

**San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting**

January 14, 2008

Approved by the Board: February 4, 2008

Board Members Present: Marianne Bishop, Bob Christensen Gerry Larsen and Duane Nealy, which represented a quorum. The meeting was called to order at 9 AM. The agenda was approved with no additions.

1. **Consider Meeting Minutes** A MOTION was MADE, SECONDED and PASSED to approve the Minutes of the **December 3** board meeting.

2. **Consider/Approve Financial Reports**

The format for the year-end report has been modified at the request of our Audit Committee. A MOTION was MADE SECONDED and PASSED approving the new format.

A MOTION was MADE SECONDED and PASSED approving the Financial Report at 12-31-2007 (Attachment A).

A MOTION was MADE SECONDED and PASSED to allocate \$40,000 of the 2008 dues assessment being held in a CD at Compass Bank maturing on May 17, 2008 to the Reserve Fund.

3. **Officer's Reports**

A. **Secretary**

- All dues have been collected for 2008.
- The time for February 4 board meeting will be changed to 10 AM (Canoa Center-Mesquite Room)
- The date for the March board meeting will be 10 and held at 4903 Prairie Hills Drive
- A request has been made to GVR for 2009 dates for room reservations for the Board as well as the Maintenance Committee meetings.

B. **President**

- Duane Nealy agreed to represent SIV on the Green Valley Community Coordinating Council and attend the January and February meetings.
- Finalize the agenda for the annual meeting (Attachment B).

4. **Maintenance Committee**

Larry Engel presented the report in the absence of Jim Chervenka (Attachment C).

<p>Larry Engel, on behalf of the Maintenance Committee, made a MOTION to award the crack and curb sealing and seal coating work for 2008 as identified in the bid request to Sunland Asphalt at a cost not to exceed \$55300 (1% over bid amount). The crack and curb sealing to be completed no later than March 15, 2008 and the seal coat to be completed between April 15 and June 15, 2008. SECONDED and PASSED</p>
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5. **Architectural Committee**

Gerry Larsen presented the report (Attachment D).

6. **Continuing Business –**

- A. For Sale Signs - having been reviewed by our attorney, this rule will be distributed to homeowners.
- B. Solar Energy Panels - The AC will bring this rule to the board at the February meeting.
- C. Common Area Trees - This subject was deferred to the February meeting because of the absence of Jim Chervenka.

7. **New Business - None**

- 8. **Adjournment** - The meeting was adjourned at 11:00 AM. The next meeting will be held February 4 2008 at Canoa Rec Center in the Mesquite Room commencing at 10 AM.

Respectfully submitted,

A handwritten signature in black ink, reading "Marianne M. Bishop". The signature is written in a cursive style and is centered within a light gray rectangular box.

Marianne Bishop, Secretary

SAN IGNACIO VISTAS, INC.

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

Year Ended December 31, 2007

	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Revenue				
Assessments (collected in advance \$78,540 in 2007 and \$56,350 in 2006)	\$79,800	\$79,800	\$0	\$79,800
Transfer and Document Fees	4,500	1,400	0	1,400
Interest	920	1,255	8,694	9,949
Total Revenue	<u>\$85,220</u>	<u>\$82,455</u>	<u>\$8,694</u>	<u>\$91,149</u>
Expenses				
Maintenance Expenses	\$38,100	\$37,388	\$15,832	\$53,220
Administrative Expenses	12,615	12,274	0	12,274
Other Expenses	7,885	7,833	4,418	12,251
Total Expenses	<u>\$58,600</u>	<u>\$57,495</u>	<u>\$20,250</u>	<u>\$77,745</u>
Excess Revenue (Expenses)	\$26,620	\$24,960	(\$11,556)	\$13,404
Reserve Allocation To (From)	<u>(26,620)</u>	<u>(26,620)</u>	<u>26,620</u>	<u>0</u>
Net Increase (Decrease) After Allocation	<u>\$0</u>	<u>(\$1,660)</u>	<u>\$15,064</u>	<u>\$13,404</u>
Fund Balances				
Beginning of Year Fund Balance		<u>\$4,683</u>	<u>\$170,318</u>	<u>\$175,001</u>
End of Year Fund Balance		<u>\$3,023</u>	<u>\$185,382</u>	<u>\$188,405</u>

Supplementary Information

The dues assessment for 2007 was \$350 per member and for 2008 \$420 per member.

Cash and investments totaled \$231,351 at the beginning of the year, including \$56,350 of assessments collected in advance. At the end of the year cash and investments totaled \$266,945, including \$78,540 of assessments collected in advance.

The \$266,945 of year end cash and investments included \$3,023 of cash in the operating account and \$78,540 of cash and CDs in the assessments account at Compass Bank; \$20,382 in cash and \$165,000 in investments in the reserve account at AG Edwards.

Reserve equity totaled \$747 per member at year end 2006 and \$813 per member at year end 2007.

- ✦ Operating Account balance of \$3,023 compares with \$4,678 at 12/31/06.
- ✦ We have also collected \$78,540 of the 2008 dues assessment (82%). This compares with \$56,350 or 71% a year ago.
- ✦ Reserve Account balance of \$185,382 compares with \$170,318 at 12/31/06. Investments (\$165,000 and \$137,000 at 12/31/06) are stated at Cost. The yield on investments is 4.75%.
- ✦ Revenues totaled \$91,149, including \$79,800 from the 2007 dues assessment and \$1,400 from transfer and document fees.
- ✦ Interest income totaled \$9,949, including \$8,694 on reserve account balances (\$7,034 in 2006) and \$1,255 on operating fund balances.
- ✦ Expenditures totaled \$77,740 (compared with \$65,451 in 2006).
- ✦ Maintenance (\$53,220 or 68%) made up the largest share of these expenditures (up from 63% in 2006). This includes \$32,851 for common area maintenance and \$15,832 for reserve project expenditures.
- ✦ The balance was for administrative and other operating expenditures, including \$5,250 for membership communications, \$3,525 for insurance, \$2,666 for taxes, \$2,533 for audit, \$1,000 for legal and \$5,200 for administrative services.
- ✦ Operating expenditures totaled \$57,490 which compared favorably with our budget of \$58,600.
- ✦ Reserve Account expenditures totaled \$20,250. This amount significantly exceeded our plan of \$7,638 and was caused by the unexpected repair of a street and a retaining wall.

ATTACHMENT B**ANNUAL MEETING – ORDER OF AGENDA**

- ◆ Report of the Nominating Committee (Marianne Bishop)
 - Introduce the members of the Nominating Committee (Bishop, Catino, and Nealy)
 - Introduce the tellers
 - Introduce the Candidates
 - Bob Christensen
 - Delores Leavitt

- ◆ Recognition and Introductions (Bob Christensen)
 - Introduce and recognize two new Board members
 - Gerry Larsen as Chair of Architectural Committee
 - Duane Nealy as Chair of Maintenance Committee
 - Introduce the other Board members

- ◆ Introduce guest speaker

- ◆ Secretary's Report (Marianne Bishop)
 - Main object of the Board is to Maintain, Protect and Enhance the value of your home in San Ignacio Vistas
 - 2007 Sales price statistics compared with previous years.
 - Newsletters
 - Change in trash and recycle contract
 - Thirsty Thursday (Recognize hosts in 2007)

- ◆ Architectural Committee Report (Gerry Larsen)
 - Recognition of new and former members
 - Rules to deal with state mandated changes
 - For Sale Signs
 - Solar panels

- ◆ Audit Committee Report (Jack Powers)
 - Report on Findings
 - Recognition of members (Nowak and Wismeyer)

- ◆ Financial Advisory Committee Report (Bob Christensen)
 - Recognition of members (Bishop, Chervenka, Eidson, Eman, Nowak, Powers and Strong).
 - Review of 2007 Financials
 - Budget for 2008 (mention dues increase)
 - Replacement Reserve Plan
 - Questions from the floor

- ◆ Maintenance Committee Report (Jim Chervenka)
 - Recognition of members (Eidson, Engel, Hill, Hilsenhoff and Mastic), former member Larry Ridley and introduction of Duane Nealy
 - Maintenance Plan for 2007

- Repairs on Vista Ridge Court
 - Repairing and repainting of retaining wall on Harvest Moon
 - Repair/leveling of sidewalk heaving
 - Reserve Study
 - Retention of Consulting Engineers
- Maintenance Plan for 2008
 - Crack Seal in February
 - Curb Seal in February
 - Repairs on drainage line below Gloria View Court (in March?)
 - Repainting of Culvert Rails (in June?)
 - Street reseal in June
 - Gold Canyon contract
 - Tree Trimming
 - Questions from the floor
- ◆ Residents Time
 - ◆ Announce ballot results (Marianne Bishop)
 - ◆ Adjourn Annual meeting (Bob Christensen)

ATTACHMENT C

MAINTENANCE COMMITTEE REPORT

Our street consultants (Roy Erichsen / Roger Westrate) met with the Maintenance Committee on January 7, 2008 to review the bids for crack sealing, curb sealing, and seal coating for 2008. Bids were obtained from Sunland Asphalt, Bates Paving and Ace Asphalt. After discussion and review of the bids the Maintenance Committee recommended that all the street work for 2008 be awarded to Sunland Asphalt. Their bid to complete the work as outlined in the consultant's bid request was as follows:

Crack Sealing	\$	8,564	
Curb Sealing		6709	(for approx 1/3 rd SIV as identified in the bid request)
Seal Coating		37,391	
Sales Tax		<u>2088</u>	
Total Bid	\$	54,752	

The crack sealing and curb sealing are to be scheduled and completed no later than March 15, 2008. The seal coating is to be scheduled and completed between April 15 and June 15, 2008.

Bates Paving bid was rejected because it did not meet the specifications of the bid request as to how the material was to be applied and the size of cracks to be sealed. In comparing the bids from Ace Asphalt and Sunland Asphalt it was noted that:

1. Based on our consultant's experience the material (Sunguard) specified by Ace Asphalt for seal coating has not proven to be as durable and last as long as the seal coating material (TRMSS) specified by Sunland Asphalt. The consultant's experience has been that with the Ace material we should plan on seal coating again in perhaps 3 years while the material used by Sunland has proven to hold up well for 4+ years. In addition subsequent seal coating of the material used by Sunland can be done with a lighter coating material (thus saving future costs).

2. The costs for crack sealing were essentially the same between Ace (\$8000) and Sunland (\$8564) but Sunland's bid included the use of 4% more material.
3. Sunland's cost for curb sealing was less than that bid by Ace even though Sunland's bid called for the use of 16% more material.
4. Sunland's bid was set as a fixed lump sum with no additional cost for the use of any material beyond that specified in their bid. Ace costed any use of additional material at \$20 / gal which could further increase the final cost of their work.
5. Our consultant's experience has been that Sunland Asphalt has been the most responsive in doing the work exactly as called for in the bid specifications.

After further review of the landscaping bid submitted by Hot Desert Landscaping and discussion of feedback from several references, the Maintenance Committee recommended we continue with Gold Canyon and this time and reduce their next monthly payment based on the documented shortages of time on site and in crew size.

Gold Canyon continued routine landscaping maintenance of the common areas. Work on the exterior common areas, including trimming of some trees, should be completed in January. Based on documented shortages of time on site and crew size by Gold Canyon during the period of November 8 through December 13, 2007 it was recommended the December payment to Gold Canyon be reduced by \$748.55. Since that time there have been no crew shortages and the crew has worked 8 hours on site each week.

The Maintenance Committee continued to discuss language to possibly provide a written rule for a homeowner to request in writing the removal of a tree in the common area that is affecting their rear view. The Committee was in general agreement with the language (see attached) and suggested that Committee members review various situations in the neighborhood to see if the proposed distance in the draft rule was appropriate. Subsequent to the meeting Larry Engel and Jim Chervenka reviewed several known situations and agreed that the distance as contained in the draft rule was appropriate. The attached draft is submitted for review and consideration by the Board of Directors.

The Maintenance Committee has had difficulty in finding a second bidder for the repair work necessary to the erosion damage to the drainage channel at the north end and east side of Gloria View Ct. To date the only bid is from FMR Construction at a cost of \$4159.

The next Maintenance Committee meeting is currently scheduled for Jan 22, 2008 at 9 am at the Desert Hills Recreation Center.

ATTACHMENT D

ARCHITECTURAL COMMITTEE MEETING MINUTES

Member in attendance were:

Gerald (Jerry) Larsen, Don Peterson, Susan Trecartin.

Also attending were Jerry Le Tendre and Royce Hill. Both indicated an interest in joining the committee.

After some discussion Jerry Le Tendre agreed to join the committee.

Royce Hill said he wanted to think about it and would let us know. Royce called me the next day and said he would join the committee after the first of the year.

There was a general discussion regarding the new law about Solar Devices. I brought up the fact that we needed to draft a new submittal form for Home Owners requesting to install them. Jerry Le Tendre offered to draft a new form.

We also discussed who in which month of the year would be picking up the AC Review Submittal Form from Marianne. Since no decision was made Gerald Larsen will continue to handle these requests until the committee formulated a schedule.

Lot 179 had submitted a request for a room addition and to relocate an existing Ramada. The committee visited the site and approved the request. The Secretary communicated approval to both the builder and homeowner.