

## **VALLEY VIEW VILLAGE TOWNHOMES AND CONDOS ASSOCIATION**

A meeting of the Board of Directors for Valley View Village Townhomes and Condo Associations was held **August 29<sup>th</sup>** at **6 PM** via ZOOM.

1. Roll Call – Board of Directors
  - a. Valley View Village Townhomes
    - i. Jason Rayzor – President (P)
    - ii. Rae Ann Bartels - Vice President (A)
    - iii. Penny Rhoem - Secretary/Treasurer (P)
  - b. Valley View Village Condos
    - i. Dan Falk – President (P)
    - ii. Wade McFarland – Secretary/Treasurer (A)
  - c. Management – Laura Brown, Association Manager (P)
2. Call to Order
  - a. With 2/3 of the Board members present for the Townhomes a quorum was established. With 1/3 of the Board members present from the Condos, a quorum was not established. Meeting will be scheduled for a later date.
  - b. The meeting for the Townhomes was called to order at 5:05 PM by Laura Brown.
3. Approval Action Items:
  - a. A motion was made by Penny Roehm to approve the meeting minutes from the June 6<sup>th</sup>, 2024, Valley View Village Townhomes Association Board of Directors meeting as written. Seconded by Jason. No discussion. Passed unanimously.
4. Board of Directors Update
  - a. Management provided the Board members with Q4 Education including a slideshow from the HOA Resource Center titled Governing Docs 101, a 2024 Legislative Update Summary, and a Description of Officers and Code of Conduct.
    - i. Penny made a motion to appoint Jason to the position of President. Seconded by Jason. No further discussion. Passed unanimously.
    - ii. Jason made a motion to approve Penny to the position of Secretary/Treasurer. Seconded by Penny. No further discussion. Passed unanimously.
    - iii. Penny made a motion to appoint Rae Ann to the position of VP. Seconded by Jason. No further discussion. Passed unanimously.
  - b. Management provided the Board members with FAQs for the BOIR requirements and instructions for filing. Penny and Jason agreed to have a bookkeeper handle the filing on behalf of the HOA to ensure that everything is filed timely and correctly.
  - c. Management provided the Board members with an updated collection policy in accordance with CCIOA and the July legislative changes.
    - i. The Board would like additional time to review the policy. This item will be tabled and discussed at the next Board meeting.
5. Management Report
  - a. Financial Report – Management provided the Board and owners present with the following financials:
    - i. Balance Sheet (Townhomes) as of 7/31/2024 = \$31,461.67 (Operating) + \$55,880.84 (Reserve) + \$113k in CD Account with Edward Jones. Penny would like the management to confirm dates of renewal.
    - ii. Homeowner Delinquency (Townhomes) = \$1,937.00
  - b. Capital Projects



- i. Roof replacement on 17/19 Angelica (Townhomes) is scheduled for mid-September. Sprague Roofing has been approved to complete roof replacement on this unit.
    - ii. Management will send out reminders asking owners to report needed gutter maintenance via a work order and recommend owners install heat tape.
    - iii. Fire Sprinkler System Maintenance in the Condos was discussed.
6. Community Comment
  - a. None
7. Old Business
  - a. None
8. New Business
  - a. Penny Roehm would like the board to be aware that she will be calling BMSA to make a formal complaint against a Townhome who has performed unapproved exterior modifications. She would also like to remind residents that ATV/4-wheelers are not permitted to be driven on the streets of Valley View Village HOA for safety reasons.
  - b. Penny would like to cancel the holiday party, tentatively scheduled for December, and instead hold an in-person Board meeting in October at the library. She would also like to recommend that the HOA Board does the same. Penny and Jason would prefer to reduce the number of Board meetings held throughout the year and will encourage the HOA Board to do the same. She would like to see combined meetings.
9. Motion to Adjourn
  - a. There being no further business to come before the Board, Jason made a motion to adjourn the meeting at 5:50 PM. Seconded by Penny; No discussion. Passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager  
Property Professionals