

**STAR VALLEY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
10 NOVEMBER 2022**

DATE: Nov 10, 2022

TIME: 6:00 PM

LOCATION: Via Zoom Teleconferencing, Hosted by Platinum Management. Inc.

BOARD OF DIRECTORS ROLL CALL:

Present:

Ozzie Nelson-President
Bonnie Dukes-Director at Large
Dan Pritchard-Treasurer
Bibiana Law-Secretary

1. QUORUM: Quorum was met with the roll call and four (4) Directors present.

- The Meeting was called to order at 6:05 pm.

2. Opening Comments by Ozzie Nelson

- Last board meeting was on Sept 15, 2022 with a full quorum, and minutes are posted on the SVEHOA website.
- Planned meetings are held quarterly with annual members meeting conducted in March.
- Due to COVID restrictions, meetings are still via Zoom.
- Agenda for today: Officer reports, brief summary of community drive-thru infractions, old business: (1) discuss draft community-wide letter on Exterior Maintenance Guidelines, and (2) 2023 Budget Approval (with added Platinum web support); new business: Hearing Policy
- New Platinum community manager(s): Amanda Eubank (effective 17 Oct) replaced by Alex Newton and his assistant, Angelina Cobo

3. Community Input:

- Jim Wiliamson asked regarding makeup of ACC committee, which was Dan, Bonnie, and Ray who are all on the board. Jim asked if an open meeting was needed as three made a quorum. Bonnie mentioned no community volunteers, and Ozzie asked if Jim wanted to volunteer. Jim replied to ask the community first, and recommended to check with Platinum if 3 board members represented a conflict.
- Jim also mentioned that phone-in instructions are needed on the postcard for meetings

4. Officer Reports

a. President's Report

- Ozzie gave an update regarding the hazardous/safety concern on Lot 41 with a large Palo Verde tree with main branches chained where the chain dug deep over the years. The tree has been trimmed, however homeowners are still responsible for collateral damage if any large branches break off.
- Ozzie drafted a community letter based on the homeowner survey mailed out during 1QY21; to be discussed

**STAR VALLEY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
10 NOVEMBER 2022**

- Ozzie researched previous guidance provided to Platinum regarding hearings; to be discussed
- Ozzie drafted and coordinated the agenda for this meeting.

Motion: Ozzie makes a motion to accept the President's report. Bonnie seconded.

Vote: All in Favor, motion passed.

b. Treasurer's Report

- Dan went over the Financial Report 10/31/22 (see Excel attached to these minutes).

Motion: Ozzie makes a motion to accept the Treasurer's report. Bibiana seconded.

Vote: All in Favor, motion passed.

c. Secretary's Report

- Bibiana went over the in-lieu items for the period Sept 15 to Nov 9, 2022 (see Excel attached to these minutes), totaling 3 items.

Motion: Ozzie makes a motion to accept the Secretary's report. Bibiana seconded.

Vote: All in Favor, motion passed.

d. Community Drive-Thru Inspections (Conducted on the 1st and 3rd Mondays of the month) - Ozzie Nelson summarized them.

- 9/19/22: 22 Citations (17 weeds/5 parking/1 basketball hoop/1 broken gate)
- 10/3/22: 17 Citations (14 weeds/1 parking/2 tree debris)
- 10/17/22: 19 Citations (7 weeds/7 parking/1 bush trim/3 trash cans/1 tree debris)
- 11/7/22: x Citations [Never received drive-thru write-up spreadsheet]

e. ACC Report

Dan gave an update that no new ARF as of 11/10/11 since Sept 9, but one was just submitted. Went over Excel, see attached.

Motion: Ozzie makes a motion to accept the ACC report. Bibiana seconded.

Vote: All in Favor, motion passed.

5. Topics for Open Discussion

a. Discussion on Exterior Maintenance Draft Guidelines Letter

- Ozzie drafted a community-wide letter on the history of the homeowner survey 2021 and paint criteria, and sent it to the board for review (12 Oct 2022). Ozzie's intent is to get feedback from the community regarding the paint criteria, with the purpose to provide homeowners with criteria they could use to help evaluate exterior maintenance conditions

**STAR VALLEY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
10 NOVEMBER 2022**

existing on their lots since there is no specific criteria on maintenance and upkeep in the association's governing document.

- Bonnie comments if there was an area on the website where homeowners could make contact to give feedback on the website, that would be good.
- Jim thinks the letter should be sent out but to put it with the annual meeting so can get feedback
- Bonnie thinks the letter is too wordy, suggests outline because people won't read it
- Ozzie states maybe the finalized version can give outline but this initial letter needs to give as much info as possible
- Bibiana restated that the timing is not good to request homeowners to paint their houses due to an incoming recession and Ozzie reiterated the purpose is to get feedback and to assist homeowners with the paint criteria, rather than for citations

Motion: Ozzie makes a motion to make recommended revisions and finalize the draft letter for mailing. Dan seconded.

Vote: All in Favor, motion passed.

b. 2023 Budget Discussion/Approval

- At the 15 September board meeting we approved 2023 HOA Quarterly assessments at \$25/month, which also covers the 3% increase in management fees but needed feedback from Platinum on the cost of additional website support (i.e. to move to Platinum's platform and to cover additional time for Spencer, Platinum's website Point of Contact)
- Monthly charge was \$30/month for 2022, now increased \$10 to \$40/month

Motion: Ozzie makes a motion to approve the additional Platinum website support in the current approved 2023 budget. Dan seconded.

Vote: All in Favor, motion passed.

c. Hearing Policy Discussion

- From last board meeting, Ozzie took an action to research past hearing policies, i.e., does one exist and where is it documented
- Ozzie researched back to August 2017. There was a community letter mailed to homeowners with updates from August 12, 2017 HOA meeting:
 - **Motion:** Ask Platinum to shorten the timeline for scheduling hearings by reducing the number of citations required from three (1st, 2nd, 3rd notice) to two (1st, 2nd) but include a friendly reminder.
 - **Vote:** Unanimous approval. (Board members: Dan – President, Bibiana – Treasurer, Ozzie – Secretary)
 - Platinum mailed homeowners a letter dated 11 September 2017 based on board's recommendations above
 - Sends the first notice as a Notice of Violation, which explains the violation that exists on the property and what needs to be done to correct it
 - Sends second (and final notice), a Notice of Hearing, which will invite the Homeowner to contact the management company and arrange a time to meet

**STAR VALLEY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
10 NOVEMBER 2022**

with the Board to discuss the violation (Note: these two letters are required by Arizona State Law)

- Platinum was also authorized by the Board to send a Friendly Reminder, in the form of a post card or a letter, to those Homeowners who have a small violation or have not been cited in the past
- Therefore, a policy already exists. A review of the drive-thru inspections showed Platinum quit sending hearing notices to homeowners effective Feb 7, 2022
 - The drive-thru inspection log (10-3-22) shows 11 homeowners with 2nd notices
 - The drive-thru inspection log (10-17-22) shows 9 homeowners with 2nd notices; two with 4th notices; two with 5th notices
 - 4th and 5th notices are for weeds
- Jim comments that the current hearing policy needs to be in the documents
- Dan states an addendum can be added

Motion: Ozzie makes a motion to amend the design guidelines to reflect the current hearing policy criteria that was approved Aug 12, 2017. Dan seconded.

Vote: All in Favor, motion passed.

Ozzie makes a motion to send notices of hearing but Jim asks what if violations already cleared up. Ozzie states he will drive and assess the situation of the 4 lots, the two with 4th notices and the two with 5th notices.

6. Meeting Adjourn

- Next Zoom meeting is planned to be on Thursday, Jan 5, 2023 at 6 pm.

Motion: Ozzie makes a motion to adjourn the meeting. Motion is seconded by Bonnie.

Vote: All approved, meeting adjourned.