

# Villa Monterey IV Executive Board of Directors Meeting

## April 26, 2021

*Meeting held at Susan Thomas's back patio*

### **Attendees**

Susan Thomas, Open Discussion Moderator

Amy MacAulay

Debra Lentz

Joanie Reid

Julie Karcis

Rob McBride

Stan Hughes

Tammy Vogel

### **Call to Order**

The meeting began at 11:30 AM.

### **Resource Development**

- To optimally plan for future expenses, the Board discussed the value of a Reserve Study conducted by a knowledgeable professional organization. It would be useful to have the results by the Fall to assist with planning going forward. Julie moved to approve the measure and Joanie seconded. It passed unanimously.
  - Joanie will contact the Mulcahy Law Firm for recommendations.
  - The Board discussed spending up to \$1,200 for a Reserve Study.
- Capital improvements are currently estimated at \$21,800, with \$11,800 currently budgeted for next year. The Board discussed increasing homeowner dues. The VMIV Declarations specify that a dues increase must be approved by 75% of the members present in person or by proxy at an annual or special meeting. The meeting must be conducted pursuant to the Bylaws, in which a quorum is defined as 25% of the homeowners. The annual fee has been \$600 for the past several years.
- VMIV's current Declarations were originally approved in 1989 and have been amended three times with changes that are small in scope. Some aspects of the document are not consistent with Arizona statutes. The Board discussed rewriting the Declarations, which will require legal assistance. Cost is estimated to be \$5,000. Amy, Joanie, and Susan volunteered to begin review of the Declarations in the Fall.
- In accordance with our By-Laws, the budget for fiscal year 2021-2022 will be approved by May 31 and posted to our website by July 1.

### **Administration**

- There was agreement to open the Clubhouse, including rentals and for recurring use. Masks and social distancing are encouraged, consistent with guidelines from health officials. Signs indicate that a person using any part of the Clubhouse and grounds acknowledges that they are using it at their own risk.
- New homeowner Keith Robertson, a graphic designer by profession, has volunteered to design and maintain our website at no charge. The Board appreciates the donation of his time and effort. The group decided to continue using Constant Contact rather than switching to MailChimp. The website will have a new look, and be hosted on a new platform at Rest Easy Hosting. The new website will show cost savings of approximately \$50 annually.
- To streamline distribution of common area keys to new residents, the form to request keys will be removed from escrow documentation, and instead be included with the welcome packet. The completed form and payment will be given to Julie, who will distribute the keys. The paperwork will be similar to other VMIV transactions, such as Clubhouse Rental. The Common Area Key Request form will be updated and posted accordingly.
- New contact information, such as emails and phone numbers for new or current homeowners and tenants, is updated in QuickBooks and Constant Contact by Jerry. Not all the Contact Information forms distributed to homeowners in the recent dues mailing have been returned yet. A new mailing will target renters.
- VMIV unit folders in the Clubhouse will be reviewed to ensure confidential information is not compromised.
- Julie will bring the ballots from the Board election to the Clubhouse for storage.
- A Social Activities page will be added to the Welcome Packet sent to new community members. It will include First Saturday Donuts and Coffee, Thursday Happy Hour at the pool, Yappy Hours for dogs, and other regularly scheduled activities.

### **Non-Compliance Issues**

- Debra provided a summary of the progress on forms and the related process for non-compliance.
  - A Courtesy Call is made. If no response in 7 days,
  - a Courtesy Letter with the fine schedule and associated fees is sent by USPS Return Receipt Requested. If no response in 7 days,
  - a First Warning Letter with the monetary fine amount and staggered fine schedule is sent.
  - The process allows for subsequent follow-up and potential additional fines if the matter is not addressed or recurs.
- Debra is following up on situations of non-compliance in VMIV and the Board is very grateful for her attention to this task. The new forms and process will help to standardize the approach.

## **Meeting Minutes**

- Minutes from the March 10 Board Meeting were approved through email.

## **Election of Officers for Fiscal Year 2021-2022**

Susan Thomas, President

Joanie Reid, Vice President

Rob McBride, Treasurer

Julie Karcis, Secretary

Debra Lentz, Architectural Review Committee Chair

Stan Hughes, Facility Management Director

Amy MacAulay, Real Estate Officer and Liaison to the Historic Preservation Office

Tammy Vogel, Social Activities Director

## **Adjournment**

The meeting adjourned at 1:20 PM.

The next meeting is scheduled for May 12 at 5:30.