

**TOWNHOUSE VI HOMEOWNERS' ASSOCIATION
REGULAR BOARD MEETING
Wednesday, December 6, 2023 9:30 am**

Pending

CALL TO ORDER-President-Bill Stephenson

- The meeting was called to order at 9:30. There were 14 people in attendance including 9 board members.

ROLL CALL-Jackie Means

- Board members present: Bill Stephenson (2025), Sandy Cooney (2026), Rick Oliveira (2025), Jerry Deno (2026), Jackie Means (2025) Sharon Gaipman (2024). Ernie Stelzer (2024), Mark Spence (2024), Patrick O'Leary (2026)

APPROVAL-BOARD MINUTES- October 18, 2023

- Motion to approve the minutes was made by Ernie Stelzer and seconded by Sharon Gaipman. The motion was approved by the board.

APPROVAL OF AGENDA

- Motion was made by Ernie Stelzer and seconded by Jackie Means to approve the agenda as submitted.

OFFICERS' REPORTS

- **President-Bill Stephenson**
 - Conducting Zoom Board meeting this month so all members can be present.
 - Review of the Town Hall (TH) meeting held in October
 - Biggest concerns were regarding the landscaping condition of the common area.
 - Since the TH meeting several landscaping concerns have been addressed in a communication from the Landscape Committee. Several other concerns have been prioritized and action has been taken.
 - Other items discussed and action updates.
 - **Speed Bumps**- Vendors have been contacted. Currently waiting for cost estimates from contactor.
 - **Transparency of Board & Committee decisions**-outlines of the decision processes are listed in the current newsletter.
 - **Residents' Time**-included in all future Board Meeting agendas
 - **Budget Process**-clarified in current December newsletter
 - **Enforcement Policy**-review of enacted process is in the current newsletter.
 - **Need for THVI Surveys**-Suggested to form a committee to develop a THVI Residents Survey. Three concerns were raised: establish a purpose for the survey because it needs to be more than a "feel good" assessment, use experts and have it not conflict with the timing of the spring Town Hall meeting.
 - **A motion was made by Jerry Deno and seconded by Sharon Gaipman to form a "Survey Committee" to explore development of a valid & reliable survey. The Board approved the motion.**
 - Several meeting participants volunteered to serve on the committee. They are Jerry Deno, Linda Bennett, Sharon Gaipman, Shawneen Schmitt, Eva Hunt.
 - **Roads Fund**-Need for the fund explained in the December newsletter. Also need to be aware of THVI cost sharing responsibility of Alegria and fiduciary responsibility for our own roads.
 - **Insurance coverage**-More review of the insurance coverage will be done by Ernie Stelzer and Pat O'Leary in the spring.
 - **Flag**-Unknown who is sponsoring the flag. Jerry Deno will look into flags that have a substantial lifespan and report back to the board.
 - **Recognition of neighborhood landscape volunteers**-Donna Coon and Jane O'Leary will develop a list of neighborhood landscape volunteers.

- Thanked all who attended the meeting. Special thanks to Linda Bennett, Peg Revard and Eva Hunt.
- Reminders: Can't do everything all at once and will continue to work on prioritizing
 - Volunteer for what you are interested in
 - Another Town Hall will be set up in the spring.
- **Vice President-Ernie Stelzer**-No report
- **Treasurer-Sandy Cooney**
 - **NOVEMBER MONTHLY STATEMENT**
 - Receipts were \$36,121 through November compared to the full-year budget of \$33,737. The increase was primarily due to more home sales than budgeted - 12 so far versus 5 budgeted.
 - 2023 year-to-date Expenses before the Erosion Project were slightly lower than the budget of \$33,737 at \$33,688. Landscaping and insurance costs were over budget but were offset by decreases in other expenses, in part due to costs still to be paid in December.
 - The net result was an increase in net assets of \$2,316.
 - We ended November with \$56,783 in assets which includes our checking and money market account balances and 2 CDs at BMO Bank. The Road Paving Reserve Fund had a balance of \$14,608.
 - The transfer fee paid to the HOA when a house is sold will be increased next year to \$330.00 from \$280.
 - **2024 BUDGET**
 - The 2024 Budget has been revised slightly from the version presented at the October Board Meeting.
 - Total Receipts and total Expenses are unchanged at \$36,815. Homeowner's dues remain at \$375 per household as approved, at the October meeting.
 - Based on Homeowner feedback received at the October meeting, the Paving Reserve Allocation was reduced by \$1,500 and Professional Services was increased by the same amount to cover the costs of a Reserve Study.
 - Three firms were contacted with requests for proposals for a Reserve Study. Two responded with proposals costing \$3,700 and \$1,500. Conversations were held with the managing partner of the firm with the lower bid, Capital Reserve Analysts (CRA), and believe they can fulfill our request.
 - CRA is based in Chandler, Arizona. They have been in business since 2012 and serve over 1,000 clients in Arizona, New Mexico, California, and Texas. They typically can complete a reserve study in about six weeks.

Motion was made by Jackie Means and seconded by Mark Spence to hire Capital Reserve Analysts to perform a reserve study for \$1,500. The Board approved the motion.

- Based on the results of the reserve study we plan to adjust the Paving Reserve Allocation in 2024.

Motion was made by Sandy Cooney and seconded by Sharon Gaipman to approve the 2024 budget as presented. The Board approved the motion

- **Secretary-Jackie Means**
 - The dues/election ballot has been sent to all homeowners. The total cost for the packet was \$3.23. There was an extra charge for stamps for a mailing to Canada.
 - Some delays have occurred in securing meeting room reservations at GVR. Rooms for the next 3 meeting are now secure.

COMMITTEE REPORTS

- **Architecture-Mark Spence**
 - Most of the requests have been painting
 - Lighting guidelines will be checked for all streets in January
- **Social – Sharon Gaipman**
 - Reminders: Friday, December 8 Potluck Social-Las Campanas
Thursday, December 14, Ladies Lunch
 - 2024-Winter Spring- Las Campanas Ocotillo Room
 - Wednesday, January 24

- Thursday, February 15
 - Tuesday, March 26
- Sharon & Jane were asked to provide Sandy Cooney with expenses for November & December so the budget year can be closed.
- **Landscape -Bob Laux Bachand**
 - Getting a good turnout of volunteers on Tuesday morning
 - Able to do the side streets, some residents requests, trimming
 - Working on an inventory of work specially the pathways with more time available.
 - Last pickup of debris was November 18. No more expected this year.
 - Bill recognized the work done by Pat O'Leary, Bob Laux Bachand, Rick Oliveira
- **Roads-Bob Post**
 - No Report
- **Welcome-Gill Batterman**
 - No Report
 - Bill and all recognized Gill for her development of the newsletter
- **Nominating-Jackie Means**
 - Looking for members
- **Green Valley Council-Dan Schmitt**
 - No Report
 - Ernie Stelzer did contact GVC regarding insurance for THVI and their experience with other HOAs.
- **Finance Committee-Jerry Deno for Sharon Deno**
 - Working on the financial review for 2023

UNFINISHED BUSINESS-Bill Stephenson

- **Enforcement Policy Review-Pat O'Leary & Jerry Deno**
 - Currently reviewing the enforcement policy and changing the scale for fines.
- **Insurance Review -Ernie Stelzer & Pat O'Leary**
 - The current policy will be reviewed in the spring when there is no impending deadline for coverage.
- **Landscape Policy-Bob Laux Bachand, Rick Oliveira, Bill Stephenson**
 - Reviewing the current policy is a work in progress and currently not the highest priority.
- **Survey-Bill Stephenson**
 - This was discussed earlier in the meeting. Refer to the item under President's Report.

COMMON AREA MAINTENANCE & PROJECTS- Bill Stephenson

- This is a new item in the 2024 budget. The budget is \$1,844. All the projects listed below are not prioritized or currently funded for this year. The question brought before the HOA is; do we need a maintenance/project coordinator? Also, would members of the HOA be willing to help finance any project?
 - Erosion Control-need for this will be included in the reserve study
 - Reflectors at top of Alegria-replace rotting boards-\$300.
 - Topacios Wall-fix loose bricks-completed-cost \$50.
 - Replace street signs-unable to read most signs at night-\$1,800.
 - Maintain Alegria drainage-rock work done by volunteers -\$100.
 - Evaluate speed bumps on Alegria-waiting for cost estimates
 - Handrails on south trail-high safety issue-cost to be determined
- A suggestion was made to place a "go fund jar" at the upcoming socials to help financing projects.

RECOGNITION-Bill Stephenson

- **Linda Bennett**-For work on planning and conducting the Town Hall meeting in October
- **Jackie Means**-Work on Enforcement of CC&Rs this summer & fall
- **Sandy Cooney**-Developing the budget and researching the reserve study possibilities
- **Bob Laux Bachand & Rick Oliveira**-Developing a work plan for common area landscaping
- **Gill Batterman**-Writing and editing the current newsletter
- **Jerry Deno & Pat O'Leary & Ernie Stelzer**-Review of enforcement policy and insurance renewal.

RESIDENTS' TIME

- A concern was made regarding the Tuesday Titan Trash pick- up time. A request was made to send out a reminder regarding hours trash should be out. An email will be sent after checking with Titan Trash regarding hours and the late pick-up this week.

ANNUAL MEETING-Bill Stephenson

- **Annual Meeting-Wednesday, January 10, 2024 at 9:30 at GVR East Center Auditorium**
- **Future Board Meetings- Wednesdays: January 24 and March 6, 2024 at 9:30 at Casa Paloma 1.**

ADJOURNMENT-

A motion was made by Sharon Gaipman and seconded by Sandy Cooney to adjourn the meeting. The Board approved and the meeting was adjourned at 10:51.