

The Links HOA

April 16, 2018

Minutes

The Links HOA Board of Directors met at 3:00PM on Monday, April 16, 2018 in the Santa Cruz Room at The Springs in Green Valley, Arizona. Directors present were: Mike Malenfant, Blaine Grone, Laurie Petrillo, Michael Clemens, Carmen Scarlott, and Gerald Vigoren. Rita Collier and Lanny Voight were absent. Members attending were Karen West (filling in for Lanny Voight) and Ken and Judy West. Also present was GVC's Representative Ann Voight.

President Mike Malenfant called the meeting to order.

The March 19, 2018 Board Meeting Minutes were approved as written.

Treasurer: Michael Clemens submitted March's Budget and Assets Reports. March's income was \$467.61. March's expenses were \$1,656.43. The Reserve's total was \$224,464.04. The Assets Total was \$233,238.94. Miscellaneous expenses entered in March's budget were postage and for the flowers presented to the outgoing secretary, Pat Vincent. It was mentioned that it would be about \$670 for taxes and \$305 for CPA fees.

A motion to accept the Treasurer's Report was made by Gerald Vigoren, seconded by Bruce Palese, and unanimously passed.

President: Mike Malenfant mentioned the EEP Weather ADJ charge seems to be gone. He attended the President's Forum where entering abandoned homes was discussed, and he felt our CCR covering this issue was adequate. It is unclear if the HOA owns the sewers, this would need to be looked into and clarified.

Vice President: Blaine Grone would help the Landscape Committee with their Common Grounds inspection. He will be leaving around May 10 or 12 and would not be here for the May board meeting.

Secretary: Laurie Petrillo reported there were 10 HOA homes that have not returned their Age Verification Forms. Five homeowners have emails, and reminders were sent to those. Two others were mailed letters and duplicate forms. The three others are new homeowners, so forms are not on file and would have to be sent to them as well. The financial record books in the storage locker would continue to be kept in the plastic totes for safe keeping. The past secretarial binders were not found. There were two large totes underneath a few other totes that were too heavy to move. Perhaps the records are in those bottom ones.

Member Forum: No comments.

Physical Facility: Gerald Vigoren had not met with ACE yet concerning the road issues, but there is a pending meeting for May 19. HE still needs to write up the directions for opening up the gates when they are malfunctioning. These directions will be given to board members who will open them if need be.

Landscape: Bruce Palese reported he is getting volunteers to do a walk around of the Common Grounds. No decision was made if political signs should be allowed on Common Grounds B.

ARC/Compliance: Karen West said requests for painting, a gate addition, and a satellite dish were approved. One of the new owners is not in compliance with the HOA guidelines, so a new set of guidelines will be given to them.

Communications and Legal Affairs: Carmen Scarlott and Rita Collier are still working on the Member Communication Guidelines.

Unfinished Business:

- a. Tom Sparby will not be chairing the audit this year. A replacement will be needed. The audit must be completed by six months after the Annual Meeting.
- b. Michael C. mentioned that you could get 10 emails per website. Another possibility was for each board member to get their own email for board business. However if a website is changed all emails would be gone. He recommended not going through the HOA provider, but to use Gmail or Yahoo.

New Business:

- a. The bulletin boards by the mail boxes have plastic that have turned yellow, and it is now hard to read the notices. The board felt that replacement glass, plastic, or plexi glass should be researched (cost, UV? Other options?)

Adjournment: The meeting was adjourned at 3:43PM.

Respectfully submitted,

Laurie Petrillo, Secretary

The Links HOA

March 19, 2018

MINUTES

The Links HOA Board of Directors met at 3:00PM on Monday, March 19, 2018 in the Santa Cruz Room at the Springs in Green Valley, Arizona. Directors present were Mike Malenfant, Blaine Grone, Pat Vincent, Laurie Petrillo, Michael Clemens, Lanny Voight, Bruce Palese, Rita Collier, Carmen Scarlott, Gerald Vigoren (arrived late). Member present was Karen West.

President Mike Malenfant called the meeting to order.

The February 19, 2018 Board Meeting Minutes were approved as written.

Treasurer: Michael Clemens submitted February's Budget and Assets Reports. February's income was \$166.91. February's expenses were \$3,703.06. The Reserves total ending February 28, 2018 was \$224,196.83. Assets total \$ 234,437.52. There was a correction in the spread sheet portion of the budget. Instead of East Gate it should be West Gate. On the Miscellaneous Costs: Website, the 2018 budget will be @\$95 not the \$50 that is budgeted. Included will be 10 email addresses and 1 GB of storage. More information into how the emails would be set up is needed. All of the annual memberships have been collected and much of that money has been invested in new CDs.

A motion to accept the Treasurer's Report as corrected was made by Bruce Palese, seconded by Blaine Grone, and unanimously passed.

President: Mike Malenfant said there had been a problem with a Links member telling a Fairways member that he had no permission to cut through the Links property. The Board was reminded that there was indeed a permission agreement in place. The Links was not included in this year's Green Valley Club Directory, but The Links will be included in next year's.

Vice President: Blaine Grone had nothing to report.

Secretary: Pat Vincent reported that the HOA Board meeting will be in the Fiesta Room at The Springs for September. Now that Laurie Petrillo would be taking over the Secretary's duties, she would need to reserve the room for the October, November, and December's Board Meeting.

Member Forum: Nothing to report.

Physical Facility: Gerald Vigoren reported on the malfunctioning of both sets of gates. The West side gates were newer and parts are in stock. The East side gates are older and parts need to be ordered. The gates were still in good shape and not ready to be replaced. He said he would write up directions how to open the gates if they malfunctioned again and would not open. ACE did not show up for the appointment to examine the 2 areas on Greenside and one on Fade that might need repeat resealing treatment and to answer if there would be an extra charge for this. They also did not assess areas that are in more need of repairs. The cost of speedbumps would be around \$500 per bump. However, a survey would be needed to determine such things as average car speed and number of cars using the street.

Landscape: Bruce Palese reported that the refreshing of the west side of the Links was complete. There continues to be a drainage problem on the Greenside part of the Links. It does drain currently within 24 hours, but there was concern about drainage during monsoon season. Bruce Palese thought if there was Landscaping money let over at the end of the fiscal year, perhaps it could be used to add gravel and soil to help with the drainage. Landscaping at the end of Fade Drive by the mailboxes is being done.

ARC/Compliance: Lanny Voight has approved requests from members for installation of new windows, roofing, AstroTurf and courtyard gates.

Communications/Community Affairs: Nothing to report.

Legal Affairs: Rita Collier stressed the importance of the Board Members having a separate email just for Board correspondence that is separate from their personal email. HOA has control over what signs are put in the common area. HOA can restrict size of a sign put on a homeowner's property. Also, if main gates are open, solicitors/salespeople can come in. However, the HOA can require them to wear ID badges.

Unfinished Business:

1. Mike Malenfant conveyed the information from Carolyn Goldschmidt's letter clarifying what would be covered under the \$50 monthly fee for legal consultation. Many of the questions the Board may need legal help with were topics that were not covered under the \$50 fee.

A Motion was made by Michael Clemens and seconded by Bruce Palese to retract the motion to retain attorney Carolyn Goldschmidt at the cost of \$50 per month for legal consultation. The Motion was unanimously passed.

New Business:

1. ARC committee members - Karen West, Tom Sullivan, Tom Sparby
2. There was concern about Tom Sparby being able to chair the audit due to his wife's poor health.

This needs to be followed up on.

Adjournment: The meeting was adjourned at 3:54PM

Respectfully submitted,

Laurie Petrillo, Secretary

**The Links HOA
February 19, 2018
MINUTES**

The Links HOA Board of Directors met at 3 PM on Monday, February 19, 2018, in the Santa Cruz Room at the Springs in Green Valley, Arizona. Directors present were: Michael Clemens, Lanny Voight, Gerald Vigoren, Blaine Grone, Mike Malenfant, Bruce Palese, Rita Collier, Carmen Scarlott and Pat Vincent. Members present were Fred Bader, Karen West, Juan and Anita Lichter and Laurie Petrillo.

President Mike Malenfant called the meeting to order.

The January 15, 2018, Board Meeting Minutes were accepted as written.

Treasurer: Michael Clemens submitted the Budget Statement and Assets Reports. The Income for January was \$60,832.16. The total expense for January was \$17,066.13. The Reserves total for the month ending January 31, 2018, was \$224,003.46. Assets total \$237,925.68. All 2018 HOA dues have been received.

A Motion to accept the Treasurer's Report as presented was made by Pat Vincent, seconded by Bruce Palese, and passed to unanimously.

President: Mike Malenfant welcomed the members and introduced our new Board Member Rita Collier. He also showed the "MOGU leaf antenna" which can be placed inside the home and receive local tv channels. Because of the rising cost of cable, we will probably be seeing more members who "cut the cord" and opt for alternatives such as this or exterior antennas. Fred Bader has volunteered to work with ARC Chair Lanny Voight as we review the FCC standards for our CC&Rs and HOA Guidelines.

Vice President: Blaine Grone had spoken with Robert Hawk who suggested that the members be given a refund on part of their annual dues because there was "too much money in the reserves fund". Mike Malenfant explained the reserves will be used when the streets have to be repaired and should allow the HOA to avoid any assessments to members. Norbert Bisek had voiced concerns about several areas he felt should have been dug out and repaired prior to the street sealing. Gerald Vigoren will contact ACE Asphalt about this matter.

Secretary: Pat Vincent will make several additions to the Annual Meeting Minutes and have them ready for approval at the March meeting. The location of the fall meetings has not been set due to GVR computer issues. Pat will contact GVR to get an update on this.

Member Forum: Anita Lichter voiced concern about cars traveling too fast on Fade Drive. Mike Malenfant explained that the HOA cannot enforce a speed limit on our streets. Carmen Scarlott will send an email blast out to the members asking everyone to slow down.

Physical Facility: Gerald Vigoren said the gate maintenance company will send a repairman out tomorrow. The "ugly" desert willow tree has been removed by the homeowner and his cooperation was much appreciated. The blue street reflectors have been replaced by the paving company.

Landscaping: Bruce Palese gave a detailed report on the landscaping.

1. The accumulated water on Greenside along Abrego will need additional drainage work before monsoon season. The major projects along Chipshot have been completed and the landscape crew will begin spring requirements.

2. Four homes have been identified with excess water at the rear walls; two homes along Abrego have movement in their rear walls. Michael Clemens has been asked to check these sites.

3. Bruce spoke with surveyor Al Torres regarding the descriptions of the Commons Areas. In general, Area A is designated for all roadways; Area B is accessible for private use easements; Area C along Abrego has a 15-foot water easement, a 20-foot public sewer easement and County exposure thus limiting the lands use by the restrictive language in The Links' CC&Rs.

4. A discussion about political signs placed in the Commons Areas took place and a Motion was tabled until more information is obtained. Rita Collier will report on the Arizona Statues at the next meeting and Bruce has requested the latest copy of the County Zoning Code 18.79.110 E 15 as referenced in a 2010 memo written by GVC to confirm zoning laws.

ARC/Compliance: Lanny Voight reported the Stromquist's remodel project has not been completed at this time. Karen West, ARC Committee member, is working closely with him when he is out of town.

Communications/Community Affairs: Carmen Scarlott will send email blasts to members reminding everyone that trash and recycle containers must be stored inside.

Legislative Affairs: Rita Collier had nothing to report at this time. She will attend the next GVC legal seminar that has not been scheduled at this time.

Unfinished Business:

1. Revising "Design Guidelines" from 1999 will be a goal for 2018. Besides parking issues, the "community standards" and the 1999 Design Guideline will be revised. Member input will be requested.

2. The current CC&Rs may be in conflict with Arizona statues that have been enacted since they were revised in 2006. The Board will be addressing this in the near future. Because of the ever-changing HOA statues, we need to be able to speak to the attorney more often to be sure we are in compliance. We have \$1,000 budgeted for legal fees.

A Motion was made by Michael Malenfant and seconded by Pat Vincent to retain attorney Carolyn Goldschmidt at the cost of \$50 per month for legal consultation. The motion passed with Michael Clemens voting "no".

3. The discussion about having separate emails for the Board of Directors continued. Rita Collier will contact GVC for information on this.

4. The Code of Conduct for Board Members was discussed at length. (See Attachment).

A Motion was made by Bruce Palese and seconded by Rita Collier to accept the Code of Conduct as presented. The Motion passed with Michael Clemens voting "no".

New Business:

1. Pat Vincent gave resignation notice. Laurie Petrillo has volunteered to take the Secretary position. Pat and Laurie will co-secretary at the March meeting. Pat will assist Laurie in any way she may need.

A Motion was made by Michael Malenfant and seconded by Gerald Vigoren to elect Laurie Petrillo to a two-year term as Secretary to replace Pat Vincent. The Motion was unanimously approved.

Adjournment: The meeting was adjourned at 4:36 PM.

Respectfully submitted,

Patricia Vincent, Secretary

January 24, 2018
Links HOA Annual Meeting
MINUTES

The Links Home Owners Association met in the Anza Room at Santa Rita Springs Recreation Center in Green Valley, Arizona, on Wednesday, January 24, 2017. Thirty-three members attended the meeting.

The meeting was called to order by President Michael Malenfant at 1:00 PM.

The Minutes from the January 25, 2017, Annual Meeting had been approved as written.

President Michael Malenfant welcomed the members and outlined the goals this board has set for the coming year which include revising some of the current HOA parking, ARC, landscaping and communications guidelines and writing a Code of Conduct for Board Members.

Vice President Blaine Grone had nothing additional to report.

Treasurer Michael Clemens announced all the 2018 HOA dues have been received and our association is in good financial health. Eight homes were sold in the past year and he welcomed the new homeowners who attended the meeting. The expenses for 2017 totaled \$52,542.40, and the budgeted expense was \$46,758.00. The actual income for 2017 was \$60,707.58, and the budgeted income was \$49,630.00. Total assets for the year ending December 31, 2017, are \$243,278.20.

B. The Long-Range Plan/Reserves Spread Sheet was explained and copies are available to members. It looks at expected Reserve expenditures out to the year 2051. The Reserve Fund is healthy but as the cost of services rise any uncommitted funds will be added to keep our HOA in a good financial state.

C. He has taken over the Links website management from Ron Perlman who served in that position for a number of years. The newest membership roster is available at www.thelinkshoa.org and the password to access the website is **thelinksz**.

Secretary Pat Vincent thanked all the Board members, Committee Chairs and HOA members for their contributions this past year including: Karen West, Tom Sparby and Tom Sullivan who have served on the ARC Committee with Lanny Voight; Hank Gliden who takes care of any Buffle Grass; Audit Committee Tom Sparby, Bruce Magnuson and Ron Perlman; 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; and Social Committee members Mary Betzel and Kathy Malenfant. She thanked Rita Collier for volunteering to serve on the Board, and encouraged members

Legal Affairs Chairman Michael Malenfant explained the Bylaws, approved in 2016, removed the term limits for Board members.

Landscaping Committee Chairman Bruce Palese plans to have a meeting with the original surveyor to get a better explanation of the Commons Area designations; additional policy language could be added to the Guidelines to help manage the Commons Areas under Trees/Plants/Common Grounds; the refresh areas 1,3,5.5 have been completed at the cost of \$1790; refresh areas 2,4,5 will be completed by May at a cost of no more than \$2,500 funded by the Reserves; the Greenside/Abrego standing water problem was much improved; the watering schedule has been reduced for the winter months; the pack rat problems of last year seem to be resolved, and the hours added for our landscapers have made a big difference in the appearance of our Commons Areas. He also wanted to remind members to be sure water from their sprinkling systems is not hitting their walls and weakening them. Water marks have been noticed on a number of walls and indicate a possible problem. He will personally contact homeowners if he notices the damage.

Physical Facilities Chairman Gerald Vigoren discussed the Waste Management contract he and Carmen Scarlott worked so hard to have that company agree to supply the new containers in the size each homeowner requested. He was pleased with the recent street paving went so well despite the short notice and thanked the members who offered their golf carts to assist those who needed transportation to and from their parked cars. A larger storage unit has been rented and he thanked Norm Popp and Norbert Bisek for assisting with the move. Plastic storage bins have been purchased for the Christmas decorations.

Architectural Review Committee Chair Lanny Voight thanked his committee members Karen West, Tom

Sparby and Tom Sullivan. There have been some challenges this year. Revising the HOA Parking and Design Guidelines will be helpful to everyone. New members are reminded to read their CC&Rs and to call ARC if any outside changes are planned. A form and written approval is required to be in compliance. The forms are available from an ARC committee member or can be down-loaded 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.

Nominating Committee Chair Carole Blazick Nomination Committee Chair, reported Michael Clemens, Michael Malenfant, Bruce Palese, Carmen Scarlott, Gerald Vigoren and Rita Collier were elected to two-year terms. Board Members, Lanny Voight and Blaine Grone were elected by an "overwhelming popular vote".

There was no Unfinished Business

New Business:

A. The 1999 Design Guidelines will be reviewed and revised and used as the template for the new "community standards" in the HOA Guidelines. They had been replaced by the current HOA Guidelines and we will be asking for member input as this is done.

B. The Federal Communications Commission antenna requirements need to be updated and revised in our CC&Rs. More homeowners are expected to "cut the cord" as cable prices increase. Fred Bader offered to assist in in this portion of the revision.

Member Comments:

A. Janie Perkins asked if the rental fee for the larger storage unit had increased and if the cost was reflected in the 2018 Budget. Michael Clemens explained that the fee increase annually would be \$165 and that would not affect the budget.

B. Gerald Vigoren thanked Michael Clemens for repairing the little wall at the west gates.

C. Lowell Gerdes said he had noticed the blue reflectors had not been replaced at the fire hydrants after the streets were resealed. Gerald Vigoren will contact ACE Paving to remind them this needs to be done.

The meeting was adjourned at 1:40 PM.

The elections of officers immediately followed.

Respectfully Submitted,

Patricia Vincent, Secretary