

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting
APRIL 7 2008

APPROVED BY THE BOARD: MAY 26 2008

Board: Marianne Bishop, Bob Christensen, Jerry Larsen, Delores Leavitt and Duane Nealy.

The meeting was called to order at 9 AM with a quorum in attendance. The meeting proceeded using the agenda as distributed.

1. CONSIDER MEETING MINUTES

A MOTION was MADE, SECONDED and unanimously PASSED to approve the Minutes of the February 28, 2008 annual meeting of homeowners.

A MOTION was MADE, SECONDED and unanimously PASSED to approve the Minutes of the March 10, 2008 board meeting.

2. OFFICER'S REPORTS

A. TREASURER

A MOTION was MADE SECONDED and unanimously APPROVED accepting the Financial Report ending March 31, 2008 (Attachment A).

B. SECRETARY

- A draft of the April newsletter was reviewed and Bob Christensen suggested several topics. The target mailing date for the minutes of the Annual Meeting and April newsletter is April 15.
- The Secretary will attempt to obtain several quotes to determine if our insurance premiums are in line with the norm for our industry.

C. PRESIDENT

- A draft of an Accounting Procedures Manual prepared by the Audit Committee was given to each board member for consideration and it will be placed on the agenda for the May board meeting as an Action item.
- The President directed attention to the 2008-9 Board Objectives and Goals and suggested that each member of the board review them throughout the year to ensure that we stay on target.

3. COMMITTEE REPORTS

A. GVCCC REPORT – Delores Leavitt (Attachment B)

B. ARCHITECTURAL COMMITTEE – Jerry Larsen

The committee had not met since the last board meeting. During the month, five paint requests were approved.

C. MAINTENANCE COMMITTEE – Duane Nealy (Attachment C)

Two maintenance projects were presented to the Board for consideration (Attachments D and E).

- (1) Repair the drainage channel running from approximately the NE corner of lot 114 on Gloria View Ct to the north and down into the drainage basin located along the I19 frontage road. Funds are not to exceed \$4277. Work would take about a week.
- (2) Improve the sight line at SE corner of Calle Tres and S. View Ridge Drive by removing two trees, cutting back dirt slope (haul away excess dirt) and placing rip rap on slope. FRM Construction would need one day to do this work in conjunction with the drainage channel repair at the end of Gloria View Court. Funds, not to exceed \$3173.

The Treasurer stated there were excess funds from 2007 as well as from this year because of deductions on invoices to Gold Canyon for services not rendered under our common area maintenance.

A MOTION was MADE, SECONDED and unanimously PASSED to approve the expenditure for the repair of the drainage channel to be paid from reserve funds.

A MOTION was MADE, SECONDED and unanimously PASSED to approve the expenditure for the improvement to the Calle Tres entrance which will be charged to the operating budget for 2008 (Other Maintenance).

4. CONTINUING BUSINESS

Common Area Tree Removal

In conjunction to a revision to our Homeowners Rules, the Maintenance Committee has been working on the section entitled "Common Area Trees and Other Vegetation" and the Maintenance Committee presented the board with a Request Form to be used by a Homeowner who is requesting that a tree be removed. The board suggested changing the word Complaint to Request in all places where it appears on the form.

A MOTION was MADE, SECONDED and unanimously PASSED to approve the modified form (Attachment F).

5. NEW BUSINESS

The Common Area Study Committee met on Friday, April 4 and will meet again on Thursday April 10 and expect to present recommendations to the board at their May 26 meeting.

6. ADJOURNMENT

The meeting was adjourned at 10:20 AM. The next board meeting will be held at 4735 S Prairie Hills Drive on Monday, May 26 at 9 am.

Respectfully submitted,

/S/

Marianne Bishop, Secretary

SAN IGNACIO VISTAS, INC.

ATTACHMENT A

*Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis)
Month Ended March 31, 2008*

| | Operating Fund | | Reserve Fund | Total All Funds |
|---|------------------------|------------------------|-------------------------|-------------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> |
| Revenue | | | | |
| Assessments | \$95,760 | \$95,760 | \$0 | \$95,760 |
| Transfer and Document Fees | 600 | 0 | 0 | 0 |
| Interest | <u>505</u> | <u>217</u> | <u>1,718</u> | <u>1,935</u> |
| Total Revenue | <u>\$96,865</u> | <u>\$95,977</u> | <u>\$1,718</u> | <u>\$97,695</u> |
| Expenses | | | | |
| Maintenance Expenses | \$8,599 | \$8,232 | \$15,879 | \$24,111 |
| Administrative Expenses | 4,773 | 3,434 | 0 | 3,434 |
| Other Expenses | <u>2,312</u> | <u>2,290</u> | <u>121</u> | <u>2,411</u> |
| Total Expenses | <u>\$15,684</u> | <u>\$13,956</u> | <u>\$16,000</u> | <u>\$29,956</u> |
| Excess Revenue (Expenses) | \$81,181 | \$82,021 | -\$14,282 | \$67,739 |
| Reserve Allocation To (From) | <u>-40,000</u> | <u>-40,000</u> | <u>40,000</u> | <u>0</u> |
| Net Increase (Decrease) After Allocation | <u>\$41,181</u> | <u>\$42,021</u> | <u>\$25,718</u> | <u>\$67,739</u> |
| Fund Balances | | | | |
| Beginning of Year Fund Balance | | \$3,023 | \$185,382 | \$188,405 |
| End of Month Fund Balance | | <u>\$45,044</u> | <u>\$211,100</u> | <u>\$256,144</u> |

Supplementary Information

Note 1: The dues assessment for 2008 was \$420 per member. All assessments were paid by January 15.

Note 2: \$15,879 of reserve funds was spent in March for the crack and curb sealing performed in February by Sunland. \$121 of reserve funds was paid to the IRS for 2007 taxes.

Note 3: Reserve equity totaled \$926 per member at month end a reduction of \$70.

"Attachment B"
GVCCC REPRESENTATIVES REPORT – MARCH 2008

President Russ Symes stated that it was the largest attendance with 76% present.

Lt. Pratt was introduced; spoke on Pima county advancements in communications. The first in Arizona to receive wireless service.

Tom Ward expressed the importance of all of us to keep track of what is taking place with the Rosemont mine project.

Please appreciate our volunteer sheriffs as they cover our area 5 days a week. I believe he stated 355 bumper accidents in one month. Because of citizen involvement DUI arrests have gone down 19%.

Start getting ready for the annual fundraising walk-a-thon scheduled Oct. 4, 2008 from silver springs assisted living to the Anza trailhead. They are seeking HOA teams to participate.

Ray Carroll, Pima County supervisor district 4 will be speaking April 10 1:00 at Canoa Hills.

President Russ Symes and the 1st VP Tom Ward resigned from GVCCC.

"ATTACHMENT C"
MAINTENANCE COMMITTEE MEETING 3/26/08

Members Present: Jim Steffen Sam Edison Larry Engel Bob Hill Jane Hilsenhoff Duane Nealy

Larry gave an excellent update on the seal coating project. Everything appears to be on schedule and information to homeowners will be forthcoming. Larry has been discussing with Bob Christensen the idea of contacting other HOA's to determine what maintenance projects they do and how often. We could then compare notes about our needs and potential costs.

All committee members volunteered to do various duties when needed for the street sealing project.

Bob Hill met with FMR Construction Company in regards to repair work to the drainage channel at the north end/east side of Gloria View Court and the removal of two trees and cutting back the dirt slope for better visibility of oncoming traffic at our entrance off Calle Tres.

Jane Hilsenhoff and Jim Steffen reported on cost of replacing 5 stop signs. Twenty-four inch signs will be \$24 - \$26 each. Jim was given the go ahead to purchase the signs. There is no labor cost for installation as the maintenance committee will do the work.

The next meeting will be Wednesday, April 16th at Desert Hills Conference Room.

"ATTACHMENT D"
SAN IGNACIO VISTAS
RESERVE 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: Duane Nealy on behalf of the Maintenance Committee

PROJECT DESCRIPTION:

Describe the project. (List what the project and where/what will be impacted.)

To repair the drainage channel running from approximately the NE corner of lot 114 on Gloria View Ct to the north and down into the drainage basin located along the I19 frontage road.

LIFE EXPECTANCY:

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

Maximum: undetermined

Minimum: undetermined

Note: Life of project is undetermined but can reasonably be expected to last 10 or more years but could be adversely impacted by unusual rains or other climatic conditions.

ESTIMATED COST OF PROJECT:

What is the expected cost of the project? \$3888.29

Maximum Cost: ~\$4277 (~ 10% over project bid)

Minimum Cost: \$3888.29

What could cause the costs to increase or decrease from the estimate? Project costs could be increased if problems beyond those anticipated are encountered in re-establishing the grade / slope of the drainage channel requiring more time and / or material.

ESTIMATED TIME TO COMPLETE

What is the estimated length of time to complete the project? Less than 1 week

What is the expected start date? March - April, 2008

PROPOSED VENDOR(S):

Who are the proposed vendor(s)? The FRM Construction Company
Tumacacori, AZ

How was the vendor selected?

Based on bid for work and positive experience with work that this company performed previously in placing rock and cloth on the slope along Camino del Sol.

Which other vendors were considered?

Numerous other vendors were contacted but all declined to bid on the job (did not want to come from Tucson, too large a job, etc.)

FOR BOARD USE:

Approved Date: 4-7-08 Actual cost: _____ Start Date: _____ End Date: _____

"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: Robert Hill for Maintenance Committee

PROJECT DESCRIPTION: Describe the project.

improve sight line at SE corner of Calle Tres and S. View Ridge Drive by removing two trees, cutting back dirt slope (haul away excess dirt) and placing rip rap on slope.

LIFE EXPECTANCY:

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

Minimum: 3 years

Maximum: undetermined

ESTIMATED COST OF PROJECT: (Estimates attached)

Minimum Cost: \$2885.

Maximum Cost: \$ \$3173.

What could cause the costs to increase or decrease from the estimate? Cost of materials or diesel fuel.

ESTIMATED TIME TO COMPLETE

What is the estimated length of time to complete the project? One week

What is the expected start date? April 9 or after seal coating project in late April.

PROPOSED VENDOR(S):

Who are the proposed vendor(s)? FRM Construction Company

How was the vendor selected? Superior work on earlier projects.

Which other vendors were considered? No other vendor would bid on the project

FOR BOARD USE:

Approved Date: 4-7-08 Actual cost: _____ Start Date: 4-16-08 End Date: 4-16-08

"ATTACHMENT F"
REQUEST FORM
COMMON AREA TREE
CAUSING MATERIAL INTERFERENCE WITH VIEWS

I am / we are submitting a request concerning one or more trees that are materially interfering with a view and state the following:

My lot is _____. The physical address of this property is

The view that I seek to protect is:

The type, numbers and description of the tree(s)

The tree is materially interfering with my view in the following manner:

I am submitting ____ photographs of the tree(s) showing how my view is affected.

I give the Board permission to enter upon my Lot to see how the tree is materially interfering with my view. The best dates and times to do so are _____

Signature(s)

Date _____

Name _____ Name _____

Phone: _____

The names and address of the Owners of neighboring lots whose views are also being detrimentally affected and who join in this Request are listed on the attached sheet.

Date: _____

Signature(s) _____

Name _____

Address: _____ Lot _____

The tree(s) materially interfere with my view in the following manner:

Signature(s) _____

Name _____

Address: _____ Lot _____

The tree(s) materially interfere with my view in the following manner:

Signature(s) _____

Name _____

Address: _____ Lot _____

The tree(s) materially interfere with my view in the following manner:

