

The Links HOA

December 17,  
2018 Minutes

The Links Board of Directors met at 3:00PM on Monday, December 17, 2018 at The Springs GVR Center. Board members attending were Mike Malenfant, Jim West, Laurie Petrillo, Michael Clemens, Bruce Palese, Gerald Vigeron, Rita Collier, and Robert Petrillo.

Lanny Voight was absent.

Member present was Ann Boyd.

The President, Mike Malenfant called the meeting to order.

The November 19, 2018 minutes were approved.

Treasurer's Report: Michael Clemens: The November's budget had expenses of \$4, 231.35 and income of \$295.36. The Reserve Total was \$205,865.01 and Total Assets were \$213,798.93. Landscaping, Gates, and Utilities were the major expenses this month.

Bruce Palese made a motion to approve the treasurer's report. It was seconded by

Michael Clemens and unanimously approved by the Board.

President's Comments- Michael Malenfant: Mike said he would hold off his comments until the appropriate part of the agenda.

Vice President's Report- Jim West: No comment

Secretary's Report- Laurie Petrillo: The Annual Packets are all prepared. They will be hand delivered by Laurie and Rob Petrillo in the evening of December 19. A second attempt the next morning may be made, then the remaining packets will be mailed to the homeowners.

Member Forum: No Comments

Physical Facilities- Gerald Vigeron: The street light has been fixed. The gates on both sides have been decorated for Christmas. Gerald installed a large mailbox by his front door and now has the post office deliver the mail to his new closer box. He said a formal request needed to be filed along with a doctor's note at the Post Office. Gerald thought other homeowners could apply for this service as well.

Landscaping- Bruce Palese: Refresh 10 (East) is completed. Refresh 6 (West) should be done around the second or third week in January. Other refreshes are scheduled for February and March. Bruce is satisfied with the new landscaping company. The picnic area is overgrown with weeds which Bruce will look into.

ARC/Compliance- Lanny Voight: Not present. The Board discussed the need for the Garage/House door to remain closed due to the fact that it is a fire door. Keeping it closed is for the homeowner's protection.

Communications/Community Affairs- Robert Petrillo: Rob thanked the Social Committee for the successful Christmas Party despite all the problems with the restaurant reservations. The Social Committee operates separately from the Community Affairs Committee. There is no Ladies Luncheon scheduled as of yet. Possible eblasts could be new scams, skunk and javelina warnings. Post office employees can only accept non money gifts of \$20 or less.

Legal Affairs-Rita Collier: Paint palette needs to be included in our Homeowners Guidelines. Homeowners need to provide their tenants with our By Law/Guidelines.

#### Old Business:

- a. Elections and Annual Meeting-The Social Committee will provide some refreshments. Bruce will discuss the new landscaping contract and the 2019 plans. Gerald will talk about Rubberized Asphalt Rob will speak about the Communications Guidelines and the website. Lanny will introduce the paint palette and his Homeowners Guidelines. Michael C. will review the 2019 Budget. There will be a minute of silence for the homeowners who died this year. Carol will announce the results of the election.

b. AED- Bruce discussed that the emergency response times been reduced in The Springs from 7.2 minutes to 1.5 minutes. An AED device would be needed at each mail box area in our HOA. Bruce said he could arrange for a speaker to come down to do a presentation for the Board. The Board asked Bruce to set this up.

#### New Business:

a. Waste Management-The cost of service has increased. If homeowners decide to go with different garbage companies that may be cheaper, there would be more trucks on our HOA

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roads. There would be more wear and tear on the roads leading to more repairs. The Homeowners' Fee may need to increase if this happens. Laurie was waiting for Waste Management to respond to her email concerning the cost increase. Mike M. asked Gerry to look into pricing other Trash disposal companies.

b. Master Association Link-The Vice President should be our representative according to our By Laws. However, Bruce had been attending and would be willing to continue doing so.

Adjournment: The meeting was adjourned at 3:58PM.

Respectfully Submitted,

Laurie Petrillo, Secretary

November 19, 2018

### Minutes

The Links Board of Directors met at 3:00PM on Monday, November 19, 2018 at the Canoa Ranch GVR Center. Board members attending were Blaine Grone, Laurie Petrillo, Michael Clemens, Gerald Vigeron, Bruce Palese, Lanny Voight, and Robert Petrillo.

Michael Malenfant and Rita Collier were absent.

Members present were Jim and Judy West, Ann Boyd, and Lowell Gerdes.

The secretary, Laurie Petrillo called the meeting to order.

The October 15, 2018 minutes were approved.

**President's Comments-** Michael Malenfant emailed his comments: After speaking with the Mary Betzel and Kathy Malenfant, it was agreed upon that the annual Halloween Party would be taken over by the Social Committee. The approved increase to next year's Social Committee Budget would help defray the added expense. A reminder was given that all HOA communications to the homeowners needed to go through Rob Petrillo.

**Treasurer- Michael Clemens:** The October budget had expenses of \$14,856.79 and income of \$679.07. The Reserves Total was \$205,590.86. Total Assets are \$217,755.70. The expenses were for property taxes, drip flow, monthly utilities, and two months of landscaping maintenance, Mike C. was asked if he could highlight or bold type category titles to make reading the monthly and annual budgets easier to understand. Mike C. agreed to do so. The Annual Budget will keep the HOA dues the same at \$445.

**Mike C. proposed that the Board accept the 2019 budget as written. Lanny seconded it, and it was approved unanimously.**

**Vice President- Blaine Grone:** Blaine officially resigned from his position as the HOA's Vice President as of this meeting. Blaine stated that the Holiday Decorating Committee needs a chair. Gerald said there should be two different color storage bins which would be labeled for each side of The Links.

**A motion to install Jim West as the interim Vice President was made by Laurie, seconded by Gerald, and unanimously passed.**

**Secretary- Laurie Petrillo:** The Board minutes of May and September have not been posted on The Links website. They will need to be resent along with the approved October minutes for Michael C. to post them. Pat Vincent inquired about the minutes being approved by email soon after the Board meeting and sent out by email blast to the homeowners. She thought that had been the policy in the past. The Board agreed the policy had been that the minutes were approved at the following Board meeting, then posted on the HOA website. Only the upcoming Board agenda was emailed ahead of time to the homeowners.

**Member Forum:** Ann Boyd discussed the items from the GVC monthly meeting. Their 2019 Budget was approved. Since the proposed Road Bond issue was not passed, this caused concern to where the money would come from for road improvements. The mine was offering to repay homeowners for the cost of cleanup due to the dust coming off of the mine tailings.

Repair was also going to be made on one of the older buttresses. Because of the thousands of hours given by the SAV to the community, monetary donations would be greatly appreciated.

Lowell Gerdes brought the Masters Absent Ballots for the Board to fill out, which they did. He spoke about The Springs AED program which is in effect. This program would decrease initial response time to victims by having a trained HOA volunteer group that could administer the AED paddles if needed even before the emergency response people arrived. Most of the Board members were interested in this program, and were asking a number of questions. It was felt by most, that they would like to have a representative do a short presentation at a Board meeting to learn more about this program. Bruce has the contact information to arrange this. Rob suggested that the members of The Links sign up for the CPR training that GVR provides.

**Physical Facility- Gerald Vigeron:** Gerald contacted TEP since the street lamp on Fade Drive still isn't lit. TEP has no record of Gerald's call to request bulb replacement for that light. They have now put in a new request for the light replacement.

**Landscape-Bruce Palese:** Aztec Landscaping has officially ceased being The Links landscapers. Felix Landscapers have begun their contract with us on October 31, 2018. Bruce is pleased with their crews, punctuality, and work. Refresh # 10 on the Greenside behind Pat Vincent's house started today and will finish tomorrow. Three more refreshes are scheduled for next year. Both Bruce and Laurie have complete copies of the new contracts.

**ARC /Compliance: Lanny Voight:** ARC has approved a brick patio project. Anderson Windows has requested an ARC work approval form for another homeowner's project. Lanny is working with Dunn Edwards to create a new color palette for the approval of the Board. It should be ready to be approved by the Board in January. When approved, the palette will become part of the Homeowner's Guidelines. Lanny will be creating a Compliance Waiver Form that will be able to be accessed from our website. It was felt Rob should send out a reminder to the homeowners about The Links website. A website notice will be included in the Annual Packet. Lanny said the coyote issue with the culverts will be address by mid-January.

**Communications/Community Affairs-** Robert Petrillo: Rob reported that there will be a

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reminder blast sent out for The Links Christmas Party. He needs hosts for the June Link Up, and for the December, February, and June Ladies' Luncheons. He also purchased new front gate clickers which are programmed and available for \$12 each. Rob reviewed the changes to the Communications Policy that were suggested at the last Board meeting. See attached Policy.

**Laurie made a motion to approve the amended Communications Policy. It was seconded by Lanny and unanimously approved.**

It was reported that a few homeowners have been going too fast in The Links. Rob will send out an email blast to remind homeowners of our 25 miles an hour speed limit. Laurie suggested obtaining the license plates of the homeowners in order to monitor the cars.

**Legal Affairs- Rita Collier:** none

### **Unfinished Business:**

a. 2019 Elections- Lanny Voight and Jim West will be running for Board positions.

President's letter, Treasurer's and Committee Reports to be included in the Annual Packets will need to be submitted to Laurie by December 9, 2018.

### **New Business:**

a. Vice President's position- See Vice President's Report above.

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

Respectfully Submitted,

Laurie Petrillo, Secretary

The Links HOA

October 15, 2018

Minutes

The Links Board of Directors met at 3:00PM on Monday, October 15, 2018 in the Santa Cruz Room at The Springs in Green Valley, Arizona. Directors present were Mike Malenfant, Laurie Petrillo, Michael Clemens, Gerald Vigeron, Bruce Palese, Lanny Voight, Rita Collier, and Robert Petrillo.

Blaine Grone was absent. Members present were Fred Bader and Ann Boyd (The Links GVC representative).

President Mike Malenfant called the meeting to order.

The September 17, 2018 minutes were approved as written.

Treasurer- Michael Clemens: The October budget had expenses of \$2654.51 and income of \$412.19. The Reserve's Total was \$206,326.21. Total Assets were \$219,998.24. One CD of \$13,314.82 will be maturing mid October. Of that \$11,910 will be added to the Street and Properties Reserve, the balance will be used for this year's operations.

A motion was made by Michael Clemens, seconded by Gerald Vigeron, and the Board

Unanimously approved these allocations of the matured CD monies.

The 2019 proposed Budget will have an increase to the Social and Landscaping Committees. Farmers Water and GVC dues will also increase.

President's Comments- Michael Malenfant: Michael mentioned the possibility of Jim West replacing Blaine as Vice President for the end of this year.

Vice President- Blaine Grone: no report

Secretary-Laurie Petrillo: Next month's Board meeting will be at Canoa Ranch in the Amado Room.

Member Forum: Fred Bader commented on the street lights being out on Abrego.

Physical Facility- Gerald Vigoren: The Links sign lights were off, electric company to do a photo cell and circuit breaker check. Abrego street lights are all burnt out. Need to check with TEP about who's responsibility it is to replace them. The streetlight on Fade is out. Gerald called TEP to report light was out and to replace it.

Landscape- Bruce Palese: Aztec Landscaping wants an increase of 5% for October, November, and December. Also, they want to charge \$350 for service for the fifth week in October. Bruce is projecting they will charge a large increase for next year based on discussions with the company. They will not do any refresh projects, will not increase man hours, and will not provide extra help this year. Based on these reasons, Bruce recommended that we contract with Felix Landscaping. They will do the refresh projects, they have flexible man hours, and have separate crews for maintenance and refreshes. Bruce would like to start October 31 of this year with Felix Landscaping. It was felt that Aztec broke their contract by increasing their rates before the end of this year's contract.

A motion was made by Michael Clemens to email , then write a letter to terminate our contract with Aztec, October 25, 2018 being their last day, and then hire Felix's Landscaping starting on October 31, 2018. The motion was seconded by Gerry Vigeron and unanimously passed by the Board.

A second motion was made by Bruce to pay Aztec the extra increase of \$54 for October.

No one seconded it, the motion was not passed.

Bruce plans to not do any refresh next year and use that money to pay for more man hours . There would be an increase to the Landscaping budget.

ARC/Compliance- Lanny Voight: Landscape changes were approved for Jim and Judy West's yard. The paint palette and coyote proofing has not been done.

Communications/Community Affairs: Robert Petrillo- The Halloween Party is scheduled for October 31 in the Anza Room at The Springs, and there is a Ladies Luncheon at the Olive Bistro.

Rob needs to fine tune the part about the Board's email blast explanation in the Communication Guidelines, then resubmit it for approval.

There is no one volunteering to do the November 2018 and June 2019 Link Ups. There is no one to do December 2018, February and June 2019 Ladies Luncheons.

Legal Affairs- Rita Collier: Rita agrees we need a paint palette for homeowners. She also feels we need to tighten up our CCand R to be more current.

Unfinished Business:

- a. Greenside Puddle Management- This will be handled at a later date.
- b. HOA Temporary Waiver Guideline- Lanny will work on waiver.
  
- c. January 2019 Elections- Jim West will be running for Board member to replace Blaine.
- d. Recycle items- The Recycle Items List will be included in the Homeowners Guidelines.

New Business

- a. Recycle/Waste to be added to the Homeowner Guidelines
- b. Lights on or off in the streets?- There needs to be research into what are our obligations about lighting .
- c. HOA Homeowners' Outside Lights Rules- There needs to be a mention in the Homeowners Guidelines about the outside lights needing to be dark at the top.
- d. Homeowners must make their rental tenants aware of the HOAs guidelines and CCand Rs.
- e. Christmas Party Entertainment

A motion was made By Mike Malenfant to move \$200 to the Social Committee's budget to pay for the dinners of the musicians playing at the Christmas part and their spouses.

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Gerald Vigeron seconded the motion, Michael Clemens opposed, the rest of the Board voted yes. The motion was approved.

Adjournment: The meeting was adjourned at 4:21PM.

Respectfully Submitted,

Laurie Petrillo, Secretary

The Links HOA

September 17, 2018

Minutes

The Links Board of Directors met at 3:00PM on Monday, September 17, 2018 in the Fiesta Room at The Springs in Green Valley, Arizona. Directors present were Mike Malenfant, Laurie Petrillo, Michael Clemens, Bruce Palese, Gerald Vigoren, Lanny Voight, Rita Collier, and Robert Petrillo. Blaine Grone was absent. Member present was Ann Boyd, The Links GVC representative.

President Michael Malenfant called the meeting to order.

The May 21, 2018 minutes were approved as written.

Treasurer- Michael Clemens: Michael submitted August's Budget and Asset Reports. August's income was \$205. August's expenses were \$3,743.68. The Reserve's Total was \$205,914.71. Total Assets were \$221,040.64. Another CD will be maturing in October.

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

President's Comments: Mike Malenfant sadly reminded the Board of the passing of some of our Links members this summer. There was no decision made about board members having separate board email accounts.

Vice President: no report

Secretary- Laurie Petrillo: The 2019 HOA monthly and annual meeting dates have been received. Pending are the Halloween, Potato Bake, and Cinco de Mayo dates.

Member Forum: none

Physical Facility - Gerald Vigoren : Gerald looked into The Fairways road repair. The Fairways HOA does not own their own roads. The county did their road repairs. The West gate still is working intermittently . Repairs need to be made. The Board still need to receive the gate

opening directions.

Landscape - Bruce Palese: The focal point to landscaping lately is weeding the more visible areas. Bruce is not happy with Aztec Landscaping ever since David the point person moved. One problem is that the hours worked by the men start when they leave Tucson and not when they arrive at The Links. Bruce has been talking to other landscaping companies and is considering

local ones to help save on travel times and expenses. He prepared a list of landscaping companies and some of their fees. Felix Landscaping which The Legends uses is one that Bruce is really considering. He is also looking into the cost of an extra man and/or an extra day during monsoon season and when there are jobs requiring more time than normal. Pre-emergence weed treatment would be an item discussed with each prospective new landscaping company. There is still flooding and water collecting in the common area by Greenside. Estimates to eliminate this problem would be close to \$10,000 and require surveys and special permits. There was a concern that perhaps this was an intentional water holding point and should not be removed. It was felt that this water area should have mosquito control treatment.

ARC/Compliance- Lanny Voight: The Homeowners Guidelines are still being worked on. There is no current color palette for exterior home painting. This could lead to potential color painting problems. An approved color palette for homeowners needs to be created. Lot #22 has been sold and will close on October 5. There was one home with extensive weeds which now has been eliminated.

Communications/Community Affairs- Robert Petrillo : Rob updated the Board on the Ladies Luncheons and Link Up status. Six monthly Ladies Luncheons and 2 Link Ups are still available for hosting. Rob presented his new Communication Guidelines to be reviewed by the Board.

Legal Affairs- Rita Collier: There were no new legal policies to report.

Unfinished Business:

- a. Gerald received a patch and reseal road repair cost from ACE of \$7500.
- b. Lanny will continue to research costs for coyote proofing the culverts with removable

metal rods.

c. Michael Clemens did a wonderful job installing the yellowed, cloudy plastic bulletin board panels

d. Bruce updated the Board on the AED Program is still in the pilot stage. He will keep the Board updated on the program's progress.

New Business:

a. Lanny will write up a new guideline for homeowners to request a temporary waiver of an existing HOA guideline.

b. The Board stays impartial in the matter of GVR vs GVR4US issues.

c. Ann Boyd needs a person to be her alternate when she is unable to attend the GVC meetings that are held the third Thursday of the month. Laurie Petrillo volunteered to be her backup Links representative.

d. Blaine Grone's and Lanny Voight's board terms are ending this year. Blaine will not be running again for office. A replacement will be needed to be found for him.

Laurie will start preparing the Annual Meeting/Election Packets.

e. The approved monthly and annual agenda and minutes will be given to Michael C. to post on the Links HOA website. When that is done Rob will send out an email to the homeowners that the minutes are available on our website. The agenda will also continue to be posted on the three bulletin boards.

f. The Waste Management contact will now be Laurie.

g. The treasurer will maintain the spreadsheet of our HOA reserve and long range plans.

Adjournment: The meeting was adjourned at 4:28PM.

Respectfully submitted,

The Links HOA

Laurie Petrillo, Secretary

## **The Links HOA Summer 2018 Reports**

**President/Mike M.** - 1. Issues discussed with the president of GVCC, Don Weaver:

- a. Are HOA Board emails being used instead of their personal ones? Don Weaver is not aware of anyone using them.
- b. Don said he checked with Carolyn Goldschmidt and found out an HOA Board can prevent political signs in the common areas. Political signs cannot be prohibited on the homeowners' lots.
- c. Don Weaver also asked Carolyn and found out only emails that might be needed in the event of legal actions should be saved, for how long was not listed.

**Vice-President/Blaine**- 1. The vice-president position will become vacant at the end of  
this year- recommending position be filled by a full timer.

**Secretary/ Laurie** - 1. All the Age Verification Forms have been completed and  
returned.

2. September-December meeting room reservations are  
confirmed.

**Treasurer/Mike C.** - 1. The Arizona Department of Revenue has refunded The Links  
HOA double 2017 tax payment less 26 cents. No explanation  
was given for the deduction.

2. Total Links HOA assets are \$225,779.12.

3. Two HOA CDs matured and were renewed at a 2% APR for  
15 months at Commerce Bank.

**ARC/Compliance/Lanny**- 1. Projects approved were: an addition of a gutter, the

painting of a house, installation of solar panels, and installation of a Dish.

**Physical Facilities/Gerald** - 1.-The bulletin boards' plexiglass was replaced (with the installation being done by Mike C.)

2. The gates have been working with no known problems.

**Landscaping/Bruce** - 1. The monsoons caused some cacti damage, some were able to be replanted and hopefully will survive.

2. Reductions along Fade helped with cleanup and less damage.

3. Weed growth has been extensive and some complaints have been made. The Landscaping crew has been weeding. Pre-emergence sprayng of the common area before next year's monsoon is an option. Obtaining quotes can be done.

4. We no longer have an onsite landscaping contact since Dave Morales moved out of state. This violates our contract. This could make certain projects difficult to complete.

5. This year's refresh is basically completed.

**Legal Affairs/Rita** - 1. There were 2 cases won by HOA homeowners about the

colors they painted their houses. Since the HOAs had no list of approved colors, they were allowed to use any color they wanted.

**Communications/Community Affairs/Carmen-** 1. Robert Petrillo has taken over the position of Committee Chair. All files were transferred to Rob.

## The Links HOA

May 21, 2018

### Minutes

The Links HOA Board of Directors met at 3:00PM on Monday, May 21, 2018 in the Santa Cruz Room at the Springs in Green Valley, Arizona. Directors present were: Laurie Petrillo, Mike Clemens, Bruce Palese, Lanny Voight, Carmen Scarlott, and Rita Collier. Michael Malenfant, Blaine Grone, and Gerald Vigoren were absent. Members attending were Lowell Gerdes and Bruce Magnuson. Also present was Audit Chairman Robert Petrillo.

Secretary Laurie Petrillo called the meeting to order.

The April 16, 2018 minutes were approved as written.

**Treasurer:** Michael Clemens submitted April's Budget and Assets Reports. April's income was \$166.78. April's expenses were \$2486.32. The Reserve's Total was \$224,630.66. The Total Assets were \$230,920.55. The IRS has not deposited the HOA's check. There was no record that it was ever received. A new check will be sent by registered mail including a return signed receipt. Electronic filing of taxes will be looked into for next year. Michael explained that the HOA has several smaller CDs and not one or two large ones for more flexibility in using them for expenditures. It also provides more chances to

reinvest when there are bank CD promotions. There will be a CD maturing of around \$30,000 that will added to the cash flow.

**A motion to accept the Treasurer's Report was made by Lanny Voight, seconded by Rita Collier, and unanimously passed. President's**

**Comments:** None **Vice President:** No Report

**Secretary:** Laurie Petrillo reported that all but two Age Verification Forms have been returned. She will send new letters to the two homeowners emphasizing the urgency in their return for the HOA to be in age compliance.

**Member Forum:** Bruce Magnuson talked about the numerous encounters the homeowners have had with the coyotes.

**Physical/Facility:** No report

**Landscape:** Bruce Palese informed the Board that David from the landscaping company would be moving in June and will no longer be supervising the crew when they are working in our common areas. Bruce will be looking into who will replace David.

**ARC/Compliance:** Lanny Voight reported the committee has approved projects replacing a storm door and the installation of gutters. There was a discussion for a need to create an approved color palette for exterior paint.

**Communications/Community Affairs:** Carmen Scarlott informed the Board she will be stepping down as Communication and Community Affairs Chairman. A replacement will need to be found.

**Legal Matters:** Rita Collier told the Board that there will be new HOA regulations in July. Also, the HOA has the right to restrict political signs in the common areas.

**A motion to not allow political signs on the common areas was made by Bruce Palese, seconded by Mike Clemens, and unanimously passed.**

Open House signs can be posted for 3-4 hours on the common areas.

Rita felt there was no need to have separate Board emails unless sensitive subjects were being discussed.

**Unfinished Business:**

- a. Owner Guidelines Revamp- No update
- b. ACE- No update
- c. Gate Directions- No Update
- d. The Notice Boards' plastic is yellowing and need to be replaced. Tempered Glass is cheaper than plexiglass. Lexon is better than plexiglass. Costing will need to be done.
- e. Communication Guidelines- No Update
- f. Political Signs- See Legal Matters

**New Business:**

- a. Annual Audit Report- Robert Petrillo reported that the audit showed no issues. There was conformity in all financial records examined. The June's bank statement will need to be reviewed when it is issued.
- b. Coyote Issue- The three coyote pups are still in and near the culvert. Data from numerous environmental sources have indicated that removing the coyotes from the area will not eradicate the problem.

**A motion to hire a service company to remove the coyotes from the culvert as soon as possible was made by Bruce Palese. There was no second. The motion was not passed.**

It was suggested to carry a noisemaker when walking and never leave your pet alone.

Putting metal rods/grating in the culverts during breeding season, and then removing them during monsoons was an option to be considered.

**Lanny Voight made a motion to further investigate the putting of removable grating on all the culverts in The Links, Carmen Scarlott seconded it. The motion was passed with one nay from Michael Clemens.**

Lanny Voight will research feasibility and the pricing.

c. Pilot Program- Bruce Palese brought up a new Pilot Program where AED devises would be put by the HOA mailboxes. Volunteer homeowners would be trained to use the paddles. They would be the ones that would be the first responders that go to the house were the victim is. They would assess the situation and use the AED if needed as they wait for the ambulance. This would cut response time. The pilot program is funded and would be of no cost to the HOA.

**Adjournment:** The meeting was adjourned at 4:03.

Respectfully submitted,

Laurie Petrillo, Secretary

**The Links HOA**

**April 16, 2018**

## The Links HOA

### 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.

## The Links HOA

**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](http://www.thelinkshoa.org) and the password to access the website is **XXXXXXXX**.

**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