

San Ignacio Vistas, Inc.  
Homeowners Association  
Minutes Board Meeting

October 13, 2008

Approved by the Board November 3, 2008

Board: Marianne Bishop, Bob Christensen, Delores Leavitt and Rick Irvin.  
Homeowners: Jim Chervenka, Larry Engel, Lillie Hill, and Claude & Deb Nance.

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 by Bob Christensen, which was SECONDED and unanimously PASSED approving the minutes of the September 8, 2008 board meeting.

### 2. CONSIDER/APPROVE

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving corrections to the Statements of Revenue, Expenses and Fund Balances months ending April thru August 2008 and these corrected statements have been attached to respective meeting minutes.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the Statement of Revenue, Expenses and Fund Balances month ending September 30, 2008 subject to Audit (Attachment A).

It was discovered that the D&O policy recently changed to AutoOwners did not provide the same coverage for our committee volunteers as it affords to the officers and directors. Because of this, we cancelled the AutoOwners policy and returned to coverage with CNA.

### 3. OFFICER'S REPORTS

#### D. SECRETARY

Duane Nealy tendered his resignation from the board on September 13, 2008.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED approving the appointment of Rick Irvin to fill the vacancy created by the resignation of Duane Nealy for the balance of term to expire February 17, 2009.

A notice was received from Green Valley Water requiring us to have a yearly test of our backflow assembly located at the entrance of Camino del sol. Accurate Backflow of Tucson, who performed the test for 2007, will be engaged to comply with this request.

#### B. PRESIDENT

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the appointment of Rick Irvin to serve on the Financial Advisory Committee until the 2009 Annual Meeting.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED accepting the recommendation of the Audit Committee to provide an internal financial audit as required by applicable law of the SIVHOA Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis) for the year ended December 31, 2008 together with supporting documentation. Upon completion its Audit, the committee is to prepare an appropriate letter containing its finding and recommendations to the Board for their meeting of February, 2009. The Audit Committee will also report its findings to the Homeowners at the Annual Meeting.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED appointing Marianne Bishop, Bob Christensen (Chair), Rick Irvin and Jim Steffan to serve as the Nominating Committee until the Annual Meeting adjourns in 2009.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to amend Article IX, Section 1 of the Bylaws: Standing Committees in order to add the Audit Committee and Financial Advisory Committee. (Attachment B)

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to amend Article IX, Section 3: Audit Committee. (Attachment B)

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to amend Article IX, Section 4: Financial Advisory Committee. (Attachment B)

#### 4. COMMITTEE REPORTS

##### A. ARCHITECTURAL COMMITTEE – Jerry Larsen

The September activity report was distributed. (Attachment C)

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to approve a Rule regarding Solar Energy Devices subject to final review by our attorney, David McEvoy. (Attachment D)

##### B. MAINTENANCE COMMITTEE

The September minutes were distributed. (Attachment E)

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the appointment Rob Altstaetter, Rick Irvin (as Board Liaison) and Eileen MacLaren to serve on the Maintenance Committee.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the removal of a common area tree behind lot 190 (4905 S Gloria Vista Drive) at the expense of the homeowner.

The Board unanimously accepts the easternmost strip of lot 033 that abuts Meadow Ridge Drive as uncommon common area to be maintained by the Association. The homeowner has provided the Association with a hold harmless release agreement.

Bob Christensen, on behalf of the Maintenance Committee, moved the annual common area tree trimming be done by La Sierra Ranch during the week of November 3 at a cost not to exceed \$4,500 (based on 22.5 hours of work at \$200/hr). (Attachment F)

Bob Christensen, on behalf of the Maintenance Committee, moved the 2009 common area landscaping be done by Gold Canyon at a cost of \$2,800/month (based on a crew of 5 at a cost of \$700/day).

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to amend the Rule regarding Common Area Trees and Other Vegetation. (Attachment G)

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to amend the Request Form to be used in conjunction with the newly amended rule regarding Common Area Trees and Other Vegetation. (Attachment H)

There was a brief recess prior to proceeding with the Open Forum.

**5. OPEN FORUM**

**6. CONTINUING BUSINESS**

**7. NEW BUSINESS**

**8. ADJOURNMENT**

The meeting was adjourned at 10:15 AM. The next board meeting is currently scheduled for November 3, 2008 at 4735 Prairie Hills Drive, commencing at 9 AM.

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

## SAN IGNACIO VISTAS, INC.

*Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis)*  
*Month Ended September 30, 2008*

	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenue</b>				
Assessments	\$95,760	\$95,760	\$0	\$95,760
Transfer and Document Fees	1,200	1,000	0	1,000
Interest	<u>1,139</u>	<u>1,026</u>	<u>6,556</u>	<u>7,582</u>
<b>Total Revenue</b>	<b><u>\$98,099</u></b>	<b><u>\$97,786</u></b>	<b><u>\$6,556</u></b>	<b><u>\$104,342</u></b>
<b>Expenses</b>				
Maintenance Expenses	\$26,300	\$27,897	\$58,911	\$86,808
Administrative Expenses	9,268	9,078	0	9,078
Other Expenses	<u>5,847</u>	<u>4,988</u>	<u>2,080</u>	<u>7,068</u>
<b>Total Expenses</b>	<b><u>\$41,415</u></b>	<b><u>\$41,963</u></b>	<b><u>\$60,991</u></b>	<b><u>\$102,954</u></b>
Excess Revenue (Expenses)	\$56,684	\$55,823	<b>-\$54,435</b>	\$1,388
Reserve Allocation To (From)	<b><u>-40,000</u></b>	<b><u>-40,000</u></b>	<u>40,000</u>	<u>0</u>
<b>Net Increase (Decrease) After Allocation</b>	<b><u>\$16,684</u></b>	<b><u>\$15,823</u></b>	<b><u>-\$14,435</u></b>	<b><u>\$1,388</u></b>
<b>Fund Balances</b>				
Beginning of Year Fund Balance		<u>\$3,023</u>	<u>\$185,382</u>	<u>\$188,405</u>
<b>End of Month Fund Balance</b>		<b><u>\$18,846</u></b>	<b><u>\$170,947</u></b>	<b><u>\$189,793</u></b>

**Supplementary Information**

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

Note 2: Maintenance expenditures include \$38,874 for resealing the streets, \$15,879 for crack and curb sealing, and \$4,158 for culvert repairs, all paid out of the reserve fund. Operating expenditures include \$24,055 for common area maintenance and \$3,504 for safety improvements at the Calle Tres entrance. Total Maintenance Expenditures exceed Budget, all other expenditures are below Budget.

## **ATTACHMENT B BYLAWS REVISIONS**

Article IX, Section 1: Standing Committees

### **Section 1: Standing Committees:**

The standing committees of the Association will be:

- (a) The Architectural Committee
- (b) The Audit Committee
- (c) The Financial Advisory Committee
- (d) The Maintenance Committee
- (e) The Nominating Committee

Unless otherwise provided herein, each committee will consist of a chair and two or more Members. The committees, except the Nominating Committee, will be appointed by the Board within 30 days after each annual meeting to serve until their successors are appointed. The Board may appoint such other committees as it deems desirable. A member of the Board will be appointed to serve as liaison between each committee, except the Audit Committee, and the Board. The Board may remove any committee member with or without cause.

### **Article IX, Section 3: Audit Committee:**

The Audit Committee will be composed of at least three and a maximum of five Members of the Association. No member of the Board may serve on the Audit Committee. The duties of the Audit Committee will be to

- (a) Annually recommend to the Board a financial audit, review or compilation as required by applicable law by either a Certified Public Accountant, a public accountant who is not a licensed CPA or by the Internal Audit Committee of the Association;
- (b) Present to the Board and at the Annual Meeting a Report on the findings of such audit, review or compilation;
- (c) Present to the Board recommendations regarding matters, if any, coming to the attention of the Committee during the conduct of their internal audit.

The committee will exercise and discharge such other duties as may be required by the Board and in all matters, the committee will report to and make its recommendations directly to the Board.

### **Article IX, Section 4: Financial Advisory Committee:**

The Financial Advisory Committee will be composed of the president, treasurer and such other Members of the Association as deemed appropriate by the Board. The Financial Advisory Committee will formulate and recommend the fiscal and investment policy of the Association. The committee will examine the annual updates of the Replacement Reserve Plan, the Operating Budget and the homeowner dues assessment and once satisfied recommend these to the Board. The committee will exercise and discharge such other duties as may be required by the Board and in all matters, the committee will report to and make its recommendations directly to the Board.

## ATTACHMENT C

### ARCHITECTURAL COMMITTEE ACTIVITIES REPORT FOR SEPTEMBER 2008

- During September there were 15 homeowners contacted because of yards that needed maintenance because of high weeds. One homeowner has yet to comply and one has stated that in past years they have approval to maintain their yard in a natural desert appearance. Lot 79 is not on a well-traveled road since it is on Hidden Crest Court. Therefore, unless the vegetation becomes out of control the AC will refrain from contacting the homeowner.
- Lot 192 contacted the secretary because of a palm tree at Lot 180 that is severely blocking their view. The secretary took pictures of the tree in question and contacted the homeowner via email. Thus far there has been no response.
- Lot 192 has a tree that is blocking views from the street above them. Pictures were taken and sent via email to the homeowner. The homeowner acknowledged that it is their tree and hopefully will rectify the situation.
- Lot 193 has 3 trees that are blocking views from the street above them. Pictures were taken and sent via email to the homeowner. Awaiting response.
- Lot 217 contacted the secretary because of a satellite dish that was blocking their view at Lot 190. The secretary contacted the owner on Sept 30. The situation was rectified by October 2.

BACKGROUND: This is the second homeowner that was contacted during 2008 because of a dish that was placed on the roof in clear view from the street above. The secretary believes that there is another dish mounted on the roof of a home on View Ridge Dr. The HOA needs to be consistent in the uniform enforcement of this rule otherwise we could be criticized for signaling out a few and letting others break the rules.

- Owners of Lot 130 submitted a request to install a roof mounted grid-tie solar electric generating system comprised of 30 modules on the main south facing roof segment of their home. The array will be flush mounted to the roof and arranged for maximum efficiency and production. The work is being performed by American Solar Electric, Inc. located in Scottsdale, Arizona which is Registered, Licensed Contractor for both Electrical and Roofing. The submittal was in good order and the project was approved and is scheduled to begin in mid October.

## **ATTACHMENT D**

### **SOLAR ENERGY DEVICES**

**As approved by board, but SUBJECT TO APPROVAL OF LEGAL COUNSEL**

1. Installation of a solar energy device requires the prior written approval of the Architectural Committee using the Architectural Review Submittal Form (Form).
2. The installer of the device must be properly licensed by Pima County and the solar energy device certificate number cited in the Form. Installation must be in accordance with the manufacturer's specifications.
3. A sample or illustrated brochure of the proposed solar unit, which clearly depicts the unit and defines the materials to be used in the installation, should be submitted with the Form.
4. Construction drawings for the proposed installation should be provided. They should be drawn to show the location and number of collectors, method of attachment to the roof structure and location of any other exterior system components. Solar units mounted flat upon the roof may not cover more than 80% of the exposed roof surface. Solar units mounted upon a flat roof may not be elevated more than two feet above the roof line nor otherwise obstruct the view of any neighbor
5. Solar units not mounted on the roof (ground mounted) must be installed according to the zoning setback requirements. Such devices should be free of all future likelihood of shading from trees, shrubbery and other vegetation of the property and neighboring properties. The devices may not be placed in front of the house. The devices may not be elevated above the nearest common walls or otherwise obstruct the view of any neighbor.
6. Owner shall maintain or arrange for the maintenance of the device in accordance with manufacturer's recommendations. If the device is either improperly maintained or appears damaged or in disrepair or falls into disuse the owner must remove the device from their property.

**As of October 13, 2008**

## ATTACHMENT E

### MAINTENANCE COMMITTEE MEETING MINUTES SEPTEMBER 17, 2008

Present: Marianne Bishop, Bob Christensen, Sam Eidson and Lillie Hill

It was announced that Duane Neely resigned from the committee and from the Board of Directors for personal reasons. The board appointed Marianne Bishop and Bob Christensen as liaisons to the Maintenance Committee until a more permanent appointment can be made.

It was announced that Sam Eidson has resigned from the Maintenance Committee for health reasons.

A short discussion on recruiting some new homeowners to help serve on the committee. A discussion on Gold Canyon and Marianne Bishop met with Hector who was recently named the on site supervisor. He is familiar with the SIV landscaping. His crew just completed four days of work clearing the overgrowth along most of the interior streets. They will return on September 19 and 23 then weekly thereafter on Tuesday. Hector will pick up a color coded map of SIV and his crew will work as instructed. Bob Christensen will prepare a list of work for the 9/19 and 9/23 visits.

We have engaged La Sierra Ranch to trim the common area trees beginning November 3. The contract is \$200/hr. Last year they completed the trimming program in 14 hours not including travel time. At the hourly rate they have quoted, our budget would cover 22 hours of work, if needed, this year. Marianne Bishop and Lillie Hill agreed to identify which trees will need trimming as well as those where a homeowner has specifically requested no trimming be done. At our October 15 meeting we will seek volunteers to oversee the trimming during the first week of November.

A homeowner has reported potential problems with our retaining walls. The monsoon rains may have caused separation of the stucco from the block walls. This report needs to be investigated to determine if the separation has led to cracking or falling away of any stucco. If repairs are needed, sufficient funds need to be included in the 2009 budget. At the September 7 meeting the Board adopted a motion to develop and implement an herbicide treatment program to eradicate invasive grasses from our common areas beginning in 2009. The Board has asked the Maintenance Committee to send out the RFP's based upon specs developed by Eileen MacLaren. The first step is to identify the cost of this program so it is included in the 2009 budget. Bob Christensen, Larry Engel and Eileen MacLaren will take on this project.

At the September 7 Board Meeting, a homeowner submitted a request to remove a common area tree at his own expense under the guidelines provided. A newsletter has been mailed to all homeowners with a survey request. The survey deals with common area trees and is due back by October 15. The board will deal with the common area tree issue at its November 3 meeting.

Significant seepage was found in the common area on the North end of Harvest Moon a day or two after the most recent monsoon rains. Right now the point of seepage is dry but if it comes back we will need to dig to determine if the cause is other than excessive rain fall. There could be a need to build a rock lined drainage channel to prevent further erosion in the area.

The meeting was adjourned.

Respectfully submitted,  
Lillie Hill



**ATTACHMENT F**  
**San Ignacio Vistas, Inc.**  
**Operating Funds Project Request**  
**for Amounts \$500.00 and Above**

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: Bob Christensen as acting Chairman of Maintenance Committee

PROJECT DESCRIPTION: (List what the project is and where/what will be impacted.) This project is to perform the annual maintenance on common area trees. The common area trees will be trimmed, thinned and pruned to restore views, and lower limbs will be pruned to clear low growing branches off roadways and sidewalks.

Trees will be removed for an estimated 15 homeowners for which approval has been granted after they submitted the required request form, as well as any trees that are found to be damaged or diseased.

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

(requires yearly evaluation)

ESTIMATED COST OF PROJECT:

What is the expected cost of the project? (based on 22.5 hours of work at \$200/hr)

Maximum Cost: \$4500

Minimum Cost:

What could cause the costs to increase or decrease from the estimate?

The number of hours required to perform the work scheduled for this year.

ESTIMATED TIME TO COMPLETE:

What is the estimated length of time to complete the project? Four days

What is the expected start date? November 3 2008

PROPOSED VENDOR(S):

Who is the proposed vendor(s)? La Sierra Ranch

How was the vendor selected? Previous work has been high quality

Which other vendors were considered?

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FOR BOARD USE: Operating Category to be charged: Maintenance: Budgeted

Start date: 11-3-08 End date: 11-6-08 Actual cost: \$4,000.00

## ATTACHMENT G

### Common Area Trees and other Vegetation

1. Each year the Maintenance Committee, acting in consultation with the Association's arborist or other consultant, will evaluate the trees and other vegetation located in the Common Areas to determine which trees or other vegetation must be pruned or removed.
2. After such determination is made, the Maintenance Committee will obtain estimates of the approximate cost of pruning or removing such trees and other vegetation and if within Budget, obtain Board approval for such amount and such time as they might schedule.
3. If an Owner wants a common area tree or other vegetation pruned or removed that is not a part the scheduled "trimming" program, the Owner may make a written request to the Maintenance Committee in accordance with the following procedure:
  - a. An Owner (the requesting party) may request pruning or removal of a tree or other vegetation that is located in a common area that abuts the owner's property, as defined below, or otherwise impacts the owner's view using the Form to Request Pruning or Removal of Common Area Trees or Other Vegetation (Form).
  - b. If the tree or other vegetation in question is in a common area that also abuts the property, as defined below, of other homeowners each of them will need to be a counter party to the request.
  - c. The request to prune or remove a tree or other vegetation cannot threaten serious erosion of the surrounding terrain.
4. The Maintenance Committee may not unreasonably deny the Owner's request.
5. If it approves the request the committee may offer the Owner the following options:
  - a. Either enroll the Owner in the next available program conducted by the Association, or
  - b. Permit the owner to proceed with the pruning or removal of the tree or other vegetation at their own expense and in accordance with such guidelines as the committee provides.
6. To the extent the common area borders upon the lot of an owner it is said to abut that lot, but only for the width of that common border whatever its depth.

**ATTACHMENT H**

**Form To Request Pruning Or Removal Of  
Common Area Trees Or Other Vegetation**

I am / we are submitting a request to prune or remove trees or other vegetation from the common area that abuts our property.

The type, number and description of the trees or other vegetation is:

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The reason this tree or other vegetation is in need of pruning or removal:

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I am submitting \_\_\_\_\_ photographs of the tree or other vegetation to show why they are in need of pruning or removal.

I/we give the committee permission to enter upon my lot to verify what is in the photographs. The best dates and times to do so are \_\_\_\_\_.

NOTE: Please provide signatures for all owners whose lots abut the common area containing the trees or other vegetation in need of pruning or removal included in this request.

**REQUESTING PARTY** LOT NUMBER \_\_\_\_\_ ADDRESS:

Signature(s): \_\_\_\_\_

Date \_\_\_\_\_

NEIGHBOR LOT NUMBER \_\_\_\_\_ ADDRESS:

Signature(s): \_\_\_\_\_

Date \_\_\_\_\_

NEIGHBOR LOT NUMBER \_\_\_\_\_ ADDRESS:

Signature(s): \_\_\_\_\_

Date \_\_\_\_\_

NEIGHBOR LOT NUMBER \_\_\_\_\_ ADDRESS:

Signature(s): \_\_\_\_\_

Date \_\_\_\_\_