

San Ignacio Vistas, Inc.
Homeowners Association
Regular Board Meeting Minutes
April 7, 2003

Present: Vernon Kliewer, Karl Anderson, Linda Gregory, and Arlene Haugan

The meeting proceeded using the agenda dated April 7, 2003 for the Regular Meeting.

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

1. Reading of the Minutes:

A. Annual Meeting of Homeowners: The minutes of the February 18, 2003 Annual Meeting were approved by unanimous vote as read.

B. The minutes of the regular board meeting were read. These minutes were approved as corrected by unanimous vote.

2. Officer's Business:

Secretary: Correspondence generated by the Architectural Committee (AC) from mid-year 2002 thru present was obtained and has been scanned into our permanent records. A computer disc containing SIV history thru Feb. 2003 was handed to each board member present. These were created prior to scanning the aforementioned AC data.

Treasurer: The Treasurer questioned billings from LMR. It was determined that the first bill received covered LMR's Management Fee and the second covered ancillary charges (e.g. postage, copies) broken down for the month. This is in line with our agreement. It was decided that the board keep a copy of all LMR invoices as a scanned record.

The Treasurer's Report is included as Attachment A to these minutes. It was noted that items of \$270 and \$3607 need removed from the Y-T-D column, which will change the total income to date. The report was approved as corrected and was accepted by the board, subject to audit.

The Secretary will transmit the SIVHOA Balance Sheet as of 3/31/2003 to LMR.

President:

A. The President acknowledged the hard work of the Social Committee for their efforts on the Pot Luck Dinner held in March.

B. The President updated the Board regarding the month's activities with LMR. The President and Secretary have been coordinating preparation of a new "welcome letter and packet" which will be used for all new property transfers. This item needed to be acted upon immediately, as there is a time limit whereby new property owners must be supplied information from SIVHOA.

The President and Secretary have also been working on a letter that will be sent to all homeowners introducing Lewis Management Resources (LMR) and detailing new procedures whenever a property is sold or the homeowner changes his/her mailing address. This mailing was awaiting final approval of the Annual Meeting Minutes.

C. House Bill 2307 which would have had serious financial consequences for SIVHOA has been defeated although the President stated the need to watch that it does not resurrect itself.

D. A call was placed to Waste Management 1) to inquire if they could change their route so trucks did not re-travel the same path twice each week, and 2) regarding dropping trash and recyclables on the street.

E. Following is the LMR monthly activity report:

*Prepared introductory letter for mailing

* Prepared Welcome letter (for property transfers)

* Processed 5 title questionnaires (38, 55, 71, 86 and refinance of 125)

* Created lot files

* No correspondence related to Architectural Control or CC&R Enforcement

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F. The following change in membership for the Maintenance Committee: Mary Lou Catino replacing Eileen MacLaren resigned because of job conflict.

3. Old Business:

A. Common Area/Private property--re Lot #140

There was still no response from the homeowner regarding the maintenance of the property outside of the rear patio wall. If there is another letter to be sent it is proposed that it come from the SIVHOA attorney.

B. Felix Landscape Designs

Communication problems continue. The workers are not following instructions and notice was given Felix that the next infraction will cause a recommendation to the Board that a 30-day notice be given for their contract termination.

C. Resolution 1: Re Social Committee reimbursements

Since there was an overage of monies collected by the Social Committee during 2002 and 2003 the president presented the following motion:

RESOLVED, That the funds received for the two social occasions, 2002 and 2003, by the Social Committee that exceeded monies required to cover costs of these functions be applied to the costs of 2001 that exceeded the monies collected; and That this application of funds satisfies the 2001 uncovered expenses.

This motion was approved unanimously.

4. New Business:

A. Filing of liens: In order to avoid the possibility that SIVHOA be in a position of being subject to a \$5000 penalty under the Wrongful Lien Section the president presented the following motion: Resolution 2:

RESOLVED, That Liens on behalf of San Ignacio Vistas, Inc. Homeowners Association are to be filed by our attorney, Tanis A. Duncan; and That Ms. Duncan is to be paid for her services at a reasonable fee for each lien filed.

This motion was approved unanimously.

B. Need to establish a proper procedure for application of monies received against debt of record, the president presented the following motion: Resolution 3:

Whereas, Homeowners, against whom a lien has been recorded, have paid a past due annual dues assessment but refused to pay interest and other accrued costs on the past due amount; and
Whereas, The interest and other accrued costs should be collected out of the payments received, as is commonly practiced by accountants—by applying a payment to the oldest debt of record; and
Whereas, The Treasurer is to be authorized to apply this accounting principle to past due accounts; therefore
RESOLVED, That the San Ignacio Vistas, Inc. Board of Directors adopt the practice commonly followed by accountants that any payment(s), unless the check-memo-line specifies application, received from a homeowner be applied to the oldest debt of record, be it unpaid interest, fines and penalties, administrative fees, legal fees, recording fees or any other reasonable collection costs; and
RESOLVED, That the Treasurer is authorized to apply the accounting principle of applying a payment to the oldest debt of record whenever past due annual dues and other accrued costs on the past due amount have not been paid

This motion was approved unanimously.

An example of this accounting procedure applied to debt for Lots 85 and 205 was presented for the information of Board members.

C. In order to define what constitutes a quorum for our purposes, as well as allowing our homeowners that are not full-time residents of SIV to serve on committees, the president presented the following motion: Resolution 4:

Whereas, The Amended and Restated Bylaws of San Ignacio Vistas, Inc. are silent on the definition of a quorum for committees;

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Whereas, § 3, page 20, Robert's Rules of Order, Newly Revised states that in a regularly called meeting, if bylaws do not prescribe, the quorum consists of those attending; therefore
RESOLVED, That the presence of two or more Board appointed committee members at a regularly scheduled meeting of a committee will constitute a quorum for any action of the committee; and
RESOLVED, That any homeowner in San Ignacio Vistas, Inc. may be appointed to a committee by the Board; and RESOLVED, That Robert's Rules of Order, Newly Revised, as amended from time to time, will govern the calling of and the proceedings of all meetings of committees of the Association, now or hereafter created; provided, however, that in the event Robert's Rules of Order, Newly Revised conflict with the Association's Amended and Restated Declaration of Establishment of Covenants, Conditions and Restrictions, Articles of Incorporation, Bylaws or Rules, such Declaration, Articles, Bylaws and Rules shall govern.

This motion was approved unanimously.

D. Updating all committee members. The president presented the following motion:

Resolution 5:

RESOLVED, that every member of each Board appointed committee will be sent a copy of Resolution 4; and
RESOLVED, That San Ignacio Vistas, Inc. Homeowners Association will provide one copy each of the most recent Edition of Robert's Rules of Order for the use of the Architectural Committee and the Maintenance Committee, and for other committees as need is determined by the Board.

This motion was approved unanimously.

E. May meeting date: May 5, 2003

F. Because many of the Board members will be out of town in June, it was decided to cancel the meeting scheduled for the first Monday in June.

5. Adjournment: The meeting was adjourned at 10:30 am.

Actions:

Discussion:

1. It was decided that only that correspondence relating to decisions made by the Architectural Committee regarding approvals for changes or additions to any Lot will be transmitted to LMR to become part of the permanent Lot file.
2. It was also discussed that in the future all letters coming from the Architectural Committee granting approval for any work/project should have a date by which the work should be completed or the approval of the AC is withdrawn as of that date, and a new submission will be required.

Required:

1. Sending a copy of Resolution 4 to members of all committees.
2. Get a copy of the Robert's Rules of Order, Newly Revised, for the Architectural Committee's use, which will remain the property of SIVHOA.
3. Send letter to Ed Wismeyer welcoming him to Audit Committee.

Approved by the Board on May 7, 2003.

/s/

Marianne Bishop, Secretary

Attachment A

**SAN IGNACIO VISTAS, INC
HOMEOWNERS ASSOCIATION**

Balance Sheet*

As of: 3/31/03

ASSETS	
Checking/Savings	\$ 39,491.22
Capital Reserves	\$166,666.41
Non-annual Maintenance Fund	\$ 6,000.00
Total	\$212,157.63
LIABILITIES	
Operating Fund--budgeted	\$ 39,491.22
Capital Reserves	\$166,666.41
Nonannual Maintenance Fund	\$ 6,000.00
Total	\$212,157.63

Income/Expense Statement*	
As of: 3/31/03	
Income	\$ 68,143.34
Expense	\$ 28,652.12
BALANCE	\$ 39,491.22

*Subject to audit.