

# PALM VALLEY COMMUNITY ASSOCIATION

## Board of Directors Meeting

January 24, 2023 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 - Director  
James Bluemer - Director  
David McFelia - Director

#### Directors Absent

Madeline Mitchell - Director

#### Additional Attendees

Management Present: Community Manager Susie Lumley, FirstService Residential  
Homeowners Present: Don Voight, Charles Gray, Bill O'Brien, Jennifer Chaidez, Roc Latino, Libby & Laura Mantz, John & Sue Black, Nancy Burton, Brian & Anna Krause, Joni Kerley, Kim Darre, Tob & Deb Vedder, James Laurent, Victoria Smith, Andrew Starbuck, and Mohammad Sandhm.

## I. CALL TO ORDER

The meeting was called to order by Board President Thomas Hyslop at 5:05 P.M.

## II. ORGANIZATIONAL MEETING

### A. ELECT OFFICERS FOR 2023

To elect officers for 2023 as follows:

#### First Motion

To appoint Thomas Hyslop as President

**Motion:** Sara Moore

**Second:** Barbara Bosson

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

#### Second Motion

To appoint Sally Moore as Vice President

**Motion:** Thomas Hyslop  
**Second:** Barbara Bosson

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

### Third Motion

To appoint Ron Huston as Treasurer

**Motion:** Barbara Bosson  
**Second:** Thomas Hyslop

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

### Fourth 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**

To approve the Code of Conduct for Board Members with the following additions:

XIV. Board members are expected to use the HOA provided laptop and software for Association business, and only for Association business.

XV. Board members will be required to use an @PalmValeyPhase1HOA.com email address for board business.

XVI. Board members are expected to attend all meetings of the board. If a board member is unable to attend a meeting, they must contact the Board President or Community Manager prior to the meeting. Three or more unexcused absences could result in the board member being asked to resign.

**Motion:** Barbara Bosson  
**Second:** Sara Moore

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

## **III. CONSENT AGENDA ITEMS**

### **A. MINUTES**

#### **Resolved**

To approve the 10/25/22 board meeting minutes, and the 1/3/23 and 1/10/23 board work session meeting minutes as presented.

**Motion:** Ronald Huston Trust  
**Second:** James Bluemer

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

### **B. FINANCIALS**

To accept the September and October 2022 financial statements as presented.

**Motion:** Ronald Huston Trust

**Second:** James Bluemer

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

### **C. RESERVE EXPENSE APPROVAL - PALMILLA GATE**

#### **Resolved**

To approve Signature Gate Co to replace Palmilla Shared tomar at a cost of \$885.45, to be paid from Palmilla Shared (167G) reserve account.

**Motion:** Sara Moore

**Second:** Barbara Bosson

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

### **IV. HOMEOWNER FORUM**

Homeowner Don Voight made a suggestion to the board that if the view fence color was to be changed in the future, black would be the best color option. *The board thanked Don for his input.*

Homeowner Bill O'Brien shared with the board that the meeting procedures included with the agenda are a good idea and feels if the board enforces the 1-2 minute per person rule that more homeowners will attend future meetings. *The board thanked Bill for his feedback.*

Homeowner Ken Rittenhouse voiced concern about how long it took to get the mailboxes in Horizons replaced. *The Board explained the issues with USPS. More to come later in the meeting with regard to mailboxes.*

Homeowner Mohammad Sandhm thanked the Board for all the time and effort they put into the community.

Homeowner Ron Patino explained he is a new owner with a couple of AirBnb neighbors. He suggested the board consider a fee for AirBnb and VRBO owners. *The Board thanked Ron for his input and may look into this further.*

Homeowner Andrew Starbuck explained he is here mostly to hear the mailbox update.

Homeowner Kim Berry asked about Palm Valley Community Center. *The Board explained Palm Valley Community Center is a separate entity from the HOA and homeowners would need to contact the Community Center directly for information about how to join.*

Homeowner Jamie asked the board to consider topping the oak trees in Horizons park as they drop acorns in her yard. *The board will have the trees trimmed.*

Homeowner Victoria Smith said this is her first meeting. *The board welcomed Victoria and thanked her for coming.*

Homeowner Jennifer Chaidez said this is also her first meeting. *The board welcomed Jennifer and thanked her for coming as well.*

Homeowner Libby Mantz said the board may want to consider updating the Palmilla gate since it breaks so often. Another homeowner in attendance suggested the board consider modernizing the gate. The board resolved to appoint an ad-hoc committee to look into options for the gate that could help alleviate continual gate repair expenses.

#### **Resolved**

To appoint an ad-hoc committee to look into options for the Palmilla gate that could help alleviate continual gate repair expenses. Homeowner Kim Darre, Libby Mantz and Jennifer Chaidez to serve on the committee.

**Motion:** James Bluemer

**Second:** Barbara Bosson

**AYEs:** James Bluemer, Barbara Bosson, Sara Moore, David McFelia, Thomas Hyslop

**NAYs:** Ronald Huston Trust

▶ **Resolved**  
*The motion passed*

## V. MANAGEMENT REPORT

There were 134 homeowner calls logged for the month of December 2022.

There were 6 new owners recorded in the last quarter 2022.

There were 172 violation letters issued in December 2022, 126 First Notices and 46 Fine Notices.

Administrative:

Management sent out mass communication emails to the homeowners this period as follows:

- 12/6/22 Annual Meeting Reminder sent to all owners
- 12/6/22 Gate update sent to all Palmilla owners and residents
- 12/6/22 Mailbox Update sent to all owners
- 12/20/22 Mailbox Update sent to all owners
- 12/31/22 Palm Valley News sent to all owners
- 1/13/23 Notice of Mailbox Break Ins sent to all owners

2023 billing statements were mailed in December 2022.

### Physical Property

Sundance sweeping performed street sweeping in the gated parcels the 3rd Thursday of the month.

A Balanced Pool serviced the Palmilla pool twice per week.

Signature Gate Co performed 4th quarter preventative maintenance on Fairways and Palmilla gates.

Management is having difficulty reaching Safe & Sound Playgrounds who are contracted to perform quarterly playground inspections. Management will obtain bids from other vendors for quarterly playground inspections.

Damaged mailboxes in Horizons were replaced in December 2022.

3 separate work orders for Palmilla gate this period. First the exit gate was not opening due to the control board not supplying power to the loop detectors, so the control board was replaced. Then the exit gate was stuck due to frozen up bearings in the limit assembly, so the limit assembly was replaced. Most recently the exit gate was stuck open due to vandalism. The operator had been opened too far so the arm had to be removed and the output shaft repaired then the arm reinstalled.

Work order to Phoenix Surveillance for the DVR at Palmilla cameras not recording.

Fairways keypad pedestal was repaired due to rust.

Asphalt patch added outside Palmilla exit gate.

Palmilla pool heater is scheduled to be turned on mid-February. Gas expenses have been high. Management suggests delaying to March 1st to turn on the pool heater.

## Resolved

To turn the pool heater on March 1st instead of mid-February this year.

**Motion:** Ronald Huston Trust

**Second:** Thomas Hyslop

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

## VI. OLD BUSINESS

### A. MAILBOX ISSUES

We have had a number of mailboxes broken into over the past few weeks.

Currently there is damage at the following locations:.

Cluster #30 - west side of 131st Ln next to 13167 Alvarado Cr

Cluster #40 - east side of 131st Ln next to 13149 Hubbell

Cluster #41 - east side of 131st Ln next to 13149 Granada

Cluster #46 - west side of Cypress St in front of the pool at 13630 W Cypress St

Cluster #48 - east side of Cypress St at the south end of the walk path next to 13693 Cypress St

Management spoke with US Postal Inspector Judy Kruger who confirmed USPS does own all of the mailboxes in Palm Valley Phase I.

Judy has agreed to have all of the current damaged Cluster Box Units (CBUs) repaired/replaced by USPS as long as the HOA removes the structures around the mailboxes.

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

I've 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 set in motion we can work on a future plan.

Judy is reviewing the current damaged units and will let me know which structures require demolition at this time.

## VII. NEW BUSINESS

### A. REVIEW/REAFFIRM COMMITTEES

#### Resolved

To amend the Committee Policy as follows:

Strike - ~~All gift cards in the possession of committee members must be reconciled at the end of each year.~~

Add - **Regular standing committees must include at least one member of the board of directors who shall serve as chairman of the committee.**

Add - **No board member shall chair more than two committees at the same time.**

Add - **No committee shall have more than two board members serving at the same time.**

Various changes to the open meeting law quoted in the policy to bring the text up to date with current law.

### First Motion

**Motion:** James Bluemer

**Second:** Sara Moore

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

### Second Motion

To reaffirm the A-Frame Sign Committee and appoint David McFelia to replace Jennifer Neal on the committee.

**Motion:** James Bluemer

**Second:** Thomas Hyslop

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

### Third Motion

To reaffirm the Architectural Committee Guidelines. James Bluemer will chair the Architectural Committee.

**Motion:** Sara Moore

**Second:** Barbara Bosson

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

### Fourth Motion

To dissolve the Finance Committee. The board will oversee all financial matters.

**Motion:** James Bluemer

**Second:** David McFelia

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

### Fifth Motion

To reaffirm the Landscape Committee Guidelines and appoint Thomas Hyslop and David Barnett as members of the committee. Ron Huston will chair the committee.

**Motion:** James Bluemer

**Second:** Thomas Hyslop

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

### Sixth Motion

To reaffirm the Code of Conduct for Committee Members.

**Motion:** Sara Moore

**Second:** James Bluemer

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

### Seventh Motion

Reaffirmation of the Palmilla Pool Committee is tabled to next month.

**Motion:** Thomas Hyslop  
**Second:** Ronald Huston Trust

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

## VIII. COMMITTEE REPORTS

### A. ARCHITECTURAL COMMITTEE REPORT

Architectural Committee Report tabled to next month.

### B. FINANCE COMMITTEE REPORT

#### **Resolved**

To move 2022 expenses from the operating account to reserves as follows:

- Master monument light expense \$3,940 in March to be paid from Master reserve fund.
- Master wall repair expenses \$7,660 in March and \$500 in July to be paid from Master reserve fund.
- Fairways monument light expense \$5,300 in December to be paid from Fairways reserve fund.

**Motion:** Ronald Huston Trust  
**Second:** James Bluemer

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

### C. LANDSCAPE COMMITTEE REPORT

24 new trees are being added in common areas throughout the community.

### D. PALMILLA POOL COMMITTEE REPORT

No report this period.

### E. PALMILLA STREETS AND DRAINAGE AD-HOC COMMITTEE REPORT

#### **Resolved**

To authorize Frank Civil Consulting to prepare a 10-year maintenance plan for parcel 17B streets.

To coordinate a meeting with Frank Civil Consulting and the committee to discuss the drainage report.

Management to obtain bids for sealcoat 17A streets.

**Motion:** Ronald Huston Trust  
**Second:** Thomas Hyslop

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

## IX. 2023 PLANNING & GOALS

### A. REVIEW 2022 GOALS / STATUS

Board reviewed 2022 goals and status.

### B. SET GOALS FOR 2023

The Board discussed goals for 2023. So far ideas include:

- communication goal of monthly email blasts to the homeowners in addition to meeting reminders
- administrative goal to resolve issues with board laptop software
- administrative goal to resolve the mailbox ownership issue
- administrative goal to continue to reduce receivables
- administrative goal to increase the return on investment accounts
- aesthetic goal to maintain assets as outlined in the reserve study
- aesthetic goal to resolve Palmilla streets and drainage issues
- aesthetic goal to improve landscaping at the main entry monument signs
- Consider a community wide social event for 2023
- Consider an activity improvement - outdoor activity

The board will finalize 2023 goals at the next meeting.

### **C. REVIEW 2023 PLANNING CALENDAR**

Board reviewed the 2023 planning calendar.

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

Susie to send log-in information to the board so board members can explore information available to them through FirstService Connect software.

Susie to include in weekly status report upcoming meetings with vendors.

## **X. ADJOURNMENT**

### **Resolved**

The meeting was duly adjourned at 7:06 P.M.

The board will hold a financial meeting via zoom in the next week or two, time and date to be announced.

The next regular board meeting is scheduled for Tuesday, February 28th, 5:00 P.M. at the Holiday Inn & Suites, 1188 N Dysart Rd. Goodyear AZ 85395.

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**APPROVED**

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**DATE**