

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting – November 9, 2009
Approved by the Board: December 14, 2009

The meeting was held at 4735 S Prairie Hills Drive and was called to order at 9 AM with a quorum of the board present and proceeded using the agenda as distributed. Those attending included:

Board: Marianne Bishop, Bob Christensen, Ed Eick, Paul Gilmore and Delores Leavitt
Homeowners: Jim Chervenka, Eileen McLaren, Ronni Pine, Fred Schildkraut, Margaret Surpless and Enid Waldron

1. CONSIDER MEETING MINUTES

A MOTION was MADE by Paul Gilmore, which was SECONDED and UNANIMOUSLY PASSED approving the minutes of the October 12, 2009 meetings as distributed.

2. FINANCIAL REPORT

A MOTION was MADE by Ed Eick, SECONDED and unanimously PASSED approving the Treasurer's Report, 10 months ending October 31, 2009 subject to Audit (Attachment A).

3. OFFICER'S REPORTS

A. President

Marianne Bishop left the room during this portion of the meeting.

A MOTION was MADE by Bob Christensen, SECONDED and unanimously PASSED to approve the 2010 compensation for Reliable Secretary Service at \$8,200, including related taxes.

B. Secretary

A draft of the November Newsletter and Survey were provided to the Board for their review and comment. The mailing will be hand distributed to Owners in Green Valley by Watch Captains during the week after Thanksgiving and mailed to the balance. It will include the dues invoice for 2010 as well as an enclosure from the Nominating Committee announcing this year's board candidates.

4. COMMITTEE REPORTS

A. FINANCIAL ADVISORY COMMITTEE

A MOTION was MADE by Bob Christensen, on behalf of the Financial Advisory Committee, SECONDED and unanimously PASSED to approve the 2010 Operating Budget (Attachment B).

A MOTION was MADE by Bob Christensen, on behalf of the Financial Advisory Committee, SECONDED and unanimously PASSED, to approve the 2010 Dues Assessment of \$450.

A MOTION was MADE by Bob Christensen, on behalf of the Financial Advisory Committee, SECONDED and unanimously PASSED to transfer to the Replacement Reserve Account any operating funds in excess of \$1,000 prior to year end 2009

A MOTION was MADE by Bob Christensen, on behalf of the Financial Advisory Committee, SECONDED and unanimously PASSED to transfer to the Replacement Reserve Account the \$43,092 Reserve Allocation, with at least \$40,000 of this transfer to be invested in a CD with a maturity not to exceed January 31, 2011.

A MOTION was MADE by Bob Christensen, on behalf of the Financial Advisory Committee, SECONDED and unanimously PASSED to purchase up to three CDs with staggered maturity dates with the proceeds of the 2010 Dues Assessment.

B. ARCHITECTURAL COMMITTEE

Ed Eick presented the report ("Attachment C").

Bob Christensen reported that the recommendations of a study committee chaired by Larry Engel have been incorporated into the working DRAFT of the Owners Handbook pending the results of the Survey question regarding the on street parking of RVs.

C. MAINTENANCE COMMITTEE (MC)

A MOTION was MADE by Paul Gilmore, SECONDED and unanimously PASSED to appoint Larry Engel as a member of the Maintenance Committee until the Annual Meeting in February.

Paul Gilmore presented the report for the Committee ("Attachment D")

A MOTION was MADE by Paul Gilmore SECONDED and unanimously PASSED to approving the contract to LaSierra for the annual tree trimming. Total cost for the project is not to exceed \$4,000. (Attachment "E")

By recommendation of the MC, no action was taken by the board with respect to the 2010 contract with Santa Rita Landscaping until certain items can be clarified and brought back to the December meeting.

The Board approved the request from the MC to review the existing tree trimming/removal form and propose changes that would clarify the intent of owners submitting a request.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to approve the recommendations of Maintenance Committee regarding annual tree maintenance directing the Secretary to revise the Common Area Tree Request Form as well as to convey the findings of the MC to Owners that have requested tree removal on the perimeter. (Attachment "F")

Paul Gilmore spoke with Eddie Leon, ADOT Maintenance Engineer, Tucson (cell 975-1288) and questioned whether SIVHOA could perform tree and brush removal adjacent to West Frontage Road. Mr. Leon approved this request on 10/26/2009.

The MC questioned the ability of the Association to remove trees from the natural area along Demetrie Wash. The Board agreed to seek clarification from the County on the protections afforded such natural areas.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED directing the Secretary to revise the Common Area Tree Request Form as requested by the MC.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to approve the recommendations of Jim Chervenka regarding the annual tree maintenance and directing the Secretary to convey the findings of the MC to Owners that have requested tree removal on the perimeter. (Attachment "F")

D. GVCCC BOARD OF REPRESENTATIVES

Bob Christensen presented the report. (Attachment "G")

E. NOMINATING COMMITTEE

A MOTION was MADE by Mariann e Bishop SECONDED and unanimously PASSED for the nomination of Bob Christensen, Delores Lea vitt, James MacLaren, Fred Schildkraut and Margaret Surpluss as candidates for the board for 2010.

5. CONTINUING BUSINESS

6. NEW BUSINESS

7. ADJOURNMENT

The meeting was adjourned at 10:15 AM. The next board meeti ng will held on Monday, December 14, 2009.

Respectfully submitted,
Marianne Bishop

ATTACHMENT A
SAN IGNACIO VISTAS, INC.

Statement of Revenue, Expenses and Fund Balances

(Modified Cash Basis)

10 Months Ending October 31, 2009

	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Revenue				
Assessments	\$102,600	\$102,488	\$0	\$102,488
Transfer and Document Fees	1,000	1,900	0	1,900
Interest	<u>633</u>	<u>561</u>	<u>5,103</u>	<u>5,664</u>
Total Revenue	<u>\$104,233</u>	<u>\$104,948</u>	<u>\$5,103</u>	<u>\$110,052</u>
Expenses				
Maintenance Expenses	\$29,299	\$17,869	\$20,228	\$38,098
Administrative Expenses	11,749	16,861	0	16,861
Other Expenses	<u>7,157</u>	<u>6,667</u>	<u>21</u>	<u>6,688</u>
Total Expenses	<u>\$48,205</u>	<u>\$41,397</u>	<u>\$20,249</u>	<u>\$61,647</u>
Excess Revenue (Expenses)	\$56,028	\$63,551	-\$15,146	\$48,405
Reserve Allocation To (From)	<u>(46,356)</u>	<u>(40,356)</u>	<u>40,356</u>	<u>0</u>
Net Increase (Decrease) After Allocation	<u>\$9,672</u>	<u>\$23,195</u>	<u>\$25,210</u>	<u>\$48,405</u>
Fund Balances				
Beginning of Year Fund Balance		<u>\$2,321</u>	<u>\$173,038</u>	<u>\$175,359</u>
End of Month Fund Balance		<u>\$25,516</u>	<u>\$198,248</u>	<u>\$223,764</u>

Supplementary Information

The dues assessment for 2009 was \$450 per member. \$90,000 was collected in December and the balance in 2009.

Cash and investments total \$223,763 comprised of \$25,516 (checking & money market) in the operating account at Compass Bank and \$13,248 in cash and \$185,000 in investments in the reserve account at Wells Fargo Advisors (Formerly Wachovia/AG Edwards).

Reserve equity totaled \$759 per member at the beginning of the year and \$870 per member at month end.

ATTACHMENT B
SAN IGNACIO VISTAS INC.

2010 Operating Budget versus 2009 Budget

Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis)

	Operating Fund		Reserve Fund	Total All Funds
	2009 Budget	2010 Budget		
Revenue				
Assessments (\$450 per lot in 2009 and 2010)	\$102,600	\$102,600	\$0	\$102,600
Transfer and Document Fees	1,400	3,000	0	3,000
Interest	661	661	8,100	8,761
Total Revenue	<u>\$104,661</u>	<u>\$106,261</u>	<u>\$8,100</u>	<u>\$112,400</u>
Expenses				
Maintenance Expenses	\$38,349	\$36,987	\$0	\$36,987
Administrative Expenses	14,078	19,200	0	19,200
Other Expenses	7,557	7,568	0	7,568
Total Expenses	<u>\$59,984</u>	<u>\$63,755</u>	<u>\$0</u>	<u>\$63,755</u>
Excess Revenue (Expenses)	\$44,677	\$42,506	\$8,100	\$48,645
Reserve Allocation To (From)	(46,356)	(43,092)	43,092	0
Net Increase (Decrease) After Allocation	<u>(\$1,679)</u>	<u>(\$586)</u>	<u>\$51,192</u>	<u>\$48,645</u>
Fund Balances				
Beginning of Year Fund Balance (Estimated Actual)	<u>\$2,321</u>	<u>\$1,000</u>	<u>\$212,550</u>	<u>\$213,550</u>
End of Year Fund Balance (Budget)	<u>\$642</u>	<u>\$414</u>	<u>\$263,742</u>	<u>\$264,156</u>

ATTACHMENT C
ARCHITECTURAL REPORT
NOVEMBER 9 BOARD MEETING

Lot 095 Incorporate existing rear patio into the footprint of house. APPROVED 10/28/2009

Lot 014 Raise the walls on either side of the house in the front by installing solid walls and replace the gate on the left and install a new gate on the right APPROVED 11/2/2009

October 12 advised Lot 151 that the deadline for construction has passed on their request dated February 23, 2009 to enclose rear patio with screens under existing roof. Approval was granted on April 14, 2009 and as of October 14, 2009 we had not received a building permit, therefore this project would have to be resubmitted for approval.

October 18 sent Lot 192 Rules for RV parking and storage

The Parking and Vehicle Study Committee supplied recommendations regarding RV parking that will be part of a second survey of Owners to be sent with the November newsletter.

ATTACHMENT D
MAINTENANCE COMMITTEE MEETING
NOVEMBER 4, 2009

The meeting was held at 4795 S. Prairie Hills Drive and called to order at 3:00 PM by J. Chervenka. Attending were: L. Engel, J. Steffen, E. MacLaren and P. Gilmore.

Jim Chervenka conducted the meeting as acting chairman as there was no chairman appointed at this time.

- a. None of the members of MC present were able to accept the chairman position and it was agreed to seek assistance from the Board to enlist additional volunteers and appoint a chairman.
- b. Paul Gilmore agreed to take the minutes.
- c. A copy of the latest contract for landscaping submitted by Santa Rita Landscaping (SRL) was given to each member by Paul Gilmore.

Interior common areas are assigned #1 through #4 are shown on SRL plot plan. Each to be assigned to the crew one day a week for each month. Included is an additional area adjoining Lot #33.

- d. It was agreed to ask SRL for:
 - a. Number of workers per crew for the months of January through July, the number for the months of August through October and the months of November and December? This was to clarify if a larger crew was to be used starting in August or Sept. The Maintenance Committee felt that to control weed growth resulting from the monsoon rains additional landscaping labor would be needed starting in August.
 - b. The monthly billing is for labor performed when?
 - c. The billing per month appears to indicate a crew size of two men for the "slow" months and five men for the "heavy" months.
 - d. The contract was approved with the condition the clarification asked would be supplied.

- e. SRL would be asked for a cost per man hour if additional work is requested beyond the contract provisions. Should the on site crew size be delinquent, adjustments to that month invoice would be made by the Owner (SIVHOA).
 - f. MC asked that the Board not award the contract until their December meeting to allow the conditions above are addressed.
- e. Interior common area tree trimming requests were noted.
- a. In general, all interior trees will be trimmed unless a Lot Owner has requested the tree or trees adjoining his property be left as is. Those that requested special trimming instructions would have a MC member on site to direct the trimming crew.
 - b. MC requested the Board review the existing tree trimming/removal form be amended to so that the requesting owner more clearly indicates whether the request is for trimming or removal of the tree.
 - c. Trees will be removed as requested by the Lot Owner adjoining the common area and at the decision of the MC.
 - d. Concern was expressed over requests for removal of trees on the slope / natural area along Demetrie Wash. It was the Maintenance Committee's recommendation that trees in this area not be removed at this time.
 - e. MC approved the contract prices as submitted by La Sierra Ranch. Work to be performed: 11/19, 20, 23. A request for funds will be submitted to the board.
- f. Exterior common ground areas colored "yellow".
- a. To be worked only after the interior common areas were satisfied. It's a waste of labor hours to "fill-out the day" if sent to these areas when finishing an interior common area assignment.
 - b. This work to be limited to 8'-0" beyond the lot brick walls.
 - c. Those Lot Owners that wished to attend the "yellow" areas adjoining their property were so noted for the contractor.
 - d. The fire hazard due to the brush and numerous trees in the arroyo brought a lengthy discussion. Two proposals were received and analyzed. Their costs were not within the line item budget, so it was decided to table the contract until MC could determine the extent of the removal and treating required. This would be available for the December Board meeting. L. Engel and E. MacLaren will do the survey of the area and report to MC.
- g. J. Steffen agreed to follow up and coordinate work already contracted for installation of additional landscaping rock around the designated mailbox areas.
 - h. Trial plantings did not meet the expectations of MC. The gel packs did not appear to have been maintained and endorsement of this pilot project was not attained.
 - i. Location of replacement lamps for the entrance lighting fixtures was requested by J. Chervenka. He will make the replacement on receipt of same.
 - j. The next MC meeting is scheduled for December 2, at the residence of J. Steffen, 4868 S. Desert Sunset Dr. at 3:00 PM.
 - k. The meeting was adjourned at 4:30 PM

Submitted by,
Paul Gilmore

ATTACHMENT E
SAN IGNACIO VISTAS
OPERATING FUNDS - PROJECT REQUEST

PURPOSE OF FORM: The purpose of this form is to provide enough information for the Board to determine if the project should be approved.

NAME OF SUBMITTER: Jim Chervenka on behalf of the Maintenance Committee

PROJECT DESCRIPTION:

Describe the project. (List what the project and where/what will be impacted.)
Request is for funds for the annual fall tree trimming / removal from the common areas. As a result of anticipated budgetary constraints it is unlikely that any significant trimming or removal of trees from the exterior common areas will be accomplished at this time

LIFE EXPECTANCY:

What is the expected life of the project? (How long will the impact of the project be available to the homeowners?)

Maximum: 1 year

Minimum: 1 year

ESTIMATED COST OF PROJECT:

What is the expected cost of the project? Up to 18 hours of work at \$200 / hr for estimated total of ~\$3600

Maximum Cost: \$4000(assumes no significant work on exterior common areas)

Minimum Cost: \$3000 (15 hours at \$200 / hr)

What could cause the costs to increase or decrease from the estimate? Costs would increase significantly (estimated up to \$600-1000) to address Lot 65 request for removal on 5 exterior trees in natural area. Trimming or removal of additional exterior trees would further increase costs significantly. Costs would increase slightly if work takes longer than anticipated or more than 1 – 3 trees are removed in the interior common area.

ESTIMATED TIME TO COMPLETE

What is the estimated length of time to complete the project? Maximum of 3 days working approximately 6 hours per day (total not to exceed approximately 18 hours)

What is the expected start date? Scheduled work days are Thurs, Nov 19, Fri., Nov 20 and Monday Nov 23 if needed

PROPOSED VENDOR(S):

Who are the proposed vendor(s)? La Sierra Ranch

How was the vendor selected? Based on 4+ years of satisfactory experience in doing the annual tree trimming / removal from the common areas

Which other vendors were considered? None

FOR BOARD USE:

Approved Date: _____ Actual cost: _____ Start Date: _____ End Date: _____

EXHIBIT F

Annual Tree Trimming / Removal Program Recommendations - Fall, 2009

- I. There were requests from 9 lot owners regarding **interior** common area trees

Seven (7) requests (Lots 145, 154, 158, 166, 175, 176 & 179) were for trimming of trees

- Lot 145: trimming a tree behind their lot
- Lot 154: trimming a tree not adjacent to their property. It was noted normal trimming of this tree might not fully address the concerns expressed in the request.
- Lot 158: trimming a tree behind their lot (only given verbally)
- Lot 166: special handling, i.e. limited thinning; no emphasis on reducing tree height
- Lot 175: seasonal topping of tree behind their lot
- Lot 176: seasonal trimming of tree behind their lot
- Lot 179: trimming a tree behind their lot

Two (2) requests (Lots 168 & 223) were for removal of a tree

- Lot 168: removal of south tree behind their lot
- Lot 223: removal of tree on corner behind their lot

It was the Maintenance Committee's recommendations that **all** of these requests regarding **interior** trees be handled as per the owners requests.

2. There were requests from 7 lot owners regarding **exterior** area trees

a) Three (3) requests (Lots 19, 92, 117) were for *trimming* of exterior trees

- Lot 19: Recommend the request to trim trees hanging over the fence / property lines be addressed by La Sierra
- Lot 92: Recommend the request be addressed by La Sierra only if time allows (request only given verbally). It was felt this request could be handled as part of the special project to address further clean up of the drainage basin if not done by La Sierra at this time.
- Lot 117: Requested the Board communicate to Lot 117 that these trees can not be trimmed by the HOA because they are on county property

b) Three (3) requests (Lots 65, 87, 89) were for *removal* of exterior trees

- Lot 65: Recommend the Board communicate to Lot 65 that these trees can not be removed at this time. They are located on the slope going into Demetrie Wash in an areas designated on the Plot Plan as a natural area.
- Lot 89: Recommend request be handled at this time by La Sierra
- Lot 87: Recommend request be handled by La Sierra only if time permits. This request is for removal of 3 volunteer mesquites which should / could be handled by Santa Rita during their normal landscaping work

c) Lot 61: Requested that the exterior trees behind this lot *NOT be trimmed*

Pending the Board's concurrence, the Committee recommends 1) the requests by Lots 19 & 89 be completed by La Sierra during their scheduled workdays and 2) the requests by Lots 87 & 92 be completed by La Sierra only "if time permits".

3. The work is currently scheduled with La Sierra Ranch for Nov 19, 20 and 23.

It is requested these dates be communicated to the neighborhood via an e-mail once the Board has approved the scope of the work and the scheduled dates.

4. The Maintenance Committee requested the Board revise the Request Form for Pruning or Removal of Common Area Trees to have the owner more clearly indicate if they are requesting removal or trimming of the tree(s) in question.

EXHIBIT G

GVCCC REP REPORT

- Amended Bylaws, reviewed at our September Board meeting were approved.
- Two committee charters were approved as amended.
- Resolutions regarding Rainfall Harvesting and Water Resource Volunteers were read.
- Roundabout at Continental and Camino del Sol is expected to be finished in October. Repaving of portions of La Canada is anticipated in 2010.
- The initial reviews of a 1,200 home development south of Escondido Wash in Canoa Ranch will begin in October.
- Hazardous Waste collection is scheduled for the morning of October 17.
- CERT will have a training class beginning October 15.
- The deadline for listing in the GVCCC phone directory is October 21.
- GVCCC will be activating its new web-site shortly.
- A Road Maintenance Workshop will be held on November 12.
- A Legal Forum will be held on November 17 in the GVCCC Conference Room from 1 to 4 PM.