

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting – March 15, 2010
Approved by the board – April 13, 2010

The meeting, held at 4735 S Prairie Hills Drive, was called to order at 9:00 AM and proceeded using the agenda as distributed.

A quorum of the board was present: Marianne Bishop, Bob Christensen, Paul Gilmore and Delores Leavitt. Ed Eick arrived in the middle of the Architectural Committee Report. One homeowner was present: Jim Callahan.

1. CONSIDER MEETING MINUTES

A MOTION was MADE by Delores Leavitt, SECONDED and UNANIMOUSLY PASSED approving the minutes of the February 24, 2010 board meeting with corrections to the Maintenance Committee motion.

A MOTION was MADE by Delores Leavitt, SECONDED and UNANIMOUSLY PASSED approving the minutes of the February 24, 2010 Annual Meeting of Homeowners.

2. FINANCIAL REPORT

On February 25, 2010 an Application for Recognition of Exemption under Section 501 (c) and all pertinent enclosures were submitted to the IRS. On the same day extensions for the federal and state income tax for 2009 were also mailed as well as amended tax returns to the feds and state for our 2006 tax returns. Bill McGovern prepared all of the forms and will prepare our 2009 tax return once we receive response from the 501 (c) request..

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the Treasurer's Report ending February 28, 2010 with the notation that \$250 will be transferred from Taxes and Contingency to Accounting Expense in March. (Attachment **A**).

3. OFFICER'S REPORTS

A. President

A MOTION was MADE by Bob Christensen, SECONDED and UNANIMOUSLY PASSED approving the Board Objectives for 2010-11 (Attachment **B**).

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED to table indefinitely further discussion of the Owners Handbook.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED to table indefinitely further discussion or use of the Architectural Committee Handbook.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED to table indefinitely further discussion or use of the Plant Guidelines.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED to table any survey of the Owners.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED to convey to our Owners the actions of today.

B. Secretary

A draft newsletter was presented and approved by the board. The newsletter will communicate the board actions taken under the President's report and invite homeowners to the next board meeting. Distributed with this packet will be the Annual Meeting Minutes and the Amendment to the CC&Rs.

There are two homes under contract, both of which should close by April 1.

A water drainage issue in the common area behind Lot 165 was referred to the Maintenance Committee.

4. COMMITTEE REPORTS

A. ARCHITECTURAL COMMITTEE (AC)

Jim Callahan presented the report ("Attachment C"). Ed Eick arrived in the middle of this report.

The board agreed to allow the AC to work on a proposal for an expanded use of the existing color palette as well as defining trim and accents and present their ideas at the April board meeting.

B. MAINTENANCE COMMITTEE (MC)

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

A MOTION was MADE by Paul Gilmore SECONDED and unanimously PASSED that Bev Baker, Jim Fitzgerald, Jane Hilsenhoff and Dave Schroer be appointed to serve as members of the Maintenance Committee until the 2011 Annual Meeting

C. GVCCC BOARD OF REPRESENTATIVES

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

5. CONTINUING BUSINESS

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED appointing Jim Steffen as a member of the Security Committee.

6. NEW BUSINESS

7. ADJOURNMENT

The meeting was adjourned at 10:30 AM. The next regular board meeting will be held on Tuesday, April 13, 2010.

Respectfully submitted,
Marianne Bishop

ATTACHMENT A

SAN IGNACIO VISTAS, INC.

Statement of Revenue, Expenses and Fund Balances

(Modified Cash Basis)

2 Months Ending February 28, 2010

	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Revenue				
Assessments	\$ 102,600	\$ 102,150		\$ 102,150
Transfer and Document Fees	300	-		
Interest	28	31	1,618	1,649
Total Revenue	\$ 102,928	\$ 102,181	\$ 1,618	\$ 103,799
Expenses				
Maintenance Expenses	\$ 3,022	\$ 3,120	\$ 4,953	\$ 8,073
Administrative Expenses	4,340	2,565		2,565
Other Expenses	1,804	1,504		1,504
Total Expenses	\$ 9,166	\$ 7,189	\$ 4,953	\$ 12,142
Excess Revenue (Expenses)	\$ 93,762	\$ 94,992	\$ (3,335)	\$ 91,657
Reserve Allocation To (From)	\$ -	(3,759)	3,759	-
Net Increase (Decrease) After Allocation	\$ 93,762	\$ 91,233	\$ 424	\$ 91,657
Fund Balances				
Beginning of Year Fund Balance (Note 2)		\$ (38,329)	\$ 249,678	\$ 211,349
End of Month Fund Balance (Note 4)		\$ 52,904	\$ 250,102	\$ 303,006

Supplementary Information

Note 1: The dues assessment for 2009 and 2010 was \$450 per member.

Note 2: Transfer to reserves of \$43,092 was completed on December 17, 2009 and is included in the \$249,678 of Reserve Fund balances with which we begin the year. This offsets the \$38,329 deficit in the beginning Operating Fund balance. An additional \$3,759 of excess operating funds were transferred to the Reserve Account in January.

Note 3: At the end of 2009 cash and investments totalled \$293,249, including \$81,900 of assessments collected in advance. There was \$43,571 in the Operating Account at BBVA Compass and \$249,678 in the Reserve Account of which \$2,092 was in a MM and \$85,000 in a CD at BBVA Compass and \$2,586 in a MM and \$160,000 in an Investment account at Wachovia Advisors.

Note 4: At the end of this month there was \$52,904 in the operating account at BBVA Compass. The Reserve Account totalled \$250,102 made up of \$898 in a MM and \$85,000 in a CD at BBVA Compass and \$4,204 in a MM and \$160,000 in an Investment account at Wachovia Securities.

Note 5: Reserve equity totalled \$898 per member at end of 2009 and \$1097 per member at the end of February.

ATTACHMENT B

Board Objectives for 2010 - 2011

- 1) President: (2010 – 2011 President is Robert Christensen)
 - 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: (2010 – 2011 Secretary is Marianne Bishop)
 - a) Maintain website
 - b) Provide timely notice of Board Meetings via the website, Newsletter and the Green Valley News
 - c) Prepare Agenda and deliver Board Packets prior to each meeting
 - d) Prepare minutes of each meeting for Board review and approval, post minutes to website
 - e) Publish three or four Newsletters during year (March, June, September and January)
 - f) Publish Annual Meeting book in March
 - g) Send out "dues letter" in December
 - h) Send out "annual meeting notice" in January

- 3) Treasurer: (2010 – 2011 Treasurer is Marianne Bishop)
 - a) Make timely payment to all vendors
 - b) Record all of the Association's financial transactions on Quickbooks
 - c) Prepare monthly Statements of Revenue, Expenses and Fund Balances for Board review and approval
 - d) Prepare draft Budget for 2011 for Financial Advisory Committee review in October and the Board in November
 - e) Prepare year end Statement of Assets, Liabilities and Fund Balances and the year end Statement of Revenue, Expenses and Fund Balances for Audit Committee review in January

- 4) Architectural Committee: (2010 – 2011 Board Rep is Edward Eick)
 - a) Fully account for all Requests from Homeowners
 - b) Provide regular reports to the Board
 - c) Prepare such Rules as the Board should require

- 5) Audit Committee: (2010 – 2011 Chair is Jack Powers)
 - a) Update as required the finance manual of the Association
 - b) Recommend to the Board such exams as deemed appropriate for the Association
 - c) Submit an Audit Report to the Board and at Annual Meeting in February

- 6) Financial Advisory Committee: (2010 – 2011 Chair is Robert Christensen)
 - a) Meet in March to update the Reserve Plan for presentation to the Board at its April meeting
 - b) Meet in October to review the Budget for 2011 and develop a proposal for the 2011 Dues Assessment for presentation to the Board at its November meeting

- 7) Maintenance Committee: (2010 – 2011 Board Representative is Paul Gilmore)
 - a) Solicit bids and award contracts with Board approval for the maintenance of common areas including the control of invasive grasses
 - b) Solicit bids and award contracts with Board approval for capital improvement of the common areas within the Association
 - c) Solicit bids and award contracts with Board approval for the annual trimming of trees
 - d) Solicit bids and award contracts with Board approval for such projects as set out in the Maintenance Plan
 - a) Obtain advice of consultants and cost input from vendors so as to update Maintenance Plan for 2010 – 2052 by March 1
 - b) Provide reports when and as needed to the Board

- 8) Nominations Committee: (2010 – 2011 committee to be named)
 - a) Identify three candidates to replace Director's whose terms expire in 2011
 - b) Obtain candidate approval at 2011 via ballot mailed in January

ATTACHMENT C

ARCHITECTURAL COMMITTEE REPORT March 15 2010

LOT #	DATE OF REQUEST	NATURE OF REQUEST(S)	ACTION TAKEN	DATE OF ACTION
055	2-9-10	6 foot high block wall on west side of patio	APPROVED	2-17-10
061	3-10-10	Install security door on front of home	APPROVED	3-12-10
013	3-9-10	GARAGE SALE 3-19/20	APPROVED	3-9-10
142	3-11-10	GARAGE SALE 3-19/20	APPROVED	3-11-10

Architectural Committee Meeting Minutes
Tuesday, March 9, 2010

Members in attendance were: Jim Callahan, Chair, Barry Bishop, Ed Eick, Board Rep, Bob Ferrier and Deb Nance. Also attending was Linda Nealy.

The purpose of the meeting was to meet the members of the committee and to distribute a copy of the Architectural Committee Handbook.

During general discussion the matter of the paint rule came up and several members voiced their opinion regarding the possibility of surveying our Owners regarding their desire to expand use of paint and defining what is trim or accent. Deb Nance put forth a proposal relative to the Color Palette Use (copy attached). The possibility of using the elevations for each model was discussed and the Secretary was to see if she could obtain them for each model.

A vote was taken and all members were against the survey in its present form. All members, except one were against a survey altogether. The other wanted a simple survey as to whether our Owners wanted to retain or abolish the paint rule.

All members felt that we should hold distribution of the Owners Handbook until the paint guidelines issue is resolved. The Chair will present the following request to the Board at their meeting on Monday, March 15, 2010.

Respectfully submitted: Jim Callahan

SIV COLOR PALETTE USE

When Fairfield built the neighborhood in the 1990s they presented owners with color options and combinations that are still reflected in paint guidelines we have today. They are as follows:

A designated SIV trim color for the roofline and gutters or ramadas that follow the roofline. These colors may also be used to paint entry gates, decorative metal railings and entryway enclosures.

A designated SIV stucco/body color for stucco below the roofline and the downspouts and ramadas over stucco, garage and security doors. These colors may also be used to paint entry gates, decorative metal railing and entryway enclosures.

The roofline trim color must be different from the stucco/body color and included in one of the combinations in the SIV homes color palette. There are six stucco body colors and twelve roofline color trims, six of which may be used for stucco/body colors.

The intent was for homes in the neighborhood employ two colors on a home, one for the stucco body and another for the roofline. There have been requests from homeowners who would like to expand the use of the current color palette to include accents around windows, entryways, decorative niches, etc.

The Architectural Committee requests that the Board allow us to consider a modification for an expanded use of the color palette for SIV homes and the possibility of offering the availability of volunteer SIV homeowners who would serve as color consultants working through the Architectural Committee.

ATTACHMENT D

Maintenance Committee Meeting

Minutes - March 3, 2010

The meeting was held at 4868 S. Desert Sunset Drive beginning at 9:00 AM

Attending: Jim Steffen, Gary Ebbesen, Jane Hilsenhoff, Bev Baker, Larry Engel and Paul Gilmore. Invited Guests: Jim Fitzgerald and Dave Schroer

- 1) Jim Steffen notified the MC of his resignation effective May 1, 2010. His dedicated service to MC over four years is appreciated. Many of the details of his tenure were passed along for the benefit of those who will accept various responsibilities. He has volunteered to continue to maintain the street reflectors.
- 2) L. Engel has accepted the Chair for the MC and was given all the files, a list of vendors and MC member data. Files (not for current use) are to be given to the Secretary for storage.
- 3) MC was informed by P. Gilmore of the Board's proposal to split the MC into new chartered Committees: Grounds Committee and Streets, Sidewalks and Signs Committee. After discussion, a counter-proposal will be presented to the board and assignments made to satisfy and encourage "in resident" staffing.

Four "work groups" would be formed based primarily on seasonal maintenance required.

- a) **Landscape:** responsible for landscaping and should be year-around. (B. Baker, J. Hilsenhoff and G. Ebbesen)
- b) **Streets:** (Streets Sidewalks and Curbs) could be staffed primarily by winter residents. (Larry Engel – Winter & G. Ebbesen – Summer)
- c) **Miscellaneous:** (Utilities, Signage, Monuments etc.) any volunteers that wish to offer their talents to maintain signs and entrance decorative lighting, irrigation controls, hand rails and retaining wall painting, and
- d) **Trees:** Formed at the October meeting and active from November 1 thru December 31 to handle Annual Tree Maintenance and could be staffed by winter residents.

The importance of having volunteer homeowners appointed as committee members by the board is to ensure that they are covered by insurance when working on SIV common grounds.

Not all MC members would be required to attend the MC monthly meetings. It may be well to consider just the "leaders" of the three primary groups attend.

- 4) J. Steffen reviewed the 2010 contract provisions for Santa Rita Landscaping (SRL) as to crew size, route assignment schedule, hours "on the job", crew leader name (Dale Bristaminte), and the SRL representative (Chris Webb). The work SIV layout map of the common areas was explained in detail to acquaint the Landscape group with the scheduled tasks. He produced the colored tape used to designate special attention areas when crew workload is available.

B. Baker and J. Hilsenhoff were given the colored tape to mark vegetation to be removed and the procedure for notifying the work crew leader of any special instructions. L. Engel asked that the work crew be visited on their assigned day of the week in SIV to let them know that we are observing their operation.
- 5) G. Ebbesen will provide L. Engel with the name of a contractor in Tucson that has special equipment to address the large crack cavities by cutting a "vee" prior to applying special fill material.
- 6) D. Schroer offered his evaluation of the recent crack-filling contract. J. Steffen explained that not all cracks were filled. Some did not need attention at this time however, there may have been some missed as the application date was changed due to weather. Mr. Schroer said there is also weed penetration in curb cracks where the sealant was over-sprayed. This should have weed killer applied. He suggested also that trash pickup be only once a week to reduce the trash truck impact on the streets. His name will be added to the MC as well as Mr. J. Fitzgerald. We thank them for a willingness to volunteer their time and talent to the MC.
- 7) L. Engel suggested that the Board contact GVCCC for names of competent street maintenance engineers used by other HOA management.
- 8) MC will ask the SIV Secretary to reserve a meeting time and date at GVR Canoa Hills Center for its meetings. The request is for third Wednesday of each month at 9:00 AM beginning April 21.

The next meeting is scheduled at 9:00 AM on April 21, 2010 at Canoa Hills Center in the Mesquite Room.

During the summer there will be no regularly scheduled meetings and, if necessary, meetings will be held in at a private residence.

Scheduled meetings will resume in the fall. The Amado Room at the Canoa Ranch Center has been reserved for October 20, November 17 and December 15 from 9 to 11 AM. If a meeting is cancelled this must be communicated to the Secretary of SIV. *There is a cancellation policy of 48 hours advance notice to avoid being charged for the room.*

Room reservations for 2011 have not been scheduled by GVR at this time.

There being no further business the meeting was adjourned at 10:30 AM.

Respectfully,
Paul Gilmore

ATTACHMENT E

GVCCC Report

February 18, 2010

- ✚ Relocation of GVCCC offices to Suite 18, Green Valley Village is now scheduled for March 12.
- ✚ 2010 Directories distributed week of February 18.
- ✚ Annual audit and 501c4 corporation workshop on February 23 at 1:30.
- ✚ Landscaping Grant workshop on February 26 at 10:00.
- ✚ Hazardous waste on March 13 at Presbyterian Church from 8 – 12:00.
- ✚ Paper shredding near Long Realty on March 16 from 11 – 3:00.
- ✚ Fairfield Homes will build out Las Campanas not Meritage.
- ✚ Power sub-station to be built just north of Canoa Ranch and east of the highway.