

PALM VALLEY COMMUNITY ASSOCIATION
Board of Director Meeting
May 23, 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, Jennifer Neal, Tom Jones, Thomas Hyslop and Brenda Brooks

Board Members Absent: None

Management Present: Community Manager Susie Lumley, FirstService Residential

Homeowners Present: Several homeowners in attendance – see attached Sign In Sheet

I. Call Meeting To Order

- A. President Evelyn Nelson called the meeting to order at 7:05 P.M.
- B. **MOTION** by Leif Nygaard to approve the agenda as presented. Seconded by Thomas Hyslop. Motion passed unanimously.

II. Consent Agenda

- A. Approval of the April 25, 2018 Meeting Minutes.
- B. Acceptance of March 2018 financial statements.
- C. Approval of a new website with Wix.com at a cost of \$7/mo for a period of one year, to be paid for with a pre-paid VISA card. Approval of reimbursement to management for the purchase of a \$100 pre-paid VISA used for this purpose.
- D. **MOTION** by Tom Jones to approve the consent agenda as listed above. Seconded by Brenda Brooks. Motion passed unanimously.

III. Call to the Public - Open Forum

A. Palmilla Lakes Parking Restrictions

- 1. Homeowner Greg Chambers inquired about parking restrictions in Palmilla Lakes cluster home area. He prefers to park on his driveway rather than the parking spaces along the street because he is concerned about vehicle vandalism/theft. His vehicle does not fit in his garage. The vehicle will fit on his driveway and not the shared driveway if he parks at an angle. *Response: The Board explained the on-going challenge with parking in Palmilla Lakes since by concept the homes were designed for parking inside garages. It was explained that residential areas fall under the jurisdiction of the ARC Committee. Management will add this topic to the next ARC meeting agenda and invite Mr Chambers to attend.*
- 2. **MOTION** by Brenda Brooks to grant a temporary parking variance for Mr Chambers to park diagonally on his driveway until such time as the ARC can review the issue. Seconded by Ron Huston. Motion passed unanimously.
- B. Homeowner Bill O'Brien inquired about when the ARC is planning to do the next round of house paint inspections. *Response: Management explained the Architectural Committee is still working on the last round of inspections and has not scheduled the next round yet.*
- C. Homeowner Christine Poole reported a dead tree in the common area near the Roanoke walk path in Horizons. *Response: Management will have the landscaper take a look and remove/replace if necessary.*

IV. Manager Report

A. Administrative Report

1. 21 resale disclosures for the period 4/15/18 – 5/15/18
2. 123 phone calls from homeowners logged for the period 4/15/18 – 5/15/18
3. 16 new move in's for the period 3/15/18 – 5/15/18
4. 45 violation letters issued for the period 4/15/18 – 5/15/18
5. 2 mass communication emails sent this period

B. Physical Property Report

1. General
 - a Received and reviewed irrigation schedule for common areas
2. Master Common Areas:
 - a Adjusted water to new tree on Thomas
 - b Repaired another leaking valve on PV Blvd near Horizons
3. Horizons Common Areas:
 - a Adjusted clock in timer so watering occurs at the appropriate time
4. Fairways Common Areas:
 - a Repaired pedestrian gate not opening
5. Palmilla Common Areas:
 - a Monthly playground inspection and cleaning service completed
 - b 3 x/wk service at the pool this month
 - c Removed bee hive from valve box
 - d Unspooled rope from safety buoy in pool area
 - e Reviewed street maintenance needs with Holbrook Asphalt

V. Old Business

A. Homeowner Follow Up from Previous Meeting

1. Homeowner inquired about status of ARC request. *Response: Homeowner received approval letter the week following submittal.*

B. Palmilla Playground

1. The board discussed possibly changing from monthly playground service to quarterly. It was decided to continue with monthly service.

C. Video Surveillance Ad-hoc Committee Guidelines

1. **MOTION** by Brenda Brooks to adopt Video Surveillance Ad-hoc Committee Guidelines with the following changes. Seconded by Thomas Hyslop. Motion passed unanimously.
 - a Committee Purpose: To research video options for community wide surveillance, look at available funding for such a project and make a recommendation to the board.
 - b Committee Duties/Responsibilities: 8) The committee chairperson shall provide progress reports to the board at each board meeting.

D. Code of Conduct for Committee Members

1. **MOTION** by Thomas Hyslop to adopt the Committee Member Code of Conduct as presented. Seconded by Jennifer Neal, motion passed unanimously.

VI. New Business

A. Palm Valley Welcome Letter

1. Board members reviewed the current welcome letter, mailed to new owners about 4-8 weeks after closing. The following changes were made:

- i. Include contact sheet with welcome letter
 - ii. Add a line more strongly encouraging homeowners to utilize the website
 - iii. Add pet rules and information
 - iv. Review/revise wording regarding FSR contact info at bottom of page
 2. Board members also reviewed the tenant welcome letter, mailed to tenants as we become aware of them. The same edits apply to the tenant welcome letter.
- B. Website FAQ
1. The board reviewed the current FAQ and new 2 column contact sheet. The following changes were made:
 - i. Add pet rules and information
 - ii. Review/revise wording regarding FSR contact info at bottom of page
 - iii. Make the contact sheet a part of the FAQ
- C. Annual Contract Review - Management
1. The board reviewed the current contract with FirstService Residential.
 2. **MOTION** by Leif Nygaard to continue the current contract with FirstService Residential. Seconded by Evelyn Nelson, motion passed unanimously.
- D. Contract Review – Landscape
1. The board reviewed the current landscape contract and the updated contract proposed by Trim & Tidy. The board directed management to bid landscape service using mostly the old contract verbiage, with the exceptions noted below. Trim & Tidy to be included in the bidding. The board will review bids at the September meeting.
 - i. Irrigation repair labor only to be paid by vendor
 - ii. Palm tree trimming no longer paid by vendor
 - iii. No extra charge for not over seeding with winter rye
- E. Palmilla Street Sweeping
1. Homeowners in Palmilla have reported the street sweep vendor did not show up on scheduled service days in April and May.
 2. **MOTION** by Leif Nygaard to terminate the contract with AZ Exterior Cleaning and dispute May service invoices. Seconded by Brenda Brooks, motion passed unanimously.
 3. **MOTION** by Leif Nygaard to bid street sweep service. Seconded by Ron Huston, motion passed unanimously.
- F. Palmilla Street Work
1. **MOTION** by Leif Nygaard to approve the proposal from Holbrook Asphalt for HA5 treatment in Palmilla Greens at a cost of \$29,214 and Palmilla Shared at a cost of \$5,600, with a 5-year warranty. Seconded by Tom Jones, motion passed unanimously.

VII. Committee Reports

- A. Architectural Committee Report
1. The next regularly scheduled committee meeting falls on Memorial Day, so is being rescheduled.
 2. The committee will ratify approval of 6 submittals and review 1 pending submittal.
 3. The Committee continues to follow up house paint violations and front yard tree violations.
 4. The committee meets the 4th Monday of the month on an as-needed basis.
- B. Finance Committee Report
1. The Committee reviews financial statements electronically.
- C. Landscape Committee Report
1. Currently reviewing the landscape contract.
- D. Palmilla Pool Committee Report
1. Service for the summer months is 3x/week.

E. Web Editor Report

1. Web Editor Barbara Bosson reviewed changes made to the new website.
 - i. Meeting agendas and minutes are posted.
 - ii. Gate instructions for Fairways and Palmilla are posted.
 - iii. Anyone can view the website without joining. You must join to receive notifications.
 - iv. Adding forms for compliance date extension requests and report a violation.
 - v. Adding link to fine/fee waiver request form.
 - vi. Board to discuss the "Meet Your Board" page at the first meeting following the annual meeting.
 - vii. Revised welcome letters, FAQ and contact sheet will be added to the site.
2. Homeowner are encouraged to check out the new website at www.palmvalleyphase1hoa.com.

VIII. Adjournment

A. Announcement of Next Meeting Date:

1. The Board will adjourn into executive session immediately following this meeting to discuss items under A.R.S. 33-1804 Sections A.1, 2 & 3.
2. Next open meeting will be Wednesday, September 26th, 2018, 7:00 P.M. at Palm Valley Community Center.

- B. **MOTION** by Evelyn Nelson to adjourn the meeting at 8:40 P.M. Leif Nygaard seconded. Motion passed unanimously.

Respectfully submitted,

Susie Lumley
Acting Recording Secretary