

**San Ignacio Vistas, Inc.**  
**Homeowners Association Minutes**  
**Board Meeting – January 18, 2021**  
**Board Approved via email: 1-19-21**

The meeting was held using ZOOM. A quorum of the board attended: Marianne Bishop, Joyce Bulau, Jeff DeVaney & Glen Seela; Road Committee: Pat Imgrund & Larry Engel. Homeowner: Jack Powers. The meeting was called to order at 9 AM using agenda as distributed.

**COMMITTEE REPORTS**

**Architectural Committee: - Jeff DeVaney**

The following application has been approved: Lot 046 Install new Window Approved 12-29-20

**Maintenance: Road Subcommittee**

**Pat Imgrund, Chair**

Status of road overlay remedial efforts; I have been in phone contact with David Tyrpak of Tucson Asphalt; he will notify me when his crew is scheduled to clean tack seal from curbs and sidewalks; also be sending me a detailed email within a couple weeks about further remedial work on road our roads.

There are approximately 27 cross street signs that have lost reflectiveness. The board was presented with the differences in cost and effectiveness of 3 different grades of signs. Because of the long-term benefit of diamond grade signs which are the most reflective and durable:

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED to authorize spending up to \$2000 to purchase and install diamond grade signs to replace all signs that have lost reflectiveness.

The intention is to have the road sub-committee install the new signs.

The 2021 road sub-committee to be appointed during the annual meeting are Duane Felstet, John Haymond, Larry Engel, Randy Aronson (representative to FAC), Pat Imgrund - chair

**Larry Engel, Member**

After making several attempts to get bids on grinding approximately 11 areas of raised sidewalks and replacing some slabs Larry has one bid from Mikey's Concrete, LLC in Sahuarita. The board agreed that we will place this item on the agenda for the February meeting in order to have more than one bid to consider and thanked the committee for their work in striving to make our community safer by marking the areas in need of repair.

**Landscape Subcommittee – Joyce Bulau, Chair**

Tree trimming is underway, as well as cleanup of the outside perimeter.

On View Ridge Drive a Cairns rock art has been completed. We have also added new plantings to the common area at the north end of View Ridge using cacti donated by Jim Zilmer.

All of the parking walls were inspected, and a contract was signed with Pallister Plumbing and Renovations and repairs have begun.

The drainage area at the north end of Harvest Moon needs to be reworked.

## **OFFICERS' REPORTS**

### **President**

The monument facing Frontage Road has had our name placed on it and many positive remarks have been received personally from our residents. A picture and thread of comments are even on "Next Door". Glen Seela was appointed to contact the County to determine what hoops we would have to go thru to light the sign. Mike Johnson, a homeowner that lives directly above the sign, has offered to run conduit and power from his property to the sign. This would allow us to light with LED for \$120 a year. Further discussion on this matter will be placed on continuing business.

The "Secret Santa" project of providing single residents with something to brighten their holiday was well received.

Marianne and Glen have voiced willingness to remain on the board. Receiving no other communication from homeowners with intent to run, we have one candidate to fill the vacancy created by the resignation of Shelli Knopik. Therefore there is no need to ballot members for an election.

The Annual Meeting will be held via ZOOM and homeowners have been notified via email. The meeting will take place on MARCH 3, 2021 starting at 9 AM (Arizona Time). Prior to March 3 we will provide each homeowner with a packet containing handouts which will include, among other things, the year-end 2020 financial report and Audit Report.

### **Treasurer**

Judy Barkley has the 2020 books and is working on preparing the Audit Report to be presented to the board at the February meeting.

One homeowner's dues are outstanding. They promised to put the check in the mail on 1/15. If payment is not received by 1/31/21 I will assess a late fee.

The Financial statement ending December 31, 2020 (**Attachment A**) was reviewed.

A MOTION was MADE, SECONDED and UNANIMOUSLY PASSED to retain excess revenue from 2020 Operating Fund into the 2021 Operating Fund.
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The 2021 contribution to the Reserve Fund of \$35,000 was made on January 15, 2021.
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### **Secretary/RSS (Reliable Secretary Service):**

For those that may be under the impression that I have retired, this is not the case. Although I am currently facing some medical issues, I will remain on the job until I find a replacement or SIV is forced to hire another management company. We continue our search to identify a candidate willing to train to assume the current SIV **paid position** to manage the affairs of the homeowner's association. (**Attachment B**) If there is interest in discussing details, please call Marianne at 520.625.4924.

**CONTINUING BUSINESS** - None

**NEW BUSINESS** - None

### **ADJOURNMENT**

The meeting was adjourned at 10:200 AM.

The next meeting is February 15, 2021 2 PM MST and will be held using ZOOM .

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

## ATTACHMENT A

1/6/2021  
Cash Basis

SAN IGNACIO VISTAS, INC.  
BALANCE SHEET  
As of December 31, 2020

**ASSETS**

<b>Current Assets</b>	<b><u>OPERATING</u></b>	<b><u>RESERVE</u></b>	<b><u>TOTAL</u></b>	<b><u>GAIN/(LOSS)</u></b>
120 · COMMERCE CHECKING	136,076			
1502 · COMMERCE RESERVE		28,618		
1516 · VANGUARD -WGNIX (MV=48266.42)		45,170		3,416
2100 - Due from the Operating Fund		21645		
<b>TOTAL ASSETS</b>	<b><u>136,076</u></b>	<b><u>95,433</u></b>	<b><u>231,509</u></b>	
<b>LIABILITIES</b>				
250 - Assessments Rec'd in Advance	57,315	21,645	78,960	
210 - Due to Reserve Fund	21,645		21,645	
<b>TOTAL LIABILITIES</b>	<b><u>78,960</u></b>	<b><u>21,645</u></b>	<b><u>100,605</u></b>	
<b>FUND BALANCES</b>				
300 · Operating Beginning Balance	24,737		24,737	
3000 · Reserve Beginning Balance		581,961	581,961	
Net Increase/(Decrease)	32,378	(508,172)	(475,794)	
<b>Total Fund Balances</b>	<b><u>57,115</u></b>	<b><u>73,789</u></b>	<b><u>130,904</u></b>	
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b><u>136,075</u></b>	<b><u>95,434</u></b>	<b><u>231,509</u></b>	

	Operating		Reserve		Total	
	Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUE:</b>						
400 · Assessments	103,056	103,056	20,064	20,064		
410 · Transfer and Document Fee	5,000	3,600				
420 · Operating Fund Interest	233	130				
430 · Other Income	15	0				
4200 · Interest & Dividends			28,748	11,000		
<b>Total Revenue:</b>	<b>108,304</b>	<b>106,786</b>	<b>48,812</b>	<b>31,064</b>	<b>157,116</b>	<b>137,850</b>
<b>EXPENSES:</b>						
<b>Operating:</b>						
<b>Maintenance:</b>						
500 · Yearly Contract	40,000	40,000				
501 · Invasive Grass	1,475	4,000				
502 · Tree Trimming	3,850	4,000				
503 · Utilities	240	550				
505 · Other Maintenance	3,606	4,000				
506 · Erosion Mitigation	400	3,000				
507 · Plant Replace	177	2,500				
5000 · Street Repairs			538,467	538,467		
5003 · Retaining Walls & Monuments			1,200	0		
5004 · Other Maintenance			1,817	2,000		
5006 · Erosion			15,500	16,000		
<b>Total Maintenance</b>	<b>49,748</b>	<b>58,050</b>	<b>556,984</b>	<b>556,467</b>		
<b>Administrative:</b>						
510 · Contract Service	13,716	13,716				
512.1 Trainee	686	4,000				
511 · Board	70	50				
512 · Legal	1,267	1,500				
513 · Communications						
513.1 · Computer/ Internet	1,625	2,000				
513.2 · Telephone	1,591	1,400				
513.3 · Office Supplies	11	50				
513.4 · Printing/Reproductio	331	2,300				
513.5 · Postage/Delivery	148	300				
513.6 · Record Storage	588	588				
<b>Total 513 · Communications</b>	<b>4,294</b>	<b>6,638</b>				
<b>Total Administrative:</b>	<b>20,033</b>	<b>25,904</b>				
<b>Other Operating:</b>						
521 · Insurance	3,635	3,500				
522 · Membership Fee - GVC	2,166	2,170				
523 · Taxes and Contingency	344	1,000				
<b>Total Other Operating:</b>	<b>6,145</b>	<b>6,670</b>				
<b>Total Expenses:</b>	<b>75,926</b>	<b>90,624</b>	<b>556,984</b>	<b>556,467</b>	<b>632,910</b>	<b>647,091</b>
<b>IET REVENUE (EXPENSES)</b>	<b>32,378</b>	<b>16,162</b>	<b>(508,172)</b>	<b>(525,403)</b>	<b>(475,794)</b>	<b>(509,241)</b>
<b>Beginning Fund Balance</b>	<b>24,737</b>	<b>17,891</b>	<b>581,961</b>	<b>581,981</b>	<b>606,698</b>	<b>599,872</b>
<b>Ending Fund Balance</b>	<b>57,115</b>	<b>34,053</b>	<b>73,789</b>	<b>56,578</b>	<b>130,904</b>	<b>107,842</b>

ATTACHMENT B  
EMPLOYMENT OPPORTUNITY

In 2006 I established my company, Reliable Secretary Service (RSS) to manage San Ignacio Vistas Homeowners Association (SIV). Because of a recent health scare the board and I realize it is now necessary to have a plan for orderly transition. Thus, the board has asked me to find someone to be a backup and eventually a replacement when I do decide to retire.

I will train someone desiring to have their own home business. If interested, you would be an employee of RSS and assume more duties and responsibilities as time goes on. I will remain available for consultation as needed to ensure a smooth transition. This will be a paid position.

Important reasons we prefer self-management are:

- Professional management does not have the same caring or sense of interest and pride.
- Homeowners will deal with someone that has a vested interest in the community and that care about our HOA.
- There is a faster response time when a request is received.
- Yearly HOA dues would no doubt skyrocket if we must hire a large Management Company.

RSS provides day-to-day operations services, including, but not limited to:

- Maintain homeowner's database, email address book and corporate files
- Attend all board meetings and provide/publish agendas and minutes
- Obtain legal opinions as directed by the board
- Process mail to homeowners relative to enforcement of deed restrictions and provisions of the governing documents
- Generate notices
- Respond to disclosures for any transfer or sale of a property within SIV
- Maintain Association website
- Prepare and distribute newsletters and neighborhood phone directory
- Invoice Homeowners for annual assessments, collect & deposit funds
- Pay all invoices
- Prepare financial statements
- Provide financial data yearly for review or audit and help file tax returns.

You are not expected to learn this all at once, you will grow into the position.

There will be a reasonable transition time.

I will remain available for guidance and support until you are comfortable.

This job can be done while traveling using a smart phone & tablet.

Knowledge of Word and typing skills are required, and Excel and Adobe would be a benefit. People and communication skills are a plus.

Phone: Home 520-625-4924 or Cell 520-444-7790

Email: barxmar@gmail.com

I would be pleased to discuss this position with any interested candidate.

Marianne Bishop, RELIABLE SECRETARY SERVICES