

**TOWNHOUSE VI HOMEOWNERS' ASSOCIATION
BOARD MEETING
Wednesday April 9, 2025 2:00 PM
GVR Las Campanas Center, Cottonwood Room**

Approved by Townhouse VI Board of Directors on October 23, 2025

CALL TO ORDER – Mark Spence – President

- The meeting was called to order at 2:00 PM. There were 8 Board members in attendance and 5 people in the audience. As noted below, one Board member participated by Zoom. One resident participated by Zoom.

ROLL CALL – Pat O’Leary – Secretary

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

APPROVAL OF THE MINUTES OF THE PREVIOUS BOARD MEETING ON MARCH 5, 2025

- Motion to approve the Minutes of the March 5, 2025 Board Meeting was made by Sandy Cooney and seconded by Pat O’Leary. The motion was approved.

APPROVAL OF THE AGENDA

- Motion to approve the Agenda was made by Yvonne Morris and seconded by Jerry Deno. The Board approved the Agenda.

OFFICERS’ REPORTS

- **President – Mark Spence**
Mark reflected on the past winter season and cited to the following successes:

- (1) The Social Committee's organization of numerous events, including the widely acclaimed April 6th community home tour,
- (2) The Landscape Committee's work on cleaning up and managing the common area, and
- (3) The community's Town Hall meeting on March 14th.

He attended a recent meeting at the Green Valley Council ("GVC") where it was announced that the GVC's proposed Roads Forum would be delayed until the Fall of 2025.

- **Vice President – Yvonne Morris**

Yvonne updated the Board on the status of efforts to bring the 905 S. Camino del Monte property into compliance with the community's Covenants, Conditions and Restrictions ("CC&Rs"). Yvonne commended Bill Stephenson, who has been principally responsible for resolving the issues with the homeowner, who lives in the Spokane, WA area. The following is a brief status report on the property's discrepancies:

- (1) The stucco repairs and exterior home painting have been completed in an acceptable manner.
- (2) The window screens' repair or replacement and landscaping work have not been completed. Bill has obtained an estimate for the window screen replacement.
- (3) The roof needs repaired. (this is for the homeowner's information and is not related to a CC&Rs' violation).

Overall, Yvonne was cautiously optimistic that bringing this property into compliance with the CC&Rs can be effected without resorting to further steps in the community's Enforcement Process. See Attachment 1

- **Treasurer - Sandy Cooney**

Sandy's report addressed the following three subjects. Also, see Attachment 2.

First, year-to-date expenses are \$29,926 through the end of March. The HOA has budgeted for full year expenses of \$45,154. To date, the largest expense has been the transfer of \$22,420 to the reserve allocation.

Second, the HOA has purchased a certificate of deposit from the Edward Jones investment firm using \$21,000 of the reserve allocation. The annual percentage rate is 4.25 percent for a thirteen -month term. The certificate of deposit is callable in October 2025 by the issuer, J.P. Morgan. If this happens, the HOA's principal, plus interest through October, would be returned. The HOA would then be in the market to purchase another certificate of deposit.

Third, Sandy and Kathleen Edwards recently attended the GVC's Reserve Funds Forum, which included presentations by individuals, representing four HOAs. The one presentation, which particularly attracted Sandy's attention, concerned an HOA, which had inadequately reserved funds for road maintenance over many years. As a result, the

HOA faced a road repair and maintenance expense of about \$1 million. The homeowners balked at a proposed, one - time \$6300 special assessment to address this shortfall. Consequently, the annual dues have increased from \$400 to \$800, and the HOA is now reserving \$72,000 annually, versus \$15,000 - \$20,000. The Forum also included a discussion about the legal requirements for notifying prospective home buyers about the status of reserve funds. Sandy suggested that a small group meet with Donna Coon, who currently provides information to prospective buyers, to ensure that the HOA is complying with the legal requirements on this issue. This topic is further discussed below under New Business.

- **Secretary - Pat O’Leary**

Pat attended the GVC’s April 2, 2025 training session for HOA Secretaries. About 12 Secretaries participated. Each Secretary talked for several minutes about issues currently facing their communities. Most of the issues were similar to those confronted by Townhouse VI.

Pat also raised a question about scheduling future Board meetings. This is the last regularly scheduled formal meeting for the year, although the Board currently has a planning meeting scheduled for April 23, 2025. A few weeks ago, Pat received a Green Valley Recreation (“GVR”) notice about scheduling events, in GVR facilities, during May through August. At the March 5, 2025 Board Meeting, the Board made no plans to schedule a Board meeting during those months. So, Pat did not respond to GVR’s notice.

Pat also pointed out that the HOA’s By – Laws Section 8.1 requires at least four Board meetings each year. Thus far, the Board has held three meetings in 2025. Consequently, the Board needs to schedule at least one additional meeting in the late part of the year. Mark Spence indicated that the future meetings’ schedule will be discussed at the April 23, 2025 planning meeting.

COMMITTEE REPORTS

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

The ARC has been engaged in the following activities since the beginning of the year. Also, see Attachment 3:

- (1) The ARC has approved 12 residents’ requests to make changes to their homes. One home – painting project was especially noteworthy. A resident filed a request on the day that the work was scheduled to begin. An ARC member recognized that the homeowner had identified the wrong TRIM color on the ARC’s request form. The ARC intervened promptly before a costly mistake was made. Where a request involves an exterior paint project, the homeowner should file it preferably 30 days in advance of the scheduled work so as to provide the ARC with time to confirm compliance with the Architecture Guidelines.

- (2) The ARC is in the process of revising the ARC worksheet forms in an effort to simplify and clarify them for everyone's benefit.
- (3) The ARC is working on a standardized checklist for use in a home survey this Spring. Before initiating the survey, the ARC plans to provide the checklist to the homeowners to provide an idea of what the ARC is looking for in regards to CC&Rs' and Guidelines' compliance.

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

The Committee met on April 8, 2025 to review the January and February financial reports and records. No irregularities were found. The March bank statements were not available at that time. Also see Attachment 4.

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

Sharon was unable to attend the meeting but asked Mark Spence to provide her report. Mark stated that the GVC is presently focusing its efforts on raising money to construct a new building on the land which Pima Co. donated.

Since Sharon will miss the GVC's May and June meetings and the alternate representative, Gill Batterman, will be out of town, Mark asked for volunteers to attend in Sharon's absence. Judy Savarese agreed to attend those meetings.

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

The Landscape Committee's ("LC") Tuesday morning work crew completed its activities on April 1, 2025 inasmuch as the warmer weather increased the possibility of wildlife confrontations, especially with rattle snakes. This season the LC crew had a good turnout of volunteers, who dealt with (1) numerous resident requests for landscape maintenance and (2) cleanups near paved roads and along most of the access roads. The contractors are scheduled to remove the existing debris piles shortly. Since the contractors' fee is based on the existing debris piles' sizes, residents were directed not to add to the piles.

Based on experience, the LC has recognized the need to be more consistent in monitoring and supervising work in the common area done for LC – approved requests from residents. Often, residents who make a request to have work done in the common area offer to pay for it and have already contacted a landscaper about approved work. Bob said that, in such cases, the LC will schedule, supervise, and pay for the work and have the homeowner reimburse the HOA for the involved expenses. This procedure was successfully used during the past season and is consistent with the Landscape Guidelines. Also, see Attachment 5

Sharon Deno raised a question about residents dumping yard waste from their property onto the LC's common area piles. Bob responded that the residents have been instructed not to dispose of their own yard waste on the community's waste piles.

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

No report

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

The GVC Roads Forum has been delayed until the fall. The Committee will try to hold a meeting shortly, but the Committee has no plans to do anything to the roads for the next several months because of the heat. The Committee may hire a contractor to do some sealing in the fall.

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

In Sharon's absence, Mark Spence read Sharon's report, which is appended as Attachment 6. The Social Committee continued to be very active this season scheduling major events in January, February and March. Most recently, on April 6th, the Social Committee organized a home tour of four community homes. Many residents visited homes on the home tour. A Thirsty Thursday gathering is presently scheduled for April 24th in the Los Opalos cul - de - sac. Thirsty Thursday gatherings will continue on the 4th Thursday of each month. A 4th of July picnic is planned at the Continental Vistas recreation center. The Committee is looking at hosting a catered evening event in October or November.

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

The Committee was able to meet with two residents who bought their homes last Spring.

UNFINISHED BUSINESS

- **Board Projects Status**

Mark Spence reported that the community's second Town Hall meeting, facilitated by Linda Bennett, was held on March 14, 2025. The HOA received helpful and useful input from the residents. A future Town hall meeting will be discussed at the April 23, 2025 Planning Meeting.

- **Common Area Maintenance/Improvement Projects – Erosion Control and Alegria Drainage System – Bill Stephenson – Project Coordinator**

Bill's full report is appended as Attachment 7.

The erosion control team of Bill, Mark Batterman, and Andy Savarese reviewed the erosion control needs of the community and decided to focus the team's efforts on improving the Placita Topa drainage and erosion situation. The work will be on the western or sloping side of the street.

The project will include:

- (1) Rebuilding the drainage collection ditch,
- (2) Installing two water collection ponds, which will be designed to retain water during a rainstorm to allow water to sink into the ground while slowing the water flow rate,
- (3) Adding rock on the steeper slope around the cul-de-sac,
- (4) Rebuilding the older spillway and constructing a new spillway, and
- (5) Adding an 8" pipe under the south trail.

Bill received a bid of \$1850 to do the work requiring a backhoe or other heavy equipment. He asked the Board to approve a total amount of \$2128, which includes a 15% contingency figure, for the project. The reserve budget includes money for erosion control.

MOTION: Sandy Cooney moved that Board approve spending \$2128 on the Placita Topa erosion control project. Jerry Deno seconded the motion. The Board approved the motion 8 – 0.

- **Common Area Maintenance/Improvement Projects – Fire Hazard Survey – Jerry Deno – Project Coordinator.**

Jerry attended a GVC March 27, 2025 Flood and Fire Forum. Jerry's report is appended as Attachment 8. Forum Presenters provided the following advice for residents to reduce fire risks:

- (1) Remove dead or cut vegetation that exists within 30 feet of the house,
- (2) Do not store patio furniture up against the house – seasonal residents –
- (3) Examine the roof and repair small surface cracks, and
- (4) Establish a fire evacuation plan

Jerry also suggested that Townhouse VI might consider obtaining certification as a Firewise community. To obtain this certification, the community must meet certain requirements established by the National Association of Fire Protection Officials. Jerry opined that such certification might result in reduced fire insurance premiums. A local official will do the actual certifying.

Bill Stephenson added the following points on fires and floods:

- (1) Residents should be alert for fire or flood situations affecting their elderly or immobile neighbors.
- (2) He is considering inviting some Pima Co. officials to walk through the wash/arroyo on the community's southern border for suggestions about removing potential fire hazards.

NEW BUSINESS

- **HOA Information Package For New Residents – Mark Spence**

The recent GVC Reserve Funds Forum included a Reserve Studies' discussion. Reserve Studies are usually prepared by a consultant and provide advice on how much an HOA should be reserving or saving annually to fund future major projects, such as road repairs and resurfacings. The Townhouse VI HOA commissioned a Reserve Study in 2023.

Sandy Cooney had previously circulated an April 4, 2025 e-mail, which is appended as Attachment 9, on this Forum's discussion. A Forum presenter asserted that HOAs are required to provide prospective home buyers with a copy of any Reserve Study and information about the status of any reserve accounts. Sandy suggested that the Board discuss the community's compliance with this requirement.

Based on Sandy's suggestion, Mark Spence had researched required information HOAs must provide home buyers in the Arizona Planned Community statutes and had contacted Donna Coon, who transmits all HOA materials to prospective home buyers in Townhouse VI. Mark proposed that a committee, consisting of the Board officers review the home buyers' information package with Donna and propose any needed updates.

RECOGNITION

- Various Board members spoke to recognize the Landscape Committee, the Social Committee, the Architecture Review Committee, the Erosion Control Project members, and Sandy Cooney and Jerry Deno for their work during the past season.
- Andy Savarese, a resident, rose to commend the Board members for their service during the past season.

NEXT BOARD MEETING

- The Board Planning Meeting is scheduled as follows:
Date: April 23, 2025 (Wednesday)
Time: 2:00 PM
Place: Las Campanas Center, Cottonwood Room.

ADJOURNMENT

Yvonne Morris moved to adjourn the meeting at 3:25 PM. Sandy Cooney seconded the motion. The motion was approved.

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