

San Ignacio Vistas, Inc.
Homeowners Association
Regular Board Meeting Minutes
March 3, 2003

Present: Karl Anderson, Marianne Bishop, Linda Gregory, Arlene Haugan,
Vernon Kliewer, Ron Sorenson

The meeting proceeded using the agenda dated March 3, 2003 for the Regular Meeting. There were no homeowners present for the Member's Time scheduled to precede the Board Meeting; thus it was cancelled.

President Vernon Kliewer called the meeting to order at 9:00 am.

1. READING OF THE MINUTES

The minutes of the Special Board Meeting of February 18, 2003, were unanimously approved as corrected.

2. OFFICER'S BUSINESS

A. Presidents' Report

The president moved for the following items to be approved by the Board:

A letter be sent to Damon Patton thanking him for his contribution to the SIV Homeowners Association during his tenure as secretary. A copy of this letter is included with these minutes as Attachment "A"

The motion was accepted by unanimous vote.

A letter be sent to Marvin Pardi thanking him for completing Tom Dewey's term on the Board of Directors. A copy of this letter is included with these minutes as Attachment "B"

The motion was accepted by unanimous vote.

At the annual meeting homeowner Joseph Jay brought up the issue of his out-of-pocket expense to have a tree removed that was blocking his view and the fact that the board now pays to have other trees removed from the common area when it is determined to be blocking a homeowner's view.

As a good-will gesture, the President made a recommendation that the Association reimburse Mr. Jay for an amount equal to that currently charged the association to have trees removed from a common area. A proposed letter to be sent to Mr. Jay was presented. This letter is included with these minutes as Attachment "C".

After discussion the letter was approved, with corrections, and a motion was made and unanimously accepted to reimburse Mr. Jay in the amount of \$35.

The president also noted that he failed to publicly thank the Social Committee for providing refreshments at the annual meeting and had sent each a letter thanking them for their contribution and apologizing for this neglect.

B. Treasurers' Report

The Treasurer reported that all homeowners, except one, have paid their dues for 2003. A new report format, which does not include the outstanding liens under income was presented and is included as Attachment "D" to these minutes. The report was accepted by the Board as presented, subject to audit."

3. COMMITTEE REPORTS:

Architectural Committee

- Ron Sorenson stated he contacted the members of last year's committee and all but Ward Williams (who has a conflicting commitment) have agreed to serve for 2003.
- The President brought up the fact that he thought the Policy for Repainting of SIV Homes and Trim was to be distributed at the annual meeting. After discussion it was resolved that this would be included with the pending mailing by LMR to the Homeowners wherein Lewis Management Resources will be distributing the Annual Meeting Minutes together with their letter of introduction.

There were no reports from the Financial Advisory or Maintenance Committees.

4. OLD BUSINESS

A. Committee Memberships

Architectural Committee

Ron Sorenson called Bud Jay and asked that he consider serving on the Architectural Committee to replace Mr. Williams. He agreed with the caveat that he could resign at any time.

Ron moved that the board appoint Gary Brown, Joseph Jay, John Jones, Jim MacLaren, Dave Roubos, Georgene Sorenson, Frank Surpless, and Susan Trecartin as members of the Architectural Committee. The motion was seconded by Karl Anderson and unanimously approved.

Maintenance Committee

Karl Anderson moved that the board appoint Carl Johnson, Eileen MacLaren, Ray Schofield and Gail Sober as members of the Maintenance Committee. This motion was seconded by Linda Gregory and unanimously approved. (Linda Gregory also agreed to serve on this committee).

Financial Advisory Committee

Karl Anderson moved that Donna Severidt be elected to the Financial Advisory Committee for reserve planning (with her title to be determined at a later date) as covered in Article 9 Section 4 of the by-laws. This motion was seconded by Linda Gregory and was approved unanimously.

Nominations Committee

Ron Sorenson had polled the members of the nominating committee asking if they would serve next year. Having all agreed, Ron moved that Michael Amato, Frankie Hein, John Jones, Ron Payne and Ray Schofield be appointed by the board to serve as Nominations Committee with the Vice President automatically the chair. This motion was seconded and unanimously approved. (Ron Sorenson also agreed to serve on this committee).

Social Committee

Although the Social Committee is not a Standing Committee, Arlene Haugan graciously accepted to continue as chair with the following members: Trish LeMaster, Sandy Losiniecki and Pauline Schofield.

Holiday Decorations Committee

The President stated that this committee, also not a Standing Committee, has had good experience and will be available to serve for 2003, consisting of: Ernie LeMaster, Trish LeMaster, John Schuette, Sandy Schuette and Pat Smith.

Audit Committee

Two winter residents were appointed to the Audit Committee last year and never responded to any correspondence. Edwin Wismeyer volunteered to serve again this year and Linda Gregory said she would challenge his commitment to follow through and be an active member. Damon Patton also agreed to serve. Vernon Kliewer will serve in an ex-officio capacity. The by-laws state that this committee should be not less than 3, nor more than 5.

The president proposed that Ron Sorenson be designated as the board representative to the Architectural Committee. This was seconded by Karl Anderson and unanimously approved.

Ron Sorenson proposed that Vernon Kliewer be designated as the board representative to the Maintenance Committee. This was seconded by Karl Anderson and unanimously approved.

B. Frequency of Publication of Newsletter

After discussion it was agreed that approximately 3 newsletters would be sent to the homeowners, which will be distributed by LMR. The publication dates would be 1) January 2) May or June, and 3) around October. The president agreed to continue to be the editor but asked for contributions and ideas of content from the board.

C. Revision of CC&R's.

Ron Sorenson and Damon Patton will continue with the project of revisions to the CC&R's. Once this is done the Board will all allow the two new members time to review the CC&R's before a member's meeting is scheduled.

D. Member's Time

Various suggestions were presented as to how to communicate to SIV homeowners that their input is encouraged and that time is scheduled prior to each monthly meeting for them to present any concerns that might require Board Action.

It was decided to include a schedule of meetings printed inside of the Minutes of the Annual Meeting of Homeowners' Booklet with a statement that 9 a.m. on the 1st Monday of every month is set-aside for a Member's Time prior to the start of each meeting.

Since not everyone would mark their calendars suggestions were made as to how to remind homeowners of these monthly meetings.

- a) Communicating monthly via e-mail reminding them of each meeting.
- b) Reminding them again in the Newsletters
- c) Placing a notice in the Green Valley Newspaper

Pros and cons included:

- With email there would be no postage
- The complexity of maintaining e-mail addresses would make this a labor-intensive task
- Not everybody can open attachments with their existing software.
- We don't want to beat this subject to death in an attempt to extend a "friendly reminder" that we welcome community participation.
- Not everybody takes the Green Valley News.

- We are at the mercy of the paper as to whether they publish what we submit.

E. Representative to GVCCC Homeowner Association

Linda Gregory volunteered to be the SIV representative to GVCCC except she is unavailable for the March meeting. Vernon Kliewer volunteered to attend in March. Karl advised there are no meetings held June thru August.

F. Erosion Control

The foreman of the construction company was advised to delay commencing the project that relates to Lot 140.

The Board needs to decide whether to go ... but need to determine how best to proceed. Amongst other things, there is a tree that is being kept upright with a wire without a flag (a potentially dangerous situation which could have adverse impact regarding SIV's liability).

G. Items brought up at Annual Meeting

- Is it feasible to have "part-time" residents on the board? We would need to have speaker equipment and a 3-way capability for conference calling.
- Should we release lien information? Just because it is public information it was the consensus that we should not elect to collect by embarrassment. We should make it known that there are people with liens, but not identify them by name or lot.
- We should not establish a blanket termite policy because of the potential legal ramifications.
- It was suggested that when the Architectural Committee has an issue with a certain Lot that they not go out in a group. Homeowners do not like to see a group of people descending upon them.
- Bud Jay brought up the point at the Annual Meeting of establishing height of trees on private property. To date there is no policy established. Because of the number of issues involved it is impossible to make a one size fits everybody policy, but the board feels that consistency is the greater issue. Therefore SIVHOA must keep good records on how this Committee handles each and every request that is presented to them.

5. NEW BUSINESS

a) We are in receipt of a letter from Henry D. Chulumovich in which he requests the board overturn a decision of the Architectural Committee, but he didn't specifically request a hearing. Ron Sorenson stated he would contact the Architectural Committee to determine how best we can work with the homeowner to satisfy their needs while bringing the proposed Ramada into compliance with present CC&R's.

b) Marianne Bishop and damon Patton met with LMR on Feb. 26th to establish procedures for passing the baton to LMR and to establish what will be the duties of LMR and what will still be the responsibility of SIV. These duties were broken down as follows:

- LMR is responsible for maintaining SIV records, for processing and mailing correspondence, and for processing property transfers.
- The management of the operating and reserve financials, architectural review and approval, and maintenance of the Common Areas remains the responsibility of the Association.

A recap of that meeting is included with these minutes as Attachment "E".

One matter of concern, which needs to be communicated to the Architectural Committee is the need to communicate copies of all matters handled to LMR so that they can keep them in a permanent Lot file they are establishing for each property.

Ron Sorenson stated he would bring this up at the next Committee meeting and establish a procedure whereby all correspondence will be channeled thru the Secretary and she will see that LMR receives copies for their files.

The President asked that the Secretary clarify the issue of the SIV's bulk rate permit and if it would cover mailing things from their office.

c) In order to prepare for the street resealing in May or June of 2004 there has to be investigative work performed during 2003. The president said he would bring this to the attention of the Maintenance Committee during their next regularly scheduled meeting.

6. ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

Actions:

All actions were by unanimous vote.

Discussion:

Required:

Secretary clarifies the issue of the SIV's bulk rate permit and if it would cover mailing things from their office.

Approved by the Board on April 7, 2003.

/s/

Marianne M. Bishop, Secretary

ATTACHMENT "A"

**SAN IGNACIO VISTAS, INC.
HOMEOWNERS ASSOCIATION
P.O. BOX 1150
GREEN VALLEY AZ 85622-1150
3 March 2003**

Mr. Damon Patton
4708 S King Arthur Ct
Green Valley AZ 85614-5800

Dear Damon,

The Board of Directors extends its appreciation for the years you provided your unique expertise on behalf of the Association. Without contradiction, it is clear that San Ignacio Vistas has the best historical chronologies and sets of records of any homeowner's association in Green Valley!

Although there is great regret at your move to other interests, the Board and the Association is forever grateful for your unselfish contributions.

Cordially yours,

Vernon L. Kliewer
President

ATTACHMENT "B"

**SAN IGNACIO VISTAS, INC.
HOMEOWNERS ASSOCIATION
P.O. BOX 1150
GREEN VALLEY AZ 85622-1150
3 MARCH 2003**

Mr. Marvin Pardi
4707 S King Arthur Ct
Green Valley AZ 85614-5800

Dear Marvin:

The Board of Directors thanks you for your being available to complete Tom Dewey's term. It is a shame that your experience will not be available on a regular, monthly basis.

It is our hope that you will inform the Board throughout the coming years of any thoughts you have for the management and betterment of the Association.

Cordially,

Vernon L. Kliewer
President

ATTACHMENT "C"

**SAN IGNACIO VISTAS, INC.
HOMEOWNERS ASSOCIATION
P. O. BOX 1150
GREEN VALLEY AZ 85622-1150
3 MARCH 2003**

Joseph (Bud) Jay
4959 S Harvest Moon Dr
Green Valley AZ 85614-5812

Dear Bud:

The Board of Directors thanks you for your thoughts at the Annual Meetings regarding the Common Area tree that you paid to have removed in the recent past. At the time you extended your offer to pay for the removal of the tree, the sitting Board had not formulated a policy on interior common area tree removal payment. However, now a clear-cut policy has been adopted whenever a homeowner requests that a common area tree be removed.

This policy includes the proviso the Association bears the cost of common area tree removal or pruning. Consequently, the Board approved the President's recommendation that you retroactively receive the same financial benefit as the current policy.

It costs the Association \$35.00 per tree to have a tree removed from the interior common areas. Enclosed is a reimbursement check in the amount of \$35.00 as the association's contribution to the cost you incurred.

Sincerely yours,

Vernon L. Kliewer
President

OPERATING BUDGET - 2003

ATTACHMENT "D"

CATEGORY	Approved Budget	YTD	% YTD	January	February	March	April	May
Cash On Hand	\$4,994.00							
Outstanding lien	\$270.00	\$270.00						
Outstanding lien	\$3,607.00	\$3,607.00						
INCOME								
Dues	\$68,400.00	\$67,500.00	98.68%	\$66,800.00	\$900.00			
Interest	\$200.00	\$52.17	26.09%	\$52.17				
Other	\$200.00	\$75.00	37.50%		\$75.00			
TOTAL	\$77,671.00	\$71,504.17	71.93%	\$66,652.17				
EXPENSES								
Audit	\$200.00	\$0.00	0.00%					
Tax Preparation	\$300.00	\$0.00	0.00%					
Fin. Advisory Com. Consultant	\$300.00	\$25.00	8.33%		\$25.00			
Insurance	\$3,500.00	\$0.00	0.00%					
Legal: Operating	\$3,500.00	\$602.00	17.20%		\$602.00			
Management-Ancillary	\$3,500.00	\$0.00	0.00%					
Management-Professional	\$5,400.00	\$0.00	0.00%					
Maintenance	\$31,000.00	\$4,260.97	13.75%	\$2,074.00	\$2,186.97			
Off. Supplies:Bd., Off., Chairs	\$300.00	\$189.20	63.07%	\$21.30	\$167.90			
P. O. Box & Bulk Mailing Fees	\$205.00	\$34.00	16.59%		\$34.00			
Postage:Bd., Off., Chairs	\$500.00	\$37.52	7.50%		\$37.52			
Printing:Bd., Off., Chairs	\$500.00	\$171.68	34.34%		\$171.68			
Safety Dep. & Storage Locker	\$300.00	\$84.00	28.00%	\$84.00				
Taxes	\$2,250.00	\$0.00	0.00%					
Utilities	\$900.00	\$105.60	11.73%	\$64.91	\$40.69			
GVCCC	\$1,254.00	\$1,254.00	100.00%	\$1,254.00				
Reserves: Capital	\$13,300.00	\$13,300.00	100.00%	\$13,300.00				
Nonannual Maintenance Fund	\$3,000.00	\$3,000.00	100.00%	\$3,000.00				
Contingency	\$7,462.00	\$222.74	2.98%	\$96.41	\$126.33			
TOTAL	\$77,671.00	\$23,266.71	29.98%	\$19,894.62	\$3,392.09	\$0.00	\$0.00	\$0.00

Operating Cash on Hand

RESERVE FUNDS - 2003		YTD	%YTD	January	February	March	April	May
	Approved Budget							
Reserve Fund Allocation								
Balance Forward		\$153,208.10						
<u>Income</u>								
From Dues	\$0.00	\$19,300.00						
Interest				\$158.31				
Total	\$0.00	\$172,508.10			\$0.00		\$0.00	\$0.00
<u>Expenditures</u>								
Planned								
Unplanned								
Total								
Reserves Available								

NONANNUAL MAINTENANCE FUND								
	Budget	YTD	%YTD	January	February	March	April	May
Balance Forward	\$3,000.00	\$6,000.00		\$3,000.00				

ATTACHMENT "E"

Attendees:

damon Patton (past Secretary) ph 393-1928, cell 591-4758, zczc@earthlink.net
Marianne Bishop (Secretary) ph 625-4924 sivhoa1@yahoo.com
Dianne Hardman (LMR Manager) ph 742-5674 dhardman@lmri.org
Leslie Freed (LMR Office Manager) ph 742-5674 lfreed@lmri.org
David Gauvin (LMR VP Operations) ph 742-5674 dgauvin@lmri.org

228 Lots

LMR will be the record keeper. Duties will include:

- **LMR to mail an introductory letter to all homeowners.**
 - David and Leslie to draft letter
 - Introduce LMR and it's management responsibilities for this account
 - Verify lot address, alternate address and other contact information on record
 - Inform homeowners to contact LMR by phone, fax or mail to update information
 - Inform homeowners to contact LMR when mailing address changes (TOPS doesn't allow us to enter date ranges as to when an owner will be living at the property address vs. an alternate address)
 - Include a note about if the homeowner is planning to sell their house, they should let the title company know that LMR is the agent
 - Include the updated Annual Meeting Information booklet in the introductory letter mailing.
 - damon is updating booklet (target date = first week of March)
 - Mailing to go out in 9" x 6" envelopes
- **Process mailings**
 - Assessment mailing in December. Assessments are paid annually (one payment).
 - Compliance Statement mailing in December.
 - Verifies addresses and phone numbers in the database, signed statement verifying occupant is 55+ years old.
 - Per damon, it's ok to change the format of this document and generate letter via our TOPS program.
 - Newsletters (3 or 4 a year)
- **Record Maintenance**
 - Association architectural committee will continue to issue violation letters (about 20 per year). Committee will forward copy of letter to LMR for noting in TOPS and placing hard copy in lot file.
 - Marianne will e-mail board meeting minutes to us to maintain copy on our server and in operating files.
- **Property Transfers**
 - Age restricted community: Place label "Occupancy restricted to at least one person 55 years of age or better and no one in permanent residence under the age of 18" on title questionnaires.
 - Resale pack to include:
 - CC&R booklet
 - Bylaws & Articles booklet
 - Annual Meeting Information booklet
 - Budget

- Introductory letter (it's the 1st letter in Secretary folder on CD Rom and is 5 pages total.) **We need to remove statement about the Green Valley Phone Book form being enclosed.**
 - Fair housing
 - Introductory letter
 - Compliance letter
 - Include self-address stamped envelope
 - Title Company mails questionnaires to San Ignacio's PO Box in Green Valley. Marianne will check PO Box on regular basis and will forward questionnaires to us. To expedite, Marianne will scan documents and e-mail to us.
 - We need to include a note to the Title Co when we return the questionnaire letting them know that LMR is now the contact
 - Title Company will likely send check made payable to San Ignacio. Arlene Haugan (Treasurer) will cash the check and issue a check to LMR for the resale fee.
 - Resale fee is \$75; Refinance title questionnaire fee is \$45.
 - We need to include a disclaimer on the title form since we may not know about pending architectural/violation issues.
 - Lot 120 is currently up for sale.

The Association will handle accounting.

- All lots have paid their assessments through 12/31/03 except for lot 205. Association has filed a lien for non-payment of dues for lot 205.

CD Rom of files provided by damon:

- All files have be maintained electronically / no hard copies available.
- Roster in Access database (2003 folder/database subfolder)
- Correspondence saved in folder by year
- Viewer folder has software for viewing scanned files (.MAX files)
- Violation letters are in the Legal Holds folder
- Holds (there's a flag in the Access database)
 - Lot 205 – lien for delinquency
 - Lot 85 – lien for fine owned (assessments are paid through 2003)
 - Lot 56 – per damon, ok to remove this flag

Bulk Rate permit #10 – Green Valley

Officers:

Vernon Kliewer – President ph 625-8729
Karl Andersen – Vice President ph 393-0887
Marianne Bishop – Secretary ph 625-4924
Arlene Haugan – Treasurer ph 648-7010
Linda Gregory – Director