

**San Ignacio Vistas, Inc.**  
**Homeowners Association**  
**Minutes Board Meeting**  
May 2, 2005

Approved by the Board on September 12, 2005

Present: Marianne Bishop, Doug Cameron, Gorman Fisher, Linda Gregory and Ron Sorenson as well as George Jones, chair MC. There were no homeowners present. The meeting was called to order at 9:00 AM and proceeded using the agenda as distributed.

**1. Reading of the Minutes**

The draft minutes of the April 4, 2005 Board Meeting were distributed to the Board via email. Gorman Fisher asked that page 5 have the word "part-time" changed to "all" in the last sentence under item A. Bylaws Revision. Doug Cameron questioned inclusion of the report from the By-laws Committee as an attachment. It is the consensus of the board that having attachments such as this provide record of important reference information.

Ron Sorenson made a motion to approve the minutes as amended, seconded by Gorman Fisher. All members were in favor.
---

**2. Officers' Reports**

**A. Secretary**

There have been two resales in the community (Lot 94 and Lot 66)

Address change information was received via email using the new link from the web for Lots 51, 66, 111, 183, & 211. This information was communicated to our management company and the secretary verified that the changes were made to the database held by LMR.

**B. Treasurer**

The Treasurer presented a Statement of Financial Condition as of 4-30-05 ("Attachment A").

A motion was made and seconded to accept the report, subject to audit. All were in favor.
---

Linda Gregory contacted Donna Severidt and emailed the board with a copy of her credentials and qualifications and this information (Attachment B") will be provided to Paul Wildman CPA.

The Treasurer tested financial software obtained from CAI and did not find it user friendly; therefore she will continue to use Quicken and Excel software applications.

Linda will contact Mr. Wildman to arrange to meet with him to follow up on the issues raised in his audit letter and Marianne Bishop will accompany her.

### C. President

There was no report presented.

## 3. Committee Reports

### A. Maintenance Committee

#### Common Area Maintenance

Groundskeeper cut the weeds and grasses behind yard walls on the North and East perimeter common area. They also cut the grass on the interior common area, but they have not caught up with scheduled maintenance. Grass on View Ridge Drive between Calle Tres and Sonoran View Drive; weeds and grass behind yard walls on Calle Tres; and, Brittlebush on the interior common areas have not been cut. Weeds and grass in rip-rap areas needs to be sprayed with herbicide.

Groundskeeper begin improvements to landscaping and repairs to the footing of the monument at the Calle Tres entrance. Soil has been added to the planter and plants installed. Volunteers will water the plants until they are established. The rip-rap in the drainage ditch still needs to be reworked to direct water away from the monument.

#### Streets

Sunland Asphalt repaired asphalt on the cul-de-sacs at Vista Ridge and King Arthur Courts. These repairs were necessary because the asphalt on Vista Ridge Court was breaking up and an area in the center of King Arthur Court had sunk approximately four to six inches because the soil underneath the asphalt settled.

#### Owner Requests

The owner of lot 121 requested that trees behind and to the North and South of his lot be trimmed because the trees are beginning to affect his view. The Chairman of the MC contacted the owner and visited the site. The owner agreed that the trees are not currently blocking his view, but he is concerned that they will block his view after another year or two of growth. The SIV map for SIV shows the trees are not on the SIV common area. The trees are on Arizona Department of Transportation property.

George Jones will contact Groundskeeper regarding their consistency of performance according to our contract, and also when to expect completion of the monument project on Calle Tres.

Ron Sorenson will review the Arizona Department of Transportation Permit No 57922, referred to in Section 5.4 of the CC&Rs as it relates to maintenance of trees in the common area.

### B. Architectural Committee

Gorman presented the report (Attachment C) as prepared by Bob Puttock, filling in for Susan Trecartin. The committee is also working on a revised Architectural Review Submittal Form and plans to have it ready to present to the board at the next meeting in September.

### C. GVCCC

Gorman Fisher entered comments from the GVCCC Presidents letter ([www.gvccc.org/letter.htm](http://www.gvccc.org/letter.htm)) into the record. Items of special interest included:

- WEST FRONTAGE ROAD construction is being delayed because of discussion between the county and the state about which route to use and how to handle turns onto Continental.
- GVCCC is looking for residents to serve on a committee to discuss maintenance of private roads. Possibly someone from our Maintenance Committee would be willing to serve on this worthwhile committee working towards creating a general policy and specifications for maintaining private roads.

#### D. Communications Committee – Doug Cameron

##### Directory

The board was given a copy of the draft. Marianne Bishop presented the Board with a suggested revised disclaimer as well as a form to be included in the book to use for sending in updates to the directory. A marked copy of the book was given to Doug with the following changes: 1) creation of an email address to publish for contacting the board rather than using their personal email addresses, 2) moving the committee page to the front of the book, 3) dropping the SIV activities designations within the directory and 4) including the neighborhood watch area for each home next to the lot number which will cross reference to the block captains shown on the first page of the directory. Gorman asked that the street listing section be shown alphabetically and that information be put into columns in order to save space. Ron wanted the Director designation shown for all board members.

##### Website

Marianne Bishop asked to remove the references to the past meetings from the homepage because of formatting issues, which make the page hard to read. She also presented a printed example of how the homepage is displayed on her computer and asked that the Association Documents” be moved higher on the page to make them more obvious to homeowners when browsing. Linda Gregory wants the next meeting date shown in a prominent place on the homepage.

#### **4. Continuing Business**

##### A. Absentee Ballots vs Proxies (HB 2154)

The board voted at the last meeting to remove the signature from the ballot. In further investigation, Linda Gregory found language proposed for HB 2154:

Section 33-1812. Proxies; voting by mail; definition

A. Notwithstanding any provision in the community documents, after termination of the period of Declarant control, votes allocated to a unit may not be cast pursuant to a proxy. The association shall provide for votes to be cast by absentee ballot or by some other form of delivery. An absentee ballot or other form of delivery is valid pursuant to this section if it complies with all of the following:

1. The document or the envelope that contains the document **bears the signature of the unit owner.**

Although the board did vote to eliminate the need for a signature on a ballot, in light of the above this decision may need to be revisited if and when HB2154 is passed.

#### B. Bylaws Revision

Ron Sorenson noted discrepancy (3/4 vs 2/3) as to the number of homeowners required to constitute a quorum and would like to see this resolved. He said the bylaws should conform to the Articles. Ron pointed out that the board cannot change the Articles of Incorporation without approval of the members.

Gorman suggested changing the reference from proxy to written ballot and then including a definition of the term "written ballot" into the Bylaws. The bylaws will also need to include a statement of change as to Statutory Agent with acceptance by Attorney McEvoy.

Ron and Marianne were charged with preparing a draft incorporating all of the suggested changes to present to the board prior to the September meeting.

Gorman Fisher made a motion that the changes to the By-laws regarding references to proxy(ies) be tabled until September and Marianne Bishop seconded the motion. All members were in favor.
--

In the meantime, the President will include an article in the upcoming newsletter to homeowners advising of the eligibility of all homeowners to run for the board of directors.

#### C. CC&R Revision

Ron Sorenson and Marianne Bishop were asked to prepare a revised draft to conform the proposed CC&Rs to the existing CC&Rs regarding references to views.

### 5. **Adjournment**

There being no further business to come before the board the meeting was adjourned at 11:05 AM.

Respectfully submitted,

/s/

Marianne Bishop, Secretary

ATTACHMENT 'A'  
**SAN IGNACIO VISTAS, INC.**  
**HOMEOWNERS ASSOCIATION**

**Statement of Financial Condition**

**4/30/2005**

**2005 Assets and Liabilities**

**Assets**

Operating Funds		38,283.12
Reserves ( <i>Face Value</i> )	-	<u>151,552.15</u>
<b>Total</b>		<b>189,835.27</b>

**Liabilities**

2006 dues paid in advance	-
---------------------------	---

**2005 Income and Expenditures**

**Income**

Dues	71,592.00	
Operating Funds Interest		108.66
Reserve Interest	1,208.14	
Other Income: Reserves	<u>6,766.00</u>	
<b>Total</b>	<b>79,674.80</b>	

**Expenditures**

Operations Expenses	17,217.54
Reserve Projects	<u>1,595.00</u>
<b>Total</b>	<b>18,812.54</b>

**Homeowner's Reserve Equity**

Total Reserve Equity	151,552.15
Reserve equity, per member	664.70

Unaudited

ATTACHMENT 'B'

**RESPONSE TO EMAIL questions regarding qualifications to perform Reserve Analysis**

**From:** Donna Severidt  
**To:** Linda gregory  
**Sent:** Monday, April 11, 2005 10:44 AM  
**Subject:** Re: Reserve Analysis for SIV...

I went through my notes on the reserves. In June of 2002, a resolution was made that Physical Resources Engineering, PO Box 36985, Tucson, AZ 85740-6985 be retained at a cost of not more than \$500 to make an estimate of the lifetime of the asphalt paying of the streets and to provide an estimated cost for replacement of the asphalt paying at 2002's dollars. That information should be the Board minutes someplace. I am pretty sure (99%) that the estimates for dollars and lifetime were used to update the numbers in 2002. (I don't believe they did charge a fee, but, I am not sure on that.) So, unless the cost of asphalt has gone up considerably more than the CPI, the numbers should be reasonably accurate. We know the cost of sealing the streets is reasonably accurate since it is based on current experience. I also believe Vernon had a civil engineer estimate the drainage device costs. (It was either a friend or relative of his from Flagstaff.)

So, where does that leave us. The whole purpose of doing a reserve study is to ensure that the HOA is adequately saving money to replace capital items over time. Assuming the current reserve replacement costs are accurate, SIV is using full-replacement cost funding. (This is the

most conservative, "best-practice" available.) However, it does rely on the replacement costs being reasonably accurate. It is very hard, if not impossible, to find someone who is willing to do the cost estimates. (I have been trying, with no success, for the last 18 months to get replacement cost estimates for drainage devices for my HOA.) So, my suggestion is to have the replacement cost and lifetime estimates for the streets redone. Using current resealing estimates is realistic. The cost of the concrete drainage ways needs to be increased by 50% (The cost of cement has gone up that much in the last year.) The cost of erosion control is very hard to determine. Using an arbitrary number is a best guess since there is no way to predict the forces that impact erosion. Vegetation is an arbitrary item. You can delay most vegetation projects for some time.

To finish answering the rest of your questions, I plan to be out of town the first week in May. I am not qualified to determine replacement costs or lifetimes for streets, etc. I am qualified to take the information to determine funding requirements once the replacement costs and lifetimes have been determined.

PS There are people who tout that they are reserve study specialists but they are geared towards "big" HOAs that have buildings, swimming pools, etc. They don't appear to be as able to deal with our types of issues.

Donna Severidt

#### ATTACHMENT 'C'

#### ARCHITECTURAL COMMITTEE REPORT Monday, May 2, 2005

Submitted by: Bob Puttock for Susan Trecartin, Chairperson

The following actions have been taken by the AC:

- 4/12 Approval given for Lot 158; 4779 Harvest Moon Drive  
house trim repaint/existing color (phone)
- 4/12 Approval given for Lot 200; 4785 S Gloria Vista Drive  
house repaint/existing colors – phone + email on 4/19 as requested
- 4/13 Approval given for Lot 218 (4877 S Meadow Ridge Drive)  
replacement of approved plant (email)
- 4/14 Approval given to Lot 188; 4929 S Gloria Vista Drive  
for construction of brick flower bed (email)
- 4/14 Approval given to Lot 002; 1701 W Sonoran View Drive  
for erection of flag pole (letter)
- 4/14 Approval given to Lot 41; 1788 W Vista Ridge Drive  
for home improvement (letter)
- 4/14 Approval given to Lot 066; 1572 W Vista Ridge Drive  
for home improvement (letter)

- 4/22 Approval given to Lot 177; 4879 S Prairie Hills Drive  
for adding soldier course to back wall (letter)
- 4/22 Approval given Lot 50; 4707 S King Arthur Court  
for house repaint/approved colors (email)
- 4/28 Approval given for Lot 044; 4728 S King Arthur Court  
house repaint/existing colors (letter delivered)