

San Ignacio Vistas, Inc.  
Homeowners Association  
Minutes Board Meeting  
January 5, 2009  
Approved by the Board February 2, 2009

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

The meeting was called to order at 9 AM with a quorum of the board present. 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 December 8, 2008 board meeting as distributed.

### 2. FINANCIAL REPORT

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the Statement of Revenue, Expenses and Fund Balances 12 months ending December 31, 2008 subject to Audit (Attachment A).

### 3. OFFICER'S REPORTS

#### A. SECRETARY

- 1) A meeting of the Neighborhood Watch Committee will be held at the residence of the secretary on 1-17-09. A brief presentation from SAV will be followed by distribution of the packet to be delivered by the Watch group to homeowners. The packet will include updates to the Governing documents book, a revised Neighborhood Phone directory, January 2009 newsletter and the Annual Meeting Notice with Agenda.
- 2) Delores Leavitt has agreed to assume responsibility for scheduling hosting locations for the monthly Thirsty Thursday event.
- 3) President of the Lyons Club, Wally Liebengood, asked SIV if we would be willing to put an article in our newsletter soliciting our homeowners to take part in having their newspapers collected by the Lyons rather than placing them in our recycle bins. After discussion, the board voted. Outcome: Yes = 0 No = 5

#### B. PRESIDENT

The agenda for the Annual Meeting of 2009 was briefly discussed and each director was asked to have a draft of their presentation as well as the report to be published in the minutes of the meeting ready for review at the February 2 board meeting

### 4. COMMITTEE REPORTS

#### A. NOMINATING COMMITTEE

The report of the committee is included as "Attachment B"

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED accepting the nomination of Marianne Bishop, Ed Eick and Lillie Hill to run as candidates for the board for 2009.

**B. ARCHITECTURAL COMMITTEE – no report**

**C. MAINTENANCE COMMITTEE**

- 1) Minutes of the December 10 Maintenance Committee meeting are included as "Attachment C".
- 2) The board reviewed a proposal for the 2009 Common Area Maintenance Contract submitted by Santa Rita Landscaping. (Attachment D)

A MOTION was MADE by Rick Irvin SECONDED and unanimously PASSED accepting the 2009 contract from Santa Rita Landscaping for a total annual cost of \$20,358.

- 3) A request for reserve funds was considered for project work to be done by Sunland Asphalt for curb sealing and crack repair. (Attachment E) The bid is valid until 2-28-09.

A MOTION was MADE by Rick Irvin SECONDED and unanimously PASSED approving the request for funds and accepting the bid from Sunland Asphalt to power clean and seal curb lines on designated roadways and clean and seal all unsealed cracks ¼" and larger, both with CMC 200 crack sealant for a total of \$19,090.05.

**5. OPEN FORUM - No homeowners present**

**6. CONTINUING BUSINESS - none**

**7. NEW BUSINESS - none**

**8. ADJOURNMENT**

The meeting was adjourned at 10:30 AM. The next board meeting is currently scheduled for February 2 2009 at 4735 Prairie Hills Drive, commencing at 9 AM.

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

ATTACHMENT A  
SAN IGNACIO VISTAS, INC.

*Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis)*  
*12 Months - Ending December 31, 2008*

	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenue</b>				
Assessments (collected in advance \$90,000 in 2008 and \$78,540 in 2007)	\$95,760	\$95,760	\$0	\$95,760
Transfer and Document Fees	1,400	1,200	0	1,200
Interest	<u>1,100</u>	<u>1,092</u>	<u>9,047</u>	<u>10,139</u>
<b>Total Revenue</b>	<b><u>\$98,260</u></b>	<b><u>\$98,052</u></b>	<b><u>\$9,047</u></b>	<b><u>\$107,099</u></b>
<b>Expenses</b>				
Maintenance Expenses	\$40,400	\$39,120	\$58,911	\$98,031
Administrative Expenses	12,300	13,769	0	13,769
Other Expenses	<u>5,727</u>	<u>5,865</u>	<u>2,480</u>	<u>8,345</u>
<b>Total Expenses</b>	<b><u>\$58,427</u></b>	<b><u>\$58,754</u></b>	<b><u>\$61,391</u></b>	<b><u>\$120,145</u></b>
Excess Revenue (Expenses)	39,833	39,298	(52,344)	(13,046)
Reserve Allocation To (From)	<u>(40,000)</u>	<u>(40,000)</u>	<u>40,000</u>	<u>0</u>
<b>Net Increase (Decrease) After Allocation</b>	<b><u>(167)</u></b>	<b><u>(702)</u></b>	<b><u>(12,344)</u></b>	<b><u>(13,046)</u></b>
<b>Fund Balances</b>				
Beginning of Year Fund Balance		\$3,023	\$185,382	\$188,405
<b>End of Month Fund Balance</b>		<b><u>\$2,321</u></b>	<b><u>\$173,038</u></b>	<b><u>\$175,359</u></b>

**Supplementary Information**

Note 1: The dues assessment for 2008 was \$420 per member and for 2009 \$450 per member.

Note 2: Cash and investments totaled \$266,945 and the beginning of the year, including \$78,540 of assessments collected in advance. At the end of the year cash and investments totaled \$265,359, including \$90,000 of assessments collected in advance.

Note 3: The \$265,359 of year end cash and investments included \$2,321 of cash in the operating account, \$90,022 of cash and CDs in the assessments account (both at Compass Bank) plus \$28,038 in cash and \$145,000 in investments in the reserve account (at Wachovia Securities).

Note 4: Maintenance expenditures totaled \$98,031 in 2008 and included \$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) and \$39,120 paid out of the operating account including \$30,700 for common area maintenance, \$4,000 for tree trimming and \$3,385 for safety improvements.

## **ATTACHMENT B**

The committee is pleased to present the following candidates. If you would like additional information from a candidate, please contact them directly.

Nominations Committee:

Bob Christensen, Chair - Marianne Bishop – Rick Irvin - Jim Steffen

### **CANDIDATES FOR THE BOARD TERM: FEBRUARY 2009 - 2011**

**MARIANNE BISHOP 4771 S Prairie Hills Dr - 625-4924**

Full time resident since October 2002

Board Member since 2005; Secretary SIVHOA since February 2003; Treasurer since June 2006; maintains the Website and publishes the SIV View newsletter and Phone Directory  
Other committee assignments: Decorations, Financial Advisory, Trash and Recycle  
GVCCC Phone Directory Volunteer

"I enjoy helping our homeowners and the often-challenging work I do for our HOA and believe that as a Director on your Board I can make a positive contribution to the community. I make every effort possible to save HOA dollars and feel rewarded when my efforts make a difference."

**EDWARD EICK 1477 W Hidden Crest Ct - 664-5752**

Owner since 2005 and full time resident since October 2008

Ed Eick's primary career was in business management, mostly with companies engaged in manufacturing or distribution. He served as a CFO and a CEO and spent 15 years consulting to businesses in various industries. His first career was in engineering and later careers were spent in Information Technology and non-profit management.

Degrees: Mechanical Engineering (University of Detroit)  
Business (Stanford).

Currently: Member of the Architectural Committee

"I would like to serve on the board because I believe we should all contribute our time and talent, and I believe that my background is well suited to helping as a board member."

**LILLIE HILL 4925 S. Meadow Ridge Dr. - 648-1216**

Full time GV resident since 2005 and SIVHOA since October 2006

Decorations Committee since 2006  
Member of the Maintenance Committee and their recording secretary since 2008

"I would like to serve on the board to help with the projects and decisions that keep our neighborhood an attractive place to live. It would be time well spent."

## ATTACHMENT C

### Maintenance Committee Minutes December 10, 2008

Present: Rob Alstaetter, Bob Hill, Lillie Hill, Rick Irvin, Jean Ross and Jim Steffen  
The minutes of the previous meeting were approved.

Jim Steffen gave an update on street maintenance. The second half of the curb seal work will be completed in early 2009. Crack repair is the next work needed. Jim will talk to consultants about quotes on curb seal and crack repair and then decide on what should be done. The costs may be down from their highs earlier this year. The consultants are coming to Jim Steffen's home and December 16 at 9:00 a.m. and they will tour the work to be done. Work will probably be done in February or March.

Sunland has proven very competent and cost effective, so we will use them again.

Rick Irvin gave a report on our landscape maintenance. Gold Canyon has closed their Tucson office and has not responded to phone calls. The workers are not showing up to work. He is in the process of getting bids from Wildcat Exterminating, Hot Desert Landscape, Valscape, The Boss (Gold Canyon), MJM Landscape, Santa Rita Landscaping. We are trying to get bids by January 5 to present to the Board for approval. Rick expects some bids on December 12 and 16. It was unanimously agreed to have a special sub-committee review the bids and prepare a recommendation to the Board for the January 5<sup>th</sup> meeting. Rick Irvin, Rob Alstaetter and Lillie Hill comprise the sub-committee.

Rob Alstaetter has talked to several people regarding evasive grass. Has two bids, Wildcat Exterminating, Lance (recommended by Hot Desert). The cost will be \$400 per acre for application. Rob and Jean will put together a summary for us of their findings, but it appears that with current data, combining treatment with our regular maintenance may be the smartest approach.

Rick gave a report on the exterior trees that still need attention. We still have requests for removal or trimming. The Board has allocated \$1,000 in December and if necessary \$1,000 in January to complete this project. We will use La Sierra Ranch for trimming and removing these trees. Rick will put together a detailed plan and schedule on this work.

The solar system on Calle Tres is repaired. The problem was a much needed new battery. The cost was \$430 which included the battery and the service call.

There was a discussion of maintenance committee duties. We discussed one person to chair the committee, one to act as liaison to the Board of Directors and specific assignments for major areas of roads, trees, and regular maintenance.

The next meeting is scheduled for 9:00 am on January 14 at Rob Alstaetter's. The meeting was adjourned.

Respectfully submitted,  
Lillie Hill



**LANDSCAPE MAINTENANCE AGREEMENT**

Date: 12/31/08 Proposal #: 4060332  
 Client #: 6000034

Property Name: San Ignacio Vistas, Inc.  
 Property Address: Camino del Sol at View Ridge  
 City: Green Valley State: AZ Zip Code: 85622

Property Boundaries and Areas Included: All landscaped areas & perimeter  
 Commencement Date: \_\_\_\_\_ Phone #: 520-625-4924

Client Name: San Ignacio Vistas, Inc.  
 Contact Name: Marianne Bishop - Secretary  
 Billing Address: PO Box 1150  
 City: Green Valley State: AZ Zip Code: 85622-1150  
 Phone #: 520-625-4924 Fax #: 520-625-5166 Email: info@sixhoa.org

**SRL Inc. Agrees to furnish all labor, material, equipment and supervision necessary for the scope of work:**

X	A. Weed Control Service		D. Groundcover & Flower Bed Service
	B. Lawn Service	X	F. Inert Area Service
X	C. Tree & Shrub Service		G. Irrigation Maintenance

(See Landscape Maintenance Specifications on Page 2)

Additions and Exclusions: Trim down dry grasses in Fall months

**MONTHLY BILLING SCHEDULE:**

January	\$ 1,176.00	May	\$ 1,176.00	September	\$ 1,176.00
February	\$ 1,176.00	June	\$ 1,176.00	October	\$ 4,299.00
March	\$ 1,176.00	July	\$ 1,176.00	November	\$ 4,239.00
April	\$ 1,236.00	August	\$ 1,176.00	December	\$ 1,176.00

billing: 1,696.50 20,358.00

\*MONTHLY AVERAGE \$ \_\_\_\_\_ TOTAL ANNUAL COST \$ \_\_\_\_\_

**Services Available at an Additional Cost**

1. Skinning of palm trees, trimming of palm trees.
2. Hand watering of non-irrigated plantings or plants with inoperable irrigation.
3. Repair, replacement and renovations of landscape plants, lawns, hardscapes and irrigation.
4. Dethatching, verticutting and aerating of lawn area.
5. Installation of winter rye grass.
6. Major pruning, thinning, trimming, cabling, spraying and tree removal.
7. Erosion control and repair.
8. Design/Build landscape services for planting and hardscaping.
9. Irrigation system evaluation, repair, retrofit, and vacuum breaker inspection.
10. Winter and summer annual flowers.
11. Mulching and rototilling of groundcover beds.
12. Spraying olive trees to reduce formation of fruit.
13. Storm damage repair.
14. Weed eradication in hydro seed.

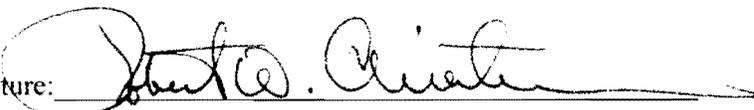
There will be a 1.5% service charge per month on all monies not received within 30 days from the date of the invoice. This arrangement is an annual agreement that is subject to cancellation by either party regardless of reason. A written notice must be received 30 days prior to cancellation for agreement to be terminated. Time is of the essence of this agreement and every part thereof. The Client agrees to pay all bills when presented and the Client agrees to pay all costs of collection and reasonable attorney's fees needed to collect on the over due amount.

**LANDSCAPE SERVICE SPECIFICATIONS**

- A. Weed Control Service:
  - 1. Weeds and fungi in turf area will be treated as necessary.
  - 2. Control of weeds throughout the project will be provided by pre-emergent and post-emergent herbicides and manual labor. **Material included.**
  
- B. Lawn Service:
  - 1. Turf areas will be mowed, trimmed and edged as necessary to achieve proper growth and neat appearance.
  - 2. Lawn areas will be fertilized to promote healthy growth.
  
- C. Tree and Shrub Service:
  - 1. All trees under 15 feet shall be properly pruned for a balanced canopy and to promote healthy growth. Sucker growth will be removed.
  - 2. Fertilization of trees will occur a minimum of once a year.
  - 3. Shrubs shall be fertilized a minimum of twice a year.
  - 4. Existing staking, guying, or other supports for trees and shrubs shall be maintained as required.
  - 5. Except for desired hedges, all pruning and thinning of plants will be performed such that natural shapes are retained.
  - 6. Plants will be treated for insect infestations and minor disease problems excluding Texas root rot.
  
- D. Groundcover and Flower Bed Service:
  - 1. Groundcover planting will be trimmed to promote full growth and be contained within planted boundaries.
  - 2. Annual flowers will be pinched back and dead blossoms removed to maintain healthy growth.
  - 3. All groundcover and annual flowers will be fertilized a minimum of twice per year.
  - 4. Plants will be treated to minimize insect infestations and minor disease problems.
  
- E. Inert Area Service:
  - 1. Raking of decomposed granite area as needed.
  - 2. All planted areas will be cleaned of paper and trash.
  - 3. All debris generated by contractor will be legally dumped off site.
  - 4. Rock areas will be blown out as needed to remove plant debris buildup.
  
- F. Irrigation Repairs and Maintenance:
  - 1. Timing devices, irrigation valves, lines and heads will be checked at least once a month to determine operational status.
  - 2. Irrigation heads will be cleared and flow adjusted for proper coverage as needed.
  - 3. Irrigation timers will be seasonally programmed for water requirements to the maximum ability of the irrigation system.
  - 4. Damage to the irrigation system caused by SRL personnel will be repaired at no cost.
  - 5. Irrigation repairs caused by vandalism, age, acts of God, or other circumstances beyond the control of the contractor will be repaired and billed at the stipulated hourly rate plus parts and applicable taxes.

I have read and understand Page 1 and Page 2 of this agreement and hereby authorize SRL to do the work herein specified. SRL and Client are hereby bound by terms of this agreement.

SAN IGNACIO VISTAS, INC.  
By: Robert W. Christensen, President

Signature: 

Revised: 2-2-09

Date: January 5, 2009

SRL Agent: Garrett Ham / Garrett Ham

Date: 12/31/08

Contractor's License Numbers  
AZROC-111922-CLA  
AZROC-095189-C13  
NV-49496  
CA-781952-C12



P.O. Box 26883  
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Phoenix - Tucson - Las Vegas - Bullhead City

**PROPOSAL**

**PROPOSAL**

**Client:**  
San Ignacio Vistas Inc  
4868 Desert Sunset Dr  
Green Valley, AZ 85622

**Contact:**  
Jin Steffan  
O: (520) 625-9288

**Job:**  
San Ignacio Vistas 2009 Curb Sealing  
Various Streets  
Tucson, AZ 85622

**Date Written** : 12/28/2008  
**Estimate Number**: 25677  
**T-Line Number** : UJ9A000VLN  
**Prepared By** : Duane Huff

We propose to furnish all labor, material, and equipment necessary to complete the work as outlined below in accordance with the plans and specifications submitted herewith, to wit:

**Base Bid - Curb Sealing and Crack Seal Touch Up**

- 29-200** Power clean with compressed air and seal curb lines in designated roadways with CMC 200 crack sealant. Power clean with compressed air and seal all unsealed cracks 1/4" and larger with CMC 200 crack sealant. (Alligatored areas not included) See specification sheet CJF-1 & CMC-200 Brochure.
- 32-185** Power Sweep HOA roads of debris from Crack Seal preparation.

	Sub Total :	\$18,362.00
PMA 4401	County Tax :	728.05
GRV None	City Tax :	0.00
	<b>Grand Total :</b>	<b>\$19,090.05</b>

Additional charges may be applied resulting from circumstances beyond the control of Sunland Asphalt which prohibit the above mentioned work from being completed as scheduled. (i.e., unmoved vehicles, trailers, sprinklers, etc.)

**NOTE: IMPORTANT NOTICE: Due to the severe volatility of the world oil market, the price on this proposal is for work completed before 2/28/2009. If work is completed after this date, regardless of cause or fault, pricing will be adjusted to reflect material costs at the time of delivery to the project. All materials and work affected by the oil market are dependant on availability of materials and pricing at the time of completion of the work.**

**ACCEPTANCE OF PROPOSAL**

**TERMS: NET 15 DAYS**

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Sunland Asphalt may withdraw this proposal if not accepted within 15 days, or if pricing becomes invalid within the notice above.

**Sunland Asphalt**  
Authorized Signature : [Signature]  
Name : **Tucson Sales Team 01**  
Designation : **Tucson Sales Team 01**

**Client** SAN IGNACIO VISTAS, Inc.  
Authorized Signature : [Signature]  
Name : **Robert W. Christensen**  
Date : **January 5, 2009**

# San Ignacio Vistas



**Curb Sealing and Crack Seal Touch Up Area**



**Crack Seal Touch Up Area**