

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting – April 12, 2012
Approved by board - May 10, 2012

The meeting was held at 4731 S Harvest Moon Dr. There was a quorum of the board: Marianne Bishop, Joyce Bulau, Paul Gilmore, Dave McCracken and Ann Striker; and Jim Callahan, Chair of Architectural.

President Joyce Bulau called the meeting to order at 2 PM. No other homeowners attended.

1. COMMITTEE REPORTS

A. Architectural

Jim Callahan presented the monthly report ([Attachment A](#)).

B. Maintenance

The minutes of the March 20 maintenance committee meeting were distributed to the board ([Attachment B](#)).

In Sam Edison's absence, Dave McCracken reported on the success of the Seal Coat project. Members of the board expressed their appreciation to all that helped Sam. Many positive comments have been received regarding the condition of the streets and work that Sunland did on both crack and seal coating.

A MOTION was MADE by Dave McCracken SECONDED by Paul Gilmore and UNANIMOUSLY PASSED to accept the landscape contract with Felix Landscaping for the remainder of 2012. ([Attachment C](#)).

The Secretary will contact representatives of Association Reserves of Arizona (AR) and establish a timeline to update of the full reserve study dated August 22, 2007. Once they suggest a date, we will determine who from SIV might be available to participate during the on-site visit.

C. GVC Representative

Mary Lu Catino submitted the March report ([Attachment D](#)).

2. OFFICER'S REPORTS

A. Treasurer

A MOTION was MADE by SECONDED and UNANIMOUSLY PASSED approving the financial report as of 3/31/12 subject to audit ([Attachment E](#)).

B. Secretary

A MOTION was MADE by Paul Gilmore SECONDED by Dave McCracken and UNANIMOUSLY PASSED ratifying the Annual Meeting Minutes as well as the Organizational Minutes of the new board, both dated February 28, 2012.

The Annual Meeting Minutes were distributed to all homeowners on April 2, 2012.

Paul Gilmore questioned the status of irrigation at the Camino del sol entrance. Water service been discontinued and no bill has been received since February.

Saguaro Environmental missed two homeowners last Thursday and sent a pick-up truck on Saturday to remove their trash. The secretary also mentioned that our collection time is getting later and later and asked if this could be adjusted earlier.

C. President

A MOTION was MADE by Joyce Bulau SECONDED and UNANIMOUSLY PASSED approving the following revision to the Accounting Procedures Manual definitions of Operating and Reserve Charges.

Addition to Operating Fund:

5. Erosion Mitigation – Routine preventative erosion control expenditures to the extent budgeted.

Revision to Reserve Fund with addition of underlined text to repair of drainage channels:

11. Repair or replace damaged or deteriorating drainage channels and fund major erosion repairs caused by a severe monsoon season.

The board reviewed and approved their objectives for 2012 (Attachment F)

The president presented the subject of view for open discussion and suggested we establish a subcommittee of the Architectural Committee to clarify the words material and measurable. This will be on the May agenda.

3 CONTINUING BUSINESS - None

4 NEW BUSINESS - None

5 EXECUTIVE SESSION

It was moved and seconded that the board go into executive session for the purpose of an update regarding Lot 131.

6 ADJOURNMENT

The meeting adjourned at 3:10 PM.

The next board meeting will be held at 4731 S Harvest Moon Drive on Thursday, May 10 beginning at 2 PM

Respectfully submitted,
/s/ Marianne Bishop, Secretary

ATTACHMENT A
Architectural Committee Report

The following items were handled since the last board meeting.

Lot	Request Date		Action	Date
150	3-14	Ramada and Solar Screens	Approved	3-16

On March 5 a letter was sent, to the owner of Lot 131 regarding a lighted yard ornament. The homeowner gas disconnected the light.

On March 22 four homeowners complained about an overgrown tree on Lot 200. The homeowner has trimmed the tree.

There have been at least 4 homeowners that have borrowed our paint book to review the colors while preparing to repaint. Since there was no change to the color scheme no request form was necessary.

We are in the process of preparing a new page for the paint book adding an additional stucco color. This light color was previously known as "MESA TAN" before Dunn Edwards updated our paint chips. When this was done they changed the base formula and the new MESA TAN is darker. This additional color will enable homeowners to repaint using the existing color on their home. The color coordinators will establish a new name for this stucco color.

ATTACHMENT B

MINUTES - MAINTENANCE COMMITTEE
San Ignacio Vistas Homeowners Association
March 20, 2012, 1:00 p.m.

Attending: Sam Eidson, chair; Eileen MacLaren; Jane Hilsenhoff; Carolyn Anderson; Bob Hill (volunteer) and Dave McCracken, board representative

Absent: Ann Striker and Jim Fitzgerald

The meeting was called to order.

A general discussion of the seal coating project was held. Work assignments for assisting with the project follow:

Tuesday: Sam, Bob, Carolyn (9-11), and Eileen (11-1)
Wednesday Sam, Jane, and James Fitzgerald
Thursday Sam, Bob, and Eileen

Eileen will be planting Santa Rita Prickly Pear and Agave pups, and would like assistance with the project.

The meeting was adjourned.

ATTACHMENT C

Felix Landscaping
178 W Calle Bayeta
Sahuarita AZ 85629
520-248-3644
Roc# 033344

**MAINTENANCE CONTRACT – 7 MONTHS 2012
SAN IGNACIO VISTAS HOA**

Felix Landscaping ("Contractor") will provide San Ignacio Vistas Homeowners Association ("SIV") the following:

1. Contractor will provide labor and equipment to perform any and all services specified in this contract.
2. Contractor will supervise the completion of such services needed to maintain a clean and quality appearance of the areas within the boundaries of SIV designated as areas to be maintained by the SIV landscape chairman.
3. The contractor will provide 448 hours of work over a 7 month period. The contractor will be paid \$22.75 per work hour. The annual cost of this contract will not exceed \$10,192 unless extra hours are approved by the maintenance chairman. Extra hours will be billed at \$22.75 per work hour. The scheduled hours will be in agreement with the monthly hours shown below unless there is written approval from the landscape chairman to change the scheduled hours for that month.
4. The hours shall be approximately as follows:

Month	/Hrs
Jun	64
Jul	64
Aug	64
Sep	64
Oct	64
Nov	64
Dec	64
Total: 448	
5. Contractor shall meet with maintenance chairman periodically to discuss maintenance schedule and priorities for that month. Contractor shall work through all common areas approximately every six weeks.
6. Payment: Payment shall be paid to the contractor monthly. Contractor will submit invoice on the last day worked for that month. Payment is due within 5 business days.
7. During the life of this contract, contractor will maintain general liability and property damage insurance required by law. Insurance shall be as follows: Property Damage ,S2,000,000; and liability Insurance of \$1,000,000 per occurrence.
8. Contractor agrees to indemnify and save San Ignacio Vistas I-30A, its officers and agents harmless from and against any and all claims, liabilities, cost, expenses, and damages (including reasonable attorney's fees and cost) based upon, related to or arising out of the acts or omissions of Contractors or Contractor's employees or agents in the performing of contractor's obligation hereunder.
9. Contract term: June 1, 2012 ending December 31, 2012.

10. This contract may be terminated by either party in the event of the breach hereof by the other party which termination shall be effective on the (late specified in the written notice of termination, but not more than 30 days from the date of such notice. In addition, either party, without cause or reason, upon 30 days prior written notice, may terminate this contract.
11. Chemicals, fertilizers and other necessary materials needed for the proper maintenance of the common areas shall be supplied and applied by the contractor at no extra cost.
12. Landfill fees occurred by contractor while performing normal maintenance shall be reimbursed by SIV at cost and receipts will be provided by contractor.
13. The contractor is responsible for determining that his workman are performing the services contracted for in the most effective manner and are using methods generally approved by professional landscape contractors.

SCOPE OF WORK

1. Pruning and trimming of trees, Cacti and plants including the removal of dead materials.
2. Control weeds in designated common areas by the use of approved chemicals and hand methods.
3. Keep silt collectors free of silt and debris, which have accumulated to impair their function.
4. Sweep and remove excess debris and dirt from streets and parking areas.
5. Eradication of Desert Broom and Buffleggrass in all common areas is an objective
6. Controlling grass and weeds in rock drainage areas.
7. Controlling grass and weeds in the sidewalks and between the edge of curb and pavement.
8. Grass shall be cut as needed.
9. Entrance monument shall be inspected and maintained once per week.
10. Erosion projects that require extra work and material shall be done on per estimate bases

This Agreement shall be governed by the laws of the State of Arizona and constitutes the entire agreement between parties regarding its subject matter.

This contract is made as of this _____ day of _____ 2012

By:

Armando Felix, Owner
Felix Landscaping

By:

Joyce Bulau, President
San Ignacio Vistas HOA

ATTACHMENT D

BOARD OF REPRESENTATIVE REPORT MARCH 15, 2012 MEETING

Stan Riddle said no single Board Member may send a letter to the Editor. However, the one exception is the Chair of the Environmental Committee, after a vote has been taken and passed by that committee.

To check on what the Legislature is doing, go to az.gov then legislature, then current bills, to number of house or senate.

Also check out Southern Arizona Community Associations (so.azcai, and mulcahylawfirm.net). The Border Alert bill has been killed. How to have elections in HOA's has been killed.

Sandi asked for a vote on the changes in the Bylaws, which passed.

Officer's Training Workshop for HOA's.

Blue Stakes for Utilities Meeting with free dinner on April 5.

Canoa Estates has a CD on road maintenance that is wonderful, Ray Morris did the CD. If you'd like, you may borrow it from Sandi.

Hazardous Waste collection: 15,000 pounds of HHW
120 pounds of pills.
next collection Oct 20 from 8-12 at the Presbyterian church.

County Budget goes to the Board in May. There is nothing major in it. Tax revenues will be flat, not down. Tax base will shrink about 5% for 2 more years. There will be no tax increases. The budget is stabilized.

On the U of A campus the number of medical doctors has increased and surgeons also. There is no more health insurance for the County. The budget has been reduced \$600 million.

Legislation -- the two biggest counties do not have to pay \$6 million to the state. A prisoner shift is no longer in effect -- it used to cost \$7 million/year.

The HURF Shift Law gets nothing from the state. The County gets 10% less from the State than 10 years ago. ADOT dollars no longer come from the State. In addition, stuff to put on streets is just a different fraction of the distilled stuff as gasoline for cars. Because of fuel increase cost, the miles/gallon also goes up. HURF goes down due to the general economy. We all need to act responsibly. The cost used to be \$2.5 million per year. It has now been cut to 2/3 with HURF.

Privatizing = less stress, less money, less stuff, which all means saving the County money.

Mary Lu Catino
GVC Board of Representative Member for SIV
March 16, 2012

4/02/2012
Cash Basis

ATTACHMENT E
San Ignacio Vistas, Inc
Assets, Liabilities and Fund Balances
As of March 31, 2012

	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
ASSETS			
Current Assets			
Checking/Savings			
130 · COMMERCE SAVINGS	743.73		
120 · COMMERCE CHECKING	30,053.46		
Total Operating Fund	<u>30,797.19</u>		
1500 · COMMERCE - 9/15/13 APY 2%		51,505.83	
1501 · COMMERCE - 12/20/12 APY 1.3%		93,494.67	
1502 · COMMERCE RESERVE CK.		73,683.12	
1503 · WASH FEDERAL 1/12/15 APY 1.55%		100,336.95	
1504 · WASH FEDERAL 2/11/13 APY .50%		50,034.78	
		<u>369,055.35</u>	
TOTAL ASSETS			<u>399,852.54</u>
LIABILITIES & EQUITY			
Equity			
3000 · Reserve Fund Balance	317,548.00		
300 · Operating Fund Balance	8,765.54		
350 · Retained Earnings-Operating	0.47		
Net Income	<u>73,538.53</u>		
TOTAL LIABILITIES & EQUITY	<u>399,852.54</u>		

San Ignacio Vistas, Inc
Budget vs. Actual
3 MONTHS ENDING 3-31-12

	<u>Operating Fund</u>		<u>Reserve Fund</u>		<u>Total</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>
REVENUE						
400 · Assessments	103,755	103,740				
410 · Transfer and Document Fees	1,050	900				
420 · Operating Fund Interest	82	45				
	<u>104,887</u>	<u>104,685</u>				
4200 · Reserve Fund Interest			1,104	960		
			<u>1,104</u>	<u>960</u>		
Total Revenue					105,991	105,645
EXPENDITURES						
Maintenance						
500 · Yearly Contract	14,240	16,940				
503 · Utilities	218	207				
505 · Other Maintenance	2,747	3,000				
506 · Erosion Mitigation	1,505	1,505				
Total Maintenance Expenditures	<u>18,710</u>	<u>21,652</u>				
5000 - Street Repairs			7,858	41,916		
Administrative						
510 · Contract Service	2,550	2,550				
511 · Board	187	250				
512 · Legal	250	200				
513 · Communications						
513.1 · Computer and Internet	785	670				
513.2 · Telephone	250	270				
513.3 · Office Supplies	0	30				
513.4 · Printing/Reproduction	43	650				
513.5 · Postage/Delivery	63	75				
513.6 · Record Storage	385	385				
Total 513 · Communications	<u>1,526</u>	<u>2,080</u>				
Total Administrative	<u>4,513</u>	<u>5,080</u>				
Operating						
521 - Insurance	0	0				
522.2 · GV Council	1,254	1,254				
523 · Taxes and Contingency						
523.1 . Taxes - Property	0	0				
523.3 · Arizona Corporation Fee	10	10				
523.4 · Contingency	109	103				
Total 523 · Taxes and Contingency	<u>119</u>	<u>113</u>				
Total Operating	<u>1,373</u>	<u>1,367</u>				
Total Expenditures	<u>24,596</u>	<u>28,099</u>	<u>7858</u>	<u>41,916</u>	<u>32,454</u>	<u>70,015</u>
ALLOCATION						
600 · Reserve Allocation	(50,400)	(50,400)				
6000 - Operating Fund Allocation			50,400	50,400		
Excess Revenue <Expenditures>	<u>29,891</u>	<u>26,186</u>	<u>43,646</u>	<u>9,444</u>	<u>73,537</u>	<u>35,630</u>
Beginning Fund Balances	<u>8,766</u>		<u>317,547</u>		<u>326,313</u>	
Ending Fund Balances	<u>38,657</u>		<u>361,193</u>		<u>399,850</u>	

ATTACHMENT F

BOARD OBJECTIVES FOR 2012 - 2013

1) President: (President is Joyce Bulau)

- Encourage Director attendance at CAI and GVC training sessions
- Oversee our Goals and Objectives
- Conduct open and efficient Board Meetings
- Appoint Nominations Committee at the September board meeting

2) Secretary: (Secretary is Marianne Bishop)

- Maintain website
- Provide timely notice of Board Meetings via the website, Newsletter and the Green Valley News
- Prepare Agenda and deliver Board Packets prior to each meeting
- Prepare minutes of each meeting for Board review and approval, post minutes to website
- Publish Annual Meeting book in March or April
- Publish Newsletters during year (September and December)
- Send out "dues letter" in December
- Send out "annual meeting notice" in January
- Consider update to Phone Directory depending on budget

3) Treasurer: (Treasurer is Marianne Bishop)

- Make timely payment to all vendors
- Record all of the Association's financial transactions on QuickBooks
- Prepare monthly Statements of Revenue, Expenses and Fund Balances for Board review and approval
- Prepare draft Budget for 2013 for Financial Advisory Committee review in October and the Board in November
- 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
- Provide all items necessary for the Internal Audit Committee to conduct 2012 Audit
- Assist in preparation of 2012 tax returns

4) Architectural Committee: (Chair is Jim Callahan;
Secretary & Board Rep - Marianne Bishop)

- Fully account for all Requests from Homeowners
- Provide regular reports to the Board
- Prepare such Rules as the Board should require

Board Objectives - continued

5) Audit Committee: (Chair is Jack Powers)

- Update as required the finance manual of the Association
- Recommend to the Board such exams as deemed appropriate for the Association
- Submit an Audit Report to the Board and at Annual Meeting in February

6) Financial Advisory Committee: (Chair is Gary Powers)

- Meet in October to review the Budget for 2013 and develop a proposal for the 2013 Dues Assessment for presentation to the Board at its November meeting

7) Maintenance Committee: (Chair is Sam Eidson and Board Representative is Dave McCracken)

- Solicit bids and award contracts with Board approval for the maintenance of common areas including the control of invasive grasses
- Solicit bids and award contracts with Board approval for capital improvement of the common areas within the Association
- Solicit bids and award contracts with Board approval for the annual trimming of trees
- Solicit bids and award contracts with Board approval for such projects as set out in the Maintenance Plan
- Obtain advice of consultants and cost input from vendors so as to update Maintenance Plan
- Schedule the update by Association Reserves of their study performed in 2007 and ensure that Erosion Mitigation is properly accounted for in the Plan.
- Provide reports when and as needed to the Board

8) Nominations Committee: (committee to be appointed in September)

- Identify sufficient candidates to replace and/or elect three Director's whose terms expire in 2013, either by election via ballot (to be mailed in January 2013) or appointment by current board.