

PALM VALLEY COMMUNITY ASSOCIATION
Board of Director Meeting
January 27, 2021
Open Session

The Board of Directors Open Session meeting was held via zoom.

Board Members Present: Leif Nygaard, Ron Huston, Jennifer Neal, Thomas Hyslop, Madeline Mitchell and Sally Moore

Board Members Absent: Barbara Bosson

Management Present: Community Manager Susie Lumley, FirstService Residential

Homeowners Present: Juan Stafford, Roger, Hat Anderson, Neil Bray, Ron, Paul, David, Galaxy 59

I. Call Meeting To Order

- A. President Leif Nygaard called the meeting to order at 7:03 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 October 28, 2020 Meeting Minutes.
- B. Acceptance of September, October and November 2020 financial statements.
- C. **MOTION** by Leif Nygaard to approve the consent agenda as listed above. Seconded by Sally Moore. Motion passed unanimously.

III. Organizational Meeting

- A. **MOTION** by Jennifer Neal to elect officers for 2021 as stated below. Seconded by Thomas Hyslop. Motion passed unanimously.
 - 1. President – Leif Nygaard
 - 2. Vice President – Thomas Hyslop
 - 3. Treasurer – Ron Huston
 - 4. Secretary – Jennifer Neal
- B. **MOTION** by Leif Nygaard to reaffirm the Board Member Code of Conduct for 2021. Seconded by Sally Moore. Motion passed unanimously.

IV. Call to the Public - Open Forum

- A. Homeowner Juan Stafford reported a tree from the neighbor behind him fell on the shared wall between the two homes in the storm yesterday. So far he has been unable to make contact with the tree owner. *Response: management will follow up with Juan and attempt contact with the tree owner.*
- B. Homeowner Hat Anderson requested increased patrols for people parking in the front yard landscape especially on Monte Vista Circle. *Response: we have recently increased patrols and will follow up violations specifically including Monte Vista Circle.*
- C. Homeowner Roger expressed concerns about overnight street parking and people parking in the front yard landscape especially on Monte Vista Circle. *Response: we have recently increased patrols and will follow up violations specifically including Monte Vista Circle.*

V. Manager Report

A. Administrative Report

1. 7 resale disclosures for the period 12/15/20 – 1/15/21
2. 14 new owners recorded for the period 11/15/20 – 1/15/21
3. 121 phone calls from homeowners logged for the period 12/15/20 – 1/15/21
4. 16 violation letters issued for the period 12/15/20 – 1/15/21
5. Annual meeting minutes provided to the Board to review for accuracy. The minutes will be officially approved at the next annual membership meeting.
6. 2020 record of resolutions provided to the Board.
7. 2021 billing statements were sent to all owners.

B. Physical Property Report

1. General

- a Common area tree trimming is planned for February/March.
- b **MOTION** by Thomas Hyslop to authorize Ron Huston and management to coordinate tree trimming within the budgeted amount. Seconded by Jennifer Neal. Motion passed unanimously.

2. Master Common Areas:

- a Annual backflow testing and repairs were completed.
- b APS repaired issue and restored power at Litchfield & McDowell.
- c Main line irrigation repair at Litchfield & PV Blvd.

3. Desert Greens Area:

- a Quarterly pest control service completed in the park.

4. Horizons Common Areas:

- a Quarterly pest control service completed in the park.

5. Fairways Common Areas:

- a Repaired vandalism to entry lighting.
- b Streets were swept January 7th and 21st.

6. Palmilla Common Areas:

- a Streets were swept January 21st.
- b Monthly inspection and cleaning of the play equipment was completed.
- c Damaged bubble removed from the playground. Bid for replacement forthcoming.
- d Quarterly pest control service completed in the park and pool area.
- e 2 x/wk pool service
- f Pool heater is scheduled to be turned on mid-February.

VI. Old Business

A. Palmilla Street Sweeping

1. **MOTION** by Leif Nygaard to implement quarterly hand blowing for Palmilla Lakes at a cost of \$55/qtr. Seconded by Madeline Mitchell. Motion passed unanimously.
2. **MOTION** by Leif Nygaard to approve the proposal from Sundance Sweeping to increase sweeping in Palmilla to twice per month at a cost of \$330/month. Motion dies for lack of a second. Revisit this topic at a later date.

B. Palm Valley Blvd Bench Replacement

1. Management to email board members bench options.

VII. New Business

A. Review/Reaffirm Committees for 2021

1. **MOTION** by Thomas Hyslop to reaffirm the Committee Policy as presented. Seconded by Ron Huston. Motion passed unanimously.
2. **MOTION** by Thomas Hyslop to reaffirm Committee Guidelines for standing committees and appoint Committee Chairmen as stated below. Seconded by Ron Huston. Motion passed unanimously.
 - a Architectural Committee – Thomas Hyslop
 - b Finance Committee – Ron Huston
 - c Landscape Committee – Ron Huston
 - d Palmilla Pool Committee – Jennifer Neal

B. Insurance Renewal

1. **MOTION** by Leif Nygaard to proceed with renewing insurance with the current company as long as the total premium is within budget. Seconded by Thomas Hyslop. Motion passed unanimously.

C. Homeowner Mailing

1. The Board authorized post card mailing to all owners with the 2021 meeting schedule, website reminder and management contact information.
2. **MOTION** by Leif Nygaard to resume the previous schedule for opening Palmilla gates the last Saturday of the month from 7am-3pm for community wide garage sales. Seconded by Thomas Hyslop. Motion passed unanimously.

VIII. Committee Reports

A. Architectural Committee Report

1. The committee reviews submittals electronically on a weekly basis.
2. The committee meets on an as needed basis.

B. Finance Committee Report

1. The Committee reviews financial statements electronically and meets on an as-needed basis.
2. Next meeting is planned for February/March to review 2020 year end financials.

C. Landscape Committee Report

1. Will review common area trees Jan 29th for trimming needs this year. Will add some plants and trees come spring.

D. Palmilla Pool Committee Report

1. Pool service this month is 2x/week.
2. The pool heater will be turned on March 1st and remain heated until the water is warm enough to swim.
3. The Committee meets on an as needed basis.

E. Document Review Ad-hoc Committee

1. Sally reported the committee met earlier this month. The committee began with a review of the Bylaws, but have determined review of the CC&Rs is probably the best place to start. The committee will need assistance from a legal representative.
2. The Board advised the committee that the expectation is that the committee determine areas in need of updating and then the Board would authorize a legal representative to provide suggested language. Susie to email CCRs working draft to the committee chair. Ron would like to see parking on the streets tackled, maybe an initiative to get the city to restrict it.

IX. 2021 Planning & Goals Meeting

A. The Board reviewed 2020 goals and accomplishments.

1. Continue to improve aesthetics of the community
 - i. Maintain assets as outlined in the reserve studies
 - (a) *Per the reserve study we completed granite replenishment for the Master, Horizons and Palmilla Shared, and we completed concrete repairs in The Fairways.*
 - (b) *We also made improvements not called for in the reserve study such as new lighting in and around the Palmilla pool area, and annual tree trimming and plant/tree replacement.*
2. Continue to Improve Communication
 - i. Conduct homeowner survey – *we did not conduct a homeowner survey in 2020. The last survey was conducted in 2019 and we received response from 9% of the community.*
 - ii. Continue to post information regularly on the association website – *Barb Bosson has done a wonderful job keeping the Association website up to date and informational for the homeowners.*
 - iii. Continue to direct homeowners away from the nextdoor website – *The Board no longer has a representative monitoring the nextdoor website.*
3. *In summary, even with the unprecedented events of 2020, the Board was still able to achieve goals and continue to adhere to its mission statement, with responsible management of community assets while adhering to all legal/governing documents and serving the best interests of Palm Valley homeowners. The Board was quick to adhere to government mandates regarding the pandemic and kept the health and welfare of the homeowners at the forefront. The Board was able to resume regular meetings in a virtual format and hold the annual election. The one goal not achieved in 2020 was a homeowner survey, but with less than 10% response rate in the past, it's difficult to consider survey responses as a good measure of the overall community.*

B. The Board set goals for 2021 as follows:

1. Continue to improve aesthetics of the community
 - i. Maintain assets as outlined in the reserve studies.
 - ii. Evaluate improved lighting opportunities.
 - (a) Consider commercial grade lighting for the monument signs.
 - (b) Give consideration to vandalism and possibly an in-ground type fixture.
 - iii. Explore golf fence issues.
 - (a) Explore changing paint color of golf view fences.
 - (b) Explore having the HOA resume maintenance responsibility.
 - (c) Explore a standard for view fence maintenance.

C. The Board reviewed the 2021 Planning Calendar

D. Review/Discuss Manager Reporting Methods

1. Continue reports as currently provided, with the addition of a report from the new security patrol.
2. FirstService is rolling out a new reporting method later this year.

X. Adjournment

A. Announcement of Next Meeting Date:

1. Next meeting is scheduled for Wednesday, February 24th, 2021, 7:00 P.M. via zoom.

B. **MOTION** by Leif Nygaard to adjourn the meeting at 8:52 P.M. Jennifer Neal seconded. Motion passed unanimously.

Respectfully submitted,
Susie Lumley
Acting Recording Secretary