

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

**September 10, 2007**

**APPROVED by the Board: October 15, 2007**

Board Members Present: Marianne Bishop, Jim Chervenka, Bob Christensen Geri Greb and Cliff Marrs  
No homeowners were present. The agenda was approved with no additions.

1. **Consider/Approve Meeting Minutes** A MOTION was MADE, SECONDED and PASSED to ratify the Minutes of the June 4 board meeting as approved by email.

2. **Consider/Approve Financial Reports** - Bob Christensen - Attachment A.

A MOTION was MADE SECONDED and PASSED approving the Financial Report for months ending June, July and August 2007.

3. **Officer's Reports**

**A. Secretary**

A draft newsletter was distributed to the board seeking ideas for articles. The newsletter will be mailed in mid September. Since homeowners will be returning to Green Valley, it is the consensus that we should return to holding the monthly meetings at the Canoa Recreation Center.

**B. President** – Attachment B

4. **Committee Reports**

**A. Maintenance Committee** - Jim Chervenka – Attachment C

Jim Chervenka, on behalf of the Maintenance Committee moved that no more than \$600 from reserve funds be approved for the stucco repair and repainting by Desert-Tex of the parking area walls at the north end of Harvest Moon Drive. SECONDED and PASSED UNANIMOUSLY
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**B. Budget/Financial Advisory Committee** - Bob Christensen – Attachment D

**C. Architectural Committee** – Cliff Marrs & Geri Greb – Attachment E

The Secretary asked to be copied on all letters that are sent to homeowners.

5. **Continuing Business – None**

6. **New Business**

The Architectural Committee has been charged with developing recommendations to be brought to the Board regarding the need to develop guidelines for our homeowners regarding: S.B. 1062 HOA – For Sale Signs and S.B. 1254: Real Property; Signage: Solar Devices

7. **Adjournment** - The meeting was adjourned at 11:00AM. The next meeting will be held October 1 n the Mesquite Room - Canoa Hills 9 AM.

Respectfully submitted,

Marianne Bishop, Secretary

**ATTACHMENT A**

SAN IGNACIO VISTAS, INC.  
HOMEOWNERS ASSOCIATION

**June 30, 2007**

*Statement of Financial Condition*

**Assets**

Operating Account	\$27,787.48
Reserve Account	<u>190,580.22</u>
<b>Total Assets</b>	<b>\$218,367.70</b>

**Liabilities**

**Fund Balances**

Operating Fund Balance	\$27,787.48
Reserve Fund Balance	<u>190,580.22</u>
<b>Total Fund Balances</b>	<b>\$218,367.70</b>

Reserve equity, per member	\$835.88
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*2007 Revenue, Expenditures and Allocations*

**Revenues**

Assessments	\$79,800
Transfer and Document Fees	800
Operating Account Interest	888
Reserve Fund Interest	4,037
Other Income	<u>0</u>
<b>Total Revenues</b>	<b>\$85,525</b>

**Expenditures**

Administrative	\$8,282
Maintenance	17,153
Other Operating Expenditures	6,329
Reserve Income Taxes	1,934
Reserve Project Costs	<u>8,461</u>
<b>Total Expenditures</b>	<b>\$42,159</b>

<b>Reserve Allocation</b>	<b>\$26,620</b>
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<b>Revenue over Expenditures</b>	<b>\$43,366</b>
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Memo: Operating Revenue over Exp.	\$49,724
Memo: Reserve Revenue over Exp.	<b>-6,358</b>

<b>Net Increase in Fund Balances</b>	<b>\$53,292</b>
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Memo: Change in Reserve Fund Balance	\$20,262
Memo: Change in Op Fund Balance	\$28,046

SAN IGNACIO VISTAS, INC.  
HOMEOWNERS ASSOCIATION

July 31, 2007

*Statement of Financial Condition*

**Assets**

Operating Account	\$24,840.77
Reserve Account	<u>184,777.14</u>
<b>Total Assets</b>	<b>\$209,617.91</b>

**Liabilities**

**Fund Balances**

Operating Fund Balance	\$24,840.77
Reserve Fund Balance	<u>184,777.14</u>
<b>Total Fund Balances</b>	<b>\$209,617.91</b>

Reserve equity, per member	\$810.43
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*2007 Revenue, Expenditures and Allocations*

**Revenues**

Assessments	\$79,800
Transfer and Document Fees	1,000
Operating Account Interest	991
Reserve Fund Interest	5,923
Other Income	<u>0</u>
<b>Total Revenues</b>	<b>\$87,714</b>

**Expenditures**

Administrative	\$8,682
Maintenance	20,002
Other Operating Expenditures	6,329
Reserve Income Taxes	1,934
Reserve Study	890
Reserve Project Costs	<u>15,260</u>
<b>Total Expenditures</b>	<b>\$53,097</b>

<b>Reserve Allocation</b>	<b>\$26,620</b>
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<b>Revenue over Expenditures</b>	<b>\$34,617</b>
Memo: Operating Revenue over Exp.	\$46,778
Memo: Reserve Revenue over Exp.	<span style="color: red;">-12,161</span>

<b>Net Increase in Fund Balances</b>	<b>\$34,617</b>
Memo: Change in Reserve Fund Balance	\$14,459
Memo: Change in Op Fund Balance	\$20,158

SAN IGNACIO VISTAS, INC.  
HOMEOWNERS ASSOCIATION

August 31, 2007

*Statement of Financial Condition*

**Assets**

Operating Account	\$20,576.52
Reserve Account	<u>184,847.06</u>
<b>Total Assets</b>	<b>\$205,423.58</b>

**Liabilities**

**Fund Balances**

Operating Fund Balance	\$20,576.52
Reserve Fund Balance	<u>184,847.06</u>
<b>Total Fund Balances</b>	<b>\$205,423.58</b>

Reserve equity, per member	\$810.73
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*2007 Revenue, Expenditures and Allocations*

**Revenues**

Assessments	\$79,800
Transfer and Document Fees	1,000
Operating Account Interest	1,081
Reserve Fund Interest	5,993
Other Income	<u>0</u>
<b>Total Revenues</b>	<b>\$87,874</b>

**Expenditures**

Administrative	\$9,454
Maintenance	23,584
Other Operating Expenditures	6,329
Reserve Income Taxes	1,934
Reserve Study	890
Reserve Project Costs	<u>15,260</u>
<b>Total Expenditures</b>	<b>\$57,451</b>

<b>Reserve Allocation</b>	<b>\$26,620</b>
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<b>Revenue over Expenditures</b>	<b>\$30,423</b>
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Memo: Operating Revenue over Exp.	\$42,514
Memo: Reserve Revenue over Exp.	<span style="color: red;">-12,091</span>

<b>Net Increase in Fund Balances</b>	<b>\$30,423</b>
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Memo: Change in Reserve Fund Balance	\$14,529
Memo: Change in Op Fund Balance	\$15,894

## **ATTACHMENT B PRESIDENT'S REPORT**

We are but five months removed from our next Annual Meeting and we have much to do. The Board will need to:

1. Examine carefully the Reserve Study we received in August. To this end we have asked the Maintenance Committee to test the pace and costs assumed in the Study and the Financial Advisory Committee to test the implications for our Contributions to Reserves in 2008 and beyond. We look forward to their recommendations when we meet in early October.
2. Consider an Operating Budget for 2008. This will be the focus of the Financial Advisory Committee meeting in October and the Board meeting in early November.
3. Consider the prospect for yet another increase in our Dues at our meeting in early November, both to fund what we hope to be a modest increase in our Operating Budget and the expected but not yet specific increase in our Reserve Allocation.
4. Appoint a Nominations Committee who will have the challenge of finding one or more candidates to replace those who will be leaving the Board in 2008.
5. Obtain recommendations of the Maintenance Committee regarding contracts to trim trees (in December), fill cracks in our streets (in January or February), reseal our streets (in June) and to begin to seal our curbs.
6. Consider possible changes to the CC&Rs dictated by new state laws that became effective in September 2007.

## ATTACHMENT C MAINTENANCE COMMITTEE REPORT

1. Gold Canyon continued routine landscaping maintenance of the common areas. Work has focused throughout late summer on cutting grass in the interior common areas. The grass has been growing extensively and rapidly with the summer rains. It has generally taken almost an entire workday to do one of the common area streets given the amount of grass to be cut this summer. Gold Canyon continues to be scheduled for the weekly landscaping work on Wednesday. They made one more supervisor change to the current supervisor, Pedro. They also completed some minor trimming of trees damaged by one of the storms. Focus areas for the future include:
  - ✓ continue work on grass cutting, etc. in interior common areas
  - ✓ begin cutting grass on exterior common areas (time permitting)
2. As previously reported a number of smaller common area trees (~ 15) appeared to have died or been irreparably damaged by past year's droughts and the unusually cold weather this past winter. After monitoring these trees during the spring and early summer, it was decided with input from a master gardener, that most of these trees (which were generally smaller acacias or mesquites) should be cut back to the ground. La Sierra Tree Ranch completed this unplanned for (and thus unbudgeted) common area work at a cost of \$580 from reserve funds.
3. Two requests (both from residents on View Ridge Dr) were received for trimming / removal of trees in the common area east of View Ridge Dr / west of Gloria View Court. Members of the Maintenance Committee reviewed these requests and it was agreed the trees in question would be included in the annual fall tree trimming. In addition, a review of the common area trees found that similar to the common area grass the trees have grown considerably with the rains received this summer. The Maintenance Committee is in the process of soliciting bids and assessing timing for the annual tree trimming. These recommendations will be brought to the board for consideration and approval.
4. Following one of the summer storms extensive damage was found to have occurred to the stucco finish on the parking area wall at the north end of Harvest Moon Drive. The speculation, based on input from various contractors, is water migration from the soil behind the concrete wall through the wall damaged the stucco ultimately resulting in it separating and falling off the concrete wall. Bids were obtained from numerous contractors for the repair and / or repainting of the damaged wall area. After reviewing the bids, the Maintenance Committee recommended the previously unplanned for (and thus unbudgeted) stucco repair and repainting of the parking area walls at the north end of Harvest Moon Drive should be awarded to Desert –Tex.
5. The stucco-finished walls on the four other parking areas on Harvest Moon Drive and Vista Ridge Drive were reviewed and appear to be in acceptable condition at the present time. However, it is recommended that their condition be checked annually and that funds be included in future reserve planning for their repair and / or repainting as needed.

6. Jim Chervenka worked with Association Reserves on review of their draft reserve study and necessary updates to the input data for the full 30-year reserve study. A representative of Association Reserves completed a site visit in early July and met with Jim Chervenka at that time. The 30 year reserve report was completed by Association Reserves in early August and working copies provided to the Board of Directors and to the Financial Advisory Committee. The Maintenance Committee is continuing to review the various options / timing for street maintenance (the most significant cost elements in the reserve study) and will provide appropriate input to the Financial Advisory Committee and the Board of Directors.
  
7. Two other possible common area maintenance concerns have been identified and will be investigated and evaluated by the Maintenance Committee. One is the condition (fading) of the stop signs primarily at the south end of the north / south streets in the neighborhood. The other issue is some possible erosion along a drainage area north of Lot 114 on Gloria View Court and east of the road.
  
8. There was no Maintenance Committee meeting in June or July. The next Maintenance Committee meeting is currently scheduled for September 17, 2007 at 9 am at 4795 S. Prairie Hills Drive but this day and time may be changed.

**ATTACHMENT D**  
**FINANCIAL ADVISORY COMMITTEE**  
2007-2008

Charter:

- The Financial Advisory Committee is authorized under our bylaws (Article IX, Section 4) as appointed from time to time by the Board.
- The Board approved the formation of the Financial Advisory Committee at its meeting of June 4, 2007 with a Membership and Mission as outlined below.

Mission:

- Review the Reserve Study. Advance the recommendations of the FAC to the Board for their consideration at their October meeting.
- Review the Five-Year Replacement Reserve Plan. Advance the recommendations of the FAC to the Board for their consideration at their October meeting.
- Review the 2008 Operating Budget prepared by the Treasurer in October. Advance the recommendations of the FAC to the Board for their consideration at their November meeting.
- Review the homeowner dues assessment prepared by the Treasurer in October. Advance the recommendations of the FAC to the Board for their consideration at their November meeting.

Meetings:

- Monday September 24 from 9 - 11 am at 4735 S Prairie Hills.
- Monday October 22 (or another date determined on September 24) from 9 - 11 am at 4735 S Prairie Hills

Membership:

Marianne Bishop (Treasurer)  
Jim Chervenka (Maintenance Committee)  
Bob Christensen (President)  
Sam Eidson (Maintenance Committee)  
Mike Eman  
Greg Nowak  
Jack Powers  
Don Strong



**ATTACHMENT E**  
ARCHITECTURAL COMMITTEE MEETING  
SEPTEMBER 6, 2007

- Our viewpoint continues to be one of a reactive approach to problems that arise instead of proactive. Also, if a problem arises between neighbors, we urge that they work out the problem between themselves before we would intervene. The exception to our philosophy would be neglected yards after the absence of many of our homeowners. Shortly, we will be sending out a letter, which has been used in the past, to the owners of these properties and along with this letter there will be names of landscapers in the area.
- The present committee members are:
  - Fisher Gorman
  - Ann Noe
  - Geri Greb
  - Arlene Haugan
  - Susan Trecartin
  - Bob Puttock
  - Cliff Marrs
  - Ronnie Pine
  - Claire Amato
- Robert Puttock will be Chairman for December and January instead of Susan Trecartin. Susan Trecartin will be Chairman for February and March.
- Barry Bishop's architectural review submittal form was reviewed and approved.
- Another meeting will be held at the end of September in order to determine the homeowners that will receive our clean up letter.