

**STAR VALLEY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
05 JANUARY 2023**

DATE: Jan 05, 2023

TIME: 6:00 PM

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

BOARD OF DIRECTORS ROLL CALL:

Present:

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

1. QUORUM: Quorum was met with the roll call and five (5) Directors present.

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

2. Opening Comments by Ozzie Nelson

- Last board meeting was on Nov 10, 2022 w/four members present (minutes posted to 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, ARC Committee report, brief summary of community drive-thru infractions, old business: (1) update on community-wide letter on Exterior Maintenance Guidelines, and (2) Design Guideline Update (number of infractions prior to a hearing); new business: Discuss preparations for annual homeowners meeting (1QCY23)

3. Community Input:

- Dan mentioned two people were having difficulty getting in with iPhones but no one could figure out why as there is a call in number.

4. Officer Reports

a. President's Report

- **ARC Committee – is it violating “Open Law Meeting” requirements?** At 10 Nov HOA meeting, a homeowner raised the issue if having three board members on the Architectural Control Committee (ACC) might violate Open Law meeting requirements. Technically, the homeowner felt that since the community is not notified in advance nor are they invited to oversee ACC discussions or decisions, the committee may be in violation of “open” meeting requirements. Board comment: we have a three member ACC (composed of board members) mainly because we could not find homeowners willing to participate on the ACC. Ozzie contacted Platinum Management, and the board was advised: “If the committee is only communicating by email and not by text, video conference, voice call, or in person, then the Title 33 Chapter 16 ARS on Open Meetings is not being violated. E-

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mails are not considered an immediate contact method and do not constitute a gathering or “meeting” yet.

- **New guidance to Platinum on Drive-thru Inspections.** On 10 December the board was asked to approve new guidance to Platinum to NOT cite weeds in homeowner’s yards during upcoming drive-thru inspections. A review of the inspection report shows some homeowners have been cited 5, 6 and 8 consecutive times over the last several inspection cycles for weeds. Nothing is growing now because it is winter, and it’s difficult to know if the landscape has been treated with weed killer or just neglected since for now it all looks the same. Plan to re-emphasize weeds in the early springtime.

Discussion: In-lieu voting requires all members to approve, and only 4 members approved. Bonnie wants weeds to be cleaned. Ozzie states the weeds are killed and there is no growth so citing would be unfair as it is not possible to know who sprayed and who did not. Tony Moreno mentioned he used to use a tint when spraying so Platinum would not cite as they would see the color, but the tint clogged the sprayer so he stopped. He now burns the weeds. Ozzie says the expectation is to kill the weeds, but many do not have time to remove the weeds.

Motion: Ozzie makes a motion to ask Platinum to suspend citing weeds until March 21, the official start of Spring. Dan seconded.

Vote: All in Favor, motion passed.

- **Finalized community-wide letter on Exterior Maintenance Guidelines.** Board-approved. Included in mailing with recent Newsletter. (To be discussed under Old Business)
- **Finalized Design Guideline Design update.** Board-approved. Update posted to website. Clarifies violation notices requirements prior to scheduling hearings. (To be discussed under Old Business)

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

Vote: All in Favor, motion passed.

b. Treasurer’s Report

- Dan stated there was nothing received from Platinum, just waiting for December report, would usually not receive until the 15th.

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

Vote: All in Favor, motion passed.

c. Secretary’s Report

- Bibiana went over the in-lieu items for the period Nov 10 to Jan 4, 2023 (see In-Lieu document attached to these minutes), totaling 5 items.

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

- 11-7-22: 15 citations (9 – weeds; 4 – parking; 2 – trash cans)
- 11-21-22: 4 citations, all for parking
- 12-5-22: 8 citations (2 – weeds; 5 – parking; 1 – trash can)

e. ACC Report

Dan stated only one request came in this morning (Jan 5) for a shed.

Discussion: Dan states homeowners need to coordinate with Pima County to verify if a permit is required, as Pima County will ask for previous additions to be added when it is time to get a permit. For example, if someone calls and asks if a permit is needed for a 120 sq.ft. shed, Pima County will say no, but if later, they ask for a gazebo, Pima County will ask for the shed to be added, which increases the costs and time significantly when both are added, vs. paying for the shed first, then gazebo after.

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

Vote: All in Favor, motion passed.

5. Topics for Open Discussion (Old business)

a. Update on community-wide letter: Exterior Maintenance Guidelines

- Objective: To develop general criteria to provide guidance to homeowners to help keep up the appearance of properties within the association
 - Revised draft sent to board on 23 Nov for review
 - Addressed “wordiness” and
 - Emphasized letter was being sent out for community review and that final criteria would be based on constructive feedback from homeowners
 - Finalized on 28 Nov and sent to board for review
 - Board-approved mid-Dec
 - Sent to Platinum on 13 Dec (mailed w/newsletter)

b. Administrative update to Design Guidelines (Section V.(A), fining procedures)

- Updates and reduces the number of infraction notices required before scheduling hearings from three to two plus friendly notice
 - Draft sent to board on 23 Nov for review
 - Board approved on 12 Dec
 - Sent to Platinum and posted on SVEHOA website (30 Dec)

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6. Topics for Open Discussion (New business): Discuss preparations necessary for annual homeowners meeting (1QCY23)

a. Meeting date and time

- Items needed to be considered are:
 - ZOOM meeting details (Platinum responsible agent)
 - Possible Thursday Mar dates: 2, 9, 16, 23, and 30
 - By-Laws require homeowner notification between 15-50 days of meeting
 - Important to select date since it drives requirements below:
 - Elections Committee solicitations
 - Suspense f/candidate bios (for ballot)
 - Ballot package development, review, and approval
 - Ballot mailing date to meet By-Laws requirement
 - Propose annual meeting date of 16 Mar 23 (w/ballot mail date of 24 Feb: 21 days before meeting) or
 - Propose annual meeting date of 23 Mar (w/ballot mail date of 3 Mar; 20 days before meeting)
 - This will establish ballot mail-by date

Discussion: Both March 16 and March 23 were stated as acceptable dates by board members, but Platinum needs to be available to host.

Motion: Ozzie makes a motion for annual meeting to be conducted on Zoom on March 23, preferably, or March 16th, depending on Platinum's availability. Bonnie seconded.

Vote: All in Favor, motion passed.

b. Elections committee solicitations (1 open board position available)

- Bio suspense for volunteer board candidate(s): needed 15 days prior to ballot mail dates (time needed to ID candidates and incorporate bios onto ballot)
 - For 16 Mar annual members meeting date w/ballot mail date of 24 Feb, community letter sent on 10 Feb
 - For 23 Mar annual members meeting date w/ballot mail date of 3 Mar, community letter sent on 17 Feb

Discussion: Ozzie states that an elections committee can canvas the neighborhood to seek volunteer candidates but that canvassing should contact all homeowners, and therefore proposes a community wide letter with the meeting announcement, agenda, as well as solicitations for both board and ACC volunteer candidates. Members state agreement with the letter.

Motion: Ozzie makes a motion that the board approves notifying homeowners in advance of the upcoming annual member's meeting through a board-approved community letter with the meeting announcement, agenda, and a solicitation for volunteers to fill one open board position,

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as well as volunteers to serve on the ACC committee with a suspense mailing date of 10 Feb/17 Feb. Bibiana seconded.

Vote: All in Favor, motion passed.

c. Ballot package contents

- ZOOM meeting details
- Copy of 2023 budget
- Copy of 2022 annual meeting minutes
- Ballot (w/candidate bios, voting and return envelope instructions, mailing suspense and ballot return options)

Motion: Ozzie makes a motion that the ballot package is to be reviewed and approved by the board in advance of being mailed to homeowners and is to include: (1) ZOOM meeting details, (2) a copy of the approved 2023 budget, (3) a copy of the 2022 meeting minutes, and (4) a copy of the final ballot, including candidate bios, voting and return envelope instructions, and mailing suspense and ballot return options. Ray seconded.

Vote: All in Favor, motion passed.

d. Date for next quarterly HOA Meeting Time

Discussion: Ozzie suggests April 20, 2023 as the next meeting on Zoom to be able to settle the new board, and have their positions confirmed.

Motion: Ozzie makes a motion for the next quarterly HOA meeting to be conducted on Zoom on April 20. Ray seconded.

Vote: All in Favor, motion passed.

7. Meeting Adjourn

- Next Zoom meeting is planned to be on Thursday, Mar 23, 2023 at 6 pm.

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

Vote: All approved, meeting adjourned.