

San Ignacio Vistas, Inc.  
Homeowners Association  
Minutes Board Meeting – December 13, 2012  
APPROVED BY THE BOARD : January 10, 2013

The meeting was held at 4731 S Harvest Moon Drive. There was a quorum of the board: Marianne Bishop, Joyce Bulau, Paul Gilmore, Dave McCracken and Ann Striker as well as Gary Powers, chair and Terry Arnholt of the Financial Advisory Committee, Jim Callahan, Architectural Committee and Sam Edison, Maintenance Committee.

Homeowners in attendance: Bob Ferrier and Georgene Sorenson.

President Joyce Bulau called the meeting to order at 1:55 PM.

## 1. OFFICERS' REPORTS

### A. Secretary

Paul Gilmore asked if excess funds from 2012 retained in the 2013 budget will be kept separate so to identify if we are operating within budget. This has been addressed with our Internal Auditor and we can rest assured that proper accounting practices will be used for these funds.

A MOTION was MADE by Dave McCracken SECONDED and UNANIMOUSLY PASSED ratifying the November 20, 2012 board minutes as distributed for approval via email.

A preliminary agenda for the annual meeting was reviewed. The nominating committee has received a request from Bob Ferrier who wishes to be considered to fill the vacancy on the board created when Dave McCracken's term expires on February 18, 2013.

If the Nominating Committee has not identified other candidates willing to run for the board and there are no petitions received prior to December 21, (60 days prior to the Annual Meeting) then the board will proceed according to Article III Section 11 of the Bylaws. If more candidates come forth, we will follow the process of balloting/voting for directors.

### B. Treasurer

The Financial Statement ending November 30 2012 was reviewed (**Attachment A**).

A MOTION was MADE by Dave McCracken, SECONDED and UNANIMOUSLY PASSED accepting the Treasurer's Report subject to audit.

The \$10,959 in Commerce checking account includes \$2,830 in pre-paid dues. 93 homeowners (41%) have paid 2013 dues as of 12/12/12. There is still \$4000 budgeted for tree trimming in December. We are \$1000 under budget for Other Maintenance.

### C. President

Copies of an aerial map of the subdivision included in the erosion study as well as maps of the common areas were provided to members of the board as well as the maintenance committee.

## **2. COMMITTEE REPORTS**

### **A. Financial Advisory**

Gary Powers reported on the interviews he and Terry Arnholt had with Edward Jones, Merrill Lunch and Mutual of Omaha. After discussion, the following motions were adopted.

A MOTION was MADE by Ann Striker and SECONDED by Dave McCracken that the investment policy be revised to allow no more than 25% of the Investment Portfolio into equity index funds. Voting: 4 yes - 1 abstain (Paul Gilmore)

The board directed the Treasurer to contact Vanguard to open an account under San Ignacio Vistas Inc. with the Treasurer and President as co-signers.

A MOTION was MADE by Ann Striker and SECONDED by Marianne Bishop that we invest long term up to 25% of our Reserve Fund into a Vanguard total market index fund. Voting: 4 yes - 1 no (Paul Gilmore)

### **B. Architectural**

Jim Callahan submitted a monthly report. (Attachment B).

### **C. Maintenance**

Sam Eidson submitted a monthly report (Attachment C).

A MOTION was MADE by Dave McCracken and SECONDED by Ann Striker that the annual tree trimming be awarded to LaSierra per proposal dated November 3, 2012 for \$200 per hour with estimated work time of 18 to 22 hours.

The work is to be done from December 17-19.

The Treasurer asked Sam to get estimates for roadwork needed in 2013 for King Arthur Court, Gloria View Court, Sonoran View Drive and Prairie Hills, so that this amount can be included in the 2013 budget to be adopted by February 7.

## **3. CONTINUING BUSINESS**

A task force of the maintenance committee will be established for a short-term project developing a master landscaping plan for our common area. An article in the January newsletter will recruit interested homeowners. Dave McCracken suggested we contact the local extension office of the University of Arizona.

## **4. NEW BUSINESS - None**

## **5. ADJOURNMENT**

The meeting adjourned at 3:17 PM. The next board meeting will be held 2 PM Thursday, January 10 2013 at 4731 S Harvest Moon Dr.

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

## ATTACHMENT A

12/4/2012  
Cash Basis

San Ignacio Vistas Inc.  
Assets Liabilities and Fund Balances  
As of November 30, 2012

**ASSETS**

## Current Assets

Checking/Savings	Operating	Reserve	Total
Operating Fund			
120 · COMMERCE CHECKING	10,959		
Total Operating Fund	<u>10,959</u>		
<b>Reserve Account</b>			
1504 · WASH FEDERAL 2/11/13 APY .50%		50,160	
1503 · WASH FEDERAL 1/12/15 APY 1.55%		101,112	
1502 · COMMERCE RESERVE CK.		41,304	
1501 · COMMERCE - 12/20/12 APY 1.3%		94,308	
1500 · COMMERCE - 9/15/13 APY 2%		51,764	
<b>Total Reserve Account</b>		<u>338,648</u>	

TOTAL ASSETS **349,607**

## LIABILITIES &amp; EQUITY

## Equity

3000 · Reserve Fund Balance	317,548
300 · Operating Fund Balance	8,766
350 · Retained Earnings-Operating	0
Net Income	<u>23,293</u>

TOTAL LIABILITIES & EQUITY **349,607**

	<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>
400 - Assessments	106,585	103,740				
410 - Transfer and Document Fees	4,050	1,200				
420 - Operating Fund Interest	150	165				
	<u>110,785</u>	<u>105,105</u>				
4200 - Reserve Fund Interest			3,206	3,520		
			<u>3,206</u>	<u>3,520</u>		
<b>Total Revenue</b>					113,991	108,625
<b>Maintenance</b>						
500 - Yearly Contract	24,241	26,676				
503 - Utilities	495	759				
505 - Other Maintenance	3,910	5,000				
506 - Erosion Mitigation	1,505	1,505				
<b>Total Maintenance Expenditures</b>	<u>30,151</u>	<u>33,940</u>				
5000 - Street Repairs			36,456	41,916		
4201 - Reserves - Misc Expense			4,298	-		
<b>Total Reserve Expense</b>			<u>40,754</u>	<u>41,916</u>		
<b>Administrative</b>						
510 - Contract Service	9,350	9,350				
511 - Board	250	500				
512 - Legal	800	400				
513 - Communications						
513.1 - Computer and Internet	1,257	1,545				
513.2 - Telephone	973	990				
513.3 - Office Supplies	0	60				
513.4 - Printing/Reproduction	970	1,200				
513.5 - Postage/Delivery	321	280				
513.6 - Record Storage	385	385				
<b>Total 513 - Communications</b>	<u>3,906</u>	<u>4,460</u>				
<b>Total Administrative</b>	<u>14,306</u>	<u>14,710</u>				
<b>Operating</b>						
520 - Audit amd Accounting	35	30				
521 - Insurance	3,931	3,112				
522.2 - GV Council	1,254	1,254				
523 - Taxes and Contingency						
523.1 . Taxes - Property	26	30				
523.3 - Arizona Corporation Fee	10	10				
523.4 - Contingency	232	367				
<b>Total 523 - Taxes and Contingency</b>	<u>268</u>	<u>407</u>				
<b>Total Operating</b>	<u>5,488</u>	<u>4,803</u>				
<b>Total Expenditures</b>	<u>49,945</u>	<u>53,453</u>	<u>40,754</u>	<u>41,916</u>	<u>90,699</u>	<u>95,369</u>
<b>ALLOCATION</b>						
600 - Reserve Allocation	(50,400)	(50,400)				
6000 - Operating Fund Allocation			50,400	50,400		
<b>Excess Revenue &lt;Expenditures&gt;</b>	<u>10,440</u>	<u>1,252</u>	<u>12,852</u>	<u>12,004</u>	<u>23,292</u>	<u>13,256</u>
Beginning Fund Balances	<u>8,766</u>		<u>317,547</u>		<u>326,313</u>	
Ending Fund Balances	<u>19,206</u>		<u>330,399</u>		<u>349,605</u>	

## **ATTACHMENT B**

### **Architectural Committee (AC) Report DECEMBER 13 2012**

We received no applications during the last month.

Regarding the view complaint, the homeowner was asked to have the offending tree trimmed again. They agreed but thus far it has not been done. A follow-up was sent today asking for a confirmation of date when the work will be completed.

The committee will begin a program reviewing all properties for any deviations from guidelines set forth in the owner's handbook regarding painting, etc. A letter will be sent to any homeowner where a deviation exists. This will put the deviation on record. If there is a paint problem it should be corrected the next time the home is painted. This review by the committee will begin after the holidays.

ATTACHMENT C

MAINTENANCE COMMITTEE REPORT

DECEMBER 7 2012

Attending Members: Sam Edison, Chair, Carolyn Andersen, Jim Fitzgerald, Ann Striker and Dave McCracken, board liaison.

Homeowner Guests: Joyce Bulau, Margaret Grost, Pat Imgrund, Scott Stafford and Don White

Meeting was called to order at 10 am

**Old Business :**

1. **Roads:** Sam is waiting for response from Pima County DOT on condition of streets
2. **Trees:** A discussion on the two quotes that were received for tree trimming using crown reduction and sucker removal, with no topping. After discussion it was agreed upon by the committee to recommend to the board that we award the contract to LaSierra. Motion was approved and will be forwarded to the board. Sam was requested by the board liaison to get a start date from LaSierra so it would be available for the December board meeting.
3. **Landscaping:** Felix will do some trimming behind Lots: 62, 129 and 130
4. **Erosion:** Felix will also be doing some erosion control projects by doing some catch basins and wraps to slow the flow of water down in areas throughout our open areas.

**New business:**

1. **Streets:** A meeting was set for 12/11 at 9:30 on King Arthur Court to look at areas that will need attention before we crack seal again. There are others streets that will also be viewed. Sam invited all committee members and guest that were present to be a part of the group
2. **Tree Trimming Supervision:** Sam will get a start time and date and committee and guest present agreed to meet on the day the trimming is to be done, before work begins so that everyone will be aware of what the committee wants, someone will be with the crew during the trimming.
3. **Tree behind Lot 11:** it was agreed that we will have the roots cut and not remove the tree, due to erosion concerns.
4. Committee members would like to have a larger map of the subdivision that shows lots and open spaces, Joyce Bulau said that she would have copies made of her maps and also the aerial map that was in our erosion study booklet and give them to Sam for each committee member.
5. The request by Gary Raff of 4767 S. View Ridge Dr. to remove 6 trees from the common are behind his home, was denied. Sam will ask Marianne to send Mr. Raff a letter advising him of this decision.

The next meeting was scheduled for 1/4/2013 and there will be no February meeting.

Submitted by: Sam Edison, Chair