

November 20, 2017

The Links HOA Board Meeting

MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, November 20, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Michael Clemens, Carmen Scarlott, Gerald Vigoren, Blaine Grone and Pat Vincent. Mike Malenfant, Bruce Palese and Lanny Voight were absent and excused. HOA members Karen West, Tim Perkins and Anne Boyd attended.

Acting President Mike Clemens called the meeting to order.

The October 16, 2017, Board Meeting Minutes and the Special Meeting Minutes had been approved via email.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for October was \$108.50. Total expenses for October was \$1,979.13. The Reserves total for the month ending October 31, 2017, was \$193,537.56, and Assets total \$220,151.42. The amount in checking is \$27,178.83. At this time, all of our CDs are at Commerce Bank because they offer a better rate.

A Motion was made, seconded, and passed to approve the Treasures' Report as presented.

Michael C. presented a draft of the 2018 Budget. It nearly parallels this year's budget with the exception of the expected expenditures for the streets recoating which was last done in 2013, and the landscape refresh proposals #2,4, and 5 as presented by Bruce Palese at last month's meeting. The gate maintenance company fees will remain the same for 2018 but we can expect an increase the following year. The proposed 2018 Budget reflects the "roof rate" increase from Green Valley Council (GVC). At this time, there will be no increase in the annual Links HOA dues and notices will be mailed early in December with email follow-ups.

A Motion was made by Pat Vincent, seconded by Blaine Grone, and passed unanimously to approve the 2018 Budget as presented.

President: Mike Malenfant was absent and excused.

Vice President: Blaine Grone had no report.

Secretary: Pat Vincent discussed the room changes we will see in 2018 for our Board Meetings after January 15th. The February, March, April and May meetings will be held in the Santa Cruz Room at the Springs with no change to the dates or time (third Monday of each month at 3:00 PM). The Links Annual Meeting will be held on Wednesday, January 24th at 1:00 PM in the Anza Room at the Springs. The Potato Bake will be held on Saturday, February 24th.

The Annual Meeting packets will include the Letter from the President, Agenda, 2017 Minutes, membership roster, 2018 Budget, Ballots, Age Verification forms and written committee reports

from some. The Long-Range Planning spread-sheet will be available to members at the Annual meeting. The packets will be mailed by January 2, 2018. Blaine Grone will assist Carole Blazick in counting the ballots. Karen West has offered her assistance if needed.

A Motion was made by Mike Clemens, seconded by Gerald Vigoren and passed unanimously to approve the 2018 Ballot as presented.

GVC Representative: Anne Boyd attended the October and November GVC meetings. She explained the Green Valley Hospital's recent approval allowing for "swing beds" will increase income for the hospital and benefit residents who need the service.

Physical Facility: Gerald Vigoren reported the dates for the street paving will be set sometime after the first of the year. The project will require take at least two full days and parking arrangements will be announced.

Landscaping: Bruce Palese was absent and excused. He submitted written comments. He sent a letter to the golf course thanking them for their prompt attention to taking care of the weeds along Chipshot. The large area at North Fade had an extensive clean up including trimming the large trees and raking the bean pods. The Refresh Project on Chipshot has nearly been completed and the project at Fade and Wedge Way is scheduled to begin November 29 or December 6.

ARC/Compliance: Lanny Voight was absent and excused. ARC Committee Member Karen West presented his report that included ARC Request approvals of a plant removal, rock replacement and some repairs. The updated plans from the Stromquist construction project have been approved. There is an issue about their gate being attached to their neighbor's front wall that had not been settled at this point. Any questions on the Stromquist remodel should be emailed Lanny.

The ARC Violations included street parking of a black SUV and a car parked on the street with a "for sale" sign in it while the owner was out of town. Contact was made with both owners and the problems resolved.

Communications/Community Affairs: Carmen Scarlott reported the Waste Management will begin changing containers December 19. Owners who want to have their personal containers taken away must put a sign on them. An email blast has been sent to all HOA members.

Unfinished Business:

1. The new Arizona State HOA regulations state that written ballots for the election of the Board members do not count as a quorum for our Annual Meeting. Because we do not conduct a "business" meeting at that time, a membership quorum is not needed.
2. Lanny will be asked to present all of the ARC Requests from Stromquist's project to his committee members so everyone is up to date.
3. The revision of the HOA Guidelines including the parking guidelines and a "community standards" definition has not been done at this time

New Business:

1. A "Design Guidelines" from 1999 has surfaced in some very old files and will be used as a guide when the written "Community Standards" project begins after the first of the year.
2. Information has been received from attorney Carolyn Goldschmidt regarding the fines structure for delinquencies. Her office can review our CC&Rs to make sure we are within the allowed rates. This will be discussed in detail at our December meeting.
3. Gerald will make the inquiries about the cost of a larger storage unit and give a report at the December meeting.
4. A Realtor inquired about allowing four large dogs on the property her buyers were interested in. The Links CC&Rs allow for three animals and the Board agreed an exception could not be made.
5. The South West Gas Company has completed the known needed repairs in The Links.
6. The Retire Arizona website will be discussed at our December Board Meeting.

Adjournment: The meeting was adjourned at 4:10 PM.

Respectfully submitted,

Patricia Vincent, Secretary

October 16, 2017

The Links HOA Board Meeting

MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, October 16, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Michael Malenfant, Michael Clemens, Carmen Scarlott, Gerald Vigoren, Bruce Palese, Lanny Voight and Pat Vincent. Blaine Grone was absent and excused. HOA members Lowell Gerdes and Anne Boyd.

President Mike Malenfant called the meeting to order.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for September was \$169.57. Total expenses September was \$2,2662.70. The Reserves total for the month ending September 30, 2017, was \$193,455.68 and Assets total \$222,211.17. The amount in checking is \$28,983.61. Another CD was moved from Washington Federal to Commerce Bank because they offer a better rate.

(Michael noted he had found an error in the accounting after his reports had been sent out. He noted a \$227.00 error in the report even though it was included in the total assets numbers. The financial statement will be corrected and forwarded it to the Board.)

A Motion was made, seconded and passed to approve the Treasures' Report, noting the correction to be made.

Michael C. presented a draft of the 2018 Budget. It nearly parallels this year's budget with the exception of the expected expenditures for the streets recoating which was last done in 2013.

Bruce presented the projected cost for the landscaping Refresh Program in five locations. He noted sites numbered 1, 3, and 5.5 will be done this year with funds remaining in the landscaping budget and sites numbered 2, 4, and 5 will come out of the 2018 landscaping reserve fund of \$2,500. Bruce was asked to encourage Dave, the landscaper, to have his invoices turned in before the end of the year.

Michael C. reported the electrical receptacles on the East gate have been installed by contactor Dave Richards. They are working correctly and ready for the holiday lights.

President: Mike Malenfant reported on the Green Valley Council (GVC) Legal Seminar he attended October 12. A number of changes to Arizona HOA Statues were presented by attorney Carolyn Goldschmidt.

These changes discussed Annual Meetings, Open/Closed meetings, Emergency Meetings and requirements for Absentee Ballots return envelopes. In addition, HOA members who receive a Notice of Violation from their homeowners' association can appeal the Notice to the Arizona Department of Real Estate. These issues will be discussed and he and Pat will check our current procedures to be sure we are complying with these changes. GVC plans several additional legal seminars and all Board Members are encouraged to attend when dates are finalized.

Vice President: Blaine Grone was absent and excused.

Secretary: Pat Vincent had nothing to report.

GVC Representative: Anne Boyd attended the September meeting. The next GVC meeting is this week. Information about the Retire Arizona website will be reported on our November Board Meeting.

Physical Facility: As advised by GVC, Gerald Vigoren has contacted six paving companies for bids on the street seal coat and crack seal. Three companies responded with written bids after they toured our HOA and checked the streets. ACE Asphalt, the company that has done our streets several times, returned the lowest bid. Because ACE is now owned by a different person and the bid was considerably less than the other two, discussion about all three bids took place. All bids include the same materials and same procedures. ACE is licensed and bonded and has done good work in the past. The project will be done in February or March.

A Motion was made by Michael Clemens to accept the bid from ACE Asphalt Company to seal coat and crack seal the streets in The Links. The Motion was seconded and passed unanimously.

Landscaping: Bruce Palese reported on several landscaping issues:

1. Bruce will take pictures of the weeds along Chipshot and send them to the Golf Course. The weeds behind Greenside have been mowed.
2. Supplies for the split rail fence on north Chipshot have been purchased and the repair should be done this week.
3. Bees have been seen in the area around the stationary gate on Abrego. Use caution.
4. Homeowners need to be sure their landscapers are cleaning up the debris that falls into the commons areas.

ARC/Compliance: Lanny Voight said there were no ARC requests.

Communications/Community Affairs: Carmen Scarlott reported the Waste Management contract has been signed. She will continue taking container size requests until the end of this month and submit them to the company. Anyone who needs to request a specific receptacle size after October 31st will need to contact Waste Management.

Unfinished Business:

1. The ongoing Stromquist remodel on Greenside Place was discussed and questions and comments from the HOA Members present were taken. Lanny Voight met with Mr. and Mrs. Stromquist with a list of questions in regard to their project and the reasons for the failure to have this project completed in a timely manner. The Stromquists responded that the builder is behind schedule and they hope to have the project completed in two months. The Board will review these answers and make a determination as to how to proceed at a closed meeting following this Board Meeting.
2. The revision of the HOA Guidelines including the parking guidelines and a "community standards" definition has not been done at this time.

New Business:

1. The updated Annual Meeting and ballot requirements will be addressed by Mike Malenfant and Pat Vincent.
2. Mike will review the Legislative updates and identify any that need to be addressed by this Board.
3. The GVC Reports will be submitted to the secretary.

Adjournment: The meeting was adjourned at 4:00 PM.

An Executive Meeting immediately followed this Board Meeting.

Respectfully submitted,

Patricia Vincent, Secretary

The Links in Santa Rita Springs Homeowners Association

Green Valley, Arizona

CLOSED MEETING MINUTES

The Links Board of Directors met at 4:10 PM on Monday, October 16, 2017, in the Fiesta Room at the Santa Rita Springs Recreation Center.

Attending were Michael Malenfant, Michael Clemens, Bruce Palese, Gerald Vigoren, Carmen Scarlott Lanny Voight and Patricia Vincent.

The purpose of this Closed Meeting was to determine if legal action for or against the Board could or would occur in regard to the ongoing exterior construction project at the home of Jon and Roberta Stromquist, located at 2765 S. Greenside Place in The Links HOA in Green Valley, Arizona, and their failure to seek ARC approval for additional changes made to the original plans submitted January 18, 2016, and those that they plan make in order to complete this project.

A Motion was made, Seconded and Approved to send a certified letter to Jon and Roberta Stromquist asking them to submit new ARC approval forms for approval, listing all modifications since the original ARC approval form was approved on February 6, 2016, before work on their exterior construction continues. The Motion was made by Lanny, Seconded by Gerald and unanimously Approved.

ARC Committee Chairman Lanny Voight will write the letter.

The Closed Meeting was adjourned at 4:35 PM.

Respectfully submitted,

Patricia Vincent, Secretary

September 18, 2017

The Links HOA Board Meeting

MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, September 18, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Michael Malenfant, Michael Clemens, Carmen Scarlott, Gerald Vigoren, Bruce Palese, Lanny Voight and Pat Vincent. Blaine Grone was absent. HOA members Lowell Gerdes, Anne Boyd, Robert Moselle, Roger Keel and Fred Bader attended.

President Mike Malenfant called the meeting to order.

The Minutes from the May 15 and June 6, 2017, Board Meetings were approved via email.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for June, July and August was \$896.19. Total expenses June, July and August were \$9,718.18. The Reserves total for the month ending August 31, 2017, was \$193,199.07 and Assets total \$224,898.55. The amount in checking is \$31,699.48. A CD was moved from Washington Federal to Commerce Bank because they offered a better rate.

A Motion was made, seconded and passed to approve the Treasures' Report.

President: Mike Malenfant asked the Board members whose terms expire in January if they planned to serve in 2018 through 2020. Everyone eligible for re-election plan to put their names on the ballots. Lanny Voight and Blaine Grone have another year left on their terms. Our revised Bylaws allow for Board Members to serve consecutive terms.

Mike gave information about coming Green Valley Council (GVC) Seminars. A Road Funding Community Forum will be held September 25; a Legislative Seminar (for Board Members only) is scheduled for October 12; a TPE Rate Change Forum is scheduled for October 26; a Green Valley Hospital Update/Community Forum is scheduled for November 6. Information is available from GVC by calling 648-1936.

Vice President: Blaine Grone was absent.

Secretary: Pat Vincent had nothing to report.

Legal Affairs: Mike Malenfant will give all information to Anne Boyd who has volunteered to serve as The Links Green Valley Council representative. Information about the Retire Arizona website will be reported on at the next meeting.

Physical Facility: Gerald Vigoren will contact paving companies for bids on the street repair. He was asked to get separate bids for seal coat and crack seal. A company from Apache Junction has contacted us about bidding the job. Michael Clemens reported that Green Valley Electric Company, who had been approved to take care of the electrical service at the east gates, showed little enthusiasm to complete the project during the summer. He presented two

other bids and the Board agreed to accept the bid from Bill Richard, a licensed and bonded electrician to take care of the project.

A Motion was made by Michael Clemens to improve the electrical service at the east gate by accepting the bid Bill Richards of \$526.36 to install waterproof receptacles on the north side of the east gates. The motion passed unanimously.

Landscaping: Bruce Palese reported on several landscaping issues:

1. The refresh project at the east gate entrance is finished.
2. The standing water problem on the east side of Abrego has nearly been taken care of. Rain water has been re-routed.
3. There was minimal plant damage from this year's monsoon season.
4. The split rail fence on north Chipshot needs to be replaced at an estimated cost of \$146.00.
5. The pending refresh projects at Locations 1-5 (Landscaping gravel 1) Corner of Chipshot and Wedge Way, 2) Corner of Fade and Wedge Way at mailboxes, 3) Corner of Fade and Wedge Way, 4) Sloped area behind lighted monument at entrance, 5) adjacent to 2799 Fade had a projected cost of \$2,500. Revised estimate is higher at this time because more work is needed and is now expected to cost about \$3,300. Some residual monies in the current budget will be spent on work this year to help reduce the added cost from the new quotes.
6. The paddle cactus will be thinned and a large Palo Verde tree on the west side of Abrego will be removed.

ARC/Compliance: Lanny Voight said there were no Guidelines infractions to report over the summer. He has received and approved one exterior painting request form.

Communications/Community Affairs: Carmen Scarlott reported the "pet registry" for members who would like to submit information and a photo of their pets will be done by the Neighbor Hood Watch. She will be sending that information out soon.

Unfinished Business:

1. Carmen Scarlott has been in contact with Waste Management in regard to the size of trash and recycle receptacles. Most HOA members want the smallest containers (35 gallon). After many conversations and memos, Waste Management has finally agreed to provide the smaller (35 gallon) receptacles for trash if the homeowner requests them. In 2018, all of the trash must fit inside the container – nothing else will be picked up by the new automated trucks. Information will be sent out by Carmen. A Waste Management representative has offered to speak at the Annual Meeting in January and that will be discussed at a later date.

A Motion was Made, Seconded and Approved to accept the bid from Waste Management for The Links trash and recycle pick up.

2. The ongoing Stromquist remodel on Greenside Place was discussed and questions and comments from the HOA Members present were taken. Lanny Voight, current ARC Chairman, will contact Mr. and Mrs. Stromquist with a list of questions in regard to their project and the reasons for the failure to have this project completed in a timely manner.

The Board will review these answers and make a determination as to how to proceed when the information has been submitted.

3. The revision of the HOA Guidelines including the parking guidelines and a “community standards” definition has not been done.

New Business:

1. Landscaping Chairman, Bruce Palese will be checking on the weeds on the golf course along Chipshot and behind Greenside. He will take pictures and contact the golf course management if needed.
2. The rocks in the golf course access on Chipshot/Wedge should be left with enough room for golf cart access.
3. Michael Clemens requested Board Members to submit any expected expenditures as soon as possible so he can prepare the 2018 Budget.

Adjournment: The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Patricia Vincent, Secretary

The Links HOA Special Board Meeting

June 19, 2017

MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, June 19, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Michael Clemens, Carmen Scarlott, Gerald Vigoren, Bruce Palese, Mike Malenfant, Lanny Voight and Pat Vincent. Blaine Grone was absent. HOA member Tim Perkins was present.

Michael Clemens, Treasurer, called the meeting to order. The first order of business was to elect a Board Member to serve as President due to the resignation of Lowell Gerdes on June 7, 2017.

A Motion was made, seconded and unanimously passed to elect Michael Malenfant to serve as President until the January 2018 elections are held.

A Motion was made, seconded and unanimously passed to have Michael Malenfant authorized as a signer to the signature cards for the banks.

Bruce Palese volunteered to take over the Master Association duties until the January election.

The Minutes from the May 15, 2017, Board Meeting needed several corrections and were approved as modified.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for May was \$276.30. Total expenses for the month ending May 31, 2017, were \$3,747.95. The Reserves CDs total for the month ending May 31, 2017, was \$224,199.08₁ and Assets total \$233,747.48. The amount in checking is \$11,988.40, less \$2,360.00, in outstanding checks.

A Motion was made, seconded and passed to approve the Treasures' Report.

Vice President: Blaine Grone was absent and excused.

Physical Facility: Gerald Vigoren reported the monument repair at the entry gates has been completed by R&F Construction (on time and within the budget). A response from Green Valley Electric, who's bid was accepted (with the trenching option deleted) for the installation of waterproof electrical outlets at the east gates for the Christmas decorations has not been received. Mike Clemens will follow up with this contractor since we need to have that project completed by Thanksgiving. Mike will assist Gerald in overseeing this project.

Landscaping: Bruce Palese reported the refresh project at the east gate entrance is complete and finished a few dollars under the budgeted amount. Two irrigation water controls were replaced in the past month at a cost of \$320.

ARC/Compliance: Lanny Voight said there were no Guidelines infractions to report this month. He has contacted the Stromquists about their ongoing remodeling project on Greenside Place. They are hoping to have the construction completed in two or three months.

Communications/Community Affairs: Carmen Scarlott will put out information to the members to determine the interest in establishing a "Pet Registry" for The Links homeowners who would like to have their pet's photo/information on the website in case the animal wanders away from home.

Unfinished Business: The Links' Guidelines revisions will be started in the fall.

New Business:

1. Waste Management: The larger trash receptacle size offered by Waste Management has been an issue for some residents. Beginning in January, Waste Management will require a 65 or 95-gallon trash receptacle to be used when their automated trucks come into use. Our understanding is that there will be only the driver and all trash, bush and tree clippings, etc., must be in one container. Information has been received from Titan Trash Removal who have offered to provide the same two-day trash pickup and one day recycle pick up for a few dollars less each month. Titan will allow any size trash receptacle to be used (provided by the homeowner) but will provide the recycle bins. The Board would very much suggest all members use the same trash removal service in the HOA to reduce the wear and tear on the streets we all pay to maintain. After a great deal of discussion, it was decided to continue with Waste Management until we see how the large containers are working for everyone.

The "Retire Arizona" website information will be discussed at a later date. Pat will contact Anne Boyd to see if she will gather additional information on this matter when she attends the next GVC meeting. Anne has volunteered to serve as The Links representative with Blaine Grone acting as back up.

The next scheduled Board Meeting will be on Monday, September 18th, at 3 PM in the Fiesta Room at the Springs.

Member Comments: Tim Perkins complimented Bruce on the great job he has done with overseeing the landscaping and said he was very pleased with the monument repair as well.

Adjournment: The meeting was adjourned at 4:20 PM.

Respectfully submitted,

Patricia Vincent, Secretary

May 15, 2017
The Links HOA Board Meeting
MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, May 15, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Lowell Gerdes, Michael Clemens, Carmen Scarlott, Gerald Vigoren, Bruce Palese, Mike Malenfant, Lanny Voight and Pat Vincent. Blaine Grone was absent. HOA members Karen and George West, and Bruce Magnus on and Fred Baden attended.

President Lowell called the meeting to order.

The Minutes from the March 20, 2017, Board Meeting had been approved via email.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for April was \$.62. Total expenses for the month ending April 30, 2017, were \$2,226.91. The Reserves total for the month ending April 30, 2017, was \$223,911.46, and Assets total \$237,087.25. The amount in checking is \$14,461.79. The \$54,052.93 CD at Washington Federal was moved to Commerce Bank of Arizona where a higher interest rate was available.

A Motion was made, seconded and passed to approve the Treasures' Report.

The Links Financial Audit was conducted April 27th by HOA Tom Sparby, Bruce Magnuson and Tim Perkins who found all The Links' books are in order.

President: Lowell Gerdes said the Golf Course letter asking people who are not playing golf to stay off the course seemed to have been effective. He also mentioned the age restrictions for our HOA did not restrict people under the age of 55 from buying a home in The Links, it only restricts the owners from living in that home until they were old enough to be in compliance.

Vice President: Blaine Grone was absent and excused.

Secretary: Pat Vincent thanked Michael Clemens for installing the new Office 2016 Word program on The Links' computer. The 2018 GVR meeting schedule has been submitted and there should be no changes for the coming year as to meeting days and times. The schedule will be confirmed in the fall. January 24, 2018 has been requested for the Annual Meeting and February 17, 2018 for the Potato Bake.

Member Forum:

Legal Affairs: Mike Malenfant reported on the GVC meeting. House Bill 2411 amends Sec.2, Section 33-1804 Open Meetings. A report from Green Valley Hospital CEO John Matuska discussed the hospital's debt, and Bill Copeland discussed the potential impact on Green Valley expansion. Mike also explained about the new GVR Amigo's men's' group which offers a book group, coffee meeting and outings. Mike has more information for anyone interested in participating. Anne Boyd will take over as our GVC representative in the fall. Blaine Grone will be her back up.

Physical Facility: Gerald Vigoren reported the monument repair at the entry gates will begin May 16th by R&F Construction. The bids for electrical outlets at the east gate from Duffy Electric and Green Valley Electric were discussed. It was determined the trenching outlined in each bid would not be needed. The Green Valley bid will be accepted (with the trenching option deleted) for the installation of waterproof electrical outlets at the east gates for the Christmas decorations.

A Motion was made by Michael Clemens to improve the electrical service at the east gate by accepting the bid from Green Valley Electric & Construction to be finished by the end of the summer. The Motion was seconded by Mike Malenfant and passed unanimously.

Landscaping: Bruce Palese reported the refresh project at the east gate entrance is nearly finished. Pampa grass plants will soon be added. The small gravel pile will be spread when the monument repair has been completed. Bruce mentioned that there are several homes that have vines/plants growing over fences and into the commons areas. He will give a friendly reminder to the homeowners about the problem.

ARC/Compliance: Lanny Voight said there were no Guidelines infractions to report this month. He has received and approved an exterior painting request form. The Parking Workshop suggestions that the ARC Committee will be amended to adhere to the CC&Rs in regard to the length of time an RV (homeowner's or guest's) may be parked to 48 hours in any month rather than the suggested 72-hour limit. The suggested changes will be approved by the Board upon completion and added to the revised HOA Guidelines that Mike Malenfant and Pat Vincent are working on. Lanny Voight and Bruce Palese will be working on the landscaping guidelines over the summer.

Communications/Community Affairs: Carmen Scarlott has been in touch with Waste Management in regard to the size of trash and recycle receptacles. Most HOA members want the smallest containers (35 gallon) in order to fit them in the garage. She will keep members informed as needed.

Unfinished Business:

1. The Links' Guidelines need to be clarified in several areas. Michael Malenfant and Pat Vincent are working on re-wording the existing document. The "community standards" are being discussed. They hope to have the revised Guidelines approved and printed in time to be sent to all HOA members in the Annual Meeting packets.
2. Carmen Scarlott has been in contact with the Sheriff's Department regarding the "witnessing" that took place last month despite of the signs posted. She was advised that the Sheriff's Department should be called in the event that happens again. (Of course, anyone may invite the group to their home if they chose to do so. Door-to-door witnessing is prohibited in The Links).
3. Lowell contacted golf course manager Mike Cochran last month about the removal of the rocks that block the golf course entrance onto Wedge Way. Mike agreed to speak to his maintenance crew about this. Apparently, the exit is being used again but it is not known by whom. Larger, heavier rocks may need to be placed.
4. The Links' website is up and running with our new web master, Michael Clemens. Several sections may be eliminated such as the newsletters that have not been published since 2009 and the legislative information section.

New Business:

1. The planned expenses for the summer are paying the balances of the monument repair bill, the electric outlets installation bill and the landscaping bill.
2. The Board will take the summer break. The next scheduled meeting will be held on Monday, September 18th, at 3 PM in the Fiesta Room.

Adjournment: The meeting was adjourned at 4:25 PM.

Respectfully submitted,

Patricia Vincent, Secretary

April 17, 2017

The Links HOA Board Meeting

MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, April 17, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Lowell Gerdes, Michael Clemens, Carmen Scarlott, Gerald Vigoren, Bruce Palese, Mike Malenfant, Blaine Grone and Pat Vincent. Lanny Voight was absent. HOA members Tim Perkins and Tom Sparby attended the meeting.

President Lowell called the meeting to order.

The Minutes from the March 20, 2017, Board Meeting had been approved via email.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for March was \$354.81. Total expenses for the month ending March 31, 2017, were \$1,761.83. The Reserves total for the month ending March 31, 2017, was \$2,239,911.46, and Assets total \$239,313.54. The amount in checking is \$15,402.08. The 2016 taxes have been paid and the cost to have the 2016 income taxes done was \$305.

The Treasures' Report was approved.

Michael Clemens met with Ron Perlman and will take over maintaining the website with Ron as back-up. They were able to work with the existing program. Michael suggested the addition of a face book page for Links members as well. Discussion will be held on that in May.

President: Lowell Gerdes was pleased with the quick response he received from his ARC request form approval for a small home improvement.

Vice President: Blaine Grone brought a member's question about extending the sidewalk on to the mailboxes on the east side. That has been discussed in the past and determined not to be needed.

Member Forum: Tim Perkins asked about the four large rocks on the golf course that have been moved to allow golf course maintenance workers access. Lowell will speak to the golf course grounds superintendent about the need for the workers' access and make a report at the May meeting.

Legal Affairs: Mike Malenfant reported that Green Valley Council (GVC) has proposed a \$2.50 per home raise on the annual dues. Representatives had been asked to get the approval or disapproval from their individual HOA. The GVC vote will be taken at the April 20th GVC meeting. The GVC is the Green Valley HOA's link to the county; keeps abreast of legislative issues that affect HOA's; present legal workshops for HOA's at least once a year among other member services.

A Motion was made by Mike Malenfant to have The Links Board of Directors approve the GVC dues increase of \$2.50 per home annually. The Motion passed with four in favor; two against and one abstaining.

Mike is having a problem with the scheduling of the GVC meetings and has asked for someone to take his place. Lowell has spoken with Anne Boyd and she has expressed interest in that position. The GVC meetings are the third Thursday of each month (except June, July and August) at 8:30 AM. Lowell will give the information to Anne. Blaine Grone offered to be a back-up representative.

Physical Facility: Gerald Vigoren and Mike Clemens are waiting to hear from the electrical contractor about putting outlets on the monuments for the Christmas lights. A bid for \$2,000 has been received from R&F Construction to repair the monuments, including "Re-stucco the interior face of the front entries and other areas, where needed for The Links entry signs, and columns. They will re-paint the entry monuments, lettering, and columns, clean-up and haul debris, all of the work will have a two-

year warranty from the time of the completed work”. R&F Construction is licensed and insured. One half of the cost is to be paid when the work commences and will be taken from the Reserves account. The balance will be due upon completion. The work should begin at the first week in May and is expected to take one week to complete.

A Motion was made by Pat Vincent to hire R&F Construction to repair and paint the monuments and pillars as outlined in their bid. The Motion was seconded and passed unanimously.

Landscaping: Bruce Palese reported the refresh project at the east gate entrance is nearly finished. Lantana and pampas grass have been planted and additional gravel will be added. The river rock areas will be touched up. The refresh project should be complete by May 1. Columnar will be planted when the monument repair has been completed.

ARC/Compliance: Lanny Voight was absent due to his work schedule. He had submitted a written report that was briefly discussed. A full report will be given at the May Board Meeting.

Communications/Community Affairs: Carmen Scarlott had nothing to report except that she is experiencing computer problems and hopes to have the issue resolved soon.

Unfinished Business:

1. Michael Clemens was able to get the website software transferred to his computer and he and Ron Perlman have the site working again. He will take over as web site manager.
2. The Links' Guidelines need to be clarified in several areas. Michael Malenfant and Pat Vincent are working on re-wording the existing document. The “community standards” mentioned in the CC&R's will be addressed at another meeting and probably should be defined by the ARC.

New Business:

1. The Links Parking Workshop was held on April 6th in the Fiesta Room. Fifteen HOA members and six board members attended. Suggestions and ideas were shared and an email blast was sent after the meeting to request additional comments from all interested members. The ARC Committee is working on the updated parking guidelines and a report will be given at the May meeting when Lanny Voight is able to attend.
2. “Witnessing” in HOA: Carmen Scarlott will contact the Sheriff's office to get advice on the correct procedure to be followed when there is an issue with someone who violates the “no trespassing” as stated in the signs posted at each gate and entry to The Links.
3. Other:
 - a. Tom Sparby inquired about the sale of the house next door to him on Wedge Way and was told all the HOA paper work has been submitted to the Realtor but has not been signed and returned at this time. May 2 was the proposed closing date.
 - b. Tom Sparby and the Audit Committee will begin that process right away.

Adjournment: The meeting was adjourned at 4:25 PM.

Respectfully submitted,

Patricia Vincent, Secretary

March 20, 2017
The Links HOA Board Meeting
MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, March 20, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Lowell Gerdes, Michael Clemens, Carmen Scarlott, Gerald Vigoren, Bruce Palese, Mike Malenfant, Lanny Voight, Blaine Grone and Pat Vincent. HOA members Mary and Phil Betzel attended the meeting.

President Lowell Gerdes called the meeting to order.

The Minutes from the February 20, 2017, Board Meeting had been approved via email.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for February was \$8,187.63. Total expenses for the month ending February 28, 2017, was \$6,900.05. The Reserves total for the month ending February 28, 2017, was \$223,557.45, and Assets total \$240,719.85.

The Treasures' Report was approved.

President: Lowell Gerdes gave an update on the Stromquist's home remodel on Greenside Place. They are experiencing delays on the county permits for their construction project. Because the project has been ongoing for over one year, a suggestion was made to encourage them to finish the front of the house by painting it as soon as possible to make it more presentable until the time their north side addition can be done.

Vice President: Blaine Grone asked about the area behind Greenside Place that borders the golf course. A neighbor had gotten a bid to have gravel added to the area. He was advised that area belongs to the golf course and maintenance is not our HOA's responsibility.

Member Forum: Mary and Phil Betzel were interested in the Guidelines parking issues that were discussed later in the meeting.

Secretary: Pat Vincent reported that 81 Age Verification Forms have been received. The Annual Meeting Minutes have been revised and will be sent to the Board as soon as possible. The free Libre Office program is still being used on the Links' office computer. Because that program does not save in the universal "rft" format, she was advised to try the "docx" format.

Legal Affairs: Mike Malenfant had no report.

Physical Plant:

a. Gerald Vigoren reported he had gotten a bid to add electrical outlets at the east gate that was very high because it included trenching. Michael Clemens has spoken to Green Valley Electric and they can add weather-resistant electrical outlets at a lesser cost that would not involve trenching. Michael will contact that company again for a written bid and he and Gerald will have a report next month.

b. A bid has been submitted by a contractor for the monument repair. The stucco damage is more extensive and will require more work than expected. Additional bids will be solicited. The

Southern Arizona Home Builders Association will have a list of licensed contractors. Gerald has had trouble finding a local contractor to bid this job.

Landscaping: Bruce Palese reported the refresh project at the east gate entrance is 85% finished. The landscapers are waiting for plants to become available for planting and another load of the light colored gravel will be added. A bit of clean up is needed on the river rock beds. A dead tree will be removed by May in the commons area across Fade Drive.

ARC/Compliance: Lanny Voight reported he had not received any ARC compliance complaints this month. His committee has approved a homeowners' request to put a hot tub in their back yard. He will check on a weed complaint and a car parking in a driveway after this meeting. The homeowners will be given a "friendly reminder" with a phone call or email. Michael Clemens added that he had been contacted by a REALTOR about adding a swimming pool to a property that is currently on the market. He will get that information to Lanny.

Communications/Community Affairs: Carmen thanked Bruce for adding the cork to the communication boxes.

Unfinished Business: None

Unfinished Business: None

New Business:

a. The outdated Links website software has failed and our devoted webmaster, Ron Perlman has requested that someone else take over the job. Michael Clemens has registered the site in his name and contacted the woman Ron had recommended to assist us. She was not sure she had time to manage our site but may have recommendations for us if we do need to pay for this service. Michael C. will have information on the options we have at our next meeting.

b. The Links' Guidelines need to be clarified in several areas. Michael Malenfant and Pat Vincent are working on re-wording the existing document. A Work Group will be formed to address the parking issues. Mike Malenfant, Lowell Gerdes, Lanny Voight, and Pat Vincent will work on this with the assistance of Mary Betzel. Additional homeowner input will be needed. Pat will post information about the Work Group in the communication boxes and prepare information for Carmen to send in an email blast to the members to ask for assistance. We hope to have the volunteers secured and will set the date, time and place as soon as possible in hopes of meeting the first week of April.

c. The ARC reporting process was discussed. Pat suggested that the Secretary be advised of any ARC Compliance notices/friendly reminders in order to maintain a spread sheet to ensure we are following the same procedure for each complaint. A letter would be sent if the "friendly reminder" call or email fails to gain compliance.

d. The "community standards" mentioned in the CC&R's will be addressed at another meeting and a Work Group will be formed.

Other: Pat will send the luncheon invitation received from attorney Carolyn Goldshmidt for a luncheon and HOA rules discussion on April 6 to the Board.

Adjournment: The meeting was adjourned at 4:15 PM.

Respectfully submitted,
Patricia Vincent, Secretary

February 20, 2017
The Links HOA Board Meeting
MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, February 20, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Lowell Gerdes, Michael Clemens, Carmen Scarlott, Gerald Vigoren, Bruce Palese, Mike Malenfant, Lanny Voight and Blaine Grone and Pat Vincent. HOA members Karen West and Tim Perkins attended the meeting.

President Lowell called the meeting to order.

The Minutes from the January 16, 2017, Board Meeting had been approved via email.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for January was \$49,609.02. Total expenses for the month ending January 31, 2017, was \$3,582. The Reserves total for the month ending January 31, 2017, was \$231,346.58, and Assets total \$247,307.07

In addition to the regular expenses, the HOA's insurance has been paid. \$30,000 from dues will be moved to a new Washington Federal CD and the \$9,200 from another CD was added to the Reserves for the east gate refresh project.

The Treasures' Report was approved.

President: Lowell Gerdes gave an update on the Stromquist's home remodel on Greenside Place. They should have the final permits in two weeks and plan for the project to be worked on while they are away for six weeks. A brief discussion was held about the east gate refresh project – everyone is pleased with the results to date. Blaine Grone asked about a bush that may need to be taken out and that will be checked following the meeting.

Vice President: Blaine Grone had nothing to report at this time.

Secretary: Pat Vincent reported that 80 Age Verification Forms have been received. Reminders will be sent to those who need to return theirs. She, Lanny and Lowell attended the GVC seminar on HOA regulations. One of the suggestions was to send the Age Verification Forms with the dues notices instead of with the Annual Meeting information. This will be addressed at a later date. An addition to the Annual Meeting Minutes will be made before they are approved.

A Motion was made, seconded and approved to purchase the latest edition of the Microsoft Office program for the Links' computer at a cost not to exceed \$200.

Member Forum: There were no comments or questions from the members.

Legal Affairs: Mike Malenfant had no report.

Physical Plant:

- a. Gerald Vigoren reported Waste Management will replace trash receptacles as needed.
- b. The water company has replaced the blue street reflectors on Fade.
- c. Norbert Bisek filled the hole in the street on Greenside Place and submitted a bill of \$12 for materials.

- d. He thanked Michael Clemens for repairing the box at the west gates.
- e. The monuments need a bit of stucco repair. He has called several contractors but has not heard back from them. Lowell knows a contractor who has done stucco work for him and will contact that gentleman.
- f. Electrical outlets at the east gate for the Christmas decorations are needed. Gerald will get bids for the east and west gate outlets in separate bids and report at the March meeting.

Landscaping: Bruce Palese reported the refresh project at the east gate entrance is 65% finished. A few more plants will be added. Some of the in-ground bricks will need to be replaced.

ARC/Compliance: Lanny Voight asked for direction from the Board about the procedures for notifying non-compliant homeowners of a violation. The Links Guide Lines are not exactly clear on the process and will be looked at. Two of the ARC volunteers voiced concerns about having to be responsible for parking violations which seem to be the most common violations. Pat will add information about parking to the "Secretary's Memo" Carmen sends out with the approved monthly meeting Minutes. Lanny reported on the GVC HOA Regulations Seminar's information about the Fair Housing Act.

Communications/Community Affairs: Carmen complimented the new Social Committee members, Mary Betzel and Kathy Malenfant. Sixty members attended the Potato Bake. She also noted that Bruce Palese found cork to replace that in defective communication boxes.

Unfinished Business:

- a. The Rental/Lease Forms which were approved at the January meeting will be sent out soon.

New Business:

- a. Several Board Members and Committee Chairs stated their goals for the coming year. Michael Clemens wants to keep assessments as low as possible; Carmen hopes to find more time to spend with new homeowners to explain the Guidelines; Blaine offered to help Carmen with that; Mike Malenfant is keeping up with the electronic voting the GVR will use this year and will be looking at any updates needed to the Guidelines and CC&R's; Bruce wants to address homeowners concerns about upkeep of the commons areas

- b. Acceleration of gravel projects had been suggested by Robert Hawk at the Annual Meeting. That would mean borrowing from the Reserves and could increase dues if that fund is depleted faster than the 3-5 year plan. The Board feels the current plan of keeping a strong Reserves is the best policy.

- c. Committee Members for the ARC/Compliance are Karen West, Tom Sullivan and Tom Sparby. Landscape Committee Members are Bud Montgomery, Russ Kamphuis, Gerald Vigoren, Hank Gliden and Blaine Grone.

- d. Tom Sparby will chair the Audit Committee. Carole Blazick will chair the Nominations Committee.

Adjournment: The meeting was adjourned at 3:50 PM.

Respectfully submitted,
Patricia Vincent, Secretary

Links HOA Annual Meeting

January 25, 2017

MINUTES

The Links Home Owners Association met in the Fiesta Room at Santa Rita Springs Recreation Center in Green Valley, Arizona, on Wednesday, January 25, 2017. Forty-one members attended the meeting.

The meeting was called to order by President Tom Sparby at 9:00 AM.

Nomination Chairman Carole Blazick announced that we had a quorum present for this meeting.

The Minutes from the January 20, 2016, Annual Meeting had been approved as written.

President Tom Sparby welcomed the members and praised the Board for the dedication they had shown even though there were a few “bumps in the road” last spring. The Links’ finances are in good order (he chaired the Audit Committee). Tom offered to help where needed in the future since his term is ending.

Vice President Lowell Gerdes complimented the Board and volunteers.

Treasurer Michael Clemens reported the annual expenses totaled \$41,540.38 and the budgeted expense was \$44,030.00. The actual income for 2016 was \$45,288.20, higher than the \$ 44,030.00 budgeted due to the new home transfer fees. Total assets for the year ending December 31, 2016, are \$208,980.32.

A. Member Robert Hawk suggested the excess funds could be returned to the members. The Treasurer assured him that his suggestions were always discussed and the Board was unanimous in agreement that we should continue to put any extra funds into the Reserves because none of us wanted to have an unforeseen expense come up that would make an assessment to each member necessary.

B. The Long Range Plan schedule was handed out to members. It covers the expected costs of future street repairs, paving and sealing and landscaping needs and covers a 5 year plan that can be adjusted as needed. The Reserve Fund is healthy but as the cost of services rise any uncommitted funds will be added to the Reserves to keep our HOA in a good financial state.

C. Several questions and comments from the members were addressed about the cracks in the streets. They will be repaired next year. A hole in pavement on Greenside Place will be checked.

Secretary Pat Vincent thanked all the Board members, Committee Chairs and HOA members for their contributions this past year including: Bruce Magnuson and Tom Sullivan who have served on the ARC Committee with Michael Clemens; Hank Gliden who takes care of any Buffle Grass; Norbert Bizek who is always available to help where ever he may be needed; Audit Committee Tom Sparby and Bruce Magnuson; Web Manager Ron Perlman and Communications Chair Carmen Scarlott for keeping our membership up to date; Jan Manning, our Phone Tree volunteer; Neighborhood Watch volunteers Carole Blazick and Carmen Scarlott; Christmas Decorating volunteers Elton and Phyllis Zuelke, Larry and Pam Petersen, Roger and Sharon Keel and Tim and Janie Perkins; Nominating Chairman Carole Blazick; retiring Social Committee members Judy Miller and Carmen Scarlott and gave a very special thanks to Mary Betzel and Kathy Malenfant for taking the Social Committee’s activities over.

Legal Affairs Chairman Mike Malenfant explained the new Bylaws were approved in 2016, and they removed the term limits for Board members.

Landscaping Committee Chairman Bruce Palese reviewed the written report attached to the Annual Meeting Agendas. The refresh project on the east gates should start soon and will take four to six weeks to complete. Several saguaro cactus have died and other cacti are being separated and replanted in other areas. He reminded members the back walls are the homeowners responsibility

and suggested everyone check their walls to be sure the water from their sprinkling systems is not hitting the wall and weakening it. Water marks have been noticed on a number of walls and indicates a possible problem. He also asked absentee homeowners to have someone maintain their yards and the plants that grow over their walls into the commons areas. Landscape Committee members are always needed and welcome.

John Ally said he has a small saguaro in his yard that needs to be moved and offered it to the Landscape Committee to re-plant in the commons area. All members were asked to let Bruce know if they were planning to remove any plantings – he may want to use them in the commons areas as well. Several members are having pack rat, squirrel and marmot activity in their yards. Pack rat traps are set in the commons area but varmint activities in yards are the homeowners responsibility. Compliments about the landscaping improvements were given by several members.

Physical Facilities Chairman Gerald Vigoren discussed the recent gate repairs and the Waste Management contract. Waste Management will be supplying new containers and the pick-up schedule for holidays is posted on their web site. Road reflectors are needed in the streets to mark the recently replaced fire hydrant on Fade. He explained that the small flags and markings are marking gas lines and Southwest Gas Company hopes to have any repairs finished by summer.

Architectural Review Committee Chairman Michael Clemens said all of the HOA members have been very cooperative about complying with the rules. New members are reminded to read their CC&Rs and to call ARC if any out side changes are planned. A form and written approval is needed to be in compliance. The forms are available from an ARC committee member or from The Links website.

Communications Chairman Carmen Scarlott was absent but sent several comments to remind members to let her know of any changes in phone number, email or address. She wanted to remind members that fire department will install a key box to store a spare key in case of an emergency.

Election of Board Members Carole Blazick, Nomination Committee Chair, reported two new Board Members, Lanny Voight and Blaine Grone were elected by an “overwhelming popular vote”.

There was no Unfinished Business and no New Business.

Member Comments:

A. Sue Kamphuis asked if there was a speed limit for our streets. Mike Malenfant said it would be 25 MPH but that was unenforceable because our streets are privately owned by the HOA.

B. Tom Sparby said he was very pleased with the Board’s decision to publish the Minutes and Agendas in a monthly email blast as well as on the website and communication boards. We are seeing more members at the monthly meetings as a result.

The meeting was adjourned at 10:30 AM.

Respectfully Submitted,

Patricia Vincent, Secretary

JANUARY 16, 2017
THE LINKS HOA BOARD MEETING
MINUTES

The Links HOA Board of Directors met at 3 PM on Monday, January 16, 2017, in the Fiesta Room at the Springs in Green Valley, Arizona. Directors present were: Tom Sparby, Michael Clemens, Carmen Scarlott. Gerald Vigoren, Bruce Palese, Lowell Gerdes and Pat Vincent. Mike Malenfant was absent. HOA members Katharine and Lanny Voight and Bud Montgomery attended.

President Tom Sparby called the meeting to order.

The Minutes from the December 19, 2016, Board Meeting had been approved via email.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for December 2016 was \$331.64. Total expenses for the month ending December 31, 2016, was \$3,634.02. The total Reserves for the month ending December 31, 2016, are \$201,268.62 and total Assets are \$208,268.62.

The Santa Rita Springs Master Association and the Green Valley Council annual membership dues have been paid. All The Links HOA 2017 membership dues have been received at this time. He will move 60% to 70 % of the dues to a new CD.

The Treasures' Report was approved.

Michael will have have copies of the Reserves Schedule available at the Annual Meeting.

President: Tom Sparby expressed his appreciation to this Board and said he will be available to assist us in the future if needed. This was his final monthly meeting.

Vice President: Lowell Gerdes reported the Santa Rita Springs Master Association's Annual Meeting will be held at 9 AM on February 6, 2017. A total of 136 signed ballots are needed for a quorum. He passed ballots for the Board and guests to sign.

Secretary: Pat Vincent reported the Annual Meeting planning has been done, packets mailed and a number of ballots and Age Verification Forms have been received. The Ballots will be counted on January 20th to verify a quorum.

Member Forum: Bud Montgomery said one side of the east gate entrance may be not closing at night. Gerald will notify the gate maintenance company.

Legal Affairs: Mike Malenfant was absent.

Physical Plant:

a. Gerald Vigoren reported he had received a temporary bid from the company that did the street resealing in the past. The black top and rubberized fine asphalt crack filler is estimated to cost between \$14,000 and \$15,000. February is the preferred time to do this project and probably will be done next year.

b. He has spoken with Southwest Gas Company about the flags and street markings and was told the company was marking gas and electric lines and doing preventative maintenance. Any repairs should be completed by summer.

c. He will call the water company to have the blue reflector replaced by the new fire hydrant on Fade.

d. He will call Waste Management to clarify the information about replacing the trash containers and get that information to Carmen to share with the members.

Landscaping: Bruce Palese reported the commons area work (thinning and removing cactus) along Fade is nearly complete. Work will begin on Abrego next. The refresh project at the east gate will begin in February. He stated that the regular landscape maintenance is not combined with the refreshing project.

ARC/Compliance: Michael Clemens had nothing to report.

Communications/Community Affairs: Carmen had nothing to report but noted that Bruce Palese is working on replacing the cork in the defective communication boxes. He has applied new cork on one box and will decide if this will take care of the problem.

Unfinished Business:

a. The Rental/Lease Forms raised several questions and will be back on the February Agenda.

b. The east commons area abutting the golf course needs attention. There are weeds and some erosion in that area. (The erosion is no more in this area than others in The Links.) Bruce will have our landscaper cut the weeds and apply weed killer. The areas needing gravel may be taken care of when the gravel for the refresh project is being done.

c. Michael Clemens had contacted web site manager Ron Perlman about the number of hits the HOA web site was getting. Ron said the site was getting between 1,200 and 1,400 a month. "Scam activity" probably accounts for a great deal of the hits, but we would not be able to sort out what is legitimate. New soft ware will eventually be needed for this site.

New Business: There was no new business.

Adjournment: The meeting was adjourned at 3:50 PM.

Respectfully submitted,

Patricia Vincent, Secretary