

TOWNHOUSE VI HOMEOWNERS ASSOCIATION
BOARD MEETING
Wednesday, December 10, 2025
GVR Las Campanas Center, Ironwood Room
Approved

WELCOME AND INTRODUCTION – Mark Spence – President

- Mark welcomed the Board members and residents. The meeting was called to order at 3::33 PM. Nine Board members were in attendance. Eight residents were present.

ROLL CALL – Pat O’Leary – Secretary

- The following Board members were present in person
Pat O’Leary (2026) Jerry Deno (2026) Sandy Cooney (2026) Sharon Gaipman (2027)
Yvonne Morris (2027) Mark Spence (2027) Kathleen Edwards (2028) Margaret O’Leary (2028)
Rick Oliveira (2028)

APPROVAL OF MINUTES OF THE OCTOBER 23, 2025 BOARD MEETING

- Pat O’Leary had previously distributed a copy of the proposed October 23, 2025 Meeting Minutes to the Board members. Mark Spence requested that the proposed October 23, 2025 Minutes be amended on page 6 to show that the motion to initiate an enforcement action against the 723 Los Zafiros property owners had been unanimously approved.
- **MOTION:** To Approve the October 23, 2025 Meeting Minutes with Mark’s requested amendment.
Made by: Pat O’Leary Seconded by: Sandy Cooney, Approved unanimously

APPROVAL OF THE AGENDA

- **MOTION:** To Approve: Made by Sharon, Gaipman, Seconded by Jerry Deno, Approved unanimously.

OFFICERS’ REPORTS

President – Mark Spence

- During the week, he walked around the community and noted recent improvements, such as (1) the new exterior paint on 905 Camino del Monte following the HOA’s enforcement action, (2) the new steps on the common area at the corner of Los Tapacios and Los Opalos, and (3) the new drainage ditches. The landscaping looks very good and the entrance’s Christmas decorations look great!
- The 723 Los Zafiros enforcement action has successfully concluded as the Matties responded by sending a check after receiving the HOA’s first enforcement letter

- **Vice President – Yvonne Morris**
- No report

Treasurer – Sandy Cooney

- Sandy reviewed the previously distributed HOA November Financial Statement and highlighted the following points:

(1) Receipts through November are \$43,873 compared to a budget of \$45,154. Transfer fees are below budget due to 2 home sales versus 4 budgeted home sales. Interest income is also below budget,

but it is expected to equal the 2025 budgeted amount when interest earned on 2 certificates of deposit is reported in December.

- (2) Expenses through November are \$35,245 compared to the budgeted amount of \$45,154. Most of the difference is attributable to landscaping and maintenance and improvements. Both of these categories have additional spending planned in December. The Landscape Committee has two additional brush pile pick - ups planned and has recently purchased a battery powered pole saw. In the maintenance and improvement category, there are plans to install a railing on the new trail steps at the corner of Los Tapacios and Los Opalos and to spend additional money on erosion control.
- (3) Through November, the HOA has an \$8,627 increase in net assets. After all December activity is recorded, expectedly the end of the year will show a net assets increase of \$3,500 to \$4,000.
- (4) The HOA's assets are in good shape with about \$44,000 in the general fund and \$57,000 in the reserve fund. Expectedly, the HOA will be spending a large portion of the reserve fund when the roads are resealed in the Spring of 2026.

Secretary – Pat O’Leary

- On December 4, 2025, the 2026 dues and election ballot packet was mailed to all homeowners at the addresses in the HOA's records. Some homeowners have already returned their election ballots along with their dues' payment.

COMMITTEE REPORTS

Architectural Review Committee – Kathleen Edwards – Chair Person

- Since the Board's October 23, 2025 Meeting, the Committee has received two requests for approval of exterior property changes, i.e. for window replacements and installation of pavers in the front and rear court yards.
- The Committee is currently engaged in its biennial "walk around" inspection to check for architectural and Covenants, Conditions and Restrictions compliance, which includes all painting, repairs, and remodeling of home exteriors, changes to landscaping, changes to exterior walls or patios, exterior lighting, the addition of solar energy equipment, and changes to any other structures on roofs.
- The "walk around" inspection results should be available around January 1, 2026. Homeowners will be notified where the Committee deems remedial action as necessary. Documentation will be entered into the central file for non – compliant addresses.

Erosion Control Committee – Bill Stephenson – Chair Person

- Bill Stephenson and Andy Savarese attended a Green Valley Council seminar at which Pima County and a local engineering firm made a presentation about an erosion control project for another community. Bill and Andy asked the presenting engineer if he would review the Townhouse VI drainage situation and provide comments thereon. The engineer agreed.
- The Committee has sufficient funds to pay for installation of a hand railing on the recently constructed steps at the Los Topacios – Los Opalos corner.
- Additionally, the Committee has about \$500 to pay for small erosion control projects.

Financial Review Committee – Judy Savarese - Member

Judy provided the following presentation on the behalf of the Committee Chair Person, Sharon Deno:

- On November 21, 2025, the Financial Review Committee, consisting of Eva Hunt, Judy Savarese, Margaret O’Leary, and Sharon Deno, met to review the financial records from August through September. The records were found to be complete and in order, a direct reflection of the efforts and expertise of the Treasurer, Sandy Cooney. The Committee’s next review will take place in January and will complete the 2025-year reviews.

Green Valley Council – Sharon Gauptman – HOA Representative

- The Green Valley Council (GVC) serves as the community’s “Civic Voice” and liaison for governmental relations. Sharon has missed several recent meetings as a result of being out of town but plans to attend every meet through March and hopefully April 2026.
- The GVC’s real business is conducted by the Executive Committee, composed of the President, the three Vice Presidents, the Treasurer, the Secretary, and five at – large members. The Executive Committee is elected by a board of representatives and meets monthly. It provides oversight to the 8 standing committees, which interface with Pima Co. The GVC meetings consist of reports from key community and Pima Co. leaders.

Landscape Committee – Bob Laux Bachand – Chair Person

- The Landscape Committee resumed work on November 4, 2025 and has completed six weekly work sessions. The Committee shortened the work sessions to 90 minutes, initially in the interest of “getting in shape”, but also because some of the members are not getting any younger. As the season progresses, the Committee may return to two - hour work sessions if the workers, by consensus, agree to this change. During the most recent work session, December 9, 2025, 11 volunteers were present. They worked on trimming and collecting along Calle Alegria, the access road behind the south side of Camino del Monte, and the South Trail area, starting near La Canada Drive.
- The first debris pickup took place on December 1 through 3, 2025. Thirteen piles of cactus, yucca, branches and brush, amounting to 4.1 tons, were removed. Martin & Carlos charged \$1,500, compared to \$2,400 for removing 22 piles in March 2025. It was Bob’s understanding that at the HOA Board’s last meeting a decision had been reached to request competing bids for debris pickups. Bob has now received clarification that the Board had agreed to entertain further discussion on this point. Bob will be prepared to provide background information if this topic is discussed later in the meeting.
- Fortunately, the community has received additional rain after the monsoon season’s end. As a result, the common area has rebounded fairly well following the lengthy drought which caused so much stress last winter and spring.

Nominating Committee – Bill Stephenson – Chair Person

- The three incumbent Board members, Sandy Cooney, Jerry Deno, and Pat O’Leary, whose terms expire in 2026, have filed to run for reelection. No other HOA members have filed for this election. Election ballots have been distributed to the HOA membership as part of the 2026 dues and ballots package.

Roads Committee – Jerry Deno – Chair Person

- The crack sealing project, including some touch up work, has been completed and paid for. The Committee will be discussing sealing the roads at the next meeting.

Social Committee – Sharon Gaipman – Chair Person

- Since the Board of Directors' October 23, 2025 Meeting, the Committee has been active planning events for the remainder of 2025 and into 2026.
- Ladies Luncheons: These are scheduled for the second Tuesday of each month. Thanks to the efforts of two Committee members, Fran Chapman and Jane O'Leary, the past two gatherings:
 - (1) November at the Arizona Family Restaurant, and
 - (2) December at the Quail Creek Grill "on the patio"have been fun. The Committee is looking forward to the January 2026 luncheon at the Gourmet Girls Gluten Free Bakery/Bistro on North Oracle Road in Tucson.
- Thirsty Thursday: The Thirsty Thursday gatherings, which are scheduled for the third Thursday of each month and where a month has five Thursdays on the fifth Thursday, have also proved to be a wonderful way to just hang out with friends and neighbors. The 2025 Halloween Thirsty Thursday gathering proved to be even bigger and better than the first such event. The Committee hopes to do something again in October 2026 and in any other month with five Thursdays.
- Community Social Events: After a small gathering in November, the Committee is looking forward to donning the holiday spirit and partying from five PM until the wee hours of "seven plus thirty" tonight following the Board meeting – a gathering that has become an annual tradition. This is a potluck event, for which the Committee is providing eggnog and dessert, a fun – gift exchange, and time socializing with folks from around the HOA. The event's venue is another room in the Las Campanas Center. Tables will be set up for food and Green Valley Recreation has provided strips into which appliances can be plugged. There will be plenty of room to party.
- 2026 Events: Stay tuned for the New Year! When all the Committee members have returned, we will finalize the 2026 first quarter offerings. A sneak preview promises a return of two old favorites – our pizza party and our chili cook off. Family Joint Pizza has been contacted for a party on January 28, 2026 and Marilyn Oliveira has already created the Committee's first, second and third prizes for the chili cook off winners. More information about the 2026 events will be forthcoming.

Welcome Committee – Gill Batterman – Chair Person

- The Welcome Committee had its first meeting of this season during the week of December 1, 2025. At that time, the Committee members:
 - (1) Discussed the purpose or mission of the Committee and did an overview of procedures and materials which the Committee has developed over the last 4 years.
 - (2) Agreed that the Committee should review these procedures and the information that the Committee gives to newcomers in light of our subsequent experiences and also review the role of Block Captains, who fall under the Committee's purview.
 - (3) Agreed to present the results of the Committee's review to the Board.
- The Committee's next meeting is scheduled for January 10, 2026 to begin the process discussed at the December meeting.
- The Committee hopes to organize a get together with the new residents of the two houses, which were purchased since the Spring of 2025.

UNFINISHED BUSINESS

Board Projects Status

- Board Review Hearings Policy – Pat O’Leary. No action has been taken since the Board’s October 23, 2025 Meeting. **ACTION ITEM**
- Homeowners Donations for Landscaping Projects: Policy and Procedures – Sandy Cooney: Because there has been an increase in homeowners funding projects for work done in the common area, the Board felt that it was time to add language to the Financial Policy addressing this subject. Prior to the Meeting, Sandy distributed to the Board a proposed new Section 12 to the HOA’s Financial Policy. She also proposed renumbering existing Financial Policy Sections 12 through 15 as new Sections 13 through 16: The following is Sandy’s proposed new Section 12;

“12. Homeowner Funded Landscaping Projects. Occasionally one or more homeowners will request a project to be performed in the common area that they are willing to pay for. Typically, these are landscape projects such as trimming or removal of certain plants or additions of plantings. The homeowner(s) begins the process by submitting a Landscape Common Area Change Request Form describing the desired changes. See Landscape Guidelines for further details. Once approved, the Treasurer (or their designee) will review the documentation for homeowner(s) signature(s) and the amount owed. Homeowner payment(s) must be submitted to the Treasurer before work begins. Payment(s) may come directly from the homeowner(s) or from a Landscape Committee member. After the payment(s) is received and the work is scheduled, the Treasurer will prepare a check to pay the vendor and deliver it along with a receipt to the Landscape Committee member. The Landscape Committee member will deliver the check to the vendor once the work is complete. Both the Landscape Committee member and the vendor must sign the receipt indicating the project is complete and return the receipt to the Treasurer.”

MOTION: To approve adding new the Financial Policy Section 12 and renumbering existing Financial Policy Sections 12 through 15 as new Sections 13 through 16.

Made by: Sandy Cooney, Seconded by: Sharon Gaipman, Approved unanimously – **ACTION ITEM**

- Reviewing and Updating the Townhouse VI Covenants Conditions and Restrictions – Mark Spence: In January 2026, Mark will be sending an email and a newsletter note asking for interested community volunteers to work on this project. **ACTION ITEM**
- HOA – Wide Communications Policy – Mark Spence: Mark developed a proposed Townhouse VI HOA – Wide Communications Policy, which the Communications Manager, Jackie Means, and Board Officers have reviewed and discussed. Prior to the Meeting, Mark distributed the following Townhouse VI HOA Wide Communications Policy:

“Townhouse VI (THVI) operates an email address for official THVI HOA – wide communications: gvth6hoa@gmail.com. The email address is operated by the THVI Communications Manager (CM) with oversight by the THVI HOA BOARD (refer to the THVI Administrative Task Matrix on the THVI website (www.gvth6hoa.com)). As such, communications sent from the THVI email are considered official communications approved by the HOA management and all communications from Board members to the HOA concerning HOA business should be sent via the gvth6hoa@gmail.com email address.”

“This Policy describes what residents can expect when submitting requests for THVI HOA – wide communications,”

“1. Requests for HOA – wide communications can be initiated by any THVI HOA resident by sending an email to the HOA email address.”

“a. Communication requests should relate to HOA ‘business’ (e.g., Social Committee events, Landscaping work sessions) or public service announcements of community – wide interest (e.g., Green Valley Council events, Pima Co. announcements). “

“b. THVI HOA Management reserves the right to refuse any communication request deemed inappropriate for communication via the THVI HOA email address. Examples include publicizing rummage or estate sales, announcing personal items for sale, homes for sale by owner, advertising services for hire.”

“2. The CM will review the requested information and/or draft text and make any edits deemed necessary for clarity or conciseness before issue.”

“3. If the submitter would like to review the text of the final email before it is sent, they should state this in their initial submission.”

The Board discussed Mark’s proposed HOA – wide Communications Policy. Jerry Deno suggested that the Policy be revised in the following ways: (1) Messages submitted to the Communications Manager should not be reworded. (2) The Policy should provide a backup person for sending the HOA – wide emails if the Communications Manager is unavailable. Pat O’Leary stated that the Board Secretary serves as the backup without this point being expressly included in the Policy. There was no motion made around Jerry’s proposal.

MOTION To approve the Townhouse VI HOA – Wide Communications Policy
Made by: Mark Spence, Seconded by: Pat O’Leary, Approved 8 – 1 **ACTION ITEM**

- Thanksgiving Food Drive – Jerry Deno: Jerry had organized and supervised the HOA’s Thanksgiving food drive. HOA residents contributed food filling 4 large boxes and money in the form of one check. Jerry delivered the 4 large boxes of food and 1 check to the Green Valley Food Bank on November 24, 2025. Jerry had hoped for a better turnout and opined that communicating about the event could have been better.

Common Area Maintenance/Improvement Projects

- Fire Wise certification – Jerry Deno; Jerry contacted John McGee of the greater Green Valley Community Emergency Response Team (CERT). He agreed to attend the HOA’s January 21, 2026 annual meeting to make a presentation on what is needed to become a Firewise community.

NEW BUSINESS

- Landscape Waste Removal Bids – Jerry Deno: Jerry opened a discussion on the Landscape Committee’s current process for landscape debris and waste removal. Jerry would like to have the Committee use a bidding process for (1) landscaping work, which is too big for the Landscape Committee to do, and (2)

debris removal. The Committee should seek, among other things, an hourly rate per man and a flat rate for debris removal, plus the tipping fee at the landfill or transfer station. Jerry considers transportation costs as part of the vendor's cost of doing business

Bob Laux Bachand, the Landscape Committee Chair Person, responded by defending the current practice, which, generally, involves (1) hiring Martin Ballestros, doing business as Martin and Carlos (M & C), for debris removal and routine landscape work and (2) obtaining bids from M & C and others for specialized landscape work, such a tree limbing and removal. Bob explained that the Committee has a long history of working with M & C, that M & C's fees have been and continue to be reasonable, and M & C is familiar with the community.

In support of this point, Bob distributed (1) a March 20, 2013 memorandum by Susan Post and (2) a list of the HOA's trash pickup costs between 2008 and 2012. Many of those payments were made to Martin Ballestros.

Susan Post's memorandum discusses competing community debris removal bids, received from Martin Ballestros and La Sierra Ranch. Susan chose Martin Ballestros for the debris pickup. She explained her decision in the following sentence: "This [choosing Martin Ballestros for the debris removal] was partially due to his price, but also to his prompt response to the bid request. He is very interested in getting these jobs."

The list of trash pickup costs between 2008 and 2012 appears on a document entitled "Summary costs of landscape trash pick up & hauling to dump", which Bob obtained from Committee records. All of the entries thereon were made by Bob's predecessors. The listed costs paid to Martin Ballestros are very reasonable and M & C's current charges for debris removal continue to be consistent with those charged years ago. For example, Bob pointed to a December 7, 2009 charge of \$1,625 for removing 13 loads which compares with a \$1,500 charge paid to M & C last week for removing 13 debris piles.

Lastly, Bob opposed adopting a bidding process as Jerry proposed because such process takes up valuable time, which can be better spent working on community landscaping projects.

MOTION: To require the Landscape Committee to utilize a bidding process for major landscape projects and debris removal, with bids to contain the information set out in Jerry Deno's proposal. Made by: Jerry Deno, seconded by: Margaret O'Leary, Failed 8 – 1

- New Titan Trash Contract – Jerry Deno, Mark Spence, and Margaret O'Leary. At the October 23, 2025 meeting, Jerry had suggested that the HOA negotiate a new trash removal contract with the community's current service provider, Titan Recycle and Trash (Titan). Following that meeting Mark determined that the HOA has a contract giving Titan an exclusive right to provide trash removal and recycling services to Townhouse VI residents. The contract was signed on October 26, 2012 and October 29, 2012 respectively by the HOA and Titan (hereafter the "October 29, 2012 contract"). The contract automatically renews, unless terminated, every three years. Most recently, the contract renewed on October 29, 2025.

Since the October 23, 2025 meeting, Mark has also received Titan's November 15, 2025 letter announcing the following two price changes starting January 1, 2026: (1) The homeowners' quarterly

billing rate will increase from \$60 to \$61. (2) Titan will charge all customers a one – time \$20 administrative fee for all vacation holds. The Titan November 15, 2025 letter’s contents will be communicated to the HOA homeowners after this meeting. **ACTION ITEM**

Mark had furnished copies of the October 29, 2012 contract and the November 15, 2025 Titan letter to the Board members prior to this meeting. He also asked Margaret to review these documents and summarize them at this meeting.

Margaret briefly summarized the October 29, 2012 contract as follows: Titan has an exclusive contract to provide trash removal and recycling services to HOA residents. The HOA may terminate the contract for non – performance of the services. Individual homeowners/residents are obligated to pay Titan’s quarterly service fee. Titan may unilaterally increase its quarterly service fees to account for certain enumerated Titan business cost increases. The contract will automatically renew for a new three – year term unless either party provides 90 – days’ notice prior to the termination of the existing term.

The Board members then proceeded to discuss the contract.

Jerry commented that in 2025 the community households were paying \$240 per year, i.e. \$60 per quarter times four quarters. The 2026 \$1 quarterly price will increase each households’ yearly cost to \$244. For 90 community homes collectively, the 2026 price increase amounts \$360 on a yearly basis, i.e. \$21,960 in 2026 versus \$21,600 in 2025. He proposed that the HOA negotiate a new contract at a fixed quarterly price for 2 or 3 years. In return, the HOA would agree to provide Titan with exclusive rights to serve Townhouse VI.

Overall, Jerry noted that the HOA has not agreed to the 2026 price changes. He disliked the current contract because Titan can increase the quarterly price at will. Jerry asked: What will stop Titan from raising prices again whenever the company wants?

Margaret criticized the October 29, 2012 contract’s language as unclear in various places. Pat O’Leary likewise asserted that the language was ambiguous and confusing, particularly the Section 7 Indemnity provision’s use of the word “Customer”.

Mark suggested approaching Titan to see if the company currently uses more updated language as a first step in possibly renegotiating the contract.

MOTION: On behalf of the HOA, Mark will approach Titan to see if the company has more current contract language and, if so, ask Titan to send the HOA a copy of such language.

Made by: Mark Spence, seconded by: Pat O’Leary, Approved Unanimously **ACTION ITEM**

RECOGNITION

The Board recognized the following for their recent contributions to the community.

- The Erosion Control Committee, led by Bill Stephenson, for this summer’s drainage improvement projects.
- Jerry and Sharon Deno for initiating and running the Thanksgiving food drive.
- The Christmas decorating crew, led by Gill and Mark Batterman, for again making the community’s entrance festive.

- Mark Spence and Yvonne Morris for successfully resolving the HOA enforcement action with the 723 Los Zafiros homeowners

NEXT BOARD MEETING

- Date: February 4, 2026, Wednesday
- Start time: 2:00 PM
- Site: Las Campanas Center, Ironwood Room

ADJOURNMENT

MOTION: To adjourn at 5:25 PM

Made by: Pat O’Leary

Seconded by: Sandy Cooney

ACTION ITEMS – DECEMBER 10, 2025 MEETING

ACTION	RESPONSIBLE	STATUS
Continuing to review of the draft Board Review and Hearings Policy	Pat O’Leary	Pending revisions to include additional Board members’ and homeowners’ comments
Put the revised HOA Financial Policy on the HOA website	Pat O’Leary	Open
Reviewing and updating the HOA’s Covenants, Conditions and Restrictions	Mark Spence	Open
Put the HOA – wide Communications Policy on the HOA website	Pat O’Leary	Open
Contact Titan Recycling and Trash about obtaining a current version of their service contract	Mark Spence	Open
Communicate the 2026 Titan Recycling and Trash price increases to the HOA	Mark Spence	Completed on December 12, 2025