

LAKE MOOVALYA KEYS
Board of Director
Approved Meeting Minutes
October 9, 2017

CALL TO ORDER:

Vice President Mark Nicholls called the Regular Meeting of the Lake Moovalya Keys Board of Directors to order at 6:00 pm.

PRESENT:

Vice President	Mark Nicholls	Lot 169
Secretary/Treasurer	Kit Furnell	Lot 16
	Kathy Northcutt	Lot 73 and Lot 102
	Chuck Smith	Lot 103 and Lot 104
	Chris Chambers	Lot 164
	Jack Sweeney	Lot 197
	Bill Manderscheid	Lot 228

OTHERS PRESENT:

General Manager/ Recording Secretary:	Heather Wilson	Lot 166
Legal Counsel:	John C. Churchill	Lot 153 and Lot 154

ABSENT:

President:	Tony Gaipa	Lot 118
	Chuck Baker	Lot 116/117

GUESTS:

Gary Hall	Lot 181
Tamara Hall	Lot 181
Cathy Jordan	T & C Seal Coat
Terry Jordan	T & C Seal Coat

CALL TO THE PUBLIC:

T AND C COATING

Mr. Sweeney reported that the Board has agreed to proceed with a two (2) coat slurry and asked T & C Seal Coating what the time frame was to come back and apply the sealcoat.

Mr. Jordon with T & C Seal Coat told the Board that usually the seal coat is applied a year after the slurry is applied to allow the slurry enough time to cure.

Ms. Wilson asked T and C how soon after the slurry is complete until the striping takes place. Ms. Jordon stated that the striping could be performed the day after the slurry has been applied.

T AND C COATING

Mr. Sweeney asked Ms. Wilson if we have received a price for the striping. Ms. Wilson stated she has requested prices for the striping but she has not heard back from the striping companies

Ms. Jordon from T and C Seal Coating reported that she submitted a Ten (10) year plan which would be:

- 2018 Double Layer of Slurry
- 2019 Seal Coat
- 2022 Crack Fill & Seal Coat
- 2028 Double Layer of Slurry

Ms. Sweeney reported that we need to move forward with the double layer of slurry and he asked T and C Seal Coat what their schedule would be.

Ms. Wilson stated that it would have to be after the Christmas Holidays and the Parker 425.

Mr. Sweeney stated that we would be looking at the first week in March.

Mr. Nichols asked T and C how they plan to schedule the street closure. Ms. Jordon reported that the project would be split into two (2) sections and that each section would take three (3) days. The first section will take place **Monday March 5, 2018** and the second section would start on **Monday March 12, 2017**.

Mr. Nicholls asked Ms. Jordon what is the dry time before you can drive back on the street. Ms. Jordon stated that it would be 24 hours after the second layer of slurry is applied before anyone could drive on it.

Mr. Sweeney reported that basically each section would take a maximum of four (4) days before anyone could drive back on the street. Mr. Sweeney stated that we should start the first phase on **Monday March 5, 2017**, so that by Friday people could start driving on the streets again and that the second section start on **Monday March 12, 2017**, so that on **Thursday on March 15, 2017** the striping can take place and by Friday the project would be complete, weather permitting.

Ms. Wilson asked T and C Seal Coat to send a contract so that she can present it to the Board. Ms. Wilson will report back at the next meeting.

MINUTES:

Mr. Sweeney made a motion to approve the September 2017 **Meeting Minutes**. Mr. Manderscheid seconded the motion and the motion carried unanimously.

EXECUTIVE SESSION MEETING MINUTES:

Mr. Smith made a motion to approve the September 2017 **Meeting Minutes**. Mr. Manderscheid seconded the motion and the motion carried unanimously.

BOOKKEEPERS REPORT, PREPAID BILLS AND BILLS FOR APPROVAL:

Mr. Sweeney made a motion to approve the September 2017 Bookkeepers Report, Prepaid Bills and Bills for approval. Mr. Chambers seconded the motion and the motion passed unanimously.

SEPTEMBER PREPAID BILLS & BILLS FOR APPROVAL

Date	Numb	Name	Memo	Amount
09/07/2017	DEBIT	My Fax Services	Virtual Fax Fee	10.00
09/07/2017	7386	Frontier	667-2840	71.13
		"	667-4484	68.69
09/07/2017	7387	Davis Building Supply	Hoses & Flag	158.86
		"	Cleaning supplies	30.66
		Desert Dominion		
09/07/2017	7388	Security	Labor Day	736.60
			Usage fee for Board	
09/12/2017	7389	Buckskin Fire Dept.	Meeting	25.00
		Law Office of John C.		
09/12/2017	7390	Churchill	July HOA	247.50
		"	July Hall	247.50
09/14/2017	DEBIT	Republic Services	3-0527-0040037	3,340.30
09/15/2017	7391	Heather Wilson	GM Advance	1,200.00
		"	Fuel	100.00
		"	Recording Secy.	
		"	Advance	125.00
		"	Disclosure fee	
		"	commissions	250.00
09/22/2017	7392	Postmaster	Stamps	98.00
09/25/2017	DEBIT	APS	6276651000	138.75
		"	6125100000	1,634.37
09/26/2017	DEBIT	Brooke Utilities, Inc.	53017-11860	327.27
09/29/2017	7393	Heather Wilson	GM Balance	1,200.00
		"	Fuel	100.00
		"	Recording Secy.	
		"	Balance	125.00
		"	September	
09/29/2017	7394	Otis Hall	Groundskeeping	750.00
		"	September	
09/29/2017	7395	Sue Thomson	Bookkeeping	1,250.00
		"	Postage	2.45
				<u>12,237.08</u>

BILLS FOR APPROVAL

Law Office of John C. Churchill (September/HOA) \$165.00

FINANCIAL REPORTS:

Balance Sheet

Ms. Northcutt made a motion to approve the September 2017 **Balance Sheet**. Mr. Smith seconded the motion and the motion carried unanimously.

Profit and Loss Report

Mr. Sweeney made a motion to approve the September 2017 **Profit and Loss Statement**. Mr. Manderscheid seconded the motion and the motion carried unanimously.

GENERAL MANAGER'S REPORT

Ms. Northcutt made a motion to approve the September 2017 **General Manager's Report**. Ms. Furnell seconded the motion and the motion carried unanimously.

Mr. Nicholls reported that he read in the October GM report that Otis Hall, our groundskeeper had asked Mr. Sweeney for a raise. Mr. Sweeney stated that he has asked Otis for something in writing and has not received it. Mr. Sweeney also stated that Otis is not willing to separate the landscaping and the trash that it is a package deal.

Mr. Chambers stated that it will be difficult to find someone as reliable as Otis to take care of our trash and that we have not given him a raise in a couple of years and he feels Otis should get a raise.

Mr. Nicholls stated that Otis should have gone through Ms. Wilson and not a Board Member and that Ms. Wilson should get something in writing from Otis regarding his job duties and his price to perform them. Ms. Wilson stated that she has sked Otis several times before for something in writing but has not been able to obtain it.

Mr. Chambers made a motion to give Otis Hall a \$50.00 per month raise. Mr. Sweeney seconded the motion and the motion passed unanimously.

OLD BUSINESS

Lot 181 - 8801 Yaqui Loop

Tamara Hall reported that she has made telephone calls to various contractors requesting bids but she has not received any call backs. Ms. Hall also stated that she has reached out to family members that are in construction but has not heard back from them either.

Ms. Hall reported that they have taken it upon themselves to paint the concrete wall on the canal side of the property and that she has placed temporary metal steps at the south exit door so that they do have access to a second exit door for emergency purposes. Ms. Hall also reported that she is getting pricing to do various landscaping to beautify the property.

Mr. Nicholls told the Halls that they need to focus on getting their property up to code in regards to handrails, staircases and structural support, before they worry about landscape beautification costs.

OLD BUSINESS CONTINUED

Lot 181 - 8801 Yaqui Loop

Mr. Nicholls also stated that the project is not moving forward in a timely matter, that basically all that has been done within one month is the painting of the concrete wall on the canal side of the property and the placement of the “temporary” metal stairs.

Mr. Manderscheid stated that the metals stairs that were placed there are not up to code, so they are irrelevant to the progress of the construction.

Ms. Hall asked the Board to considered waiving the Five Hundred Dollars (\$500.00) in fines that she has received for not completing the project in a timely manner, so that she can focus on finding the funds that she is going to have to come up with to perform the work that is needed on her property.

Mr. Smith stated that we have fines in place for a reason and to waive the fines so that those monies can be applied towards the cost of their construction expenses is a bad example of our processes and that is something that Board should not start doing.

Mr. Sweeney reported that the Board has had the Halls on notice of their code violations for over two (2) years and that the Board has been more than patient and that the fines need to be enforced and not waived.

Ms. Hall again repeated that she has not been able to get any response back from contractors. Ms. Wilson stated that she is willing to meet the Halls at their property with a licensed contractor that will give them a price, but they need to be financially prepared to pay 50% of the construction costs up front before any contractor is going proceed with the work.

Mr. Churchill stated that the Board does have the ability to enter their property to make the corrections and lien their property for the costs of construction.

Mr. Sweeney stated that if the Halls have not made any construction progress by the next meeting, then we will start the process of getting the work done ourselves and lien the property.

Mr. Sweeney requested that the Halls report back at the next meeting.

Lot 89 8731 Apache Loop

Mr. Sweeney reported that the survey showed that the poles were partially on the Keys property, so the owner has since then relocated the poles so that they are solely on his property.

Lot 89 8731 Apache Loop

Mr. Sweeney stated that now the no parking poles and chain has been installed, this area needs to be designated no parking due to the fact that the Keys owns the adjacent property and the property owner should not be allowed to remove the chain and poles when they personally want to use it as parking.

OLD BUSINESS CONTINUED

Construction Progress Report

Ms. Wilson reported that we currently have eleven (11) lots in the Moovalya Keys that are under construction, varying from; new construction, garage additions, interior and exterior remodels. The Lots that are under construction are as follows: Lot 14, Lot 41, Lot 56, Lot 67, Lot 101, Lot 199, Lot 207, Lot 224, Lot 227, Lot 232 and Lot 234.

Brooke Utilities

Ms. Wilson reported that she has not been successful with Brooke Utilities in getting our clean-up bills paid from February and March.

Ms. Wilson informed the Board that she has placed a call to the Arizona Corporate Commissioner's Office Utilities Department and filed a complaint. Ms. Wilson stated that she was advised that this was a legal matter because the complaint is not associated with their equipment and that she needs to call Brooke Utilities back and ask for their legal department.

Ms. Wilson reported that the Arizona Corporate Commissioner's office will file the complaint with Brooke Utilities to put them on notice that a complaint has been filed and that Brooke Utilities has five 5 days to respond back to them. Ms. Wilson will report back at the next meeting.

NEW BUSINESS:

Lot 234 - 8998 Riverside Drive

Mr. Sweeney reported that he went to the property and that all of the work has been completed. Mr. Sweeney stated that the work that was done is something that the Board would have approved, however, unfortunately the homeowner did not submit it for Board approval.

EXECUTIVE SESSION:

No executive Session

The next board meeting date is November 6, 2017

Meeting adjourned at 7:10 pm

Submitted by Recording Secretary, Heather Wilson