

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting – October 10 2013
APPROVED BY BOARD: November 12, 2013

The meeting was held at 4731 S Harvest Moon Drive. There was a quorum of the board: Marianne Bishop, Jim Callahan, Paul Gilmore and Ann Striker. Also present: Jerry Bodmer, Long Range Plan Facilitator and committee members: Carolyn Andersen, Barry Bishop and Georgene Sorenson. In the absence of Joyce Bulau, Ann chaired and called order at 9:05 AM.

1. OFFICERS' REPORTS

A. Secretary

A MOTION was MADE by Paul Gilmore SECONDED and UNANIMOUSLY PASSED approving the September 12, 2013 board minutes as distributed via email.

Discussion regarding the next newsletter was tabled.

B. Treasurer

The Financial statement ending Sept. 30 2013 was reviewed. (Attachment A)

A MOTION was MADE by Paul Gilmore SECONDED and UNANIMOUSLY PASSED approving the financial report subject to audit.

Two bids were received from Felix Landscaping.

- 1) Excavate 3" wide drainage swale along street curbs to prevent sediment from draining into the streets. Haul and dispose of all excess fill, sweep and clean streets. Tractor work and hand labor included. \$8,165

It appears that the drainage swail will need to be delayed to 2014.

- 2) 325 gallon water trailer with gas powered pump \$2,756

The trailer would be used to water new plantings. During monsoon season it would be used to put herbicide on noxious weeds. Standards will be incorporated into a contract with Felix Landscaping to ensure approved procedures are used for both operations. Details on a buy-back agreement with Felix Landscape for the water trailer will be presented for review at the November board meeting.

The Board reviewed the 2014 budget and talked about additional costs that could be incurred on projects outside the scope of the 2014 contract with Felix Landscaping. A second draft of the 2014 budget will be reviewed next month. The final budget needs to be adopted prior to February 2014.

2. COMMITTEE REPORTS

A. Architectural

Jim Callahan presented the monthly report (Attachment B). Recommendations for changes to the Paint Guidelines were at the September meeting.

A MOTION was MADE by Jim Callahan SECONDED by Ann Striker and UNANIMOUSLY PASSED approving the addition of two Stucco colors to the SIV Paint Color Matrix as well as revision to the Application for Painting/Repainting (Attachment C).

The color matrix and new application will be provided to homeowners when we deliver the 2014 dues invoices in early December.

B. Maintenance

1) Common Area Long Range Plan Policy & Recommendations

Each of the recommendations were discussed and a vote taken:

Recommendation 1:

Owner requests to trim trees immediately behind or next to their lot to maintain homeowner views should be denied, and the offending tree should be removed and the area treated with suitable chemicals to retard re-growth. Upon removal, the Landscape Sub-committee should schedule installation of a suitable replacement plant from the Approved Plant List. The only trimming allowed on these trees is annual removal of sucker growth.

A MOTION was MADE by Paul Gilmore SECONDED by Ann Striker and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 2:

Trees at the entrance from Camino del Sol and along Camino del Sol, Sonoran View Drive, and Vista Ridge Drive should be thinned and trimmed to maintain healthy growth and to remove “suckers” and damaged branches. The trees should no longer be “topped”. The trees along Sonoran View and Vista Ridge Drive should only be removed if they are damaging homeowner or HOA property, or if a view complaint is received then, follow Recommendation 1. No trees should be removed from HOA property along Camino del Sol. When trees are removed, the Landscape Sub-committee should schedule installation of a suitable replacement plant from the Approved Plant List.

A MOTION was MADE by Paul Gilmore SECONDED by Ann Striker and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 3:

Existing agreements will be terminated and the HOA should not enter into any new agreements to maintain private lands. The following exceptions are noted:

Lot 26: There is evidence of a documented agreement between the homeowner and the developer to maintain the land that is behind the Lot 26 rear wall as per HOA common area maintenance practices in perpetuity.

Lots 20 & 39: Areas of these lots adjacent to the entrance to the HOA at Camino del Sol and Vista Ridge Drive to be maintained by the HOA as permitted by homeowner easement or written permission.

Common area designated PE per the Common Area Designation Acreage Inventories on Page I-3 of Appendix I, which will be maintained by the HOA up to a maximum of ten feet outside the walls.

A MOTION was MADE by Jim Callahan SECONDED by Paul Gilmore and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 4:

The Board will require that the Landscape Sub-committee submit an update to the Common Area Long Range Plan annually, and that the Sub-committee submit a detailed Annual Landscape Plan. The Annual Landscape Plan will include budget submissions in the following categories:

- annual maintenance contract,

- plant replacement,
- tree trimming and removal,
- landscape repairs and erosion,
- maintenance of structures (e.g. walls by parking areas, railings, entrance monuments, parking area posts, etc.), and
- noxious weed treatment.

The budget submission will be accompanied with sufficient line item detail to explain why each budget dollar amount is required. The Board is to include the updated and approved Common Area Long Range Plan and Annual Landscape Plan in the HOA budget and Reserve Plan for that year.

A MOTION was MADE by Paul Gilmore SECONDED by Jim Callahan and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 5:

The Chair of the Landscape Sub-committee shall provide a progress report to the Board at each Board meeting either verbally or in writing.

A MOTION was MADE by Jim Callahan SECONDED by Paul Gilmore and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 6:

The surface area of the internal and external common areas that is unimproved soil and rock will remain as is. Those common areas which are already covered with landscape rock will continue to be maintained in that surface.

A MOTION was MADE by Marianne Bishop SECONDED by Ann Striker and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 7:

The common areas will be populated with drought tolerant, primarily native plants that will not cause view issues, will require minimum maintenance, will provide color and texture, and will not require supplementary water after the start-up period. Initial water will be supplied to new plants via a portable outside watering system. The only plants that may be placed in the common areas are those on the Approved Plant List. Removed plants will be replaced with another as soon as practical and new plants will be added to achieve a target density of approximately one major plant every ten feet on center. Removal of some large plants may require temporary erosion mitigation until new plants are established. The actual positioning and placement of plants will be determined by the Landscape Sub-committee for each targeted area depending on existing plant growth, species of plants chosen, terrain, etc. The presence of native grasses and smaller native perennials will be encouraged.

A MOTION was MADE by Paul Gilmore SECONDED by Jim Callahan and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 8:

Develop and update annually a Noxious Weed Management Map that shows the location of weed infestations, and documents when and how specific areas were treated. Fund aggressive, yearly noxious weed treatment in the annual landscape budget.

A MOTION was MADE by Ann Striker SECONDED by Jim Callahan and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 9:

Develop and follow a vegetation and grounds Maintenance Schedule by Common Area Designation for implementation by landscape and tree contractors per Appendix J. For each common area type and location will be identified the type of maintenance, its description, and its frequency.

A MOTION was MADE by Jim Callahan SECONDED by Ann Striker and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 10:

All entrance monuments, railings, parking area walls, and parking area barrier posts are to be inspected each October, and required repairs documented, quoted, and included in the next year’s Landscape Budget submission.

A MOTION was MADE by Marianne Bishop SECONDED by Jim Callahan and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 11:

The monument high on the common area hill at the intersection of the west I19 frontage road and Calle Tres should be left in place.

A MOTION was MADE by Ann Striker SECONDED by Paul Gilmore and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 12:

Annually inspect all utility boxes in the Common Area for unacceptable condition (e.g. rusted, damaged, etc.) and request that the responsible utility replace or repair non-complying units.

Vote: 2 yes 2 no Tabled for future consideration

Recommendation 13:

Identify, map, and rank the criticality of all erosion areas (from the WestLand Resources, Inc. engineering study and the Common Area Inventory). Budget for correction of the most critical areas in the annual Landscape Plan. Document actions taken with before and after pictures, and log new areas of concern from twice annual inspections.

A MOTION was MADE by Ann Striker SECONDED by Jim Callahan and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 14:

Inspect all common areas for erosion issues in March and September each year (pre and post monsoon season). Findings should be logged in the Erosion Plan Log.

A MOTION was MADE by Ann Striker SECONDED by Jim Callahan and UNANIMOUSLY PASSED accepting this recommendation.

Recommendation 15:

Identify best practice erosion prevention solutions, and develop a time-phased and costed plan for ongoing implementation. Findings should be reported annually to the Board along with the Landscape Plan and Budget submission.

A MOTION was MADE by Ann Striker SECONDED by Jim Callahan and UNANIMOUSLY PASSED accepting this recommendation.

2) Erosion Projects

Jerry briefed the Board on a meeting with Tony's Construction regarding bids they provided for repair work for some of the Areas covered in Appendix K of the Long Range Plan.

Tony's Construction facility has over 30 yrs experience and when asked about their competition, all of the Tucson based companies have gone out of business over the years and their main competition is from several firms out of Phoenix. Their facility was clean, well organized and they appear to be very customer-focused, capable and fairly priced.

Their representative advised that while each separate quotation contains a \$500 mobilization fee, only one fee would be charged if multiple jobs are combined for work at one time. Jerry will contact Tony's to obtain a firm bid to cover doing all of the following erosion areas at the same time:

- Areas within P-10, both upper and lower portions along Camino del sol
- Areas C-1 and C-24 on the corner of Sonoran View, View Ridge at Calle Tres
- Straighten and reset barricade poles in C-18 at the north end of View Ridge

After a unanimous affirmative vote of the Board, Jerry was authorized to proceed to engage Tony's Construction for this work at an estimated cost of \$53,360. The Board will revise the 2013 budget at November board meeting to provide for necessary funds from reserves to accomplish these projects.

3. ADJOURNMENT

There was no further business to be conducted and the meeting was adjourned at 11:55 AM. The next board meeting will be held at 9 AM Tuesday, November 12, 2013 at 4731 S Harvest Moon Drive.

Respectfully submitted,
/s/ Marianne Bishop, Secretary

ATTACHMENT A

10/2/2013
Cash Basis

San Ignacio Vistas, Inc.
Assets Liabilities and Fund Balances
As of September 30, 2013

ASSETS

Current Assets	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
Checking/Savings			
120 · COMMERCE CHECKING	<u>33,453</u>		
 Reserve Account			
1502 · COMMERCE RESERVE CK.		107,320	
1503 · WASH FEDERAL 1/12/15 APY 1.55%		102,679	
1505 - VANGUARD INVESTMENT		102,343	
1506 - WASH FEDERAL MM		<u>50,547</u>	
Total Reserve Account		<u>362,889</u>	
 Total Current Assets			<u>396,342</u>

LIABILITIES & EQUITY

Equity			
300 · Operating Fund Opening Balance			9,292
3000 · Reserve Fund Opening Balance			331,032
Net Income			<u>56,018</u>
Total Equity			396,342

TOTAL LIABILITIES & EQUITY

396,342

* 1500 · COMMERCE - 9/15/13 APY 2%	52,800
Matured and rolled into Commerce Reserve Checking	
* 1504 · WASH FEDERAL 9/11/13 APY .50%	50,442
Matured and opened Reserve Wash Frd MM	

San Ignacio Vistas, Inc.
Actual vs. Budget
9 MONTHS, ENDING 9-30-13

	<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>
REVENUE						
400 · Assessments	108,300	108,300				
410 · Transfer and Document Fees	2,150	2,400				
420 · Operating Fund Interest	113	204				
	<u>110,563</u>	<u>110,904</u>				
4200 · Reserve Fund Interest			5,198	2,650		
			<u>5,198</u>	<u>2,650</u>		
Total Revenue					115,761	113,554
EXPENSE						
Maintenance						
500 · Yearly Contract	19,930	26,580				
502 - Tree Trimming	0	4,000				
503 · Utilities	280	400				
505 · Other Maintenance	768	3,000				
506 · Erosion Mitigation	45	1,000				
Total Maintenance Expenditures	<u>21,023</u>	<u>34,980</u>				
4201 - Reserves - Misc Expense			75	-		
5000 - Street Repairs			23,162	25,000		
5006 - Erosion Mitigation			2,101	20,000		
Total Reserve Expense			<u>25,338</u>	<u>45,000</u>		
Administrative						
510 · Contract Service	7,650	10,200				
511 · Board	307	470				
512 · Legal	325	1,750				
513 · Communications						
513.1 · Computer and Internet	843	2,500				
513.2 · Telephone	800	1,020				
513.3 · Office Supplies	0	70				
513.4 · Printing/Reproduction	1,078	1,550				
513.5 · Postage/Delivery	150	300				
513.6 · Record Storage	420	420				
Total 513 · Communications	<u>3,291</u>	<u>5,860</u>				
Total Administrative	<u>11,573</u>	<u>18,280</u>				
Operating						
520 - Audit and Accounting						
521 - Insurance	0	3,200				
522.2 · GV Council	1,710	1,710				
523 · Taxes and Contingency						
523.1 . Taxes - Property	5	30				
523.3 · Arizona Corporation Fee	10	10				
523.4 · Contingency	85	260				
Total 523 · Taxes and Contingency	<u>99</u>	<u>300</u>				
Total Operating	<u>1,809</u>	<u>5,210</u>				
Total Expenditures	<u>34,405</u>	<u>58,470</u>	<u>(20,140)</u>	<u>(42,350)</u>	<u>14,265</u>	<u>16,120</u>
ALLOCATION						
600 · Reserve Allocation	(52,000)	(52,000)				
6000 - Operating Fund Allocation			52,000	52,000		
Excess Revenue <Expenditures>	<u>24,158</u>	<u>434</u>	<u>31,860</u>	<u>9,650</u>	<u>56,018</u>	<u>10,084</u>
Beginning Fund Balances	<u>9,295</u>		<u>331,029</u>		<u>340,324</u>	
Ending Fund Balances	<u>33,453</u>		<u>362,889</u>		<u>396,342</u>	

COMPLETE	LOT	ADDRESS	SITUATION NEEDING ATTENTION	DATE/	ACTION
	029	4794 S Vista Ridge	HOUSE COLOR NOT APPROVED COLOR	9/9/2013	LETTER
			ACTION		
	082	1445 W Hidden Crest	UTILITY boxes gutters, -- wire strung over roof.	9/19/2013	LETTER
			ACTION		
092	4775 S View Ridge		STUCCO - GATE COLORS		
			ACTION	House was repainted, no need to send letter	
	125	4959 S Gloria View	GUTTERS - UTILITY BOXES - GATES	5/12/2013	LETTER
			ACTION		
	147	4911 S Harvest Moon	WIRES	9/19/2013	LETTER
			ACTION		
	148	4899 S Harvest Moon	FIREWALL WRONG COLOR	10/6/2013	EMAIL
			ACTION	PUTTING IN NEW SECURITY DOOR AND REPAINTING ENTIRE HOUSE	
	149	4887 S Harvest Moon	WIRES	9/19/2001	LETTER
			ACTION		
185	4975 S Prairie Hills		BUILDING MATERIALS	9/19/2013	LETTER
			ACTION	BRICKS MOVED	
	216	4853 S Meadow Ridge	WIRES AND UTILITY BOXES	9/19/2013	LETTER
			ACTION		

2

9

11 DOWN AND 93 TO GO

SIV PAINT COLOR MATRIX

This matrix was updated in 2013 adding two STUCCO* colors. Trim colors marked with "O" have been removed as a stucco combination. You should review the paint standards EACH time you paint to ensure nothing is missed since guidelines

		TRIMS* available for use with each of the 8 Stucco colors										
STUCCO	SIV Arden Green	SIV Cold Stream	SIV Foxtail	SIV Loch Ness	SIV Honey Beige	SIV Mesa Tan	SIV Palm Springs	SIV Raven wood	SIV Sedona Peach	SIV Spanish Brown	SIV Toffee Crunch	SIV Village Blue
1 SIV Foxtail	X			X	O		X		X			
2 SIV Honey Beige	X		X					X				X
3 SIV Light Tan *	X	X	X	X				X		X	X	X
4 SIV Mesa Tan	X	X	X	X				X		X	X	X
5 SIV Palm Springs	X	X	X	X				X		X	X	X
6 SIV Sedona Peach			X	O				X		O	X	O
7 SIV Spanish Brown *		X		X		X		X	X		X	X
8 SIV Toffee Crunch	O	O		X		X	X	X	X	X		O

IMPORTANT INFO: It is highly recommended that you review all of the guidelines below and on the reverse side.

- The first column lists the SIV colors available for the "Stucco" (main body) of the house
- Use the matrix to determine which SIV colors can be used for "Trim" with each of the SIV Stucco colors.
- TRIM* is defined on the reverse side, under General Information, as well as in Section 4.31 of the Owners Handbook. This section gives a more in-depth summary of the paint guidelines, covering items such as Garage Doors, Gutters, Downspouts, Security Doors, Ramadas, Flat Roofs, etc..
- Paint chips can be borrowed from the Architectural Committee or Secretary as well as a Book showing all of the above combinations.
- Utility boxes and/or anything affixed to brick walls or a tile roof should be painted using SIV Foxtail, SIV Spanish Brown or SIV Toffee Crunch
- Brick on homes should be coated with a clear sealer at each repainting.
- All paints used should be low sheen or flat.

VENDOR INFO:

1	Ace Hardware, 625-4772, 115 Esperanza Blvd., Green Valley	10% discount for paint mixed to approved colors on file
2	True Value, 648-7539, Continental Plaza, Green Valley	
3	Dunn Edwards Paint, 327-6011, 4320 E. Speedway Blvd., Tucson	SIV Acct #234607-000 for 20% discount.
4	Frazer Paint & Wallcovering 323-1075, 4741 E. Speedway Blvd., Tucson	SIV Acct #796581 for 15% discount
5	Southwestern Paint, 795-0545, 5036 E. Broadway Blvd., Tucson	Ask for Level 4 discount (\$4-\$5/gal)

APPLICATION FOR PAINTING/REPAINTING

Applicant's Name: _____ Date: _____

Address: _____ Lot #: _____

Phone Number(s): _____ Email: _____

SURFACE TO BE PAINTED	COLOR	FLAT	SHEEN
MAIN STUCCO:			
TRIM * :			
DOOR(S):			
GATES/RAILINGS			
UTILITY BOXES			
CONDUIT/DOWNSPOUTS			

*TRIM: Please describe below where color will be applied if other than just the roofline. Refer to the reverse side of this application for specifics regarding above surfaces. Be specific as to what you are painting. Also see Section 4.32 of the Owners Handbook.

Check to indicate work is to be performed by Owner _____, or provide the following:

Contractor Name: _____

Date work is to begin: _____ Estimated completion: _____

Review Important Information on Reverse Side

(If you have questions or are unclear regarding guidelines we urge you to get clarification prior to painting)

PLEASE SIGN AND DATE:

_____ I ACKNOWLEDGE I have read the applicable Paint Guidelines pertaining to this Application.

_____ I would like to borrow the paint book and/or paint chips.

_____ I would like to set-up an appointment with the Color Consultants of the AC Committee.

_____ Date submitted

Applicant's Signature

FOLLOWING TO BE COMPLETED BY THE COMMITTEE

Tracking Number: _____	Date Recd: _____
Additional Info Requested: _____	Completed Application: _____
Action: _____	
Date Reviewed: _____	Response to Homeowner _____
Committee Signature	Secretary Signature
Date	Date

IMPORTANT

Guidelines have changed and it is **imperative** that you review them completely.

Applications for repainting an existing exterior surface that in all ways conform to the *Paint Guidelines* may be approved by the Committee Secretary without further review by the AC. To insure that this is the case we suggest you borrow a paint guidelines book and a PAINT CHIP to insure the correct formula for the paint you have chosen.

All painting or repainting of exterior surfaces must conform to the *Paint Guidelines for San Ignacio Vistas* (hereinafter *Paint Guidelines*) and be approved by the AC, except for the painting or repainting like-kind. Otherwise the application must be approved by the Architectural Committee.

1. **Stucco and trim colors** are preceded with the word "**SIV**" (i.e. SIV Mesa Tan, etc.). These colors have been established with 3 of the major Tucson paint suppliers, as well as local dealers: Ace Hardware (Green Valley Village) & True Value at Continental Plaza. Refer to the SIV Paint Color Matrix for additional information. Also, paint chips and the formularies are available from the Secretary to take to a paint supplier of your choice to match the SIV colors.
2. **TRIM** is defined as:
 - (1) existing roofline trim (2) gutters attached to the roofline trim (3) window bump outs (4) garage bump outs (5) column bump outs (6) wall bump outs (7) exterior wall chair rail and (8) the back wall of niches and the flat wall around recessed windows, **but not** the top, sides and bottom shelf of the niche or recessed window. These areas of the niche or recessed window are to be painted the stucco or main body color.
3. **Front doors** shall be painted the official stucco or trim color of the house, or with a paint color that resembles wood.
4. **Gutters, downspouts, utility boxes, conduit or things mounted to stucco** shall match either the trim **OR** stucco to which they are affixed. All items mounted on BRICK shall be painted to match the BRICK. SIV Foxtail, SIV Spanish Brown or SIV Toffee Crunch are the approved colors for this application. Flat or low sheen paint shall be used.
5. **Garage doors** shall be painted the official stucco color. If a home has brick in the front as an alternative you may paint the door one of the colors underlined in #4.
6. **Security/metal doors, gates, and railings** shall be painted in the official stucco or trim color, SIV Ravenwood, or black, in flat or low sheen paint. A third trim color could be used for this application but **MUST** be approved by the Architectural Committee.
7. **Simulated Brick on Homes:** These brick are porous. It is recommended that the homeowner consider sealing brick as often as repainting is suggested.
8. **Roof seal** that is visible from neighboring lots or from above streets must not cause a glare. The approved sealant color of the **roof's visible area** is SIV Mesa Tan or darker. This may require tinting the basic roof seal color (which is usually white).

PAINT & SEALANT QUALITY -- QUALITY refers to longevity and/or tendency to fade. Paint and sealants consist of varying amounts of "solids". The greater amount of solids generally increases the life (and price) of the product. Many paint and sealant manufacturers provide the same paint color in different formulations of paint and sealant solids. Since labor is the largest cost of most jobs it is wise to use the best paint to obtain a finished product that will give you maximum life. It is suggested that the homeowner discuss with his contractor both the color and quality of paint and sealants. Depending upon paint quality, **it is suggested that repainting should be considered every 8 to 10 years.**