

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting

November 3, 2008

Approved by the Board December 8, 2008

Board: Marianne Bishop, Bob Christensen, Delores Leavitt and Rick Irvin.

Homeowners: Jim Chervenka, Bernie Chulumovich, Gorman Fisher, Linda Gregory, Lillie Hill, Jim & Jen Loveland, Susan Trecartin.

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 October 13, 2008 board meeting with requested changes.

2. CONSIDER/APPROVE

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the Statement of Revenue, Expenses and Fund Balances month ending October 31, 2008 subject to Audit (Attachment A).

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the 2009 Operating Budget (Attachment B).

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving a Dues Assessment of \$450 for 2009.

3. OFFICER'S REPORTS

A. SECRETARY

- I am in receipt of a formal complaint that has been signed by 7 lot owners regarding a structure that has been erected on Lot 151.
- The dues mailing was briefly discussed and items that to be included will be a letter from the Nominating Committee and a letter from the President regarding the need for a dues increase as well as a page of announcements. Changes to our Bylaws and the revision to the Common Area Trees and Vegetation Rule as well as the new guidelines governing Solar Energy Devices will be mentioned.
- In late December or early January 2009, the following documents will be distributed to all homeowners when mailing a new edition of the Neighborhood Phone Directory.
 - Revised pages to the Bylaws
 - Homeowners Rules incorporating revisions since May 2006
 - New Addendum

B. PRESIDENT

The President gave a report on Trees and the results of the Survey that was sent to all homeowners in early October (Attachment C).

4. COMMITTEE REPORTS

A. ARCHITECTURAL COMMITTEE – Susan Trecartin

Gorman Fisher and Susan Trecartin gave a brief background regarding activity at Lot 151. A letter will be drafted and reviewed by our legal counsel and sent to the owner of record for Lot 151, registering the complaints received from homeowners as well as advising them they are in violation of the CC&Rs.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to amend the Rule regarding Solar Energy Devices based upon review by our legal counsel. (Attachment D)

B. MAINTENANCE COMMITTEE

The October minutes were distributed. (Attachment E)

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the appointment of Jean Ross to serve on the Maintenance Committee.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to ratify the formation of a Tree Maintenance Committee to serve until the November 11 2008 Maintenance Committee meeting. The Committee consists of Marianne Bishop, Lillie Hill, Rick Irvin and Jim Steffen.

After a careful review of all recommendations put before the board,

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the 2008 Program as submitted by the Tree Maintenance Committee.

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 10:30 AM. The next board meeting is currently scheduled for December 8, 2008 at 4735 Prairie Hills Drive, commencing 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 October 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	1,200	1,000	0	1,000
Interest	<u>1,194</u>	<u>1,061</u>	<u>6,605</u>	<u>7,666</u>
Total Revenue	<u>\$98,154</u>	<u>\$97,821</u>	<u>\$6,605</u>	<u>\$104,426</u>
Expenses				
Maintenance Expenses	\$29,167	\$30,808	\$58,911	\$89,719
Administrative Expenses	9,888	9,892	0	9,892
Other Expenses	<u>5,847</u>	<u>6,383</u>	<u>2,080</u>	<u>8,463</u>
Total Expenses	<u>\$44,902</u>	<u>\$47,083</u>	<u>\$60,991</u>	<u>\$108,074</u>
Excess Revenue (Expenses)	\$53,252	\$50,738	-\$54,386	-\$3,648
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>\$13,252</u>	<u>\$10,738</u>	<u>-\$14,386</u>	<u>-\$3,648</u>
Fund Balances				
Beginning of Year Fund Balance		<u>\$3,023</u>	<u>\$185,382</u>	<u>\$188,405</u>
End of Month Fund Balance		<u>\$13,761</u>	<u>\$170,996</u>	<u>\$184,757</u>

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,

ATTACHMENT B

Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis)
2009 Proposed Budget versus 2008 Budget

	Operating Fund		Reserve Fund	Total All Funds
	<u>2008 Budget</u>	<u>Prop Budget</u>	<u>Prop Budget</u>	<u>Prop Budget</u>
Revenue				
Assessments (collected in advance \$75,000)				
	\$95,760	\$102,600	\$0	\$102,600
Transfer and Document Fees	1,400	1,400	0	1,400
Interest	<u>1,100</u>	<u>863</u>	<u>7,750</u>	<u>8,400</u>
Total Revenue	<u>\$98,260</u>	<u>\$104,863</u>	<u>\$7,750</u>	<u>\$112,400</u>
Expenses				
Maintenance Expenses	\$40,400	\$46,847	\$13,649	\$60,949
Administrative Expenses	12,300	13,678	0	13,625
Other Expenses	<u>5,727</u>	<u>5,755</u>	<u>2,600</u>	<u>8,219</u>
Total Expenses	<u>\$58,427</u>	<u>\$66,280</u>	<u>\$16,249</u>	<u>\$82,793</u>
Excess Revenue (Expenses)	39,833	38,583	(8,499)	29,607
Reserve Allocation To (From)	<u>(40,000)</u>	<u>(40,356)</u>	<u>40,356</u>	<u>0</u>
Net Increase (Decrease) After Allocation	<u>(167)</u>	<u>(1,773)</u>	<u>31,857</u>	<u>29,607</u>
Fund Balances				
Beginning of Year Fund Balance (Estimated Actual)	\$3,023	<u>\$2,632</u>	<u>\$172,991</u>	<u>\$176,023</u>
End of Year Fund Balance (Budget)	<u>\$2,856</u>	<u>\$859</u>	<u>\$204,848</u>	<u>\$205,630</u>

Supplementary Information

Note 1: The proposed dues assessment for 2009 is \$450 per member up from \$420 in 2008 or 7% (\$6,840).

Note 2: Proposed maintenance expenses for 2009 are \$47,300 which is up \$6,900 or 17% over the 2008 budget.

**ATTACHMENT C
PRESIDENTS REPORT ON TREES**

- 1. Tree Study Committee Formed**
 - A.** Earlier this year the Board formed a Committee to study our common area trees. The purpose was to create an inventory and provide longer term recommendations.
 - B.** The Committee completed its study in April and provided a number of recommendations the most salient of which was to remove all trees from the interior common areas beginning in 2008.
 - C.** A number of homeowners voiced concerns at both our May and September Board meetings.

- 2. Homeowners Are Surveyed**
 - A.** The Board developed a Survey that was mailed with the September Newsletter. The purpose of the survey was to determine the level of satisfaction with our annual tree trimming program.
 - B.** Results of the survey indicate our homeowners are not of one opinion.
 - i.** Most of our homeowners enjoy our trees and a super-majority believes the tree trimming program a success (88 or 63%).
 - ii.** Most of our homeowners also enjoy their views and believe these should be protected either by trimming the trees or when necessary by their removal (138 or 74%). A smaller number would oppose the removal of any common area trees (45 or 24%) and an even smaller number oppose trimming the trees.
 - iii.** The number is also small who would support the study committee's recommendation of removing all interior trees.

- 3. Rule Revised regarding Common Area Trees and Vegetation**
 - A.** At our October 13 meeting, the Board approved a Revised Rule regarding Common Area Trees and Vegetation. The Rule has been in existence for some time and serves as the framework for the annual Tree Maintenance Program.
 - B.** The Revision provides a formal process for Owners to request inclusion or exclusion from the Tree Maintenance Program and defines who must be a counter party to such requests.
 - C.** These requests might be for tree trimming but might also be for removal of trees.
 - D.** The rule directs these requests to the Maintenance Committee who has been receiving similar requests on an ad hoc basis for years. Owners, who are not satisfied with the Committee's response, have the option of appealing to the Board.
 - E.** The Board is of the opinion that the Rule, as revised, is responsive to the concerns of most homeowners.
 - i.** The revised rule ensures not only the continuation of the Tree Maintenance Program but also assures owners access to that program.
 - ii.** The revised rule protects the views of owners either by trimming a tree or when necessary by its removal, at either the owners expense or as part of the annual tree maintenance program.
 - iii.** The rule provides relief where it is appropriate and the revised rule protects the vast majority of our trees for the benefit of all.
 - iv.** The revised rule does not promise all owners relief and it does not promise no tree shall be removed, so it is certain to disappoint some of our owners. Based upon our reading of the survey results it could not be otherwise.

ATTACHMENT D

SOLAR ENERGY DEVICES

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 to the extent applicable and their license number(s) cited in the Form.
3. The homeowner should obtain such permits as necessary to comply with all county and state laws, including a building permit from Pima County.
4. 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.
5. 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 or mounting on the ground and location of any other exterior system components.
6. Generally solar units are mounted flat upon the roof. Sometimes solar units are mounted upon a flat roof. In either case the placement of the units would provide a southern exposure that is essentially free of shade to ensure optimal output from the devices. Far less common are solar units that are mounted on the ground mostly because of the greater expense. Ground mounted units might also be subject to zoning setback and other requirements of county or state law that might limit their placement. The association discourages elevation of ground mounted units above the nearest common walls or placement in the front of the house unless such prohibition would violate applicable law.
7. 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.

ATTACHMENT E

MAINTENANCE COMMITTEE MEETING MINUTES October 15, 2008

Committee Members Present:

Rob Altstaetter; Marianne Bishop; Bob Christensen; Larry Engel; Bob Hill; Lillie Hill; Eileen MacLaren and Jim Steffan and Guests: Duane Koso; David McCracken and Jean Ross

The meeting was called to order at 9 AM. Bob Christensen announced that Duane Neely resigned from the Maintenance Committee and Board of Directors for personal reasons. Bob Christensen and Marianne Bishop have been serving as liaison between the Board and Maintenance Committee. Rick Irvin has been appointed to replace Duane until Duane's term expires in February. The Board has appointed Rob Altstaetter and Eileen MacLaren to the Maintenance Committee to bolster the number of serving members.

Bob Christensen announced that we have extended our contract with Gold Canyon (GC) for 2009 for Common Area Maintenance. We are looking at alternatives in the event that GC does not perform to our expectations. The weed whacking is underway but it is slow due to heavy growth.

There was a discussion with Gold Canyon on when to prune or remove volunteer trees. This project is currently scheduled for early 2009. GC will be directed to cut the larger trees and spray the trunk in order to kill them. Larry Engel suggested a group of 3 people to locate and oversee the volunteers to be removed or cut. Rob Altstaetter and Jim Steffan stated they will work on this project and further details will be discussed at the November MC meeting.

Owners of Lot 33 have been unable to maintain the strip of their property that abuts Meadow Ridge Drive since the couple is in poor health. The board executed an agreement with the owners to maintain this small area until the property is sold or otherwise changes hands.

There was a discussion on invasive grass. Eileen MacLaren led a program of spraying with Roundup. It is far too great a project for members of the MC. It was suggested that homeowners who are able could monitor their own area with spray and perhaps recruit others to help with the project. This will help avoid the fire hazard that it has become.

At the October board meeting the Board approved an amendment of the Rule regarding Common Area Trees and Other vegetation. The revised rule is intended to provide homeowners a simple process to enroll common area trees or vegetation into the annual tree trimming program. See attached.

The tree trimming project was discussed. The budget for this year is \$4,500. This will provide for up to 22 hours of work. Jim Steffan is seeking volunteers to help oversee trimming. A sign-up sheet was passed at the meeting. Marianne Bishop and Lillie Hill have visited people with requests for trimming or removal and took pictures at each lot. Marianne and Lillie will meet with Rick Irvin and Jim Steffan to review these requests, which will be referred to the Board by Rick and Jim for approval. In order to meet the trimming schedule the approval would need to be ratified at the November 3 board meeting.

The Curb Seal Project has been completed with the exception of some curb and crack seal to the West end of Harvest Moon. Larry Engel will make recommendations regarding this project at the November MC meeting.

An investigation of retaining walls revealed that there are a few cracks on the north and south ends of View Ridge as well as some spots on the south end of Harvest Moon. Everything found is minor and will not need any repair at this time. Bob Hill wants some funds allocated for the 2009 budget to provide for maintenance (crack seal and paint) and Bob has agreed to get quotes for this work.

The solar system at the Calle Tres entrance is going dark around 9 pm. The dusk to dawn (13 hour) operating capacity system was installed in late 2001 by The Solar Store located in Tucson. The solar panel is still under a 20 year warranty. Larry Engel will investigate what is necessary for regular maintenance of the system or if it is in need of repair.

The meeting was adjourned at 10 AM

Respectfully submitted,

Lillie Hill