *Response: the board explained that was a temporary patch done by a board member while the street committee works to secure a vendor for major street work.*

Homeowner Rick Howell asked about a monthly news email blast to the homeowners. *Response: the plan is to send a monthly email blast, there were 4 e-blasts sent in January and 3 in February, keeping homeowners updated with what is going on. Management will send meeting minutes out the Friday following each meeting to help keep homeowners informed.*

IV. MANAGEMENT REPORT

Administrative Report:

- A. 128 calls logged in the month of January 2023
- B. 2 new owners recorded in the month of January 2023
- C. 150 violation letters issued in the month of January 2023
 - 111 First Notices
 - 38 Fine Notices
 - 1 Enter Premises Notice
- D. Mass Communication Emails for the period of 1/1/23 – 2/17/23:
 - 1/13/23 Notice of Mailbox Break Ins sent to all owners
 - 1/20/23 Board Meeting Reminder sent to all owners
 - 1/20/23 Mailbox Update sent to all owners
 - 1/31/23 Sent 2/2/23 meeting notice, garage sale reminder and 2/28/23 meeting reminder to all owners
 - 2/9/23 Mailbox Update and structure demolition plan sent to all owners
 - 2/17/23 Sent 2/22/23 meeting notice, garage sale reminder and 2/28/23 meeting reminder sent to all owners
- E. Garage sale A-frame signs posted the week of the sale
- F. Informed board members about City of Goodyear round table meeting for HOA board members
- G. Coordinated 2/2/23 and 2/22/23 finance meetings
- H. Sent bid requests for mailbox structure demolition
 - I. Sent cancel contract notice to Safe and Sound Playground
- J. Sent bid requests for quarterly playground service

Physical Property Report

- A. Sundance Sweeping completed street sweeping service in The Fairways and Palmilla the 3rd Wednesday this month.
- B. A Balanced Pool completed 2 times per week service for Palmilla Pool.
- C. Vendor Meetings this period included:
 - 1. 1/30/23 met with ALD for pool furniture delivery and installation
 - 2. 1/30/23 met with Ben from A Balanced Pool re Palmilla pool service
 - 3. 2/9/23 met with Greg from Trim & Tidy re landscaping service
 - 4. 2/9/23 met with Oscar from Countywide re patrol service
- D. Work Orders this period included:
 - 1. Replaced flowers at Fairways monument signs, stolen for a second time this season
 - 2. Repaired PVC leak at PV Blvd & 133rd due to tree roots
 - 3. Had the landscapers empty a water filled trash receptacle in the pool area and relocate it away from building
 - 4. Had the landscapers haul off broken umbrella, old pool furniture pads and other misc large trash
 - 5. Pool heater is scheduled to be turned on March 1st

V. OLD BUSINESS

A. MAILBOX UPDATE

Management obtained proposals from 5 companies for mailbox structure demolition. The board approved a proposal from J&K Postal Works for demolition of the first 6 structures at a cost of \$5500.

US Postal Inspector Judy Kruger has agreed (verbally and via email) that USPS will maintain all of the CBUs in Palm Valley as long as the HOA removes the initial 6 structures as well as 35 additional structures and 8 right side structure pillars.

Judy has advised that the structures are the issue. USPS has a policy they will not maintain CBUs that have structures around them.

Management discussed with Judy that we need USPS and the HOA to agree to a plan moving forward regarding all 105 of the CBUs in Palm Valley.

Right now the focus is on repairing/replacing the current damaged CBUs. Once this is completed, management will talk with Judy about an agreement in writing between the HOA and USPS.

B. REVIEW/REAFFIRM PALMILLA POOL COMMITTEE

Resolved

To reaffirm Palmilla Pool Committee Guidelines and appoint Madeline Mitchell as committee chair and Don Voight, Juan Stafford, Amy Lievano and Kim Darre as committee members.

Motion: Ronald Huston Trust

Second: James Bluemer

▶ **Resolved**
The motion passed unanimously

C. APPROVE COMMITTEE GUIDELINES FOR PALMILLA GATE AD-HOC COMMITTEE

Resolved

To approve Palmilla Gate Ad-hoc Committee Guidelines as presented and to appoint committee member Kim Darre as committee chair.

Motion: Sara Moore

Second: Barbara Bosson

▶ **Resolved**
The motion passed unanimously

D. SET GOALS FOR 2023

The board set goals for 2023 as follows:

1. Administrative Goals
 1. continue to improve communication with the homeowners
 1. monthly email blasts
 2. meeting reminders
 3. email blasts with minutes following each meeting
 2. resolve issues with board laptop software
 3. resolve the mailbox ownership issue
 4. continue to reduce receivables
 5. increase return on investment accounts

6. update and republish Design Guidelines with revisions
 7. consider a community wide social event
 8. continue to obtain homeowner email addresses
 9. update the reserve studies - calendar for April
 10. conduct annual inspection for house painting
2. Physical Property Goals
1. maintain assets as outlined in the reserve study
 2. resolve Palmilla streets and drainage issues
 3. improve landscaping at the main entrance monument signs - calendar for Sept
 4. consider an activity improvement - outdoor activity

Management to send an e-mail blast to homeowners requesting volunteers to serve on a social committee for the purpose of planning a community wide social event and looking into an outdoor activity improvement. The board would like to appoint a social committee at the April meeting.

VI. NEW BUSINESS

A. INSURANCE RENEWAL

Resolved

To approve the renewal quote from American Family for the package policy at an annual premium of \$11,651.58 which includes all the same coverage from last year, \$5,000,000 aggregate limit, \$2,000,000 directors & officers coverage, \$1,000 deductible.

Motion: Sara Moore

Second: Barbara Bosson

► **Resolved**
The motion passed unanimously

B. TENANT REGISTRATION FEE

The board is considering implementing a \$25 tenant registration fee which would be charged every time there is a change in tenants.

Additionally, the board is considering a recreational facility use fee for specific parcels every time there is a change in tenants.

Management to look into a company to monitor rentals in Palm Valley as well as costs related to maintaining a tenant database.

C. PARKING VIOLATION TAGS

Currently violation letters are being sent for parking violations, but vehicles are not being tagged. The board would like vehicles tagged with an orange sticker. Management to e-mail the board with sticker options. Stickers are to be purchased by the association and provided to the patrol vendor for use in tagging vehicles.

D. PLAYGROUND SERVICE

Resolved

To approve the proposal from Tot Lot Services for quarterly inspections and cleaning of the playgrounds at a cost of \$345 per qtr (\$115 per playground), for Palmilla Shared, Desert Greens and Horizons. Inspections to

begin April 2023.

Motion: Barbara Bosson

Second: Madeline Mitchell

▶ **Resolved**
The motion passed unanimously

VII. COMMITTEE REPORTS

A. ARCHITECTURAL COMMITTEE REPORT

- The committee reviews submittals electronically as they are received through SmartWebs.
- The committee meets on an as-needed basis.
- 9 requests were processed for the month of January 2023
 1. 5 approved
 2. 1 disapproved
 3. 2 pending homeowner input
 4. 1 incomplete - waiting on info from homeowner
- There is one architectural appeal for Board Review:

Resolved

Resolved to uphold the Architectural Committee decision to decline the request for a driveway extension at 2127 N 132nd Drive for aesthetic reasons.

James Bluemer abstained.

Barbara Bosson recused herself from the vote.

The board voted by written secret ballot.

The motion passed by a vote of 3-1.

B. LANDSCAPE COMMITTEE REPORT

- The committee meets on an as-needed basis.
- 24 new trees have been added throughout the community.
- Plan to review trees for trimming needs in March/April.

C. PALMILLA POOL COMMITTEE REPORT

- The Board approved guidelines and appointed the committee.
- Committee will look into options for the pool deck.

D. PALMILLA STREETS AND DRAINAGE AD-HOC COMMITTEE REPORT

Streets

1. Frank Civil Consulting is working on a 10-year pavement & related component maintenance study for Palmilla Lakes streets.

Drainage

1. Frank Civil Consulting provided a report outlining work that needs to be done to correct the issue. Cost is estimated around \$27,000 to install a concrete culvert.
2. Next step with Frank Civil is bid documentation, distribution, vetting bids and provide recommendations.

3. Committee to meet with Frank Civil Friday, March 17th at noon.

VIII. ADJOURNMENT

- The meeting was duly adjourned at 6:35 P.M.
- The next meeting is scheduled for Tuesday, April 25th, 5:00 P.M. at the Holiday Inn & Suites located at 1188 N Dysart Rd.

APPROVED

DATE