

VALLEY VIEW VILLAGE TOWNHOMES AND CONDOS ASSOCIATION

A meeting of the Board of Directors for Valley View Village Townhomes and Condo Associations was held **January 15th, 2024 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 (P)
 - 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 3/3 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, and a meeting was not held.
 - b. The meeting was called for the Valley View Village Townhomes Association and was called to order at 5:07 PM by Laura Brown.
3. Approval Action Items:
 - a. A motion was made by Penny Roehm to approve the meeting minutes from the October 25th, 2023, 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 Board members with Q1 Education, including 3 slideshows from DORA regarding HOA Basics, Due Diligence for Board Members, and Board Responsibility after HB22-1137. Management also included a copy of the description of officers and a Board Code of Conduct.
 - b. A motion was made by Penny to appoint Jason to the position of President. Seconded by Rae Ann. No discussion. Passed unanimously.
 - c. A motion was made by Jason to appoint Penny to the position of Secretary/ Treasurer. Seconded by Rae Ann. No discussion. Passed unanimously.
 - d. A motion was made by Jason to appoint Rae Ann to the position of Board member. Seconded by Penny. No discussion. Passed unanimously.
 - e. Management provided the Board members with the 10 required Governance Policies that were drafted by the attorney. The Board felt like they needed additional time to review. Management agreed to print them for the Board members to review.
5. Management Report
 - a. Financial Report – Management provided the Board and owners present with the following financials:
 - i. Balance Sheet (Townhomes) as of 12/31/2023 = \$27,260.91 (Operating) + \$45,543.91 (Reserve) + \$120k in CD Account with First Bank.
 - ii. Homeowner Delinquency (Townhomes) = \$7,886.50
 - iii. Penny would like to discuss the upcoming renewal of the CD at First Bank that has a current balance of \$120k and currently makes 2.5%. Penny made a motion to move \$60k to another CD with Edward Jones at 5.2% and \$60k to the Reserve Account at Alpine Bank, upon renewal of the CD. Seconded by Jason. No discussion. Passed unanimously.
 - b. Maintenance

- i. Landscape
 1. The Board discussed the need for owner/resident education with regards to backyard responsibility of residents. The backyard is considered a limited common element and is not maintained by Valley View Village HOA, but residents need to be reminded that the HOA is responsible for irrigation in the backyards.
 2. Penny discussed the need for some guidelines for owner-installed plantings. She noted that there are certain restrictions within BMSA. Rae Anne mentioned that backyards are private space and residents should have a choice.
 - ii. Exterior Maintenance
 1. Management would like to discuss the costs for gutter cleaning and repair and the need for downspout repairs around the Townhomes and the Condos.
 2. Management confirmed that 6 roofs were replaced last year on Bryan Loop and Angelica Circle, but several are aging and will need to be inspected for repairs/replacement this Summer. Jason would like to identify the highest priority and start gathering estimates.
 3. Penny reminds everyone that concrete driveways are owner responsibility, while sidewalks and the walking path through the park is HOA responsibility.
6. Owner Open Forum
 - a. None
 7. Old Business
 - a. None
 8. New Business
 - a. None
 9. Motion to Adjourn
 - a. There being no further business to come before the Board, Penny made a motion to adjourn the meeting at 6:02 PM. Seconded by Jason; No discussion. Passed unanimously.

Respectfully Submitted,

Laura K. Brown, Association Manager
Property Professionals