

**TOWNHOUSE VI HOMEOWNERS' ASSOCIATION
BOARD MEETING
Wednesday March 5, 2025, 12:00 PM
GVR Las Campanas Center, Acacia Room**

Approved by Townhouse VI Board of Directors on April 9, 2025

CALL TO ORDER – Mark Spence – President

- The meeting was called to order at 12:00 Noon. There were 8 Board members in attendance and 6 people in the audience. As noted below one Board member participated by Zoom. No residents participated by Zoom.

ROLL CALL – Pat O’Leary – Secretary

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

**APPROVAL OF THE MINUTES OF THE PREVIOUS TWO BOARD MEETINGS – FEBRUARY 5, 2025
REGULAR BOARD MEETING AND FEBRUARY 10, 2025 SPECIAL BOARD MEETING**

- Motion to approve the Minutes for both the February 5, 2025 Board Meeting and the February 10, 2025 Special Board Meeting was made by Sharon Gaipman and seconded by Jerry Deno. The motion was approved.

APPROVAL OF THE AGENDA

- Motion to approve the Agenda was made by Pat O’Leary and seconded by Sharon Gaipman. The Board approved the Agenda.

OFFICERS’ REPORTS

- **President – Mark Spence**

Mark discussed the following topics – see also Attachment 1

(1) Green Valley Council (“GVC”) Presidents Meeting:

- A. HOA officers training session will be held during March 2025.
- B. The Arizona legislature is entertaining many HOA – related bills this session. The GVC is following them.
- C. A wildfire Awareness and Prevention Forum will be held on March 27, 2025. Board member Jerry Deno and former Board member Bill Stephenson plan to attend.
- D. An Edward Jones investment firm representative gave a presentation and distributed information, which Mark furnished to the HOA Treasurer, Sandy Cooney.

(2) The Welcoming Committee is seeking new members. Committee Chair Person Gill Batterman will discuss the topic in more detail later.

(3) On March 4, 2025, the Titan Trash recyclable collectors alerted residents that the recyclable collections were about to begin by honking the truck’s horn at 6:10 AM. Mark transmitted, by e-mail, to Titan’s President the Titan Trash’s December 2023 e-mail stating that Titan would NOT begin pickups before 7:00 AM. Mark is waiting for Titan’s response.

- **Vice President – Yvonne Morris**

Yvonne commended former Board Member, Bill Stephenson, for his diligence and persistence in pursuing resolution of the HOA’s complaints against the 905 Camino del Monte property owner. Among other things, the property needs stucco work, re – painting, various external repairs, and landscape trimming and upgrade. See Attachment 2 for further details about the del Monte property.

- **Treasurer – Sandy Cooney**

Sandy did not attend the meeting but sent the February 2025 financial report, which is appended as Attachment 3.

Sandy also sent the following narrative report for inclusion in the Minutes:

“In receipts, all homeowner dues have been paid. We have received several donations for the Landscape Committee and have already exceeded the annual budget and 2024 donations.”

“In expenses, we have transferred the 2025 reserve allocation of \$22,420 into the reserve accounts. We will be purchasing a 12 – 13-month CD with most of these funds. We have traditionally purchased our CDs at BMO Bank, where we have other accounts. However, I am looking into CDs at Edward Jones that pay a higher interest rate and still

offer FDIC protection. I expect to decide in the next week or so. Mark [Spence] received information on this opportunity at the GV Council meeting. Other expenses paid through February include brush piles picked up for \$2,150, GV Council dues of \$1,260, and annual storage fees of \$594 in addition to other routine expenses.”

“At this early stage in the year receipts exceed expenses by \$14,135. We have \$49,240 in our general funds and \$69,321 in reserve funds for total assets of \$111,561.”

Mark Spence made the following motion, on Sandy’s behalf, which was seconded by Sharon Gaipman:

“I move that the Treasurer is authorized to purchase a Certificate of Deposit for the Reserve fund in an amount between \$20,000 to \$22,000 for a term between 3 and 15 months bearing an interest rate of over 2% from either BMO Bank or Edward Jones.”

The Board approved the Motion.

- **Secretary – Pat O’Leary**

Pat reported that the Green Valley Recreation (“GVR”), which owns all the facilities which the Townhouse VI uses for meetings, social events, etc. has recently sent a schedule for facilities’ usage during the months of May – August 2025. Pat queried whether the Board had any planned meetings or social events during that period. Board members responded that currently there were no planned meetings. Sharon Gaipman, who is the Social Committee Chair Person, stated that she had received the same schedule and has been in contact with GVR regarding any planned social events.

COMMITTEE REPORTS

- **Architecture Review Committee (“ARC”) – Kathleen Edwards – Chairperson**

At the February 5, 2025 Meeting, the ARC had submitted and discussed a revised Townhouse VI Painting Instructions & Definitions document and Color Palette. Based on the February 5, 2025 Meeting comments, the ARC revised the February 5, 2025 documents. The following list summarizes these changes:

- (1) The front door color category was eliminated. Front doors may be natural wood or almost any solid color. However, a homeowner is still required to file a request for a change to the ARC whenever installing a new front door or painting a front door.
- (2) Several blue colors were added to the Trim Color Palette.
- (3) The Trim Color Palette and the Stucco Color Palette are now separate documents

The ARC held a homeowners’ Color Palette information session on February 21, 2025. Six homeowners attended, all of whom expressed support for the new Color Palette. Additionally, one homeowner sent an e-mail supporting the proposed changes.

The ARC also addressed the following issues at the Meeting:

- (1) The issue of parapet colors remains undecided pending a further “walk around” to evaluate the situation.
- (2) The T 111 issue also remains unresolved. Some homes have T 111 wood panels painted the same color as the home’s trim, rather than the stucco color. The community’s Covenants, Conditions and Restrictions (“CC&Rs”) state that all walls should be the same color. The ARC has decided not to currently address this issue.

Kathleen made the following motion: She moved that the Board approve the revised Townhouse VI Painting Instructions & Definitions and Color Palettes, which were submitted to the Board prior to the Meeting and which are appended as Attachment 4. Yvonne seconded the motion. The Board approved the motion.

Since the Meeting, the ARC documents have been uploaded onto the HOA’s website.

- **Financial Review – Sharon Deno – Chair Person**

No report

- **Green Valley Council (“GVC”) – Sharon Gaipman – Board Liaison**

The Pima Co. Board of Supervisors directed the County staff to develop a wild fire mitigation and management plan. See the Pima Co. Website under the Office of Emergency Management for further details.

Pima Co. gave the GVC a plot of land for a new building. Now, the GVC has to raise the money to construct it.

- **Landscape Committee – Bob Laux Bachand – Chair Person**

Rick Oliveira gave the report on Bob’s behalf: On Tuesday, March 4, 2025, the volunteer Landscape Crew of about 15 people continued trimming and pruning vegetation along the south Camino del Monte service road. More work is also continuing in other parts of the community. Bob’s full report is appended as Attachment 5.

- **Nominating Committee – Bill Stephenson – Chair Person**

No report.

- **Roads Committee – Jerry Deno – Chair Person**

No report.

- **Social Committee – Sharon Gaipman – Chair Person**

Sharon listed the following upcoming Social Committee events:

- (1) Ladies Luncheon, March 11, 2025 at the 19th Hole
- (2) Thirsty Thursday, March 27, 2025 outdoors at the north end of Los Opalos,
- (3) Chili Cook off event, March 14, 2025 at the GVR Las Campanas Center, starting at 5:00 PM
- (4) Townhouse VI home tour, scheduled for April 6, 2025, 2:00 – 4:00 PM
- (5) Picnic, July 4, 2025, space has been requested from GVR.

- **Welcome Committee – Gillian Batterman – Chair Person**

The Welcome Committee needs additional members to introduce new homeowners to living in an HOA. Gill is looking to recruit some new Committee members

The Block Captains have not been assigned very many recent tasks. Mostly, the HOA has relied on them to collect social event money. In the near future, the Board should consider discussing the Block Captains' role. See below for a discussion of this topic.

UNFINISHED BUSINESS

- **Board Projects Status**

- (1) Trash: Mark expanded on his earlier comments about the March 4, 2025 recyclables collection situation. 6:10 AM is much too early to begin pick – ups. He sent an e-mail to the Titan Trash President asking why the recycling trucks arrived so early. Mark is waiting for a response. A discussion among the Board Members followed.
- (2) Landscape Policy: The Landscape Committee Chair Person, Bob Laux Bachand, was absent from the meeting. In his place, Rick Oliveira, Board Liaison and Committee Vice Chairman commented that the Committee is not planning any changes to the Landscape Guidelines. The Committee has just recently purchased a First Aid kit, which will be available wherever the Tuesday morning landscape crew is working. Bob's Attachment 5 report also contains some comments about how the Committee is administering the Landscape Guidelines where individual homeowners engage in self – help on the common areas near their homes.
- (3) Town Hall Meeting. This is scheduled for March 14, 2025 between 2:00 – 4:00 PM at the GVR Las Campanas Center. Linda Bennett has agreed to serve as the Meeting facilitator. The purpose is to solicit homeowners' input on what the community is doing well and what needs to be changed. The 2023 Town Hall Meeting resulted in some major changes in how the community works.

- **Common Area Maintenance/Improvement Projects**

Bill Stephenson, Project Coordinator reported as follows – see also Attachment 6:

- (1) Alegria Drainage Ditch: The previous work on the ditch continues to remain in good shape.

- (2) Topa Drainage Improvements: The drainage ditch needs upgraded. On March 4, 2025, several landscape crew members worked on removing vegetation. More work was scheduled for March 7, 2025, but was subsequently cancelled because of the weather and re-scheduled for March 9, 2025. At that time the vegetation removal efforts were complete. The next step is to have a contractor deepen the ditch using equipment such as a backhoe. Bill has previously consulted with a contractor about doing this work. More recently, Bill has tried to schedule a date for the work but the contractor has not taken his calls. \$1500 has been budgeted for the Topa work.
- (3) Opalos Erosion Control Project: Heavy rain storms cause dirt and sand to wash from the common ground onto the Los Opalos roadway. This problem can be addressed by inserting large rocks onto the common ground sloping areas. The projected cost of so doing is \$3500. No work has been done thus far
- (4) Wild Fire Hazards: Rick Oliveira, Don Eyklebosch, and Bill surveyed the HOA's common area during the week of February 24, 2025 for potential wild fire hazards. A lot of foliage is encroaching on homes. Also, various hazardous vegetation is growing on individual homeowner's property. Residents should consider removing such vegetation. Italian cypress trees, which are a potential fire hazard, grow throughout the community on both the HOA's common ground and individual homeowner's property.
- (5) Arroyo/Wash/Drainage Way: On the community's southern boundary is an area, which is sometimes called an arroyo, wash, or drainage way. Based on Bill's review of Pima Co. documents and documents provided by the community's neighbor to the south, Continental Vistas, both the Townhouse VI HOA and the Continental Vistas Property Owners Association own about half of this drainage way between La Canada Drive and the Townhouse VI homes on Los Rubies. West of the Los Rubies homes is owned by Pima Co. and the GVR, which owns the property near the foot bridge connecting Continental Vistas and Townhouse VI. Because the drainage way is a riparian zone, the HOA is limited in what it can do – such as removing dead vegetation from the drainage way. Bill is educating himself on this subject.

NEW BUSINESS

- **Social Events – HOA Provided Alcohol**

Because it appeared that the HOA was going to provide and serve sparkling wine, i.e. prosecco, at the February 14, 2025 HOA – sponsored Valentine's Day social event, Mark inserted this topic on the agenda. To avoid potential liability problems, Mark opined that the HOA should not be paying for and providing alcoholic beverage at HOA – sponsored social events.

A discussion followed.

Because Mark's concerns pre-dated the Valentine's Day event, Sharon, the Social Committee Chair Person, restructured the event so that the HOA did not pay for any alcoholic beverages. Rather individual Social Committee members used their own money to buy the prosecco. Sharon further noted that the GVR has always permitted alcohol consumption at social events in its facilities.

At the end of the discussion, Pat O'Leary proposed the following motion: It is the HOA Board's policy that no HOA funds may be used to purchase alcoholic beverages at HOA – sponsored social events. Sharon Gaipman seconded the motion. The Board approved the motion.

- **Block Captains Acting As Neighborhood Representatives**

Mark put this topic on the agenda to initiate a discussion about how to best use the Block Captains as a resource to transmit information to and obtain feedback from the residents. See Attachment 1.

A discussion followed:

Sharon agreed that the Block Captains could be useful for the cited purpose. But she didn't want the process to become overly formalized. Perhaps, the Board could meet with the Block Captains on a once-a-year basis.

Linda Bennett, who has agreed to serve as a facilitator at the HOA's upcoming March 14, 2025 Town Hall, suggested that the Block Captains could be used to distribute community surveys and provide feedback from the residents.

RECOGNITION

- **Mark Spence recognized the following:**

- (1) The Social Committee for a very successful Valentine's Day event
- (2) The landscape crew under the leadership of Bob Laux Bachand and Rick Oliveira for a great job over the past several Tuesday work sessions.
- (3) All the participants in the February 10, 2025 Special Meeting wherein the Board adjudicated an appeal of a Landscape Committee decision.

- **Sharon Gaipman recognized the following:**

- (1) Linda Bennett for her service as the upcoming Town Hall facilitator
- (2) The Architecture Review Committee for their work in revising the Paint Instruction document and the Color Palette

- **Bill Stephenson recognized the following:**

- (1) Gill Batterman for all her work on the community newsletter

RESIDENTS TIME

- **Gill Batterman**
(1) Expressed her appreciation for all the Board's work.

NEXT BOARD MEETING:

- April 9, 2025, 2:00 PM at the GVR Las Campanas Center, Cottonwood Room. Because of the confusion over the time and location of the March 5, 2025 Board Meeting, Sharon and Pat will confirm the location and time with GVR personnel as the meeting draws closer.

ADJOURNMENT

- Sharon moved to adjourn the meeting. Rick seconded the motion. The Board approved the motion and the meeting was adjourned.