

**TOWNHOUSE VI HOMEOWNERS' ASSOCIATION
BOARD MEETING AND BOARD PLANNING MEETING
Wednesday April 23, 2025 2:00 PM
GVR Las Campanas Center, Cottonwood Room**

Approved by Townhouse VI Board of Directors October 23, 2025

BOARD BUSINESS MEETING

CALL TO ORDER – Mark Spence – President

- The meeting was called to order at 2:00 PM. There were 9 Board members in attendance and 4 people in the audience. No Board members or residents participated by Zoom.

ROLL CALL – Pat O'Leary – Secretary

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

AGENDA

MOTION: To approve the Agenda, which listed a vote to approve revisions to the Architectural Guidelines:

Made by Pat O'Leary

Seconded by: Sharon Gaipman

Approved: 8 – Yes; 1 – No

Jerry Deno objected on the grounds that this meeting was advertised as a planning meeting and should be limited to planning purposes and should not include a vote on approving revisions to the Architectural Guidelines.

Mark Spence responded that the residents had been notified by e-mail, containing a copy of the Agenda showing that a vote on the Architectural Guidelines would be included in the meeting. This e-mail was sent more than 48 hours prior to the meeting. See Attachment 1. Consequently,

holding a meeting to vote on the Architectural Guidelines qualified as a Regular Meeting pursuant to By – Laws Section 8.1

ARCHITECTURAL REVIEW COMMITTEE – Mark Spence – President

Mark explained that proposed changes to the Architectural Guidelines were needed to (1) make the Architectural Guidelines' language consistent with April 9, 2025 updated version of the painting instructions and color palette and (2) reflect the new name of the Architectural Renovation Worksheet as the Architectural and Landscape Worksheet. A copy of the proposed new Architectural Guidelines had been provided to all Board members prior to the meeting

MOTION: To approve the new Architectural Guidelines, containing the previously referenced changes.

Made by Yvonne Morris

Seconded by; Sharon Gaipman

Approved: 8 – Yes; 1 – No

BOARD PLANNING MEETING

PURPOSE – Mark Spence – President

The planning meeting's purposes are to (1) look at each functional and administrative area of the HOA, (2) identify and discuss where improvements could be made, (3) prioritize potential action steps, and (4) assign responsibilities to the highest priority projects.

PROJECTS ACCOMPLISHED SINCE THE APRIL 2024 PLANNING MEETING – Mark Spence - President

- Street signs updated and Alegria "end of road" sign installed
- Board Secretary role redesigned
- Insurance policy researched and renewed with a new insurance company
- Second town hall meeting held
- Handrails installed on South Trail steps
- New Architectural Review Committee painting guidelines and color palette adopted, and
- Enforcement process successfully employed,

REVIEW OF MARCH 14, 2025 TOWN HALL – Linda Bennett – Town Hall Facilitator

Linda was unable to attend this planning meeting. Her reports are appended as Attachment 2 (Summary of Comments made at the March 14th 2025 Town Hall) and Attachment 3 (Memorandum to the Board of Directors of Town House VI).

AREAS TO COVER – Mark Spence - President

Governance

- What governing documents, policies, procedures are not up to date? There was no discussion.
- How well are Board meetings functioning?
 - (1) Board President voting rights- Mark reported that Roberts Rules of Order permit the President of small Boards, such as this HOA's Board, to vote on all matters. Consequently, he, as President, planned to vote.
 - (2) Tie Votes – Ordinarily, this 9 - member Board should not encounter tie votes. However, a tie vote may occur where a member has resigned, a Board member recuses himself/herself or abstains, or a Board member is otherwise absent. Where a tie vote occurs, what is the result? This could be an especially controversial issue where the tie vote occurs in deciding an appeal from an Architectural Review Committee, Landscape Committee, or other committee decision. Pat O'Leary volunteered to prepare a policy on appellate procedures and asked Jerry Deno and Bill Stephenson to work with him.
- What ways can the Board be more in touch with residents? Mark led a discussion on efforts to increase residents' involvement in the HOA.
- Should the HOA's money be spent differently than the budget currently specifies? Mark and Sandy Cooney led a discussion on the budget process, the reserve fund, and maintenance and improvement projects.
- In what ways can the Board increase its transparency with the residents? This topic was included in some of the earlier discussions.
- Is the HOA providing enough, appropriate and timely recognition to volunteers? Mark led a discussion on providing recognition via the newsletter, on the website, and at HOA meetings.
- Fall 2025 and Spring 2026 Meeting Schedule: Expectedly, Green Valley Recreation will be soliciting information in the next few months on the HOA's needs for facilities to hold meetings in late 2025 and early 2026. While actual dates, times and locations cannot presently be established, the Board agreed to the following tentative schedule;
 - (1) September 2025: Special Board meeting- 2026 proposed budget review and discussion
 - (2) October 2025: Regular Board meeting
 - (3) December 2025: Regular Board meeting

- (4) January 2026: HOA members annual meeting
- (5) February 2026: Regular Board meeting
- (6) March 2026: Regular Board meeting,
- (7) April 2026: Regular Board meeting, and
- (8) April 2026: Special Board meeting – 2026 planning

The preferred location for all meetings is the Las Campanas Center. The East Center is the backup preferred location for HOA meetings.

Mark will be sending meeting polls to set the best dates and times for the September, October, and December meetings.

Secretarial Role Redesign – Mark Spence and Pat O’Leary, Secretary

- Pat explained as follows how the secretarial function is now organized:
 - (1) Pat prepares the meeting minutes and performs other duties as assigned by the President
 - (2) Jackie Means is the HOA’s point of contact for all communications, including sending all meeting notices, and
 - (3) Donna Coon is the point person for adding, deleting, or otherwise changing anything on the website.

In Pat’s opinion, this division of tasks is currently working well.

- The HOA needs to ensure that it is complying with the Arizona Revised Statutes’ provisions governing information required to be furnished to new home purchasers prior to settlement. Mark will discuss this topic with Donna, who, currently, assembles a packet of materials for new home buyers

Communication – Mark Spence

- Mark led a discussion on the following:
 - (1) Increasing the residents’ use of the website
 - (2) Delivery of e-mails and the newsletter
 - (3) Neighborhood contacts – should the block captains fill this role?

Architecture – Kathleen Edwards – Architectural Review Committee Chair Person

- Board members and residents discussed eliminating the requirement for Architectural Review Committee approval of rooftop HVAC system replacements.

Landscape -- Bob Laux Bachand – Landscape Committee Chair Person

- This past season, the Landscape Committee addressed the following issue on several occasions: Residents hired private landscapers to perform services on the common area near the residents’ property. These requests had been approved by the Committee, but,

since the residents were willing to pay for the work and hired to contractors, the Committee didn't have as much control and oversight of the work as desired. Based on its experience, the Committee has begun requiring that, in such cases, the Committee will contract with the landscapers and the residents will reimburse the HOA for the cost of the work done. This procedure should facilitate the Committee controlling the work.

- The Committee is seeking to recruit additional Tuesday morning landscape crew volunteers next season.

Nominating – Bill Stephenson – Committee Chair Person

- The Nominating Committee is primarily involved in vetting potential Board candidates prior to the HOA's annual meeting. The Committee has no formal procedures. Bill queried whether the Committee should prepare and adopt formal procedures.

Roads – Jerry Deno –Committee Chair Person

- The Committee has received a \$4100 estimate to fill – in the road cracks, which the Committee would like to have done in the Fall of 2025. The consultant, with whom Jerry is working, didn't think that re - sealing would be needed in 2026 as is currently planned. Jerry will propose an updated plan for spending on the roads for discussion at the next Board meeting.

Finance And Financial Review Committee – Sandy Cooney Treasurer and Sharon Deno Committee Chair Person

- The 2026 budget and the HOA's current financial condition will be discussed at the September 2025 Board budget meetings. Sandy will be requesting the committees to make their 2026 budget requests by the end of July or early August 2025 so that the proposed budget can be sent to the Board in early September.
- Sandy discussed methods for obtaining and depositing checks, while she is away from Green Valley. She urged the Committees to provide requests for checks as soon as possible.

Maintenance And Improvement Projects – Bill Stephenson – Project Coordinator

- Landscape storage shed: Bill led a discussion about painting and possibly re-roofing the HOA's shed at the north – end of Zafiros. Bill estimated the cost at about \$600. The HOA may want to schedule a maintenance day in September or October to do this work.

- South trail: Bill mentioned that the trail needs some additional water diversions to prevent erosion. This project needs further investigation.
- Alegria drainage project: Recently, Bill moved some additional rocks from an HOA pile near Alegria into the drainage ditch. More work on the drainage ditch is needed. A work bee should be scheduled.
- Topacios wall: Two blocks on the wall's north end are loose. This needs to be corrected.
- Topa trail: Currently, the trail behind Topa dead ends. This should be corrected. However, the project should be further investigated before any work is started.
- Electrical transformer boxes: These boxes belong to Tucson Electric Power and are in the common area. However, the HOA may have some responsibility for keeping the boxes clear of vegetation. The Landscape Committee should consider maintaining accessibility to the boxes during its Tuesday morning work projects. Also, Mark Spence suggested contacting Tucson Electric Power to ask them to check the condition and integrity of the boxes in our HOA.
- Firewise certification: Jerry Deno discussed this topic at the Board's April 9, 2025 meeting. Some Green Valley communities have obtained such certification. Obtaining such certification might result in lower homeowner insurance premiums. Because obtaining such certification is a lengthy process, Jerry suggested that the HOA should consider initiating the process in January 2026.

ADJOURNMENT

- **MOTION:** To adjourn
Made by: Sharon Gaipman
Seconded by; Sandy Cooney
Motion was approved unanimously