



President's Discussion Meeting Agenda

Salvation Army Conference Room, Suite 121

March 21, 2016, 9:00 AM

- Welcome and Participants' Introductions
GVC President, Don Weaver
 - Purpose of meeting
 - GVC Foundation – grants
 - Other Revenue Sources

- Preferred Vendor Update/Discussion – PVP Coordinator, Floanne Morgan

- HOA Concerns, Presidents
 - Successes to share
 - Problems that might have been solved by another HOA

- Office Operations
Executive Director, Veletta Canouts
 - How the office works
 - Service requests
 - Website

HOA Name Board Meeting

Date

Location

Agenda

1 - CALL TO ORDER - WELCOME

Minutes of (Date of previous) Board Meeting

Additions or Corrections - Motion to Approve

2 - TREASURER'S REPORT

Financials - Motion to accept

3 - COMMITTEE REPORTS

Architectural

Maintenance - Common Area

Common Grounds beautification

Roads

Block Captains

Social

GVC

Special Projects

Communications

News Letter

Data Base

Directory

Website

Governing Documents

Nominating

Welcome

4 - UNFINISHED BUSINESS

5 - NEW BUSINESS

6 - OTHER

7 - CLOSING REMARKS & ADJOURNMENT

NEXT BOARD MEETING

Date & Time

Location

NAME OF HOA

Information

Green Valley is an unincorporated community, therefore Homeowner Associations (HOA) are the strength of Green Valley. The objective of the HOA is to maintain member's property values.

NAME OF HOA is an Arizona Corporation. We are guided by three legal documents:
Articles of Incorporation
By-Laws - Guide the operation of our HOA.
Covenants, Conditions and Restrictions (CC&R's) - Spell out Homeowner and HOA responsibilities.

Copies of these legal documents are provided the buyer before closing. It is important to read, and understand the responsibilities you agree to when buying a home in an HOA.

NAME OF HOA (#of homes) is volunteer run. The membership elects a member Board, and more than 40 residents volunteer to staff the committees that serve our Association.

Annual dues are _____. The two major expenses in our annual budget are common area maintenance and maintenance of our roads (annual maintenance and building the Reserve Fund for future replacement).

The HOA Annual Meeting is the _____ in _____; the Board meets _____ times a year - dates are announced in the HOA Newsletter. All homeowners are welcome to attend every Board Meeting, and the Annual Meeting.

All homes hold deed-restricted membership in Green Valley Recreation.

NAME OF HOA is a member of the Green Valley Council.

The **Green Valley Council** (GVC) is an association of 73 HOA's.

GVC membership enables these HOA's to speak with one voice, rather than 73, when bringing community needs to the attention of county, State and Federal officials for action.

The Council listens and responds to community concerns by organizing and operating programs that meet these needs.

The work of the Council is carried out by more than 300 volunteers from member HOA's.

The Council Offices, 555 N. La Canada Drive - Suite 117, serves as Green Valley's town hall.

For further information feel free to contact:

Welcome to the

Canoa Seca Estates II Homeowners Association

2/25/15

Green Valley is an unincorporated community, therefore Homeowner Associations (HOA's) are very important to homeowners. The objective of every HOA is to maintain the property values of its members. The Covenants, Conditions and Restrictions (CC&R's), adopted by the homeowners, enable residents to live together in harmony.

Canoa Seca Estates II is an Arizona Corporation. We are governed by three legal documents:

Articles of Incorporation

By-Laws – Guide the operation of our HOA.

Covenants, Conditions and Restrictions – Spells out the responsibilities of homeowners and the HOA.

Copies of these legal documents are provided the home-buyer before closing. It is important to read, and understand, the responsibilities you agree to when buying a home in an HOA.

Canoa Seca Estates II (115 homes) is self-managed. A five member Board is elected from the membership (three year terms are staggered). The Board elects officers following the Annual Meeting each year. More than 40 residents volunteer to serve on the Association's committees.

Annual dues are \$480.00. The three major expenses in our annual budget are maintenance of our common areas, maintenance of our roads, and building the Reserve Fund for road replacement.

The CSE II Annual Meeting is the first Friday in March. The Board of Directors meets five times a year; dates are announced in the HOA Newsletter. All homeowners are welcome to attend every Board Meeting, and the Annual Meeting.

CSE II is an age restricted community. Each home must be occupied by at least one person 55 years of age or older. No person under age 18 is allowed except on a temporary basis not to exceed 3 months.

All homes in CSE II hold deed-restricted membership in Green Valley Recreation.

CSE II, and therefore every homeowner, is a member of the Green Valley Council.

For further information on the Canoa Seca Estates II Homeowners Association:
President Carl Schuster @ 393-1636 or Past-President Bill Copeland @ 625-2128
Visit the CSE II website: www.cseii.com

The **Green Valley Council** (GVC) is an association of 73 Homeowner Associations (HOA's), and essentially functions as Green Valley's citizen-government.

Services for our unincorporated community are provided by Pima County. The Council enables 73 Homeowner Associations to speak with one voice, rather than 73, when bringing community needs to the attention of County, State and Federal officials for action.

CSE II's membership in the Green Valley Council benefits each of our Homeowners

See the other side for more information on the Green Valley Council

CSE II's membership in the Green Valley Council benefits our HOA and our Homeowners

Homeowner Benefits

- .. The Council Office serves as Green Valley's Town Hall
Stop in, or phone, to ask questions, voice needs or express concerns
- .. Residents of member HOA's have access all Council services and programs....
Preferred Vendor Program, Hazardous Waste Collection, Dispose-A-Med, Health Fair, etc.
- .. The AZ Attorney General, and Representatives of State and Federal elected officials, schedule office hours at the GVC Office for the benefit of residents
- .. All Green Valley Council meetings are open to residents of member HOA's....
Traffic & Arroyos, Planning & Architecture, Health & Human Services, Community Services, Environmental and the Board of Representatives

Canoa Seca Estates II Benefits

- .. CSE II has a seat on the Board of Representatives, GVC's governing body
This gives CSE II, and our Homeowners, a voice in the running of our community
- .. The Pima County Commissioner serving Green Valley attends every Board of Representatives Meeting.... Representatives of our State and Federal Legislators regularly attend
- .. Our CSE II Representative can share and exchange ideas and challenges with other HOA's at the monthly Board of Representatives meeting
- .. The Council conducts Workshops, from September through May, that address issues of concern to CSE II
- .. CSE II receives legislative updates on issues affecting Homeowner Associations

More than 300 volunteers, from member HOA's, carry out the work of the Council

Membership in GVC gives each of us ownership of our community!

The Council Office, 555 N. La Canada Drive – Suite 117, serves as Green Valley's Town Hall

Visit the Green Valley Council's website: www.gvccc.org

Section 8 Duties

The duties of the Officers are as follows:

PRESIDENT: The President will be a Director and act as the Chief Executive Officer of the Association and, subject to the control of the Board, will manage and supervise all of the business and affairs of the Association. The President will, when present, preside at all meetings of the Board and the Members. He/she must sign, with the Secretary, or any other proper Officer of the Association authorized by the Board, any contracts or cancellation of contracts, deeds, or other instruments which the Board has authorized to be executed, except in cases where such execution has been expressly delegated by the Board or By-Laws to some other Officer or agent of the Association.

“Self Help”

The Association, after providing written notice requesting that the work be performed, has the right to have its contractors enter onto the Lot, perform the necessary maintenance and charge the costs to the Owner as a Reimbursement.

The Board President

Community associations are legally formed as corporations, but on a practical level they're also communities of residents and neighbors. This means the president is responsible for maintaining the value of the corporate asset as well as enhancing—or at least maintaining—the lifestyle of the residents. It's a tall order.

The president must be familiar with the association's governing documents and promote compliance in all regards. He or she gets the authority to do this from state laws—either from the Condominium Act, Uniform Condominium Act, or Common Interest Ownership Act—depending on the type of association represented.

One of the president's important roles is board leader. He or she officially speaks for the board and the association. The president also works closely with board members to establish goals for the association and ensures the community operates successfully. Thus, it is in the president's best interest to maintain volunteers' participation in association affairs. This includes developing volunteers' skills as team members, enhancing their knowledge of business and identifying and training new association leaders.

As board leader, the president also presides over all meetings (board, special and annual meetings and executive sessions), and it's his responsibility to ensure meetings are productive.

The president is the liaison between the manager and the association. The manager's performance contributes significantly to the association's success. Therefore, it's very important for the president to understand the full scope of the manager's responsibilities. Close and frequent contact between the board and the community manager via the president promotes success and

helps fulfill the contractual agreement, which lets the association run more efficiently.

Leadership and management are the two qualities that must underlie everything the president does. Sometimes these obligations require that the president set aside other roles, such as neighbor or friend, to accomplish goals.

In addition, as an elected representative of the association, the president must operate on democratic principles. The president who takes action without board input or who doesn't reveal his or her true agenda does not create a sense of community or meet residents' expectations.

Community association presidents often learn on the job. Training can begin with committee service or board membership before an individual steps into the top position. Also, many educational and networking opportunities exist for association volunteers to increase their understanding and knowledge of community association operations and their ability to manage and govern effectively.

Books, seminars, periodicals and webinars (many are free online) are provided by the Center for Community Association Volunteers, a part of Community Associations Institute that offers extensive volunteer homeowner education.

A good community association president will make sure that he or she actively listens to everyone, exhibits confidence, takes charge as the leader of the community and the board and brings about positive change while making sure to confront unpleasant issues.

The position of president isn't for everyone, but fortunately every president has a board for support. As long as members recognize the importance of the community that unites them, the role of president can be very satisfying.

Community Association Fundamentals

EACH COMMON-INTEREST COMMUNITY has its own history, personality, attributes and challenges, but all associations share common characteristics and core principles. CAI developed the Community Association Fundamentals to foster a better conceptual understanding of how associations function and the roles of residents and association leaders.

We hope this primer will help people recognize the core principles at the heart of the community association model and, even more importantly, inspire effective, enlightened leadership and responsible, engaged citizenship.

1. Associations ensure that the collective rights and interests of homeowners are respected and preserved.
2. Associations are the most local form of representative democracy, with leaders elected by their neighbors to govern in the best interest of all residents.
3. Associations provide services and amenities to residents, protect property values and meet the established expectations of homeowners.
4. Associations succeed when they cultivate a true sense of community, active homeowner involvement and a culture of building consensus.
5. Association homeowners have the right to elect their community leaders and to use the democratic process to determine the policies that will protect their investments.
6. Association homeowners choose where to live and accept a contractual responsibility to abide by established policies and meet their financial obligations to the association.
7. Association leaders protect the community's financial health by using established management practices and sound business principles.
8. Association leaders have a legal and ethical obligation to adhere to the association's governing documents and abide by all applicable laws.
9. Association leaders seek an effective balance between the preferences of individual residents and the collective rights of homeowners.
10. Association leaders and residents should be reasonable, flexible and open to the possibility—and benefits—of compromise.

For more information on CAI, visit www.caionline.org or call (888) 224-4321 (M-F, 9-6:30 ET).

TEN TIPS FOR SHORTER MEETINGS

By Kelly G. Richardson
Contributing Columnist

Board meetings require balance. While nobody appreciates a meeting in which brevity is the only value, unduly length meetings discourage and exhaust everybody – directors, audience and manager. After about three hours, good concentration and judgment is hard to come by. A length of 60-90 minutes is a very reasonable and achievable goal for most board meetings. Try these tips to get there.

1. Come prepared. Good managers provide boards with “board packets” in advance, helping directors come to the meeting prepared, avoiding time wasted as directors “get up to speed” about items set forth in the packet. Prepared directors are more efficient – read your packet.
2. Avoid overly ambitious agendas. Some issues can dominate a meeting, requiring 30 minutes or more. Try to handle only one such issue per meeting, if you can. Sometimes a board needs to meet more frequently, as there is too much to be done in one meeting.
3. Set the room up for a board meeting (not a town hall meeting). A board that sits facing the audience (and not each other) invites audience participation, but the audience was not elected to serve.

The semicircle is the best shape so the audience can hear as the directors talk – to the other directors.

4. Use open forum properly. Man meetings are too long because both board and audience fail to respect open forum. During open forum the board should not interrupt, and during the rest of the meeting the audience should not interrupt.
5. Use consent calendars. Most routine decisions should be handled via consent calendar. Assessment liens, routine bills and other non-controversial matters can then be passed with no discussion and one vote. Any director desiring discussion can pull an item from the consent calendar.
6. Don't force unanimity. Some excessive deliberation results from over-emphasis upon unanimity. Unanimity is not legally necessary and put too much pressure on directors who wish to disagree. Disagreement is not disloyal. Unanimity is important only on very important subjects on which the community needs to be shown strong board support.
7. It's okay NOT to speak. Part of the art of being a great board Chair is recognizing when there is a consensus and it is time to vote. Part of the art of being a great director is recognizing when a motion is clearly on its

way to passage so no further remarks are necessary.

8. Use committees. Major topics can be research, analyzed and discussed in committees or task forces. Which then recommend action to the board. Committees also are a great place for members to become involved and to identify potential directors.
9. Keep on track. The Open Meeting Act requires that the board only discuss items that were disclosed on the agenda. Other spinoff discussions are tempting, but that is not fair to the members who did not know it would be discussed and distracts from the agenda at hand. Stay on target.
10. Adopt meeting rules. Meeting rules educate members regarding meeting procedures, set behavior boundaries and help curb disruptive behavior. Adopt meeting rules (and follow them!).

A one hour meeting is a good goal. Try hard to avoid exhaustive three-hour meetings. Efficient meetings are worthwhile, and will encourage others to take their turn at future board services.

Kelly G. Richardson CCAL is a member of the College of Community Association Lawyers and Managing Partner of Richardson Harman Ober PC, a law firm known for community association advice. Send questions to KRichardson@RHOp.com. Past columns at www.HOAHomefront.com. All rights reserved.

