

Minutes of the
Board of Director's Meeting
Green Valley Resort Homes

February 10, 2018
10:00 AM

GVR West Social Center
Room 2
Green Valley, AZ 85614

Present:

Directors:

Chuck Lamb – President
Jerry Sumrall – Vice President
Jeff Erickson – Director
Robert Teichman – Director

Absent:

Dennis Henderson – Secretary/Treasurer

Management:

John Garen
Joyce Garen

Homeowners:

16 Homeowners present

Call to Order

The meeting was called to order at 10 AM and a quorum was present. Agenda was approved as presented. Board members and Management Company introduced themselves.

Approval of Minutes

January 13, 2018 – Board Meeting
January 13, 2018 – Executive Session

Motion made by Jerry Sumrall, seconded by Bob Teichman and passed with a unanimous vote to approve the minutes of the January 13, 2018 Board Meeting and January 13, 2018 Executive Session as presented.

Financial Report

- January 2018 YTD

The January financials were not presented to the homeowners because there was not much to report, however all Board members received a copy in advance of the meeting.

Motion made, seconded and approved with a unanimous vote to accept the January 2018 financials as received. (file copy appended to these original Minutes)

Management Report

Attached

In addition to the February Management Report, John (SRMS) also presented a training session on Employee / Employer relationships to the Board. The Association must be careful that they do not directly supervise employees of a contract, etc. However, they can tell the contractor what needs to be done and let the contractor communicate it to the employees. (*attached*)

The other training session was regarding complaints and violations and how complaints must be handled per Arizona §33-1803 (*attached*).

UNFINISHED BUSINESS

- *None*

NEW BUSINESS

- *Pool Gate (Latch Placement)*
When the Pima County Health Department did their yearly inspection of the pool facility in January the Association failed the inspection because the key mechanism was 41" from the ground. Code states it must be four feet, six inches (54") from the ground. Two vendors (Big Red and T&R Ironworks) were contacted to give a quote to modify the existing pool gates by moving the position of the lock mechanism to comply with Code. Only Big Red responded with a cost of \$821.32.
Motion made by Jerry Sumrall to accept the quote from Big Red to modify the existing pool gates at a cost of \$821.21, seconded by Bob Teichman and approved with a unanimous vote without further discussion.
- *Motion to transfer \$30,000 from the Advantage Checking account to the MM Reserve account*
Motion made by Jerry Sumrall seconded by Bob Teichman and approved with a unanimous vote without further discussion to transfer \$30,000 from the Advantage Checking bank account to the Reserve MM bank account.
- *Ratify Removal of Junipers.*
At a previous meeting the Board had approved the removal of Junipers that were up against the buildings. Some of them have been removed, however, not all.
Motion made, seconded and approved with a unanimous vote to continue to remove the Junipers that are up against the buildings.
- *Ratify Phone Repair Expenses*
The phone at the Ramada was not working and a repair company was called to repair it. The wiring connected to the box needed to be fixed. The cost of the repair was \$180. A new telephone also needs to be purchased as the current phone's handset is cracked. The cost to replace the phone is approximately \$60 for an industrial grade phone.
Motion made, seconded and approved with a unanimous vote to ratify the cost of \$180 for the repair the phone and to approve the expense of approximately \$60 to purchase a new industrial grade phone.
- *Bylaws Recording Rescission*
The current Bylaws were recorded in the Recorder's Office, Pima Country. Bylaws do not get recorded. Conflict could arise if the Bylaws are changed in the future and the current Bylaws are not rescinded from the Pima County Recorder's Office. The Association's attorney, Brown | Olcott, can prepare and file the paperwork to have them rescinded at a cost of \$100.
Motion made, seconded and approved with a unanimous vote after further discussion to have Brown | Olcott prepare and file the paperwork to have the current Bylaws rescinded from the Pima County Recorder's Office.

- *Lot 165 – Agreement Regarding Palo Verde Planting*
Homeowner had an Architectural Review form approved to plant a Desert Museum Palo Verde in the common area next to their casita. However, part of that approval was to sign an “Indemnification and Responsibility Agreement” stating that they would be responsible for the maintenance of the tree.
Motion made, seconded and approved with a unanimous vote to accept the signed Indemnification and Responsibility Agreement from the homeowner of Lot 165.

MEMBER COMMENTS / CONCERNS

The floor was opened to member comments / concerns. With no comments or concerns requiring action, the floor was closed to Member Comments / Concerns.

Adjournment

With no further business to discuss, a motion was made, seconded and passed with a unanimous vote to adjourn the Board meeting at 11:25 AM.

Annual Meeting – Saturday, March 10, 2018

Board Meeting – Saturday, April 14, 2018

APPROVED

_____ *Date*

Minutes submitted by Joyce Garen, Santa Rita Management Services

Minutes of the Board of Director's Meeting
Green Valley Resort Homes
March 10, 2018
Immediately following the Annual Meeting

Green Valley Rec
West Social Center
Room 2
Green Valley, Arizona 85614

Directors:

Present:

Charles Lamb – President
Dennis Henderson – Secretary / Treasurer
Jeff Erickson – Director
Robert Teichman – Director

Absent:

Jerry Sumrall – Vice President

Management:

John Garen
Joyce Garen

The purpose of the meeting was to elect the officers of the Board.

Call to Order

The meeting was called to order at 11:00 AM and a quorum was present.

Motion made, seconded and passed with a unanimous vote to keep the same officers for 2018.
(Chuck Lamb – President, Jerry Sumrall – Vice President, Dennis Henderson – Secretary / Treasurer)

Being no further business, the meeting was adjourned at 11:05 AM.

Date

Minutes submitted by Joyce Garen, Santa Rita Management Services

Green Valley Resort Homes

Operating Budget vs. Actual

March 2018

Account Name	Current Month	YTD Actual	Annual Budget	Remaining
Income:				
Assessments	2,093.50	89,554.00	184,400.00	94,846.00
Interest Income (Operating MM)	4.03	12.76	40.00	27.24
Late Fees / Fines	216.00	432.00	500.00	68.00
Pool Key Income		50.00	40.00	-10.00
Community Enhancement Fee	200.00	600.00	900.00	300.00
Miscellaneous		0.00		0.00
Total Income	2,513.53	90,648.76	185,880.00	95,231.24
Expenses:				
G&A Expenses				
Annual Report (ACC)		0.00	10.00	10.00
Bank Charges		0.00	50.00	50.00
Copies		87.17	257.00	169.83
GVC Assessments		1,596.00	1,596.00	0.00
Insurance - D & O		0.00	1,900.00	1,900.00
Legal & Accounting				
Legal Fees	50.00	150.00	950.00	800.00
Accounting Fees		950.00	1,000.00	50.00
Management Fee	1,733.34	5,200.00	21,000.00	15,800.00
Office Supplies		0.00	200.00	200.00
Envelopes		0.00		0.00
Paper		0.00		0.00
Postage		0.00	400.00	400.00
Professional Fees				
Rental Fees		456.00	650.00	194.00
Taxes		0.00		
Arizona Income Taxes		0.00	50.00	50.00
Federal Income Taxes		0.00		0.00
Property Taxes		0.00	15.00	15.00
Web Site	17.00	51.00	240.00	189.00
Miscellaneous G&A		92.40	300.00	207.60
<i>Sub Total</i>	1,800.34	8,582.57	28,618.00	20,035.43
Grounds				
Irrigation Repair		0.00	500.00	500.00
Labor	2,311.00	4,731.00	29,000.00	24,269.00
Chemicals		0.00	2,000.00	2,000.00
Landscape Improvements	393.00	393.00	300.00	-93.00
Plant Replacement		0.00	600.00	600.00
Supplies		0.00	500.00	500.00
Tree Removal & Trimming		0.00	1,100.00	1,100.00
<i>Sub Total</i>	2,704.00	5,124.00	34,000.00	28,876.00

Green Valley Resort Homes

Operating Budget vs. Actual

March 2018

Account Name	Current Month	YTD Actual	Annual Budget	Remaining
Maintenance				
Backflow Tests	80.00	230.00	250.00	20.00
Pest Control		0.00	900.00	900.00
Repairs		180.00	3,000.00	1,205.17
Electrical Work	580.00	630.00		
Pressure Valves / Regulators	103.91	984.83		
Roof Repairs		0.00	500.00	500.00
Sidewalk		0.00	500.00	500.00
Supplies		48.00	500.00	452.00
Trash Removal	759.60	2,278.80	9,300.00	7,021.20
Miscellaneous		268.42	600.00	331.58
Skylights		0.00		
<i>Sub Total</i>	1,523.51	4,620.05	15,550.00	10,929.95
Pool and Spa				
Furniture		0.00		
Cleaning Services		0.00	1,200.00	1,200.00
Labor	340.00	1,020.00	4,100.00	3,080.00
Licenses		0.00	250.00	250.00
Deck Repair		0.00	1,000.00	1,000.00
Pool Repair		0.00	1,500.00	1,500.00
Spa Repair		0.00	1,000.00	1,000.00
Supplies & Chemicals	48.86	377.28	2,400.00	2,022.72
Utilities (Pool & Spa)		0.00		
Electricity	651.73	1,999.57	8,400.00	6,400.43
Gas	1,783.31	5,338.90	14,000.00	8,661.10
Sewer	38.40	76.30	600.00	523.70
Telephone	51.58	154.74	600.00	445.26
Water	58.24	186.04	950.00	763.96
<i>Sub Total</i>	2,972.12	9,152.83	36,000.00	26,847.17
Utilities (common area)				
Electricity	428.64	1,323.47	5,700.00	4,376.53
Irrigation	193.14	628.10	2,900.00	2,271.90
<i>Sub Total</i>	621.78	1,951.57	8,600.00	6,648.43
Total Expenses				
	9,621.75	29,431.02	122,768.00	93,336.98
Reserve Contribution				
		0.00	64,600.00	64,600.00
From Surplus				
	0.00	0.00	-1,488.00	-1,488.00
Sub-Total Expenses				
	9,621.75	29,431.02	185,880.00	156,448.98
TOTAL EXPENSES				
	9,621.75	29,431.02	185,880.00	156,448.98

**Green Valley Resort Homes HOA
Account Summaries - March 2018**

Operating

Beginning Balance - <i>Checking</i> - BMO	4,430.05	
Total Income - BMO - <i>Current Month</i>	6,500.00	
Total Disbursements - BMO - <i>Current Month</i>	8,311.74	
<i>Ending Balance - Ckg - This month</i>		2,618.31

Beginning Balance - <i>Advantage Checking</i> - BMO	95,436.97	
Total Income - BMO - <i>Current Month</i>	2,343.03	
Total Disbursements - BMO - <i>Current Month</i>	8,283.31	
<i>Ending Balance - Adv Ckg - This month</i>		89,496.69

<i>Total ending balance for all Operating accounts</i>		92,115.00
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Reserves

Beginning Balance - <i>Money Market</i> - BMO	319,264.70	
Total Income - BMO - <i>Current Month</i>	26.43	
Total Disbursements - BMO - <i>Current Month</i>	25,000.00	
<i>Ending Balance - MM - This month</i>		294,291.13

Beginning Balance - 2 13-month CD's	75,000.00	
Total Income - purchased CD	25,000.00	
<i>Ending Balance - CD - This month</i>		100,000.00

<i>Total ending balance for all Reserve accounts</i>		394,291.13
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Operating

BMO Harris Bank - <i>Checking</i>	2,618.31	
BMO Harris Bank - <i>Advantage Checking</i>	89,496.69	
<i>Total Operating</i>		92,115.00

Reserves

BMO Harris Bank - <i>Money Market</i>	294,291.13	
BMO Harris - CD	100,000.00	
<i>Total Reserves</i>		394,291.13

Total - all accounts		486,406.13
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