

San Ignacio Vistas, Inc.  
Homeowners Association  
Minutes Board Meeting – February 8, 2010  
Approved by the Board: February 24, 2010

The meeting was held at 4735 S Prairie Hills Drive and was called to order at 9:30 AM and proceeded using the agenda as distributed. A quorum of the board was present.

In attendance: Board Members Marianne Bishop, Bob Christensen, Ed Eick, Paul Gilmore and Delores Leavitt and Homeowners Steve Britten, Larry Engel, Greg Nowak and Jim Steffen.

**1. CONSIDER MEETING MINUTES**

A MOTION was MADE by Delores Leavitt, SECONDED and UNANIMOUSLY PASSED approving the minutes of the January 11, 2010 meetings as distributed.

**2. AUDIT COMMITTEE**

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED accepting the Audit Committee Report dated January 20, 2010 and commending the Audit Committee for its excellent work on behalf of the Association.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED accepting the Audit Committee Letter dated January 20, 2010.

The Audit Committee report and letter will be presented to Homeowners and made a part of the minutes for the Annual Meeting.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED adopting a Resolution directing the monthly Statement of Assets, Liabilities and Fund Balances be prepared directly from the general ledger/trial balance.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED adopting a Resolution directing the annual transfer of the Reserve Allocation from the Operating Fund to the Reserve Fund be made prior to January 31, but not earlier than the January Board meeting.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED confirming Article XIV –Amendments of the Bylaws and Section 15.6 – Amendment of the CC&Rs fully conform with the requirements of Arizona statutes.

**3. FINANCIAL REPORT**

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED to retain William McGovern, CPA for the sum of \$500 for him to prepare and file forms 8718 and 1024 for submission to the IRS; preparation and filing of Form 990 for tax year 2009 (due May 15, 2010) and filing claims of refund for prior year tax returns as well as representing the Association before the IRS on inquiries on Form 1024 and all tax returns.

A MOTION was MADE by Bob Christensen SECONDED and UNANIMOUSLY PASSED authorizing Mr. McGovern to file Form 1024 and Marianne Bishop to execute this form on behalf of San Ignacio Vistas for submission to the IRS.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to revise the 2010 Budget to conform to the Year End Statement provided by the Audit Committee. "Attachment A"

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED approving the Treasurer's Report ending January 31, 2010 subject to Audit (Attachment B).

As of February 8 all dues except one lot have been paid.

#### 4. OFFICER'S REPORTS

##### A. President

Changes to the order of the agenda were agreed upon and handouts were discussed.

##### B. Secretary

Complaints about pet owners not cleaning up after their dogs are increasing and this matter will be placed on the March agenda.

#### 4. COMMITTEE REPORTS

##### A. ARCHITECTURAL COMMITTEE

Ed Eick presented the report ("Attachment C").

##### B. MAINTENANCE COMMITTEE (MC)

Paul Gilmore presented the report for the Committee ("Attachment D ")

A MOTION was MADE by Paul Gilmore SECONDED and unanimously PASSED, approving an expenditure of \$4,953 to Cholla Pavement Maintenance, Inc. to crack seal 16,235 lineal feet of road with work to be done on February 11, 2010. ("Attachment E ")

##### C. GVCCC BOARD OF REPRESENTATIVES

Bob Christensen presented the report. ("Attachment "F")

#### 5. CONTINUING BUSINESS

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED, to table the possibility of modifying paint guidelines based upon a survey of homeowners until the new board is in place in March.

#### 6. NEW BUSINESS

#### 7. ADJOURNMENT

The meeting was adjourned at 11:30 AM. The next board meeting after the Annual Meeting on February 23, 2010 and the regular monthly meeting will be held on Monday, March 15, 2010.

Respectfully submitted,  
Marianne Bishop

ATTACHMENT A  
SAN IGNACIO VISTAS, INC.

<b>Statement of Revenue, Expenses and Fund Balances</b>				
<i>(Modified Cash Basis)</i>				
Month Ending January 31, 2010				
	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>Revenue</b>				
Assessments	\$ 102,600	\$ 102,150		\$ 102,150
Transfer and Document Fees				
Interest	<u>50</u>	<u>16</u>	<u>1,618</u>	<u>1,634</u>
<b>Total Revenue</b>	<b><u>\$ 102,650</u></b>	<b><u>\$ 102,166</u></b>	<b><u>\$ 1,618</u></b>	<b><u>\$ 103,784</u></b>
<b>Expenses</b>				
Maintenance Expenses	\$ 1,526	\$ 1,620		\$ 1,620
Administrative Expenses	1,331	1,356		1,356
Other Expenses	<u>1,254</u>	<u>1,254</u>		<u>1,254</u>
<b>Total Expenses</b>	<b><u>\$ 4,111</u></b>	<b><u>\$ 4,230</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 4,230</u></b>
Excess Revenue (Expenses)	\$ 98,539	\$ 97,936	\$ 1,618	\$ 99,554
Reserve Allocation To (From)	\$ -	(3,759)	<u>3,759</u>	<u>-</u>
<b>Net Increase (Decrease) After Allocation</b>	<b><u>\$ 98,539</u></b>	<b><u>\$ 94,177</u></b>	<b><u>\$ 5,377</u></b>	<b><u>\$ 99,554</u></b>
<b>Fund Balances</b>				
Beginning of Year Fund Balance (Note 2)		\$ (38,329)	\$ 249,678	\$ 211,349
<b>End of Month Fund Balance (Note 4)</b>		<b><u>\$ 55,848</u></b>	<b><u>\$ 255,055</u></b>	<b><u>\$ 310,903</u></b>
<b>Supplementary Information</b>				
Note 1: The dues assessment for 2009 and 2010 was \$450 per member.				
Note 2: Transfer to reserves of \$43,092 was completed on December 17, 2009 and is included in the \$249,678 of Reserve Fund balances with which we begin the year. This offsets the \$38,329 deficit in the beginning Operating Fund balance. An additional \$3,759 of excess operating funds were transferred to the Reserve Account in January.				
Note 3: At the end of 2009 cash and investments totalled \$293,249, including \$81,900 of assessments collected in advance. There was \$43,571 in the Operating Account at BBVA Compass and \$249,678 in the Reserve Account of which \$2,092 was in a MM and \$85,000 in a CD at BBVA Compass and \$2,586 in a MM and \$160,000 in an Investment account at Wachovia Advisors.				
Note 4: At the end of this month there was \$55,848 in the operating account at BBVA Compass. The Reserve Account totalled \$255,055 made up of \$5,851 in a MM and \$85,000 in a CD at BBVA Compass and \$4,204 in a MM and \$160,000 in an Investment account at Wachovia Securities.				
Note 5: Reserve equity totalled \$898 per member at end of 2009 and \$1119 per member at the end of this month.				

ATTACHMENT B  
SAN IGNACIO VISTAS, INC.

*Statement of Revenue, Expenses and Fund Balances  
(Modified Cash Basis)  
2010 Revised Operating Budget versus 2010 Budget*

	Operating Fund		Reserve Fund	Total All Funds
	2010 Budget	2010 Revised		
<b>Revenue</b>				
Assessments (\$450 per lot in 2009 and 2010)	\$ 102,600	\$ 102,600	\$ -	\$ 102,600
Transfer and Document Fees	3,000	3,000	-	3,000
Interest	661	78	8,100	8,178
<b>Total Revenue</b>	<b>\$ 106,261</b>	<b>\$ 105,678</b>	<b>\$ 8,100</b>	<b>\$ 112,400</b>
<b>Expenses</b>				
Maintenance Expenses	\$ 36,987	\$ 36,987	\$ -	\$ 36,987
Administrative Expenses	19,200	19,200	-	19,200
Other Expenses	7,568	7,568	-	7,568
<b>Total Expenses</b>	<b>\$ 63,755</b>	<b>\$ 63,755</b>	<b>\$ -</b>	<b>\$ 63,755</b>
Excess Revenue (Expenses)	42,506	41,923	8,100	48,645
Reserve Allocation To (From)	(43,092)	-	-	-
<b>Net Increase (Decrease) After Allocation</b>	<b>\$ (586)</b>	<b>\$ 41,923</b>	<b>\$ 8,100</b>	<b>\$ 48,645</b>
<b>Fund Balances</b>				
Beginning of Year Fund Balance	1,000	(38,329)	249,678	211,349
Reserve Allocation to (From) in 2010		(3,759)	3,759	-
<b>End of Year Fund Balance (Budget)</b>	<b>\$ 414</b>	<b>\$ (165)</b>	<b>\$ 261,537</b>	<b>\$ 261,372</b>

Note 1: Original Budget shows a Transfer to the Reserve Account of \$43,092. Because this transfer was made prior to the beginning of the Budget year (December 17, 2009) the Revised Budget shows the funds already in the Reserve Account with a corresponding reduction in the Operating Fund Account. This reduced to \$0 the Budget line for Transfer to the Reserve Account in 2010.

Note 2: It was also our plan to transfer any excess Operating Fund balances to the Reserve Account prior to year end. The \$3,759 of excess operating balances were transferred in January, reducing the Beginning Year Operating Fund Balance and further increasing the Beginning Year Reserve Fund Balance.

Note 3: Although these timing differences had significant impact upon the Operating and Reserve Fund balances at year end, they have no impact at the total funds level. They also have no impact on the Budget other than timing. The proposed revision does not affect any of the Revenue or Expenditure line items.

**ATTACHMENT C**

ARCHITECTURAL COMMITTEE REPORT

LOT #	DATE OF REQUEST	NATURE OF REQUEST(S)	ACTION TAKEN	DATE OF ACTION
193	1-18-2010	Put soldier wall on remaining side and rear of common walls in the back yard to match wall on the one side.	APPROVED	1-20-2010
043	1-18-2010	Remove master bedroom window and replace with a sliding glass door and add service door to the garage	APPROVED	1-20-2010
043	1-18-2010	Extend Patio cover to match existing Ramada * Approved, subject to pima building permit	VISIT*	1-20-2010
120	1-10-2010	Build Aluminum Ramada at side and rear * Approved, subject to pima building permit	VISIT*	1-11-2010
156	1-28-2010	Install rain gutters in the front courtyard	APPROVED	2-2-2010

LOT #	DATE	BACKGROUND / COMMENT
023	1-31-2010	Advised homeowner that appeal to the board of 1-11-2010 was denied and granted extension until June 30, 2010 in order to come into compliance with the current rules.

**ATTACHMENT D**

MINUTES OF MAINTENANCE COMMITTEE MEETING  
February 3, 2010

The meeting was held in the residence of J. Steffen at 4868 S. Desert Sunset Drive at 3:00 PM this date.

Attending: J. Steffen, J. Chervenka, L. Engel, P. Gilmore, G. Ebbesen, J. Ross, E. MacLaren and J. Hilsenhoff Mr. J. Steffen acted as Chairman

J. Steffen announced the confinement of Mr. Roy Erichsen, Consulting Engineer, to a hospital stay and his associate moving to Columbus, OH. This lead to only two bids without a clear specification provided. The MC made a comparison of the bids for evaluation based on the material to be expended. A telephone conversation with the office of Cholla Pavement Maintenance Inc. by J. Steffen assured him that their bid was a firm price as shown on their bid. That being the lowest bid, J. Chervenka moved to accept the Cholla bid with the stipulation that it was to be a firm price. Seconded by J. Ross, and passed. J. Steffen will make a request for funds.

MC suggested a contact with other HOA's to obtain names of contractors and engineers that have provided satisfactory services. No one assigned to do this at this meeting.

Santa Rita Landscape has completed work in the uncommon common areas (2) as directed at the last meeting.

The on site work time is approximately from 7:30 AM to 1:30 PM. The balance is travel time as per the contract. The number of workers on the crew is acceptable for the work assignment. They are now addressing an unsightly area to the north of the Camino Del Sol entrance, which may include county property.

There have been five (5) new plantings by Lot 101 owner as permitted by previous agreement of the Board.

L. Engel presented the arguments for and against extensive brush clearing the arroyo west of the I-19 West Frontage Road. He along with Ed Eick, and G. Raff were in agreement with G.V. Fire Marshall who assured L. Engel there is "minimal risk" to the property owners with his fire crews' response. However, all lot owners should be aware of the possible extension of a grass fire to Pyracantha shrubs overhanging their lot walls endangering the contents contained within.

No volunteer has been found for Chairman of MC and J. Steffen has agreed to stay temporarily until one is obtained.

Other Business: E. MacLaren suggested an MC member attend the next GVCCC Environmental Committee and Median Green seminar for ideas and how to obtain grants for beautification.

Meeting was adjourned at 4:15 PM and is scheduled to meet next on March 3rd at 9:00 AM at the same location.

Submitted Paul Gilmore, Board Rep

**ATTACHMENT E**

San Ignacio Vistas  
Reserve Funds Project Request

**PURPOSE OF FORM:** The purpose of this form is to provide enough information for the Board to determine if the project should be approved.

**NAME OF SUBMITTER:** JIM STEFFEN, MAINTENANCE COMMITTEE

**PROJECT DESCRIPTION:**

Describe the project. (List what the project and where/what will be impacted.)

CRACK SEAL 16,235 LINEAL FEET OF ROADS

**LIFE EXPECTANCY:**

What is the expected life of the project? (How long will the impact of the project be available to the homeowners?)

Maximum: 2-4 years      Minimum: 1 year

**ESTIMATED COST OF PROJECT:**

What is the expected cost of the project?

Maximum Cost: \$4,953.93      Minimum Cost: \$4,953.93

What could cause the costs to increase or decrease from the estimate?

Bid is firm.

**ESTIMATED TIME TO COMPLETE**

What is the estimated length of time to complete the project? 1-2 days

What is the expected start date? 2-11-2010

**PROPOSED VENDOR(S):**

Cholla Pavement Maintenance Inc., Apache Junction AZ

How was the vendor selected? Recommended by Roy Erichsen, Engineer

Which other vendors were considered? Sunland Asphalt, verbal quote of \$11,000.

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**FOR BOARD USE:**

Approved Date: 02-08-2010

## ATTACHMENT F

### GVCCC REPORT January 21, 2010

- ◆ Relocation of GVCCC offices to Suite 18, Green Valley Village is now scheduled for mid March to roughly coincide with the delivery of the 2010 Directories.
- ◆ Arizona Department of Water Resources provided a spread sheet showing water usage in Sahuarita/Green Valley. Usage since 2000 has grown 9% to 81,897-acre feet. Of this total 39,768 (49%) was used by the two mining operations (up 3%) and 30,541 (37%) was used by FICO for its pecan trees (up 9%). Only 6,993 (9%) acre feet were used by the municipal water companies for their residential and commercial customers (up 58%) plus 4,250 (5%) for the eight golf courses (up 17%). Sahuarita and Quail Creek account for most of the municipal growth and Canoa Ranch for most of the golf course growth.
- ◆ Department of Public Safety is providing classes at La Posada from March 23 to April 15 that will include tour of their lab.
- ◆ SAV (Sheriffs Auxiliary Volunteers) class starts on February 9.
- ◆ Health Fair is March 10th.
- ◆ Food Bank reported that it filled 11,620 food boxes in 2009 (up 22%) for 1,488 households (4,650 persons) through the efforts of 272 volunteers. 568 of the 4,650 were seniors.