

PALM VALLEY COMMUNITY ASSOCIATION

Board of Directors Meeting

October 25, 2022 5:00 PM
Holiday Inn & Suites
1188 N Dysart Rd
Goodyear, AZ 85395

MINUTES

Directors Present

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

Directors Absent

Madeline Mitchell - Director

Additional Attendees

Management Present: Community Manager Susie Lumley and Regional Director Sarah Nicholls, FirstService Residential
Homeowners Present: Charles Gray, David & Lynn Barnett, Karen & Jep Lund, Don Voight, Don Morrison, Rick Howell, Dave Fleming, Mark & Ramona Soares, Luis Nolasco, Libby & Laura Mantz, Juan Stafford, John & Sue Black and Nancy Burton

I. CALL TO ORDER

Board President Thomas Hyslop called the meeting to order at 5:00 P.M.

II. CONSENT AGENDA ITEMS

A. MINUTES

Resolved

To approve the 9/27/22 meeting minutes as presented.

Motion: Barbara Bosson

Second: Sara Moore

▶ **Resolved**
The motion passed unanimously

B. FINANCIALS

Resolved

To accept the August financial statement as presented.

Motion: Ronald Huston Trust

Second: James Bluemer

▶ **Resolved**
The motion passed unanimously

C. LAPTOP SOFTWARE

Resolved

To ratify approval of the additional \$500 software expense.

Motion: Ronald Huston Trust

Second: James Bluemer

▶ **Resolved**
The motion passed unanimously

D. MAILBOX PURCHASE

Resolved

To ratify approval of the proposal from J&K Postal to replace the mailbox cluster on 133rd Drive north of Palm Valley Blvd at a cost of \$5,161.75 to be paid from Master operating surplus funds.

Motion: Barbara Bosson

Second: Sara Moore

▶ **Resolved**
The motion passed unanimously

III. GUEST

A. SARAH NICHOLLS - FIRSTSERVICE RESIDENTIAL REGIONAL DIRECTOR

Sarah Nicholls, Regional Director FirstService Residential talked with the Board about investment opportunities. Sarah will meet with the Finance Committee to discuss opportunities.

IV. HOMEOWNER FORUM

Board President Thomas Hyslop clarified that solar panels do need to be submitted for architectural approval, in case there was any confusion from the open discussion at the last meeting.

Homeowner Don Voight asked about the status of the mailbox issue. *Response: A representative from Debbie Lesko's office is still negotiating with USPS on the Association's behalf, but in the meantime the Association did purchase replacement mailboxes, anticipated delivery time is 5-8 weeks.*

There was discussion about the mailbox locks. Homeowners will be responsible for the lock on their mailbox. A homeowner in attendance explained liquid graphite works better than WD40 for mailbox lock maintenance.

Homeowner Lynn Barnett asked who will be responsible for mailbox theft if the Association is to own the mailboxes. *Response: This will be discussed once ownership of the mailboxes is resolved.*

Homeowner Ramono Soares thanked management for prompt responses and suggested the Board consider adding a sign at the Palmilla entrance reminding people to wait for the gate to close after entering so other cars cannot tailgate into the community.

Homeowner Luis Nolasco asked about the status of his architectural request. *Response: management will*

check the status and call him tomorrow.

Homeowner Luis Nolasco inquired if people are allowed to do vehicle maintenance inside garages.

Response: yes, this is allowed.

Homeowner Don Morrison suggested the Board consider a longer compliance timeframe for violations.

Homeowner Karen Lund asked if violation letters can be e-mailed. *Response: We are currently working on setting this up, should be in place first quarter of next year.*

A homeowner asked if violation letters can be sent via text. *Response: We are currently working on a system to send violation letters via email. Will look into the possibility of being able to send letters via text message.*

There was discussion regarding violation letters in general. First quarter next year we plan to implement a system where violation letters will be sent via email in addition to regular mail. We are looking into a Friendly Notice to be emailed in advance of the First Notice of Violation.

Homeowner Karen Lund expressed concern about golf course water constantly spraying her view fence and block wall causing damage. *Response: homeowners experiencing golf course watering issues should contact the golf course directly to report the problem.*

Homeowner Karen Lund mentioned a homeowner wall near her home is in need of paint. Karen will let management know the address so inspection and follow up can be done.

Homeowner Mark Soares asked the status of his waiver request. *Response: management will follow up with the homeowner.*

Reminder to homeowners: When contacting management please email to PalmValley@FSResidential.com or call 480-551-4300.

V. MANAGEMENT REPORT

Administrative Report:

- A. 96 homeowner calls logged in the month of September 2022
- B. 7 new owners recorded in the month of September 2022
- C. 352 violation letters issued in the month of September 2022
 - 275 First Notices
 - 77 Fine Notices
- D. 15 Vehicle Violation Fines issued in the month of September
- E. Sent mass communication to Horizons owners letting them know mailboxes have been ordered.
- F. Electronic voting for the annual meeting has been set up with Vote Now. Request for candidates will be mailed on Monday and an e-blast will be sent to all homeowners with a link to fill out the candidate form. On-line candidate submissions will close on November 9th. Online voting for the meeting will open November 17th and close December 5th at 5:00 P.M.

Physical Property Report

- A. Date palms were trimmed October 8th.
- B. Sundance Sweeping completed street sweeping service in the gated parcels, The Fairways and Palmilla, the 4th Thursday of the month.
- C. A Balanced Pool completed 3 times per week service for Palmilla Pool.
- D. Safe & Sound completed monthly playground service in Palmilla.
- E. Work order issued to paint the Dysart monument wall where it was repaired.

Resolved

To change Palmilla playground service from monthly to quarterly.

Motion: Ronald Huston Trust
Second: James Bluemer

▶ **Resolved**
The motion passed unanimously

VI. OLD BUSINESS

A. MAILBOXES

A representative from Debbie Lesko's office is still negotiating with USPS on the Association's behalf, but in the meantime the Association did purchase replacement mailboxes, anticipated delivery time is 5-8 weeks. When the new boxes are installed, all keys will be provided to each homeowner. The Association will not maintain mailbox keys. Homeowners will be responsible for their mailbox locks and keys.

VII. NEW BUSINESS

A. APPROVAL OF 2023 BUDGETS

Resolved

To approve the 2023 budgets as noted below:

- a. **Master** - The maximum allowable annual assessment of \$1,046.98, will be effective as of January 1, 2023. The actual assessed amount to be billed will be \$180.00 per year, effective January 1, 2023.
- b. **Desert Greens** - The parcel assessment of \$172.00, will be effective as of January 1, 2023. The actual assessed amount to be billed will be \$172.00 per year, effective January 1, 2023.
- c. **Horizons** - The parcel assessment of \$200.00, will be effective as of January 1, 2023. The actual assessed amount to be billed will be \$200.00 per year, effective January 1, 2023.
- d. **The Fairways** - The parcel assessment of \$720.00, will be effective as of January 1, 2023. The actual assessed amount to be billed will be \$180.00 per quarter, effective January 1, 2023.
- e. **Palmilla Shared** - The parcel assessment of \$296.00, will be effective as of January 1, 2023. The actual assessed amount to be billed will be \$74.00 per quarter, effective January 1, 2023.
- f. **Palmilla Lakes** - The parcel assessment of \$600.00, will be effective as of January 1, 2023. The actual assessed amount to be billed will be \$150.00 per quarter, effective January 1, 2023.
- g. **Palmilla Greens** - The parcel assessment of \$320.00, will be effective as of January 1, 2023. The actual assessed amount to be billed will be \$80.00 per quarter, effective January 1, 2023.
- h. **Line Item Changes** - Change Palmilla playground contract to quarterly instead of monthly and add overseed budget for all common area grass.

The Board thanks the Finance Committee and management for the time and effort put into budget proposals.

Motion: Ronald Huston Trust
Second: Jennifer Neal

▶ **Resolved**
The motion passed unanimously

B. REVIEW/APPROVE AUDIT & TAX PROPOSAL

Resolved

To authorize a compilation for 2023 with the plan to do a full audit every other year going forward.

Motion: Sara Moore
Second: Jennifer Neal

▶ **Resolved**

The motion passed unanimously

C. REVIEW/APPROVE FRANK CIVIL PROPOSAL FOR PARCEL 17A

Street work is planned and need for Parcel 17A next year. The Board would like the Palmilla Streets & Drainage Committee to review the proposal for 17A consulting service and make a recommendation to the Board.

D. REVIEW/APPROVAL OF POOL DECK PROPOSALS

The Board reviewed proposals for Palmilla pool deck resurface.

We are in need of Pool Committee Members. Management will send an e-mail blast to Palmilla Lakes homeowners looking for volunteers.

Don Voight and Juan Stafford volunteered to serve on the Palmilla Pool Committee.

The Board would like the Palmilla Pool Committee to review proposals and make a recommendation to the Board.

Resolved

To appoint Don Voight and Juan Stafford to serve on the Palmilla Pool Committee.

Motion: Jennifer Neal

Second: Thomas Hyslop

► Resolved

The motion passed unanimously

E. 2022 GOALS

The Board considered two topics under the 2022 goal of aesthetic improvements:

- 1) Consider areas for xeriscape - No areas are being considered at this time.
- 2) Consider quality of life improvements for the community - No projects are planned at this time.

VIII. COMMITTEE REPORTS

A. ARCHITECTURAL COMMITTEE REPORT

- a. The committee reviews submittals electronically on a weekly basis.
- b. As of mid-September, all requests are now being processed directly through SmartWebs.
- c. The committee meets on an as-needed basis.
- d. 7 requests were processed in the month of September 2022.
- e. Committee member Jeremiah Smith resigned from the Architectural Committee. Homeowner David Barnett has volunteered to fill the vacant position on the Architectural Committee.

Resolved

To appoint David Barnett to serve on the Architectural Committee.

Motion: Barbara Bosson

Second: James Bluemer

► Resolved

The motion passed unanimously

B. FINANCE COMMITTEE REPORT

- The committee reviews financial statements electronically.
- The committee meets on an as-needed basis.
- The committee met in October and finalized 2023 budget drafts.

C. LANDSCAPE COMMITTEE REPORT

- a. The committee meets on an as-needed basis.
- b. The committee will meet before the end of the year to discuss tree replacements planned for this year.
- c. The committee will review the landscape contract and meet with the landscaper to discuss how often trash pick-up, and blowing is done in each area.

D. PALMILLA POOL COMMITTEE REPORT

- Service for the month of September is 3x/week.
- The pool will remain heated through Thanksgiving weekend.
- New pool furniture pads should be here any day.
- Work order issued to replace the ceiling vent in the ladies restroom.
- Work order issued to determine the problem with the shower not working.
- Work order issued to replace pool signs that are showing signs of rust.
- Currently bidding pool deck resurface.
- Management noted the handrails are showing signs of rust. Will look into future replacement cost and add this to the reserve study update next year.
- We need homeowner volunteers to serve on this committee.

E. PALMILLA STREETS & DRAINAGE AD-HOC COMMITTEE REPORT

- a. Committee members met with Frank Civil Consulting this month to talk about next steps with regard to Palmilla Lakes streets. When the Committee is ready, Frank Civil will provide a budget so we can start planning how to fund the needed street work.
- b. Management notified Frank Civil of Board approval to proceed with drainage engineering services as proposed.

IX. ADJOURNMENT

The meeting was duly adjourned at 6:20 P.M.

The next meeting is the annual membership meeting scheduled for Tuesday, December 6th, 5:30 P.M. at Holiday Inn & Suites, 1188 N Dysart Rd, Goodyear AZ 85395

APPROVED

DATE