

San Ignacio Vistas, Inc.  
Homeowners Association  
Minutes Board Meeting – February 7, 2013  
APPROVED BY THE BOARD February 19, 2013

The meeting was held at 4731 S Harvest Moon Drive. There was a quorum of the board: Marianne Bishop, Joyce Bulau, Paul Gilmore and Ann Striker. Also present were Bob Ferrier, candidate for the 2013 board; Audit Committee Greg Nowak and Jack Powers, chair, and Jerry Bodmer representing the Maintenance Committee.

President Joyce Bulau called the meeting to order.

## 1. COMMITTEE REPORTS

### A. Architectural - (Attachment A)

### B. Maintenance

There was no written report submitted. The board wanted to recognize Sam Eidson for all of his hard work while serving on the maintenance committee during 2006-8 and 2010-12 and serving as chair for 2012. We will be accepting his resignation at the annual meeting.

In preparation for the annual meeting when committees are appointed by the board the association secretary sent an email to a group of homeowners that demonstrated an interest in membership on the Maintenance Committee.

A MOTION was MADE by Ann Striker, SECONDED by Paul Gilmore and UNANIMOUSLY passed that the maintenance committee will consist of two subcommittees with two co-chairs: one for roads and one for landscape. The landscape sub-committee will be charged with the special project of developing a 10-year plan.

An email received from Pat Imgrund was read to the board. Pat was among several of our homeowners that attended a road maintenance workshop sponsored by the GVC. He has expressed a willingness to chair a road sub-committee for 2013. Pat asked that the Board delay action on road repairs and send the issue back to the Maintenance Committee for further study. The board agreed with this request.

A MOTION was MADE by Joyce Bulau and SECONDED by Paul Gilmore and UNANIMOUSLY passed to add a line item of \$25,000 to the 2013 budget for Street Maintenance but not sign the contract with Sunland.

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY passed to add a line item of \$20,000 to the 2013 budget for erosion mitigation.

### C. Green Valley Council Representative – (Attachment B)

## 2. OFFICERS' REPORTS

### A. Treasurer

All dues have been received.

The 2013 budget was adopted by the Board by the unanimous vote of all board members in attendance. (Attachment C)

The Financial statement ending January 31 was reviewed and approved by all members in attendance, subject to audit. (Attachment D)

## B. Secretary

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED ratifying the January 10, 2013 board minutes as distributed for approval via email.

## 3. EXECUTIVE SESSION

The board entered into executive session at 3:25 PM to receive the Report of the Audit Committee, discuss Lot 200 and review the Power Point Presentation for the Annual Meeting. The board reconvened at 4:30 PM

## 4. CONTINUING BUSINESS

It has been brought to the attention of the Board that its investment of \$100,000 into the Vanguard Wellesley Income Fund on January 14, 2013 was in violation of the Investment Policy adopted on December 13, 2012 and modified on January 10, 2013.

A MOTION was MADE by Joyce Bulau SECONDED and UNANIMOUSLY PASSED by the board members in attendance to rescind the above referenced Investment Policy and adopt retroactively the following revised Investment Policy:

The Board is authorized to invest up to 25% of the Reserve Fund Net Assets (i.e, Fund Balance) in a "balanced conservative allocation fund".

A MOTION was MADE by Joyce Bulau SECONDED and UNANIMOUSLY ADOPTED by the board members in attendance to permit a one-time exception to the 25% of Reserve Fund net assets limitation referred to above and ratify the \$100,000 investment in the Vanguard Wellesley Income Fund. No additional permitted investments shall be made unless and until the 25% limitation exceeds the \$100,000 currently invested, and then only to the extent of the 25% limitation.

The board executed an addendum to the two-year contract with Felix Landscaping for maintenance of SIV common areas. This addendum replaces language of item 6 covering method of payment. (Attachment E)

The secretary was directed to send an acknowledgement letter to the Owners of Lot 200.

## 5. NEW BUSINESS - None

## 6. ADJOURNMENT

An organizational meeting of the new board follows the Annual Meeting February 19, 2013. The meeting adjourned at 4:35 PM.

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

**ATTACHMENT A**  
**Architectural Committee (AC) Report**  
**FEBRUARY 7, 2013**

LOT	REQUEST DATE	REQUEST	ACTION	DATE
212	1-22-13	INSTALL ENTRY - SECURITY ENCLOSURE	APPROVED	1-25-13
004	1-26-13	INFORMAL REQUEST TO FILL IN POOL AND SPA	REQUESTED MORE INFO	1-27-13
105	1-31-13	REPAINT (PALM SPRINGS WITH TOFFEE CRUNCH	APPROVED	1-31-13

In November we received another email about a view issue that was handled last year. The complainant and Secretary contacted the homeowner in an attempt to prompt the owner to trim the tree again. Two months passed without action and a formal complaint was submitted by 3 homeowners. 1<sup>st</sup> Notice of Violation letter was sent in mid January. The tree was trimmed in response to the letter. Unless the tree is kept trimmed this will be a continuing problem.

For the annual report we will recap the projects that were approved by the committee in 2012.

It was decided not to begin the program of reviewing properties for deviations from our guidelines until after the annual meeting. This will present an opportunity to explain the program to our homeowners before we begin.

ATTACHMENT B  
Green Valley Council Board of Rep Meeting - 1/17/13

- ✓ Dick Smith GVC Treasurer reported that so far our net loss is \$13,000, and that the balance sheet is strong. Sandi Richey said that they have received about half of the dues collection so far totaling about \$800,000. There were two HOA's who have opted out of GVC membership.
- ✓ Don Weaver has asked everyone to get teams signed up for Golf planned in March! Please don't wait until the last minute to sign up!
- ✓ Bill Copeland spoke on the GV Council being a Member Association. The GVC Board will set aside time at the end of each meeting to field any questions that HOA representatives have on various issues.
- ✓ Ray Carroll Asked each of us to listen to the Bill Buckmaster Program on the GVNews Station. It's very well done, so tune in!
  - 1) There will be a very important forum on Feb 7 at 1:30 PM at East Center on the "State of Our Aquifer" Please go to it.
  - 2) The League of Women Voters held a forum introducing Lisa Royal. She has much experience and is by far the best candidate for the position of Justice of the Peace.
  - 3) Household Hazardous Waste -- Constance and Bill O'Brian: They need about 60 volunteers on March 23rd, from 8 AM to 12 noon. For the mandatory training session, call Bill at 6251353.
- ✓ Sandi Richie:
  - 1) The next hazardous waste collection will be held in the rear parking of the Desert Hills Rec Center
  - 2) The New GV Park has opened thanks to Chuck Catino. It is at 3500 Cmno. de la Canoa.
- ✓ Barbara LaWall: Spoke about the 'Drug Treatment Alternative to Prison' (DTAP) Barbara discovered, after 37 years as a prosecuting attorney that most repeat offenders were addicted to, but not trafficking in, drugs. They were sent to prison, not treated, and became repeat offenders. She started a program in Tucson where these people were not sent to prison until the 3rd arrest. The first two arrests they were put on probation into residential treatment, monitored, given wrap-around services, and then out-patient treatment.

In 2010 she got a 3 year grant for \$1.1 million. She is in the 3rd year now and looking for more funding. It has been very successful, and very cost-effective. 30% of all crime is drug related. 78% of her treated felons are successfully back in society. Families have been brought in with the treated felon. They are helped a lot by Pima County. There are only two districts who have this program (Brooklyn NY and Tucson AZ).

The next BOR meeting will be on February 19, 2013.

Submitted by: MaryLu Catino

**San Ignacio Vistas, Inc.  
2013 BUDGET**

	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
<b>REVENUE</b>			
400 - Assessments	108,300		
410 - Transfer and Document Fees	2,400		
420 - Operating Fund Interest	204		
	<u>110,904</u>		
4200 - Reserve Fund Interest		<u>2,650</u>	
			113,554
<b>Total Revenue</b>			
<b>EXPENSE</b>			
<b>Maintenance</b>			
500 - Yearly Contract	26,580		
502 - Tree Trimming	4,000		
503 - Utilities	400		
505 - Other Maintenance	3,000		
506 - Erosion Mitigation	1,000		
<b>Total Maintenance Expenditures</b>	<u>34,980</u>		
4201 - Reserves - Misc Expense			
5000 - Street Repairs		25,000	
5006 - Erosion Mitigation		20,000	
<b>Total Reserve Expense</b>		<u>45,000</u>	
<b>Administrative</b>			
510 - Contract Service	10,200		
511 - Board	470		
512 - Legal	1,750		
<b>513 - Communications</b>			
513.1 - Computer and Internet	2,500		
513.2 - Telephone	1,020		
513.3 - Office Supplies	70		
513.4 - Printing/Reproduction	1,550		
513.5 - Postage/Delivery	300		
513.6 - Record Storage	420		
<b>Total 513 - Communications</b>	<u>5,860</u>		
<b>Total Administrative</b>	<u>18,280</u>		
<b>Operating</b>			
520 - Audit and Accounting			
521 - Insurance	3,200		
522.2 - GV Council	1,710		
<b>523 - Taxes and Contingency</b>			
523.1 - Taxes - Property	30		
523.3 - Arizona Corporation Fee	10		
523.4 - Contingency	260		
<b>Total 523 - Taxes and Contingency</b>	<u>300</u>		
<b>Total Operating</b>	<u>5,210</u>		
<b>Total Expenditures</b>	<u>58,470</u>	<u>45,000</u>	<u>103,470</u>
<b>ALLOCATION</b>			
600 - Reserve Allocation	<u>(52,000)</u>		
6000 - Operating Fund Allocation		<u>52,000</u>	
<b>Excess Revenue &lt;Expenditures&gt;</b>	434	9,650	10,084
Beginning Fund Balances	9,295	331,029	340,324
Ending Fund Balances	<u>9,729</u>	<u>340,679</u>	<u>350,408</u>

ATTACHMENT D  
**San Ignacio Vistas, Inc**  
**Balance Sheet**  
As of January 31, 2013

**ASSETS**

**Current Assets**

**Checking/Savings**

120 · COMMERCE CHECKING

<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
60,481		
<u>60,406</u>		

**Reserve Account**

1500 · COMMERCE - 9/15/13 APY 2%

52,280

1502 · COMMERCE RESERVE CK.

79,486

1503 · WASH FEDERAL 1/12/15 APY 1.55%

101,504

1504 · WASH FEDERAL 2/11/13 APY .50%

50,224

1505 · VANGUARD INVESTMENT

100,000

**Total Reserve Account**

s/b 383,418

383,493

**Total Current Assets**

443,899

**LIABILITIES & EQUITY**

**Equity**

300 · Operating Fund Balance

9,292

3000 · Reserve Fund Balance

331,032

Net Income

103,575

**Total Equity**

443,899

**TOTAL LIABILITIES & EQUITY**

443,899

**San Ignacio Vistas, Inc**  
**Profit Loss Actual vs Budget**  
YTD - January 31, 2013

	<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>
<b>REVENUE</b>						
400 - Assessments	108,300	108,300				
410 - Transfer and Document Fees	300	2,400				
420 - Operating Fund Interest	26	204				
	<u>108,626</u>	<u>110,904</u>				
4200 - Reserve Fund Interest			464	2,650		
			<u>464</u>	<u>2,650</u>		
<b>Total Revenue</b>					109,090	113,554
<b>EXPENSE</b>						
<b>Maintenance</b>						
500 - Yearly Contract	2,214	26,580				
502 - Tree Trimming	0	4,000				
503 - Utilities	50	400				
505 - Other Maintenance	0	3,000				
506 - Erosion Mitigation	0	1,000				
<b>Total Maintenance Expenditures</b>	<u>2,264</u>	<u>34,980</u>				
4201 - Reserves - Misc Expense			75	-		
5000 - Street Repairs			-	25,000		
5006 - Erosion Mitigation			-	20,000		
<b>Total Reserve Expense</b>			<u>75</u>	<u>45,000</u>		
<b>Administrative</b>						
510 - Contract Service	850	10,200				
511 - Board	29	470				
512 - Legal	0	1,750				
<b>513 - Communications</b>						
513.1 - Computer and Internet	54	2,500				
513.2 - Telephone	71	1,020				
513.3 - Office Supplies	0	70				
513.4 - Printing/Reproduction	29	1,550				
513.5 - Postage/Delivery	8	300				
513.6 - Record Storage	420	420				
<b>Total 513 - Communications</b>	<u>582</u>	<u>5,860</u>				
<b>Total Administrative</b>	<u>1,461</u>	<u>18,280</u>				
<b>Operating</b>						
520 - Audit and Accounting						
521 - Insurance	0	3,200				
522.2 - GV Council	1,710	1,710				
<b>523 - Taxes and Contingency</b>						
523.1 - Taxes - Property		30				
523.3 - Arizona Corporation Fee		10				
523.4 - Contingency	5	260				
<b>Total 523 - Taxes and Contingency</b>	<u>5</u>	<u>300</u>				
<b>Total Operating</b>	<u>1,715</u>	<u>5,210</u>				
<b>Total Expenditures</b>	<u>5,440</u>	<u>58,470</u>	<u>389</u>	<u>(42,350)</u>	<u>5,829</u>	<u>16,120</u>
<b>ALLOCATION</b>						
600 - Reserve Allocation	(52,000)	(52,000)				
6000 - Operating Fund Allocation			52,000	52,000		
<b>Excess Revenue &lt;Expenditures&gt;</b>	<u>51,186</u>	<u>434</u>	<u>52,389</u>	<u>9,650</u>	<u>103,575</u>	<u>10,084</u>
Beginning Fund Balances	<u>9,295</u>		<u>331,029</u>		<u>340,324</u>	
Ending Fund Balances	<u>60,481</u>		<u>383,418</u>		<u>443,899</u>	

Note: reimburse \$75 from reserves

ATTACHMENT E  
ADDENDUM

Two-Year Contract for the Maintenance of the San Ignacio Vistas  
Homeowners Association

with Felix Landscaping  
executed October 16, 2012

Item six as it relates to payment is being revised as follows:

Payment shall be made in equal amounts to the contractor bi-monthly (approximately 15th & 30th) based upon the total contract hours.

Contractor will submit a detailed invoice on the last day worked for that month itemizing what areas were worked each visit.

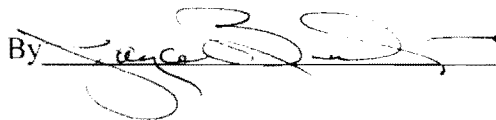
Dump fees will be invoiced separately at the end of the month.

Any work that is performed outside of the contract will be billed separately and payment is due within 5 business days.

FELIX LANDSCAPING

SAN IGNACIO VISTAS INC

By S/S ARMANDO FELIX  
Armando Felix, Owner

By   
\_\_\_\_\_

Date: 2-9-13

Date: 2-7-13