

**TOWNHOUSE VIVIB HOMEOWNERS ASSOCIATION  
GREEN VALLEY, AZ  
ANNUAL MEMBERS' MEETING  
Wednesday, January 10, 2024  
*Pending***

**CALL TO ORDER**

President Bill Stephenson called the meeting to order at 9:30 am. The meeting was attended by 24 participants and 7 board members. Sandy Cooney joined the board meeting on Zoom.

**ROLL CALL** Board members Present: Bill Stephenson (2025), Sandy Cooney (2026 on Zoom), Rick Oliveira (2025) Sharon Gaipman (2024) Jerry Deno (2026) Jackie Means (2025) Mark Spence (2024), Pat O'Leary (2026) Absent: Ernie Stelzer (2024)

**APPROVAL OF ANNUAL MEMBER MEETING MINUTES JANUARY 11, 2023**

**Motion to approve was made by Sharon Gaipman and seconded by Pat O'Leary. The Board approved the motion.**

**APPROVAL OF AGENDA Motion was made by Sharon Gaipman and seconded by Jackie Means to approve the agenda as submitted.**

**OFFICERS' REPORTS**

**President-Bill Stephenson-**

- Change to agenda for board meeting-Resident's Time has been added to the agenda for all Board Meetings.
- Through conversations with Titan Trash pickup time has been moved to 7:00 am instead of 6:00 am
- Bill announced his resignation from the Board presidency after 3.5 years of service. He thanked all of the THVI volunteers who supported him during his tenure.
- Two Board members have expressed interest in running for president of the Board for 2024. The president will be elected by secret ballot prior to the February 7, 2024 meeting.
- The next board meeting will be February 7, 2024 due to scheduling conflicts.

**Vice President-Ernie Stelzer**

- No report-Ernie unavailable- having surgery today.

**Treasurer-Sandy Cooney**

- **December 2023**
- Financial Statement - In comparison to the 2023 Budget the year ended with receipts of \$36,477, up \$2,740 from budget. The biggest factor was higher transfer fee receipts due to 13 home sales versus 5 budgeted.
- On the expense side landscaping, insurance, office supplies & postage, and website expenses exceeded budget while all other expense categories were equal to or below budget.
- The paving reserve allocation also exceeded budget from higher interest earnings so there was no net impact. The year ended with a \$1,641 increase in net assets.
- **2023 Financial Statements**
- Statement of Financial Position -The year ended with \$79,595 in assets. This includes \$23,250 in Prepaid 2024 Member Dues or 69% of 2024 Total Dues. Since December 31 \$5,250 has been collected bringing the total collected to 76 of 90 homes. Late fees will be assessed for any payments received after January 31, 2024.
- Ther Road Paving Reserve has a balance of \$14,645. The allocation for the reserve in 2024 is dependent on the outcome of the Reserve Study currently underway.
- **Statement of Receipts and Expenses**
- Total receipts in 2023 were \$3,880 higher than in 2022 largely due to higher Transfer Fees resulting from more home sales.

- Total expenses were \$1,663 lower than in 2022 mostly due to nearly \$4,000 spent in 2022 for the Alegria drainage issue. The biggest changes were higher landscaping costs in 2023 and the 2022 spending for traffic control signs. We ended 2023 with a net increase in net assets of \$1,641 compared to a decrease in net assets of \$3,901 in 2022.
- **Statement of Cash Flows**
- in 2023 cash receipts exceeded cash expenditures by \$21,863. In 2022 cash expenditures exceeded cash receipts by \$14,705. The biggest difference between the two years was the cost of \$34,156 for the resealing of all of our roads in 2022.

#### **Secretary-Jackie Means**

- Reported on Board Election results-90 ballots were sent, received 62 completed ballots, all were signed this year.
- Elected to the Board: Yvonne Morris for the term 2024-2027
- Reelected to the Board: Sharon Gaipman & Mark Spence for terms 2024-2027.
- Ballots have been certified.

### **COMMITTEE REPORTS**

#### **Architecture-Mark Spence**

- Committee has received 17 requests for 2023. Most were for painting. Solar request numbered 5. There may be more requests of these as solar panel locations are much closer to the roofs and are less intrusive to neighbors. Other requests were for building repair and window replacement'
- Committee will be reviewing "Dark Sky" and post lighting policy compliance.

#### **Finance-Dan Schmitt**

- Dan was in not attendance. A review was provided by Sharon Deno (member of Finance Review Committee) read by Jerry Deno
- All bank statement balances and financial statement balances for 2023 provided to the team by the treasurer are in order.

#### **Green Valley Council-Dan Schmitt**

- Dan was not in attendance-no report was available.

#### **Landscape -Bob Laux Bachand**

- Bob was not in attendance but a report was read.
- **Common Area status.**
- Thus far in the 2023-24 season, landscape volunteers have made substantial progress in completing Phase I of our staged work inventory. This was sent to all in a prior email.
- North Opalos and the last stretch of Topacios have been completed with Diamantes and Rubies next.
- In Phase I, concentration is on the roadsides: Pulling weeds, removing dead vegetation, and trimming bushes and trees.
- Phase 2, a survey of the paths and interior access roads will be done and a new work schedule will be developed listing specific cleanup tasks and other projects.
- **Communications.**
- Phase 2 schedule will be shared with all.
- Residents can help us by reporting problems in their Common Area "backyards" to the committee.
- Special work request, received will be added committee's list. This is also the time to evaluate and deal with possible fire risks to residents' property.
- **Assistance.**
- The committee encourages residents to reference the committee's inventory and lend a helping hand, either alone or with neighbors.

- The once-a-week morning sessions do not agree with everyone's schedule. For projects or requests outside of the published work list, residents are encouraged to consult with the committee or use the Landscape request form on the website.
- Please keep the committee informed of plans, accomplishments, and the locations of brush and cactus piles.
- Do not toss cactus debris into the brush-branch-weed piles.
- Contact information for landscape questions: Bob Laux-Bachand, Landscape Committee chairman; Rick Oliveira, survey and crew leader. Please contact whoever is available with landscape questions.
- Several of the procedures listed above were developed in response to resident comments at our recent board and Town Hall meetings. The committee and board members are also working on revisions to the landscape guidelines in our HOA rules.

### **Nominating-Jackie Means**

- The committee is always seeking new volunteers. It will be reconvening in early fall 2024.

### **Roads-**

- Bob Post passed away recently and the Board wishes to acknowledge all the work Bob has done over the years for THVI. His widow Susan was presented a gift from the Board in his memory.
- No new report. The board is seeking a new roads chairman.

### **Social-Sharon Gaipman**

- Ladies Luncheon-Scheduled for the 2<sup>nd</sup> Thursday of the month
- Thirsty Thursdays-Scheduled for the 3<sup>rd</sup> Thursday of the month and will resume when weather permits.
- Socials-All at GVR Las Campanas-Ocotillo Room & Patio
  - Wednesday, January 24... Pizza Party-fee is \$11.00 for pizza & salad or \$13.00 for gluten free.
  - Thursday, February 15.... Chili Off
  - Tuesday, March 26... Sweet or Savory Pie

### **Welcome-Gill Batterman**

- Thirteen homes sold 2023-have visited 7 homes continuing to meet with the remaining
- Greet new home owners and review the differences between living in a city or town and being a part of an HOA.
- Stress checking the CC&Rs and landscape guidelines.
- Block Captains role-not significant in 2023. May need to be involved in Pizza Party coordination. Block Captains are needed for south section of Los Zafiros and the north section of Del Monte. Please call Gill at 520-269-6506 to volunteer.

### **PROJECTS COMPLETED-Bill Stephenson**

- Opalos Erosion -south portion of Opalos ditches were repaired as a demonstration project. The ditches held through the monsoons this past year.
- Topacios-Retaining wall repaired by volunteers Dan Thompson, Rick Oliveira, Mark Batterman, Russ Peissig and Bill Stephenson, Toby Armstrong.
- Insurance-Reviewed and renewed with Farmers Insurance. Pat O'Leary will continue to work on possible changes to the provider before November 2024.
- Resident's Concerns-New form placed on the website developed to report concerns to the Board.
- Town Hall meeting was held in October-another scheduled for Spring 2024.
- Resident's Time-added to the Board Meeting agenda as a result of a suggestion from the Town Hall meeting.

**UNFINISHED AND FUTURE BUSINESS-The following information was presented by Bill Stephenson unless otherwise noted.**

- **Enforcement Policy Review-Pat O'Leary**
  - Currently enforcement is on individual property and it needs to include common areas.
  - Revision needs to include changes to the mailing process for communication with violators-all should be done by priority mail.
  - Continuing violation should be handled separately.
  - Fine schedule needs to be revised.
- **Review Landscape Policy**
  - A review of the landscape policy will be done during this year by Bob Laux Bachand, Rick Oliveira and Bill Stephenson.
- **Insurance Review- Pat O'Leary**
  - Current policy will be reviewed and compared to a State Farm quote which is much lower than the current cost. A question was asked regarding what the policy covered. It is a comprehensive policy that covers liability for board members and volunteers as well as property owned by the HOA.
- **Reserve Study**
  - Capital Reserve Analysts has been hired to review assets of the HOA including roads and landscaping and erosion control with the purpose of identifying the state of current assets and those that may need an outlay of money in the future. A report is expected in 6 weeks.
- **Town Hall**
  - A Town Hall meeting will be held in the Spring
- **Gathering Places-Shawneen Schmitt**
  - Review the history of the existing gathering spots. A question to the audience was if there is a need for more spaces. An alternative is memorial benches place strategically in the HOA.
  - Contact Shawneen Schmitt at 414-659-6689 with questions or ideas.
- **Trail Improvements**
  - The new path is awaiting approval from Pima County.
- **Secretarial Duties-Jackie Means**
  - Working with Donna Coon to plan changes in how and who manages the secretarial and communication duties for the HOA.
  - Announced a new feature of the website "Flash, Flash" that will have a link to real-time events in the HOA.
- **Residents' Survey-Linda Bennett**
  - Has developed a blueprint for a future survey
  - Survey should be sent in the spring before snow birds leave
  - Linda Bennett and Jerry Deno will work on the project.
- **Improve Transparency**
  - Educational articles have been added to the newsletter and more details have been added to the website.

#### **COMMON AREA & MAINTENANCE/IMPROVEMENT PROJECTS**

- **More volunteers are needed to work on the projects**
- **There is a need for a "Projects Coordinator" to coordinate and scope following projects**
  - Erosion Control-Keep sand off the roads
  - Replace reflectors at the top of Alegria-rotting boards & a safety issue
  - Replace street signs-some not readable at night
  - Evaluation of Speed bumps on Topacios-need this to slow traffic -cost?
  - Handrails on south trail-prevent falls-cost?
  - Power to tool shed-recharge batteries

**RECGONITION-Bill Stephenson**

- Too many to thank individually .....Thanked all volunteers, committee members, Board members and those working on special projects and supporters.

**RESIDENTS TIME**

- It was suggested that the HOA President should reside in Green Valley full time
- Others stated opinions that the above was not necessary because of electronic communication.
- A few voiced accolades for the Board and work done for the HOA
- Appreciation expressed for Gill Batterman and her work on the newsletter.
- Jerry Deno stated that he is always open to meet with residents.

**NEXT BOARD MEETING- WEDNESDAY, February 7at 9:30 at Casa Paloma I****ADJOURNMENT**

A motion to adjourn was made by Pat O'Leary and seconded by Sharon Gaipman. The motion was passed by the Board. The annual meeting was adjourned at 10:55 am.

Respectfully Submitted by  
Jackie Means, Board Secretary  
January 12, 2024