

MINUTES

No. 3 Park West Association Board Meeting

November 5, 2025, 7:00pm

Location – Home of Donna Moulton, 3080 W Saint Tropaz Ave

Board members present: Donna Moulton, President; Thomas Schaefer, Vice-President; Joanie Sawyer, Secretary; Carol Cloutier, Treasurer; Juan Barba, Common Area Chair; Rob Kulakofsky; Cheryl Tanno; Nancy Schaefer, Christopher Gerber,

Board members absent: None

Guests: Tom Gilfether, Jon Carver, Daniel Castillo, Lysandra Castillo, Iliana Segura, Nick Segura, Alona Bachi, Michael Champlin, Sidney Engs, Michael Engs, Jim Gordon, Trish Gordon, Jorgiana Jake, Czarina Sonesen, Christine Meissner, John Mendola, Diana Pressey, Jim Pressey

The meeting was called to order at 7:02 pm by Donna Moulton.

1. Approval of Minutes

Minutes of August 5, 2025, board meeting were approved as is.

MSC: Juan/Donna

2. Treasurer's Report

Treasurer's Report was approved as presented.

MSC: Juan/Donna

3. Old Business

A. Need to find a new attorney.

Rob, Daniel and Donna agreed to meet the week of Dec. 2 to review bids for an attorney that had earlier been submitted to Daniel.

B. Need to transfer the duties of bookkeeper and treasurer (Carol resigns by 12/31/25).

Nancy Schaefer agreed to take over the Treasurer duties from Carol, who has volunteered her services for over 40 years. Rob made a motion to create a Finance Committee formed of Nancy, Carol and Thomas in order to transfer the Treasurer responsibilities from Carol to Nancy. Thank you, Carol and Nancy.

MSC: Rob/Juan

C. New webmaster

Jorgiana Jake has agreed to act as our new webmaster, taking over the responsibilities previously held by Lisa Howell. Jorgiana has also agreed to produce our next newsletter. Articles for the newsletter are to be directed to Jorgiana. Thank you, Jorgiana.

D. Naming the Washes

Juan explained that the county has a process for naming washes. He described the location of several washes in our neighborhood that could be named. The HOA will announce a “name the wash” contest in our next newsletter. Juan volunteered to write the article.

E. Community Park and Little Library

During our August meeting, the board discussed the possibility of installing a small community park. Juan described the park project, as well as the potential location and the size. Several concerns were raised, such as liability. Donna explained that the HOA carries liability insurance on the common property. Another concern was for use by those outside our neighborhood and the possibility of vandalism. Juan has spoken to the three residents whose property borders the potential park sight. Two of those neighbors were supportive. However, one was not. Juan will write an article about the proposed park for the newsletter and solicit input from the homeowners regarding the park.

The Little Free Library was installed on our existing post which houses our sign asking dog owners to clean up after their dogs. Thank you, Thomas, for installing the Little Free Library.

F. Solar Light

Although several lights have been stolen, the current light has remained. This could be due to the fact that this light is less bright than previous lights. We will continue to monitor.

4. New Business

A. Common Area Report

Juan reported that weeds are well under control and that there are minimal issues with grasses. Juan reported that as yet the invasive weed, stink net, has not entered our neighborhood. He asks that stink net be reported to him, should it appear. He mentioned that at least one of our large mesquite trees on Shannon is dying.

B. Management Proposal from A Better Neighborhood (ABN)

Donna reported that previous proposals from HOA management companies did not allow much flexibility and that the monthly cost of such services is not affordable to a small HOA such as ours. However, ABN offers an “ala carte” system which would charge only for the services we use. Also, if we use their services to assist with delinquent assessments, and we need to send a letter from an attorney, any costs incurred by the HOA would be added to the delinquent homeowner’s bill. Lysandra Castillo of ABN will charge \$75 per hour for her services, or \$25 per hour if her assistant can handle the task. Donna suggested we focus on several of these offerings and allow the board to take care of what we can. The group decided to form an advisory committee to look at how we might best utilize the services of ABN. Residents Jorgiana Jake, John Mendola and Michael Champlin, and Board Members Donna, Rob, and Chris volunteered for the committee.

C. Enforcement of CC&R's

The board discussed the need for CC&R enforcement and that ABN could possibly fill that need. The issue of the potential of non-compliance with renters was discussed.

D. Collection of Delinquent Assessments

Donna reported that a recent letter to all homeowners included a statement that the board plans to take action on collecting delinquent assessments. Following this letter, several delinquent payments were submitted. A suggestion was made to send email reminders and to establish electronic payment options as a means of increasing the collection of assessments. Donna reported that only about 50% of homeowner emails have been collected. ABN can assist with the collection of homeowner emails. Daniel suggested that we create a policy for the payment of delinquent assessments. Daniel and Chris volunteered to work on creating a policy.

E. Increase in HOA Resale Disclosure Fee

Currently we charge a \$200 fee for disclosure. We can charge up to \$400, which would assist in bringing in more income. Because our annual assessment is so low, it was noted that we should increase the fee to the maximum. No action taken.

F. Increase our HOA Annual Assessment

The maximum allowable increase is 3% per year. We have not raised the fee in 6 years. This will raise our annual assessment to \$51.50. A motion was made to increase the annual fee.

MSC: Rob/Thomas

G. Board Members for Next Year

Except for Carol, who is retiring from the board, all current board members agreed to stay on the board for 2026: Donna, Thomas, Joanie, Nancy, Juan, Cheryl, Rob and Chris. Jorgiana indicated an interest to join the board. Our bylaws allow up to 11 board members.

H. Budget Items for 2026

Juan discussed his needs for common area upkeep. He will need to hire someone to clean out the mistletoe from the trees on Shannon. This will cost about \$600 - \$700. He may or may not need to water the trees on Shannon, so we will leave that item in the budget. We will double the amount earmarked for newsletters and mailing of newsletters. Other line items were discussed. The board decided to meet again in December to finalize the budget to be presented at the Annual Meeting in January.

I. Date and Location for Annual Meeting

Cheryl Tanno agreed to host the annual meeting at her home at 3040 W. San Juan Drive on January 24, 2026, at 11:00 am. Thank you, Cheryl!

5. Next Meetings

Annual Meeting: January 24, 2026 11:00 am
Cheryl Tanno's home – 3040 W. San Juan Drive

Quarterly meetings:

Usually the second Tuesday of April, July and October. Proposed for 2026:
April 21 (to move it away from tax day)
July 14
October 13

6. Adjourn

The meeting was adjourned at 8:40

MSC: Juan/Thomas

Action Items:

- Thomas, Rob, Daniel: Meet to review attorney bids and determine next steps for hiring a new attorney
- Chris and Daniel: Work on creating a delinquent assessment policy
- Management company review committee (Jorgiana Jake, John Mendola, Mike Champlain, board members Chris, Rob, and Thomas): Review management company proposals and make recommendation to board
- Board: Create budget in December for next year
- Carol, Nancy and Thomas: Work to transition treasurer responsibilities to Nancy