

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting
March 10, 2008

APPROVED BY THE BOARD: APRIL 7 2008

Board: Marianne Bishop, Bob Christensen, Jerry Larsen, Delores Leavitt and Duane Nealy.
Maintenance Committee: Larry Engel

The meeting was called to order at 9 AM with a quorum in attendance. To accommodate both Jerry Larsen and Larry Engel who could not stay for the entire meeting, the agenda was taken out of order.

1. CONSIDER MEETING MINUTES

A MOTION was MADE, SECONDED and unanimously PASSED to approve the Minutes of the February 4, 2008 board meeting.

A MOTION was MADE, SECONDED and unanimously PASSED to approve the Minutes of the February 28, 2008 board meeting.

2. ARCHITECTURAL COMMITTEE – Jerry Larsen

Royce Hill resigned from the committee. There was no meeting of the AC since the last board meeting. One paint request was approved. A complaint regarding a satellite dish was resolved and the equipment was removed from the homeowner's roof.

Jerry Le Tendre continues to investigate solar panels and will attend a GVCCC presentation on Tuesday. Jerry Larsen left the meeting after his presentation.

3. MAINTENANCE COMMITTEE – Larry Engel

- Sunland has scheduled the seal coat for our streets for three days (Monday thru Wednesday April 21 – 23). Because we have two entrances to our community, and in order to coat the full street to obtain a better job, we will close each entrance on different days. Larry suggested we use the Maintenance and Neighborhood Watch Committees to go house to house to explain when the streets will be barricaded. Representatives will instruct homeowners where they will need to park if they have to use their car the day their street is to be coated. The secretary will recruit volunteers for the project and coordinate the effort.
- Larry presented a 2008-2041 Long Range Maintenance Plan for Streets, Sidewalks and Curbs based on two SAM Overlays. This plan will be reviewed by the Financial Advisory Committee to determine how it would affect dues and budgeting for 2009.
- Larry presented invoices from Roger Westrate and Roy Erichsen for April 1 thru December 31, 2008 for \$67 each.

MOTION was MADE, SECONDED and unanimously PASSED to approve this expenditure for 2008.

- Larry recommended a remuneration of \$150 each for 2009 and he was given authority to negotiate with Roger and Roy prior to the 2009 budgeting process.

Duane Nealy, board rep to the Maintenance Committee, presented a committee report that was prepared by Jim Chervenka (Attachment A). Duane has met with the supervisor of Gold Canyon to introduce himself as the new Maintenance contact. Duane and Bob Hill will monitor crews to track Gold Canyon time to prevent paying for work not received. All interior maintenance has been completed and the common areas are in good order. Gold Canyon will be asked to work on removal of dead cactus in the coming weeks.

Recently there was a traffic accident at our entrance on Camino del Sol that severely injured an SIV resident while they were turning into Vista Ridge Drive.

A MOTION was MADE directing the Maintenance Committee to revisit the issue of cutting the hillside back at the northeast corner of Calle Tres and View Ridge Drive. It is believed there is a safety issue because the sight line is below County standards. SECONDED and unanimously APPROVED

The board would like this done prior to their April 7 meeting combining it with the drainage line repair at the north end of Gloria View Court. By combining the work, we would save money on both projects. Work needs to be completed prior to the monsoon season.

4. OFFICER'S REPORTS

A. TREASURER

A MOTION was MADE SECONDED and unanimously APPROVED accepting the Financial Report ending February 29, 2008 (Attachment B).

B. SECRETARY

- Following are the dates of the 2008 board meetings scheduled to be held in the Mesquite Room at the Canoa Hills Center commencing at 9 AM:

4/7 5/5 6/2 7/7 8/4 9/8 10/6 11/3 12/1
1/5 2/2 (2/26 - Annual Meeting of Members – Saguaro Room)

The dates for 2009 have been requested and are awaiting confirmation.

3/9 4/6 5/4 6/8 7/13 8/10 9/14 10/5 11/9 12/7

- All of the current board members have been enrolled as members of the Community Associations Institute (CAI) and have been supplied with a membership card entitling them to website access ([www:caionline.org](http://www.caionline.org)) CAI holds monthly luncheons featuring informative programs. Two books have been purchased from CAI and are available to be signed out to committee members.

Be Reasonable (How Community Associations Can Enforce Rules without Antagonizing Residents, Going to Court or Starting World War III)

Reinventing the Rules (A Step-by-Step Guide for Being Reasonable)

- GVCCC Officers Training is being held March 10. Since both the President and Secretary-Treasurer have attended this training several times, it was deemed both impossible and unnecessary to take part this year.

C. PRESIDENT

A MOTION was made to appoint Ron DeVree, Burke Haldorsen, Rick Irvin, Dave Roubos and Jim Steffen to serve as members of the Common Area Study Committee and that Rick Irvin serve as its Chair. The Committee is mandated by the Board to:

- Inventory the trees growing in our Common areas.
- Develop a recommendation for the trimming or removal of each tree in the inventory.
- Identify the cost for implementing their recommendations.
- Present their recommendations to the Board at its October meeting so that this information may be utilized by the maintenance committee as they develop plans for the annual tree trimming, normally conducted in November

SECONDED, PASSED UNANIMOUSLY

A MOTION was made to appoint an Invasive Grasses Study Committee (members to be determined) with Eileen MacLaren to serve as its Chair. The Committee is mandated by the Board to:

- Map any Bufflegrass or Fountain Grass (the invasive grasses) to be found in our Common areas
- Develop a recommendation for their removal
- Develop a recommendation for their ongoing containment
- Identify the cost for removal and subsequent containment
- Present their recommendations to the Board at its September meeting.

SECONDED, PASSED UNANIMOUSLY

- 2008-9 Board Objectives and Goals have been set by the President (Attachment C)

5. CONTINUING BUSINESS

None

6. NEW BUSINESS

None

7. ADJOURNMENT

The meeting was adjourned at 11:10 AM. The next board meeting will be held on Monday, April 7 at 9 am at the Canoa Recreation Center in the Mesquite Room.

Respectfully submitted,

Marianne Bishop, Secretary

"Attachment A"

MAINTENANCE COMMITTEE REPORT

- Jim Steffen and Lillie Hill were welcomed as new members of the Maintenance Committee. Jim reported that Roy Mastic had resigned from the Committee because of his pending move.
- Larry Engel reported that the Crack Sealing and Curb Sealing work was completed by Sunland Asphalt on Feb 12 - 13, 2008. He indicated that there was good support and interface from the Sunland crew during the work as well as from our consultants. The seal coating is currently planned for May - June. Larry will continue to coordinate with Sunland on this but another contact on the committee will need to be established as Larry will have left for the summer by the time of the work. Larry is continuing to work with our two consultants on updating the street maintenance plan.
- Gold Canyon continued routine landscaping maintenance of the common areas. Documented crew and time shortages for Jan - Feb, 2008 were presented to Marianne Bishop and reviewed with the Maintenance Committee. This should result in approximately a \$498 adjustment in the payment to Gold Canyon.
- Jim reported the attachments to support the new rule for a homeowner requesting removal of a common area tree had not been completed. Larry Engel and Lillie Hill agreed to follow up on this for the next meeting.
- Jim reported that the Board, due to time constraints, deferred action on the Maintenance Committee's recommendation to award the repair work to the drainage channel at the north end / east side of Gloria View Court to the FMR Construction Company until the Board's March meeting.
- Jane Hilsenhoff and Jim Steffen reported on obtaining stop signs to replace the faded stop signs at the end of some streets. Jim reported that the stop signs on the interior streets are 24 inches and that replacement signs can be obtained for \$20-25 each depending upon the source. In addition, the Committee discussed the potential of adding additional signage at the Tres Calle entrance to facilitate visitors seeing that entrance. Jim was asked to investigate this option further and report his findings at the next Maintenance Committee meeting.
- The next Maintenance Committee meeting is currently scheduled for Tues, Mar 26, 2008 at 9 am at the Desert Hills Recreation Center.

SAN IGNACIO VISTAS, INC.

ATTACHMENT B

*Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis)
Month Ended February 29, 2008*

	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Revenue				
Assessments	\$95,760	\$95,760	\$0	\$95,760
Transfer and Document Fees	400	0	0	0
Interest	<u>188</u>	<u>152</u>	<u>1,673</u>	<u>1,825</u>
Total Revenue	<u>\$96,348</u>	<u>\$95,912</u>	<u>\$1,673</u>	<u>\$97,585</u>
Expenses				
Maintenance Expenses	\$5,733	\$5,240	\$0	\$5,240
Administrative Expenses	3,418	2,604	0	2,604
Other Expenses	<u>2,312</u>	<u>2,280</u>	<u>0</u>	<u>2,280</u>
Total Expenses	<u>\$11,463</u>	<u>\$10,124</u>	<u>\$0</u>	<u>\$10,124</u>
Excess Revenue (Expenses)	\$84,885	\$85,788	\$1,673	\$87,461
Reserve Allocation To (From)	<u>-40,000</u>	<u>-40,000</u>	<u>40,000</u>	<u>0</u>
Net Increase (Decrease) After Allocation	<u>\$44,885</u>	<u>\$45,788</u>	<u>\$41,673</u>	<u>\$87,461</u>
Fund Balances				
Beginning of Year Fund Balance		\$3,023	\$185,382	\$188,405
End of Month Fund Balance		<u>\$48,811</u>	<u>\$227,055</u>	<u>\$275,866</u>

Supplementary Information

Note 1: The dues assessment for 2008 was \$420 per member. All assessments were paid by January 15.

Note 2: Cash and investments totaled \$275,735 at February 29. \$48,811 was in the operating account (\$48,252 earning interest and yielding about 4.2%) and \$227,055 in the reserve account (all earning interest and yielding about 4.6%).

Note 3: Reserve equity totaled \$996 per member at month end.

"ATTACHMENT C"

2008 – 2009 BOARD OBJECTIVES

- ✚ Our goal as a Board is to maintain, protect and enhance the value of the homes in our Association.
- ✚ We measure our success by comparing the average sale price of our homes from year to year.
- ✚ Our decisions as a Board should be made in accordance with the "business judgment rule" and with the objective of making a positive impact on the value of our assets.
- ✚ Accordingly our Board will
 1. act in good faith,
 2. act within the limits of our expertise,
 3. act lawfully and with ethical intent,
 4. rely on experts,
 5. deal fairly with our vendors and
 6. resist reinventing the wheel.
- ✚ Our Board will meet openly, with a timed agenda that is prepared and distributed in advance.
- ✚ At all meetings the Board will invite and encourage the participation of all who attend.
- ✚ The Board will rely upon committees to do the work of the Association. It will either delegate issues as they arise to one of the standing committees (Architectural and Maintenance) or form a committee such as Financial Advisory, Audit and Nominations to deal with the issue.
- ✚ The Board will appoint a Representative to each of the committees it forms. It may also appoint a Chair to the committee or permit the committee to elect its own Chair. In turn either the Chair of the committee or the Board Representative will prepare and present a report to the Board when and as needed.
- ✚ Prior to each Board meeting the secretary will provide each Board member with a printed copy of the Board Package including the following:
 1. Agenda,
 2. Draft of the Minutes from the prior meeting,
 3. Statement of Revenue, Expenses and Fund Balances
 4. Board Supplement to Statement of Expenses
 5. Report from the Secretary,
 6. Report from the President,
 7. Report of the Architectural Committee,
 8. Report of the Maintenance Committee,
 9. Report of any other Committee, and
 10. Report of the GVCCC Representative.

- ✚ Only issues placed on the agenda will be voted on at the meeting. Only reports attached to the agenda will be discussed at the meeting.
- ✚ Every member of the Board will come to its meetings prepared. We will display a professional demeanor. We will put personal issues aside.
- ✚ At the end of each meeting there will be an accounting of action items.

2008 – 2009 BOARD GOALS

1) President:

- a) Encourage Director attendance at CAI and GVCCC training sessions
- b) Oversee our Goals and Objectives
- c) Conduct open and efficient Board Meetings

2) Secretary:

- a) Deliver Board Books (Agenda and attachments) prior to each meeting
- b) Publish three Newsletters during year (January, June and September)
- c) Send out "annual meeting notice" in January
- d) Publish AM book in March
- e) Update or publish Directory in December
- f) Send out "dues letter" in December

3) Treasurer:

- a) Prepare draft Budget for 2009 for Financial Advisory Committee review in October and Board approval in November
- b) Prepare monthly Statements of Revenue, Expenses and Fund Balances for Board review and approval
- c) Prepare year end Statement of Revenue, Expenses and Fund Balances for Audit Committee review in January

4) Architectural Committee:

- a) Fully account for all Requests from Homeowners
- b) Provide regular reports to the Board
- c) Complete recommendations to the Board regarding solar panels

5) Audit Committee:

- a) Develop finance manual for Association and present to Board in December
- b) Complete exam of year end 2007
- c) Submit report to the Board and at Annual Meeting in February

6) Financial Advisory Committee:

- a) Present updated Reserve Plan to the Board by April 7
- b) Present preliminary proposal for Dues Assessment for 2009 to the Board by October 6
- c) Present Budget for 2009 to the Board by November 3

7) Maintenance Committee:

- a) Solicit bids, award and oversee contracts for the following projects:
 - i) 2008 Street Crack Seal Project
 - ii) 2008 Street Curb Seal Project
 - iii) 2008 Street Reseal Project
 - iv) 2008 Signage and striping Projects
 - v) 2008 Drainage line repair Project
 - vi) 2008 Safety Improvement Project at Calle Tres Entrance
 - vii) 2008 Culvert Rails Painting Project
 - viii) 2008 Annual Tree Trimming Project
- b) Oversee maintenance of common areas
- c) Obtain advice of consultants and update Maintenance Plan for 2008 – 2050 to the Board by March 10
- d) Provide monthly reports to the Board

8) Nominations Committee:

- a) Identify three candidates to fill Director vacancies
- b) Obtain candidate approval at Annual Meeting

9) Other Committees:

- a) Committee to study removal of invasive grasses from Common Areas
- b) Committee to study trimming and removal options of trees in our Common Areas