

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
GREEN VALLEY VILLAS WEST CONDOMINIUM ASSOCIATION  
May 19, 2009**

A regular board meeting of the Board of Directors of Green Valley Villas West Condominium Association was held at First American Title, May 19, 2009, 9:30AM.

Present were Sharon Coustier, Richard Salzetti and Dean Baker. Ralph Huesing was present via telephone.

Management was represented by Jeff Summers and Sherry Anderson.

**1. Call to order, roll call and establish quorum**

The President called the meeting to order at 9:30 AM and announced that a quorum was present.

**2. Resignation and Appointments**

The motion **passed** unanimously to accept the resignation of Don Batchelder, Vice President from the Board. The motion **passed** unanimously to appoint Richard Salzetti as Vice President. The motion **passed** unanimously to appoint Helene Powers to the Board.

**3. President's Welcome & Comments**

The President welcomed those present, thanked homeowners for attending.

**4. Minutes**

The minutes of the April 13, 2009, Executive Session Board Meeting Minutes, the April 14, 2009, Board Meeting Minutes and the April 23, 2009 Special Board Meeting Minutes were **approved** as written.

**5. Treasurer's Report**

The report is **approved** as written.

**6. Management Report**

The manager reported that the association is in need of a new greens mower. The Board instructed the manager to obtain three (3) bids for a new greens mower and present the bids at the June 9, 2009 meeting. The manager's report is **approved** as written. The Board asked the manager to attempt to repair the street sweeper in-house before sending it to Phoenix for repair, and if unable to fix, prepare three (3) bids for a street sweeping contract.

**7. Committee Reports**

• Architectural – Richard Salzetti

The motion **passed** unanimously that all address tile and metal numbers on stucco buildings with arches shall be attached to the corner of the outside patio wall facing the street, nearest to entrance of a villa.

The motion **passed** unanimously that all villa buildings with wood beams supporting front patio roofs shall have address numbers located on the center block of wood supporting the main wood support beam.

The motion **passed** that all original wrought iron window grid work or similar replacement wrought iron window grid work which is attached to a villa building shall not be removed. Helene Powers opposed.

The motion **passed** unanimously that the outside building walls shall not be marred, altered or penetrated for any reason other than approved communication cables required for antenna/dish installations.

The motion **passed** unanimously that the Board and Management shall preserve and protect the villa owner's right to receive door to door U.S. Mail delivery service. Mailboxes shall not be moved from the inside of the front patio.

The motion **passed** unanimously that all brick, paver or concrete pads for the purpose of parking or courtyard use shall not be constructed on common elements. Specification No. VWAS 4 shall be eliminated.

The motion **passed** unanimously that current courtyard and parking pads now in use shall be permitted until the unit changes occupancy or is sold. The pad shall then be removed by Management. Management shall inspect each unit when the unit is transferred and have the courtyard or parking pad removed.

The motion **passed** unanimously to amend Architectural Specification #12 to read as follows – Item number 3 – The height location of the dryer vent shall be approximately 6” off the villa floor or shed floor and it shall be the same for stacked dryers on a washer. However, if a stacked dryer is in a shed, dryer vent shall be below the vent on the dryer and if necessary may be more than 6” off the shed floor and placed in the least conspicuous place on the shed so as not to be seen from the nearby sidewalk, if possible.

The motion **passed** unanimously to approve architectural applications 1-11 as written, along with the attached recommendations for Managements intervention and follow-ups as specified. Number 12 application has been withdrawn.

- Grounds – Sharon Coustier

The motion **passed** unanimously to approve Grounds applications 1-5, 6 and 7 were denied and 8 was put on-hold.

The motion **passed** unanimously that no vegetation prior to painting shall be removed or severely cut back without input/recommendations of the Grounds Committee. As a result of the motion, it was generally agreed that the general manager and grounds committee chair would inspect each patio before being painted in order to determine how vegetation adjacent to patio walls should be trimmed. The general manager's recommendation showed pictures of damaged patio walls from overgrown vegetation prohibiting the painting and repair of villa walls. The motion **passed** unanimously that a moratorium be placed against further trimming and pruning of trees until a designated professional can be obtained, effective May 20, 2009.

- Communications – Ralph Huesing

Ralph commented on the newsletter, hot water heaters and the operations manual. He will have a report at the June meeting.

- Documents – Ralph Huesing

No report.

- Budget and Finance – Dean Baker

No report.

- Maintenance – Helene Powers

- No report.
- **Contracts – Ralph Huesing**  
No report.  
General Manager advised the Board that we are down to five (5) HVAC units on hand. The motion **passed** unanimously that the General Manager shall develop specifications for the various HVAC needed on association structures and present those specifications along with a list of at least three (3) vendors who will submit bids for 15 HVAC units to the Board at the June meeting. The list of potential bidders shall include, if possible, the installation fee in as well as the unit purchase price. If necessary, separate installation bids shall be obtained to install the 15 purchased units. General Manager stated that three weeks to receive bids may be an ambitious time line.
  - **Neighborhood – Richard Salzetti**  
The motion **passed** unanimously to reimburse the Neighborhood Committee account for \$116.00 for unapproved expenses.  
The motion **passed** unanimously that the Board reallocate \$1,300.00 out of the Neighborhood Committee account and placed in a different Villas West account.  
The motion **passed** unanimously that future withdrawals shall not be made from the Neighborhood Committee account without a signature from the Neighborhood Committee bookkeeper.
  - **Fun-in-the-Sun – Richard Salzetti**  
JoAnn Beitman reported that there will be a June event and none in July and August.
  - **Special Events – Sharon Coustier**  
Suzanne Freeman reported that there will be two (2) craft shows and a flu clinic. She submitted an application for the craft show announcement to be placed in the next newsletter.
  - **Smoking-No-Smoking – Sharon Coustier**  
The motion **passed** unanimously to dissolve this committee.
  - **Lighting Committee**  
The motion **passed** unanimously to appoint Dean Baker Chairperson.
  - **Employee Retirement Plan – Richard Salzetti**  
The motion **passed** unanimously to appoint Richard Salzetti Chairperson.
- 8. Unit Owners Input – Pena Shuffleboard Table – Cliff Magle**  
The motion **passed** unanimously that the general manager shall remove and replace the table attached to the side of the shuffleboard court building on South Paseo Pena. The new table shall be constructed of 1” pine board, or its equivalent, painted same color as shed and attached in a similar manner to shed as current table. To be completed by July 31, 2009.
- 9. New Business**  
There will be a Special Board Meeting May 21, 2009, at First American Title, 9:30am to discuss Insurance Bids.  
The motion **passed** unanimously to direct management to locate the past motion hard copy file of each motion passed for the past five (5) years. If those records are no longer available, management shall develop and maintain a separate record of each motion passed by the Board dating back five (5) years from May 19, 2009. The Board motion record book shall be a hard copy file, it shall not be destroyed,

it shall be updated after each Board and Special Board meeting, and it shall be maintained into the indefinite future. Completion shall occur by July 1, 2009.

**10. Other Items as needed**

The motion **passed** unanimously that the association would return the donation check from Mr. Weese.

**11. Manager's Recap** – as stated

**12. Unit owner input**

Unit owners asked about any plans for security in regards to a recent incident on Villas West property. Unit owners discussed items hanging on patios. Neighborhood Watch Program to be introduced again to unit owners at the June Board meeting.

**13. Adjournment** – The meeting was adjourned at 11:54AM.

**14. Announcements** –

**Office Closed** – Monday, May 25, 2009, Memorial Day

**Board of Directors Meeting** – Tuesday, June 9, 2009, 9:30AM at 1<sup>st</sup> American Title

**Fun-in-the-Sun Coffee** –Thursday, June 11, 2009, 10:00AM at Penasco Park

Respectfully submitted,  
Sherry Walton, Recording Secretary

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Sharon Coustier

Secretary

Date