

Green Valley Townhouse 5, Inc. Board of Directors Meeting Minutes
Friday, September 19, 2025 noon - 2PM
Friends In Deed, 301 W. Camino Casa Verde

DRAFT

President Ronnie Hill convened the meeting at noon. **Board** members present: Dani Mains, Pat Black, Sharon Foster, Rich Stottlemire. **Guests** present: Al Foster, Kellee Thorpe, Ken Humfleet, Linda Lewis, Mary Clare Lynch. A Quorum being present

A motion to adopt the minutes from the April meeting was made by Rich Stottlemire and seconded by Pat Black. The motion was adopted by acclamation.

Report of Ronnie Hill, President

1. Roll call/Report of Quorum
2. Approval of Board Minutes - April 11, 2025
3. Reports of Officers/Committee Chairs

Presidents report - Sept. 19, 2025 Board meeting

Houses sold:

71 N Las Yucas; \$205,000
64 N Las Yucas \$220,000
202 W Los Robles \$232,000

Houses for sale:

65 N Los Pinos. \$280,000 under contract (asked \$289,000)
55 N Los Pinos. \$215,000 (just listed 9/18/25)
250 W Esperanza \$239,000

At the last Board meeting on April 11, we discussed the need to research and possibly partake in a "Capital Reserve Study". Ideally, a reserve study would provide our organization with the following:

- Evaluate the current conditions of common areas and HOA owner property (for us that means, our alleyways, paved and unpaved);

- Project their lifespan;
- Estimate the costs associated with their repair or replacement;
- Identify funding costs.

As a result of our membership with Green Valley Council we are encouraged to use their guidance and expertise in HOA matters. Contact was made with David McAllister Romo, executive director for GVC, and he was able to coordinate a meeting that included himself, Royal Martin, Vice President GVC Board and Bob Quast GVC Arroyos and Roadways. On Sept. 3, 2025 the current members of the GVTH5 Board, Rich Stottlemire, Pat Black, Dani Mains, Sharon Foster and Ronnie Hill were able to meet with GVC members. We were very appreciative for the meeting and walked away with a wealth of information and direction.

Listed below is a collective list of our takeaways from the meeting;

A.) Prior to the reserve study, it was suggested a we solicit professional opinions, i.e professional engineering firm to properly evaluate our alleyways.

B.) Create a task force that devises a list of objectives that will support the goal of a professional assessment, plan of action, and timeline regarding the alleyways - paved and unpaved.

- Research should include: review of Pima County statues re: drainage and “trespassing” drainage from businesses on La Canada
- Obtain bids
- Check out resource material given to us by GVC (pima.gov/847/pavement-treatment- testing; attend road preservation forum
- Consider all options
- For obvious safety reasons “doing nothing” is not an option.

C.) Always have an HOA attorney under contract : GVTH5 currently has an engagement Agreement (signed Sept. 2025) We are charged for work completed and time spent with an attorney. I suggest in the future we consider the Prepaid Legal

Services Plan (PLSP) for \$900/year that provides up to one hour of attorney time per quarter and a one hour Board training session - beginning Jan. 1, 2026

D.) Increase transfer fee - this amount can be determined by the Board, does not need membership approval. Increase to \$500

*** Motion made by Pat Black - seconded by Sharon Foster, Board approval of \$500 increase to Transfer fee granted. Passed by acclamation.**

E.) Increase disclosure fee - another 20% - 2026 = \$316.00

F.) 2026 Budget - to include "Reserve Fund"

G.) Review insurance policy - met with agent - Meeting with State Farm Agent, Alejandro Bernal-Herrera in office 9/18/25, Dani, Pat, Sharon, Ronnie

- a. Insurance coverage is adequate
- b. Vetting contractors - contractors/vendors to provide certificate of insurance
- c. Signed waivers for all Volunteers (see example)
- d. Private Property/No Trespassing signs for Alleyways
- e. Keep ALL homeowners, old and new, informed of our governing documents -particularly our CC&R's. Remind ALL homeowners the importance of our roles on the Board which is to: *Maintain, Protect and Enhance*

H.) Decide on a company to do Reserve study.

I.) ALL current GVTH5 Board and committee members have signed and submitted their Code of Conduct forms.

J.) Median Update: Median Green disbanded in June 2025, as a result the cisterns were removed and the cinder blocks that supported them. Additionally, as a result the disbanding of the organization - Pima County required the removal of all signs that showed Median Green involvement. The signs in our median were removed 9/15/25. As a result of MedianGreen no longer being involved, we reached out to the Master Gardeners from University of Arizona Extension service. Master Gardener Dee Sullivan met with Ronnie, Sharon and Dani on June 18, and provided us with the guidance we needed to properly care for the plants in the median. She was a pleasure to work with and provided us with a wealth of information regarding the proper care and maintenance of our median. Mostly appreciated was the fact that she complimented us

and our choice to adopt the Median - and how lovely it now looks! Her charge was \$75. The Median Watering Crew (homeowners, Ken Humfleet, Linda Lewis, Ronnie Hill, Pat Black, Kellee Thorpe, and Sharon Foster) volunteer their time, energy and water in keeping the Median looking BEAUTIFUL. They have developed and followed a watering schedule during our very HOT months, but thankfully, due to the recent rains have had to water less!

- K.) Wix update: July 15, 2025 Cam Perry provided this information regarding using our Wix website account for invoicing and collecting dues fees.
- They don't really have many details on any fees associated with the online payments, but in order to even be able to accept them, we need to upgrade the Wix website package.
- I think we're at \$14 per month now with the Light plan (that will go up to \$17 next renewal).
- They're having a sale to upgrade, but once the sale is expired, it will increase to either \$29 or \$39 per month.
- That being said, I assume if we allow people to pay via credit card, there will be a fee associated with it from the credit card company - likely 3%.

Currently, we pay 14.00 per month = \$168 per year 2026 will increase to \$17 per month \$204 per year. If we were to use Wix to invoice and collect fees - our monthly fee increase would go to \$39 per month = \$468 annually. Plus a minimum of 3% charge on each transaction = estimate and additional \$3.60 charge per transaction $\$3.60 \times 52 = \187.20 . $\$468 + 187.20 = \655.20 estimated annual cost.

In closing, and for your information, from 2022-2025, GVTH5 community has changed ownerships 18 times, and if the 3 houses currently up for sale are sold, that will equal 21 times! As a result, it has provided us with the perfect opportunity to touch base with the new owners, ideally before they move in (attached letter to the demand letter we receive from the title company prior to a sale) and then again after they move, with Meet and Greet gatherings. We are able to emphasize the importance of familiarizing themselves with governing documents- and provide for them a better understanding of our CC&Rs, particularly Architectural Alterations requirements and Property Maintenance. Therefore, I think we should take advantage of this time - and review the appearance of all the residences - and determine any CC&Rs violation. Notify homeowners of violations, first with a friendly call, followed up with a email, lastly an official violation notice. We have used this procedure in the past, and feel it gives the homeowner every opportunity to correct any violations prior to any violation fee to be incurred.

I would like to end my report with the following - this will be my last GVTH5 Board meeting - and I would like to take this opportunity to **thank** the current board for making themselves available to meet, discuss and resolve GVTH5 HOA issues collectively. What a great dedicated, cohesive group of homeowners who are giving their time and energy to make our community a FRIENDLY, safe, and attractive to call home! It's truly been a pleasure to work with each one of them and more importantly as a collective group.

Report of Dani Mains, at-large member, head of architectural & alteration committee:

Firewise project had to be put on pause due to the high level of fires this season. We are waiting for the assessment from the Department of Forestry and Fire Management. I have not been able to reach them - it would seem the staff have all been out on the fire lines. As the cooler weather arrives I am hoping to touch bases once again and go forward with this project.

The GV Council meetings reconvened for the season on 9/18/25. It was a full agenda and very informative. A few highlights to share with you all:

Pima County Mobile Clinic will be at the Green Valley Council 555 N. La Canada Dr. First Thursday of every month beginning October 2nd from 10am - 2pm

They are bringing wellness to your door step. Blood Pressure checks, A1C testing, Mental Health Support, Hospice information and much more. For more info call 520-648-1936 or info@gvcouncil.org.

Free Pancake Breakfast to thank the community for its support and celebrate Fire Prevention Week will be Friday October 10th 7-10am at Frank J. Nugent Station 151 250 N. La Canada Dr. Parking at United Methodist Church and they will be running golf cart shuttles to the station.

The Invasive Plant Species Forum will be at GVR East Center October 16th from 9-10:30 am. Register at 520-648-1936

End of Life Planning and Care Forum This forum is put on by the GVCouncil and the Pima Council of Aging. Including: End of life planning, care, and securing your final wishes, This will be held October 23rd 8:30-10:00 am at the GVR Desert Hills Center. Register at 520-648-1936.

Morning with Pima County Health at GVR East Center will be November 13th 9-11am. They will focus on respiratory illnesses 101, valley fever, rabies 101, and seasonal flu. To register call 520-648-1936.

And if you haven't heard yet ... TEP is again offering shade trees for sale. You can check online at tep.com then search Trees for you program. Once there you will find all the details regarding the varieties available and nominal cost to order. I have used the program and it worked well.

Since the last meeting in April, our neighbors have been very busy! And all the hard work shows. Way to go!

We've had 24 Architectural Alteration & Repair requests - 20 which have already been completed. Your willingness to follow the directions put forth goes a long way in making this a great neighborhood and your attention is greatly appreciated. While we don't have a full 100% compliance in the neighborhood and even though quick results may not be visible those issues are in fact being addressed.

But more importantly and most importantly, we currently have over 95% compliance in our neighborhood and I would like to take this time to commend you for your hard work, attention and care, which all adds up to make this the positive, safe, welcoming place we all call home.

Thank you very much.

Treasurer's Report by Sharon Foster

At present our checking account balance is \$11,800.77.

We own two CDs at BMO, one worth \$11,097.87 maturing in 4/7/2026 and the second worth \$21,494.81 and maturing on 11/16/2026. Each of the CDs has a term of 13 months.

Income for the 5 month period since 4/11/2025 from home sales is \$2,320.00. Income from rentals is \$75.00.

Expenses for the 5 month period are \$450.00 for tree trimming, \$1,500 for alley tree trimming, and \$75.00 for PCCE Median Consult.

Property Maintenance & Safety Report by Pat Black

Ongoing effort to clean up the alley behind Los Robles:

August 30, 2025 Major cutting back of branches to adhere to the 20ft height safety for fire trucks as well as the walkway job completed by Joe Mendibiles.

September 3, 2025 letter sent to Steve Christy - Pima County Supervisor as well as Luke Heinzelman - Pima County Flood Control Supervisor. The letter included pictures of the dead trees and debris that is either in the culvert or in the wash. Our landscaper - Joe Mendibiles suggested that sending a letter is the best way to deal with the county.

September 10, 2025 - Pat received a call from Doug Kenyon - Assistant to Steve Christy acknowledging the receipt of the letter from September 3, 2025. Doug suggested that we put in a service order with Pima County. Service order put in September 10, 2025.

September 15, 2025 - Shawn Morrison (Pima County Flood Control) visited our alleyway.

The result of his visit: "The District manages vegetation in and along drainage ways to convey water during storm events. The vegetation along the top of the bank of the drainage and would not impact flowage in the channel during a storm event, therefore, the trimming it received during the recent vegetation maintenance of the channel is our standard for mature vegetation along drainages and washes. Vegetation maintenance is not currently warranted" "The District evaluates each concern for the need to perform maintenance activity if it is public drainage infrastructure. In this case, the District has not found public drainage infrastructure that requires maintenance. Based on these determinations, the District has concluded that no further action can be taken at this time."

The majority of the homeowners have kept their properties very neat and clean. I am suggesting a community wide email (Gab) to be sent out to ALL homeowners stating: " After the monsoon rains some of the trees have fallen branches, weeds popping up, etc. Please survey your property for weeds, fallen branches, trees or shrubs that need to be cut back."

October 15, 2025 Swift Pest Solutions will be here in the community to spray each alleyway. If you chose to have your front yard sprayed we have worked out a deal with Swift Pest Solutions of \$45.. Please call Eric at Swift Pest Solutions 520-293-1555. If you want to have your backyard and front sprayed, Swift Pest Solutions will provide the homeowner with the cost.

Patricia Black

Pblack15597@gmail.com

520-738-0810

Secretary's Report by Rich Stottlemire

In addition to the normal secretarial duties, like keeping and duplicating official records of the cooperation, I am responsible for negotiating the Republic Services contract that has a term of 7 years now, whereas the previous contract duration was 5 years; a 7 year term gives us better terms of service overall, as well as a better price into the future.

Like last year, I am chair of the nominating committee identifying potential board members and committee members who have expressed interest in serving.

As Ronnie says often, it takes a village to manage an HOA. We discovered this most recently when we could not get the county to pay attention to a very large fallen tree behind the dentist's office, adjacent to Los Olmos. Many neighbors made calls to county representatives, some emails contained photographs, and finally today (September 19th) the tree was removed in its entirety. I sent a note of thanks to Doug Kenyon, Steve Christy's eyes and ears in Green Valley. Thank you to Tony Dinardo, Pat Black, and Ronnie Hill for getting the ball rolling on this project.

SAMPLE LETTER FOR NEW HOMEOWNERS

Green Valley Townhouse Association 5, Inc.
P.O.Box 920
Green Valley, AZ 85622
gvth5.org
gvth5hoa@gmail.com

September 16, 2025

(New Homeowners),

As future homeowners in our community (property address) we offer this information to avoid any misunderstandings during the transition process. The GVTH5 HOA HIGHLY encourages the future owner to familiarize themselves with our website gvth5.org. Please carefully read our governing documents, particularly our CC&Rs. We ask that any new homeowner who may need to make improvements or repairs to the home's exterior, including landscaping, complete the Architectural Alterations and/or Repair Form (AAR), and submit the form to the AAR committee. Please be advised that only Board-approved paint colors are permitted. The AAR committee must approve the request and grant approval BEFORE any work is to be done. (See CC&Rs #4 Owners

Responsibilities, #21 Potential Improvements, #22 Definition of Improvements). These forms are easily accessed on our website gvth5.org, and from the drop-down Menu - highlight -HOA, Forms & Contact.

Also, if you are thinking of renting the property, there are very specific requirements regarding the owner / renter and GVTH5 HOA (see CC&Rs #4, Owners Responsibilities, and #24 Rentals). I mention these items to you in hopes of avoiding any challenges a new homeowner may encounter after purchasing the property.

Over 90% of our homeowners are full-time residents and have chosen to live in our community because of the safe, attractive environment it provides. The GVTH5 HOA works hard at keeping it that way and appreciates any new homeowners' cooperation in our efforts.

As the new homeowners, please feel free to contact me with any questions or concerns you may have. We look forward to welcoming you to our great community.

Best Regards,

Ronnie Hill, President
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