

# SUNVALLEY VILLAS BOARD

January 17, 2024 – 6:00 pm

## MEETING MINUTES

The SVV Board met on Jan 17 at the SVV clubhouse. Board members Keith Arneson, Myra Anderson, Les Willems (by phone), Lambert Krenn (by phone) Michelle Hunter (by phone) attending. Martin Deuber was absent. SVV Manager Jeff Twito and 12 SVV residents attended.

ITEM	DISCUSSION & ACTION
<b>PAST MINUTES</b>	Les moved; Myra seconded to approve the minutes. Motion carried.
<b>MANAGERS REPORT</b>	1) Jeff provided overview of Year Ending 12/31/23 financial reports (see attachment)
	2) Jeff is getting quotes for parking lot sealant in March or April will report to the board.
	3) The new gas grills for the pool areas will be picked up next week
	4) The Pool 1 renovations will begin the second week in February and will take about 4 weeks. The pool will be in operation during this time.
<b>COMMITTEE REPORTS</b>	
Architectural (R. Krenn, chair)	1) The request by Unit 101 to install a security door was approved. 2) Jeff explained that the cracks to the stream bed were repaired this summer, on an annual schedule. The concern of the Committee & Board is excess water waste via persistent seepage. Rob has researched having the water feature’s cracks repaired and painted with an epoxy type of sealant. He has organized volunteers to do the work. Myra moved and Les seconded that \$4000 be budgeted for the paint. Motion passed. Rob will appraise the board when this will happen
Pool (KO Arneson, chair)	1) Committee met recently and addressed concerns about the parties in past summer, glass and cigarette butts left in pool area. Board reiterated that there is a NO glass policy in pool area.
	2) The committee brought urged the board to increase the age of unsupervised use of the jacuzzi from the age of 14 to 16 and change the signage to reflect it. Les moved and Lambert seconded the motion to approve this change.
	3) Myra moved and Les seconded that all pool areas be designated as non-smoking. Motion passed.
	4) The signage in the pool areas will be updated: Covid signs will be removed. Old and hard to read signs will be replaced.
	5) There was discussion on the use of toys & games in the pool which may deter other residents from usage. The consensus was that the pools are open to children and their toys. If there is a problem the use of respect and kindness will probably handle the problem.
	6) KO gave an update on the question of how to address the problems with pool and clubhouse access. <ul style="list-style-type: none"> <li>• The problem with the old keys is that they can be easily duplicated at hardware stores and kiosks. There is no way to account for multiple keys out there and duplicate keys can ruin the tumblers in the locks.</li> <li>• One bid to have a keyless entry system installed was \$40,000, plus there would have to be internet access to have it work.</li> </ul>

	<ul style="list-style-type: none"> <li>• KO is still waiting on a bid from Ace Locksmiths for new keys and locks. These keys can only be duplicated by a locksmith with authorization.</li> <li>• KO will update the Board when other bids come in.</li> </ul>
Landscape (L. Krenn, Chair)	<ol style="list-style-type: none"> <li>1) Five diseased Ficus trees have been removed and the stumps ground.</li> <li>2) Rick K. reported on a Salt River project “Free Trees &amp; Workshop” available three times as webinars on Zoom. Anyone who completes this is eligible for 4 free sapling trees. Rick &amp; Christy are committed to doing this. If anyone else is interested contact Christy or Becky for information.</li> </ol>
Clubhouse (R Meier for J. Blaufuss)	The clubhouse committee will review the policies and charges for clubhouse use and bring their suggestions to the board.
Beautification/Patio (R. Meier, Chair)	Overall, the level of compliance with HOA rules is good. There are still issues with dog poop not being picked up. Jeff reminded the group that someone must formally file a complaint against the dog owner for management to pursue action.
<b>RESIDENT WELCOME</b>	Becky has established a Facebook page as an additional information resource. This committee needs a chairman.
<b>OLD BUSINESS</b>	<ol style="list-style-type: none"> <li>1) <u>Pool Access.</u> See above; KO is awaiting more bids</li> <li>2) <u>Mass Communications</u> – text alerts. KO is researching this. Residents would need to provide cell #s to be included on occasional messaging</li> <li>3) <u>Wi-Fi in Clubhouse:</u> Laurie researched this. Cox recommended 22/20 speed. It would be \$120 a month. Myra moved and Les seconded the motion to go with the Cox bid and install Wi-Fi in the clubhouse. Motion carried.</li> </ol>
<b>NEW BUSINESS</b>	<ol style="list-style-type: none"> <li>1) <u>Bike Racks.</u> Resident(s) have requested conversation about bike racks to prevent theft. Discussion held; reports do indicate that bike racks only create another way for thieves to be successful. There was no motion.</li> <li>2) <u>Clubhouse use.</u> The Clubhouse Committee is reviewing related policy and will recommend.</li> <li>3) <u>New Board Members.</u> There are 5 spots that need to be filled. Three people have submitted their forms for election. Please encourage residents to consider.</li> <li>4) <u>Annual Meeting.</u> Per request of several board members, Lambert moved, Myra 2<sup>nd</sup> that the annual meeting be held on March 2, 2023 at 10:00 am. Motion passed.</li> </ol>
<b>HOMEOWNER OFFERINGS &amp; CONCERNS</b>	<ol style="list-style-type: none"> <li>1) <u>Perimeter Landscape Gravel.</u> Sally Rehn offered that the gravel around the property perimeter is in need of refreshing. Jeff will get quotes for larger landscape rocks for this purpose.</li> <li>2) <u>Lot 14.</u> Tom Sullivan offered that the cleanup of Lot 14 was good, but 2 big trees yet need cleaning and dead branches removed. Jeff explained that the builders would do this. The builders hope to begin construction soon, but are still dealing with city permit issues.</li> <li>3) <u>SVV Unit Rentals.</u> Tom S. asked how many condos are used as rentals; Jeff replied 20 units are rentals.</li> <li>4) <u>Landscapers.</u> Laurie Hazen asked that we request landscapers to blow gravel &amp; debris away from pool. Jeff will talk to landscapers.</li> </ol>

	<p>5) <u>Units – Paint &amp;/or Roofing.</u> Rob Schaffer asked which buildings will be painted and/or roofed in this year. Jeff says there are no buildings on schedule for paint this year; he is awaiting bids on roofing needed. Homeowners need to be kept up-to-date on scheduled maintenance and better communication about what/how to keep (and plan) SVV in the best condition. KO said the Board plans to get a related folder up on the <a href="#">Sunvalley Villas HOA</a> website soon.</p>
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**ANNUAL MEETING: March 2, 10 am**

**NEXT MEETING:** There will be no meeting in February (15<sup>th</sup>) unless there is a need due to incoming bids

**ADJORN:** Myra moved to adjourn at 7:40 pm. President Keith adjourned the meeting.

Recorder, Myra Anderson

**SUNVALLEY VILLAS HOA  
OPERATING ACCOUNT  
INCOME/EXPENSE REPORT  
FISCAL YEAR ENDING 12/31/2023**

	<b>ACTUALS</b>	<b>BUDGETED</b>	<b>\$ VARIANCE</b>
	<b>Y-T-D</b>	<b>Y-T-D</b>	<b>Y-T-D</b>
	<b><u>12/31/2023</u></b>	<b><u>12/31/2023</u></b>	<b><u>12/31/2023</u></b>
<b>INCOME:</b>			
Association Dues	\$440,380.01	\$438,840.00	\$1,540.01
Clubhouse Rental	\$50.00	\$0.00	\$50.00
CC&R Violation Fines	\$0.00	\$0.00	\$0.00
Late Charges	\$420.00	\$0.00	\$420.00
Dog Registrtrion Fees	\$200.00	\$0.00	\$200.00
Interest Earned	\$32.49	\$6.00	\$26.49
Other Revenue	<u>\$2,014.00</u>	<u>\$600.00</u>	<u>\$1,414.00</u>
<b>TOTAL OPERATING REVENUE</b>	<b>\$443,096.50</b>	<b>\$439,446.00</b>	<b>\$3,650.50</b>
Insurance Claim Proceeds	\$35,779.18	\$0.00	\$35,779.18
<b>EXPENSES:</b>			
Maintenance Wages	\$39,376.00	\$39,416.00	(\$40.00)
Workman Comp. Ins.	\$1,793.90	\$2,232.00	(\$438.10)
State Unemployment Tax	\$5.63	\$5.61	\$0.02
Federal Unemployment Tax	\$41.97	\$56.01	(\$14.04)
Social Security Tax	\$2,428.88	\$2,434.34	(\$5.46)
Medicare Tax	\$567.74	\$569.32	(\$1.58)
State Corporate Income Tax	\$50.00	\$50.00	\$0.00
Bank Charges-Op. Acct.	\$92.00	\$120.00	(\$28.00)
Property Hazz./Liab. Ins.	\$44,667.26	\$38,280.00	\$6,387.26
License/Permits	\$990.00	\$1,290.00	(\$300.00)
Management Fees	\$27,420.00	\$27,420.00	\$0.00
Legal/Accounting Fees	\$1,372.50	\$6,000.00	(\$4,627.50)
Other Professional Fees	\$10.00	\$2,410.00	(\$2,400.00)
Website Hosting	\$1,511.61	\$1,500.00	\$11.61
Administrative	\$1,899.53	\$2,100.00	(\$200.47)
Mail/Postage	\$846.75	\$900.00	(\$53.25)
Copies	\$240.00	\$360.00	(\$120.00)
Clubhouse Expense	\$27.76	\$500.00	(\$472.24)
Water Feature Expense	\$1,554.09	\$1,500.00	\$54.09
PoolSpa Service	\$0.00	\$0.00	\$0.00
Pool/Spa Repairs	\$2,218.03	\$4,800.00	(\$2,581.97)
Pool/Spa Chemicals	\$3,109.10	\$3,000.00	\$109.10
Pool/Spa Supplies	\$913.50	\$1,020.00	(\$106.50)
Pool Area Repairs	\$842.95	\$540.00	\$302.95
Landscape Service	\$37,200.00	\$37,350.00	(\$150.00)
Plant Replacement	\$1,132.27	\$2,550.00	(\$1,417.73)
Landscape Materials	\$1,216.25	\$3,800.00	(\$2,583.75)
Sprinkler Repairs	\$1,122.98	\$1,140.00	(\$17.02)
Tree Care	\$10,834.00	\$10,550.00	\$284.00
Winter Lawn Installation	\$1,500.00	\$1,500.00	\$0.00
Common Area - Electrical	\$1,164.61	\$1,800.00	(\$635.39)
Common Area - Plumbing	\$2,748.42	\$4,800.00	(\$2,051.58)
Common Area - Supplies	\$1,382.84	\$2,400.00	(\$1,017.16)
Common Area - Repairs	\$5,644.87	\$10,800.00	(\$5,155.13)
CA - Dog Waste Supplies	\$182.26	\$0.00	\$182.26
Exterminating Service	\$2,125.00	\$2,400.00	(\$275.00)
Termite Warranty Renewal	\$2,750.00	\$2,750.00	\$0.00
Electricity Expense	\$12,453.40	\$12,543.00	(\$89.60)
Water Expense	\$44,900.56	\$39,267.00	\$5,633.56
Sewer Expense	\$23,520.92	\$21,967.00	\$1,553.92
Refuse Disposal	\$10,942.00	\$11,015.92	(\$73.92)
Gas Expense	\$18,742.48	\$16,816.00	\$1,926.48
Cable TV	\$35,784.54	\$58,373.82	(\$22,589.28)
Maintenance Cart	<u>\$1,582.88</u>	<u>\$600.00</u>	<u>\$982.88</u>
<b>TOTAL EXPENSES</b>	<b>\$348,909.48</b>	<b>\$378,926.02</b>	<b>(\$30,016.54)</b>
Operating Gain/Loss	<b>\$94,187.02</b>	<b>\$60,519.98</b>	<b>\$33,667.04</b>
Transfer to Reserve	<u>\$90,653.87</u>	<u>\$53,250.00</u>	<u>\$37,403.87</u>
Net Gain/Loss	<b>\$3,533.15</b>	<b>\$7,269.98</b>	<b>(\$3,736.83)</b>
Insurance Claims Payout	\$56,865.61	\$0.00	\$56,865.61

**SUNVALLEY VILLAS HOA  
RESERVE-CAPITAL IMPROVEMENT & INVESTMENT FUNDS  
INCOME / EXPENSE REPORT  
FISCAL YEAR ENDING DECEMBER 31, 2023**

<b>INCOME:</b>		<b><u>ACTUALS</u></b>	
Wells Fargo Money Market Fund Balance	Beginning Balance (1/1/23)	\$393,587.71	
Interest Earned YTD	Total Interest Earned YTD 12/31/23	\$615.51	
Transfer from Operating Account	Total Transfers YTD 12/31/23	<u>\$90,653.87</u>	
<b>TOTAL WELLS FARGO MONEY MARKET FUND</b>		<b>\$484,857.09</b>	
<b>EXPENSES / OTHER WITHDRAWALS:</b>			
	<b><u>Paid To</u></b>		
Replaced Phase 1 Pool Heater	Davis Pool Service	\$5,140.66	
Down Payment to Re-strap 18 pool chairs-Ph2	Jordan's Refurbishing	\$1,606.09	
Replaced Phase 1 Spa Heater	Davis Pool Service	\$4,539.59	
Replaced Phase 2 Pool Heater	Davis Pool Service	\$6,117.53	
Open 13 Month Certificate of Deposit	Washington Federal Bank	<u>\$50,000.00</u>	
<b>YTD Total Capital Improvement Expenditures</b>		<b><u>\$67,403.87</u></b>	
<b>NET WELLS FARGO MONEY MARKET BALANCE</b>	December 31, 2023	<b>\$417,453.22</b>	
<b>WASHINGTON FEDERAL CERTIFICATES OF DEPOSIT</b>			
	<u>2023 Beginning Balance</u>	<u>Interest Earned Fiscal Year Ending 12/31/23</u>	<u>12/31/23 Balance</u>
Certificate of Deposit 8217	\$51,728.26	\$1,686.52	\$53,414.78
Certificate of Deposit 8233	\$35,965.01	\$1,139.43	\$37,104.44
Certificate of Deposit 8274	\$35,965.01	\$1,150.41	\$37,115.42
Certificate of Deposit 5735	\$50,000.00	<u>\$254.65</u>	\$50,254.65
Year-To-Date Interest		<b><u>\$4,231.01</u></b>	
<b>TOTAL Certificates of Deposit</b>		December 31, 2023	<b>\$177,889.29</b>
<b>TOTAL RESERVE-CAPITAL IMPROVEMENT FUNDS</b>		December 31, 2023	<b>\$595,342.51</b>

**SUNVALLEY VILLAS HOA  
OPERATING CHECKING ACCOUNT BALANCE  
FISCAL YEAR ENDING DECEMBER 31, 2023**

Ending Balance December 31, 2023	<b>\$29,985.74</b>
<b>TOTAL FUNDS AS OF December 31, 2023</b>	<b><u>\$625,328.25</u></b>