

San Ignacio Vistas, Inc.
Homeowners Association Minutes
Board Meeting – November 5, 2018
Approved via email November 6, 2018

The meeting was held at the Canoa Hills Recreation Center and a quorum of the board was present: Marianne Bishop, Pat Kelly, Shelli Knopik, Eileen Ridenour and Glenn Seela.

The meeting was called to order at 8:55 AM.

COMMITTEE REPORTS

- 1. ROADS:** Pat Imgrund has not returned. He will review our roads and consult with Tucson Asphalt when he does and determine what needs to be repaired the spring of 2019. We need figures for needed repairs in order to finalize the 2019 budget.
- 2. LANDSCAPE:** Joyce had an emergency and could not attend. We are on target dealing with monsoon growth (16" of rain this summer). Tree trimming has commenced. We are contemplating moving the existing bench on View Ridge to the north end of Gloria View Ct. and purchasing another smaller bench and pergola for a replacement on View Ridge. If we have money in the budget the board will vote on moving forward with this project in early December.

3. ARCHITECTURAL

Pat Kelly stated there were two paint applications in October. He is following up on a complaint about a white utility box that needs painting. The matter has been referred to Eileen Ridenour and hopefully can be resolved by January.

4. FINANCIAL ADVISORY

Marianne Bishop read recommendation from the March 12, 2018 minutes of the FAC regarding the 2018 HOA dues. (Attachment A)

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED approving the yearly dues for 2018 at \$540 per lot.

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED approving a contribution of \$41,000 to the Reserve Fund in 2019.

5. SECRETARY

The minutes of the October 8, 2018 board meeting had been approved via email and are hereby ratified.

A newsletter has been prepared and will be distributed with the annual dues the last week of November or first week of December. (Attachment B).

At the October board meeting board members said they wanted to execute an agreement between RSS and SIV. The first draft of such agreement was given to them for review. It will be placed on the January agenda under Continuing Business. (Attachment C).

The board wants to establish a plan for an organized transition by finding someone willing to take over RSS when Marianne retires. This employment opportunity is being advertised to all homeowners via the November newsletter. (Attachment D).

Board terms are up for Marianne Bishop, Shelli Knopik and Glenn Seela. They all have stated a willingness to remain on the board, so there will be no need for an election unless the Secretary is notified by a homeowner that they desire to run for the board.

Any petition must be submitted to the Association Secretary 60 days in advance of the Annual Meeting and must bear the signature of at least 20 members representing 20 lots. Upon verification of the petition, the nominating committee would be obligated to hold an election.

6. TREASURER

The Balance Sheet and Budget vs Actual Expenditures ending October 31, 2018 were reviewed and approved pending Audit. (Attachment E)
--

The 2019 budget will be finalized at the January 2019 meeting.

7. CONTINUING BUSINESS - None

8. NEW BUSINESS - None

9. ADJOURNMENT

With no further business to be conducted the meeting was adjourned at 10 AM

The next scheduled meeting is January 14, 2019 and will be held at the Canoa Hills Recreation Center in the Mesquite Room starting at 9 AM.

Respectfully submitted,
/s/ Marianne Bishop, Secretary

ATTACHMENT A
March 12, 2018
San Ignacio Vistas HOA
Financial Advisory Committee Meeting Minutes

10: AM Meeting is called to order

Roll call: Terry Arnholt, Marianne Bishop, Pat Imgrund, Gary Powers, Jack Powers, Eileen Ridenour and Ann Striker

Elected Gary Powers chairman by acclamation

Motion made, seconded and unanimously approved to recommend to the board of directors the liquidation of the Vanguard Wellesley Income Fund.

Motion made, seconded and unanimously approved to recommend to the board of directors that the money currently being held in the Vanguard Money Market be combined with the proceeds received from the liquidation of Wellesley and be used to purchase a one-year CD at the best rate available thru Vanguard by March 22, 2018.

Motion made seconded and unanimously approved to increase the dues to \$540 for the 2019 assessment.

The meeting was adjourned at 11:25 AM

Respectfully submitted,
Gary Powers, Chair of the FAC

The San Ignacio View

PO BOX 1150 – GREEN VALLEY AZ 85622

EDITOR: Marianne Bishop, Secretary
EMAIL: barxmar@gmail.com

NOVEMBER 2018

WEBSITE: www.sivhoa.org
Phone: 520-625-4924

2019 HOMEOWNERS DUES ASSESSMENT

The Financial Advisory Committee recommended a \$10 increase in the 2019 HOA dues and it was approved by the Board. The invoice for a \$540 assessment is being hand-delivered with this newsletter. For those not in Green Valley the beginning of December, we are sending it via email. The assessment is payable by January 15, 2019 and will incur a \$15 late fee after that date.

REPUBLIC TRASH SERVICE ENDING

The last service date with Republic Service is on December 31, 2018 and they will be picking up any container owned by them on that day after they are emptied, so **leave them at the curb**. If you are not in Green Valley on 12/31/18, please make arrangements for someone to put all containers you have from Republic at the curb for pickup that Monday **(12/31/18)**.

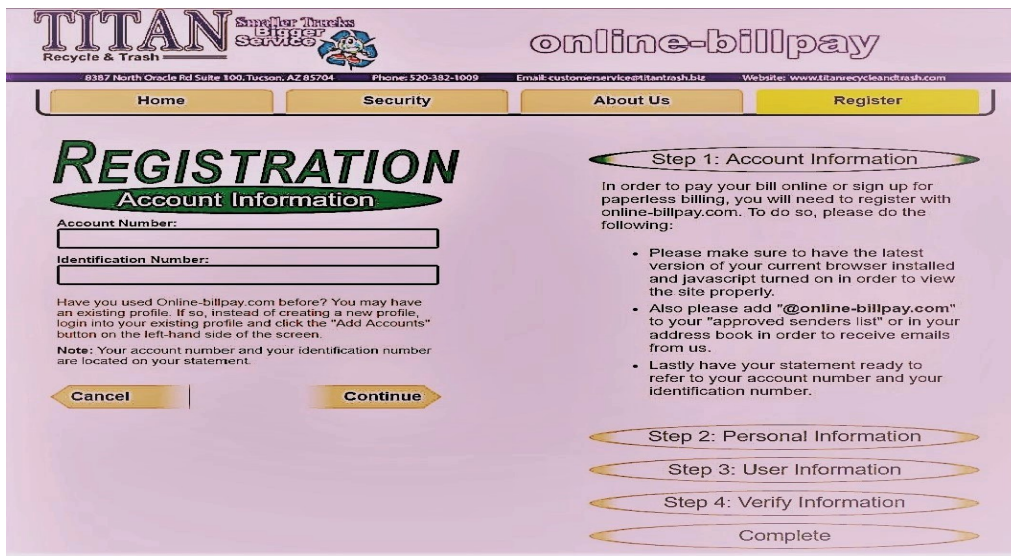
TITAN RECYCLE AND TRASH, LLC

website <https://www.titanrecycleandtrash.com>

Email: Office Manager Amanda@titantrash.biz

Text or leave message at: 520-382-1009

Titan will deliver new containers on Fri. January 4, 2019. Our trash day for garbage and recycle will remain the same—on Mondays, starting January 7, 2019. If you are a part-time resident, you can put your account on hold. You will only pay for the time you are in Green Valley, but you **must** communicate with the office at Titan when your status changes. Have you established an account with Titan? Look for communication from Titan the beginning of December; use your account number in order to register online:



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. You will find details posted on our website under the NEWS link or on the included attachment.

RENTAL OCCUPANCY FORM

Whenever you rent your home in San Ignacio Vistas, to satisfy emergency requirements of the Pima County Sheriff's Neighborhood Watch Program, we are asking that you provide us with information using a Rental Occupancy Form. This form is available on our website under the "RENTAL" link. You may choose to complete the form yourself or send it to your tenant when you give them their rental agreement. Options for returning the completed form are included at the bottom of the form.

Examples requiring the need for this information are: 1) being able to advise residents of changes in garbage pick-up or maintenance which might involve road closures, and 2) in the event of a disaster authorities will know which homes are occupied. Another benefit in providing this information, it will enable us to invite your tenant to participate in social functions being held while they are renting.

Please make your tenants aware of the CC&R's and the Owners/Tenants Handbook which are available on our website so that they can comply with all regulations. We remind you that according to HUD, at least one of the people occupying the property must be age 55 or older and that no person under the age of 19 will be residing in the property for longer than one month during a calendar year.

SIV SOCIAL -- RESERVATION FORM ENCLOSED

DEC 15, 2018

BRUNCH

Canoa Hills Saguaro Room

ANNUAL HOMEOWNERS MEETING – (SERVING LUNCH)!

2019 Annual Meeting of members will be a **luncheon event** held on **March 7, 2019** from 12 to 2PM at Canoa Hills Social Center in the Saguaro Room. We will need your RSVP for planning purposes. Agenda and bios of your board will be forthcoming in February. Save the date on your calendar!

NEW HOMEOWNERS SINCE JANUARY 2018

OWNERS	ADDRESS	ALT ADDRESS	PHONE(S)
Geo & Barb Anderson	4815 S View Ridge Dr		Geo 480.220.2932 Barb 480.244.2537
Don & Barb Schroeder	4779 S Harvest Moon Dr	WI	Don 575.639.3254 Barb 575.639.3292
Gary Carlson	4869 S Gloria Vista Dr	MN	Gary 253.952.2035
Jim & Linda Albers	4959 S Harvest Moon Dr	MT	Linda 406.781.9701
Suzanne Britsch	4708 S King Arthur Ct	IA	Suzanne 206.979.9344
Jon & Bonita Hermann	4737 S Gloria Vista Dr	MN	Jon 651.485.8079 Bonnie 651.485.8078
Bob & Mary Lillie	4775 S View Ridge Dr		Cell 970.260.8552

SYMPATHY

Carolyn Andersen (Harvest Moon) on the sudden loss of Mike, husband and father, in February Linda Nealy (Harvest Moon) on the passing of her husband Duane in March Pat Strong (View Ridge) on the loss of Don, her husband, who passed in April Bonnie Sturtz (Gloria Vista) on the death of her husband John in September Hank Chulumovich and family on the passing of his wife, Bernie in September

Association Management Agreement

Draft as of November 5, 2018

This Agreement entered into this ___ day of _____, **is** between **RELIABLE SECRETARY SERVICES**, referred to as “RSS” or “*Management Agent*” and **SAN IGNACIO VISTAS, INC**, an Arizona non-profit corporation, herein referred to as the “*Association*”.

Appointment

The Association exclusively appoints the “RSS” to manage the Association’s affairs and property known as **San Ignacio Vistas, Inc.** located in Green Valley, Arizona and consisting of Lots as described in the CC&R’s and as recorded in the Pima County Records. “RSS” does hereby accept such engagement and agrees to perform its duties and obligations under this Agreement in accordance with the Association’s governing documents and applicable Arizona law to ensure that all duties of the Association and Board of Directors are accomplished.

TERM

This contract covers the period January 1, 2019 and will renew annually unless renewed as elsewhere herein provided, this Agreement shall be in effect through December 31, 2019 and will renew annually.

SERVICES OF THE MANAGEMENT AGENT

1) GENERAL MANAGEMENT

- A. Enforce the Declaration of Covenants, Conditions, and Restrictions (CC&Rs) as directed by the Board of Directors, including architectural control.
- B. Maintain complete current files and records for the Association, to include a current roster of homeowners and an email address book.
- C. Prepare agendas, compile and disseminate Board package, attend up to four (4) Board meetings and one Annual Meeting per year and prepare minutes of the Board meetings.
- D. Establish a line of communication with all homeowners so that they will contact the management company pertaining to Association and community matters.
- E. Respond to questions, suggestions, and concerns of homeowners in a timely and diplomatic manner. Inform the Board of their concerns as part of a report at Board meetings. Coordinate with the Board as required to solve ‘unusual’ cases.
- F. Maintain the Association website,
- G. Prepare and distribute newsletters and a neighborhood phone directory, on an as needed basis.
- H. Oversee landscape services and other contractual services
- I. Prepare for and conduct elections of directors as needed.

- J. Organize and execute H.O.A social activities
- K. Invoice and collect assessment accounts.
- L. Issue Work Orders and/or Purchase Orders to Vendors for work to be performed.
- M. Ensure that work of Vendors is in compliance with Work Order and/or Purchase Order prior to final payment.
- N. Generate Request for Proposal (RFP) for all work over one thousand dollars (\$1,000). Receive responses and assimilate, with recommendations, for presentation to board.
- O. Write, edit and replicate correspondence and mail-outs to homeowners on an as needed basis to conduct Association business.
- P. Ensure that all insurance required by the Board and CC&Rs is purchased and kept in force. Provide direction to the Board on insurance-related matters and conduct an annual review prior to insurance policy renewal.
- Q. Actively assist the HOA in identifying cost-saving opportunities to reduce Property Maintenance costs as well as costs for other HOA expenditures.
- R. Obtain legal opinions as directed by the board.
- S. Negotiate contract for garbage services,
- T. Conduct Association business in a diplomatic, professional and sensitive manner.

2) **ACCOUNTING**

- A. Maintain the corporate records of the Association, including providing documentation for filing tax returns with designated accountant, and the State of Arizona Corporate Commission.
- B. Establish banking and investment account(s) in the name of the Association and deposit all income from assessments, special assessments and other sources.
- C. Establish the authenticity of all bills presented to the Association and pay them from either the Association's Operating or Reserve accounts.
- D. Manage existing Reserve accounts in accordance with the Board's goals and policies. Transfer funds to the Reserve Account as scheduled by the Operating Budget. Use funds from the Reserve Account as directed by the Board and planned in the Replacement-Reserve Plan (RRP).
- E. Prepare the annual budget (figures provided by Board).
- F. Prepare and deliver to the Board accurate financial statements, including a balance sheet, income and expense statements, and a budget variance report.

- G. Coordinate with title companies to ensure that assessments are collected on behalf of the Association at close of escrow.
- H. Collect all subsequent assessments, including late notices, liens filings and other collection procedures as required, using proven effective methods to operate and maintain the Association in compliance with CC&Rs, By-Laws, county, state, and federal statutes pertaining to the governing of Homeowner Associations.

3) ARCHITECTURAL COMMITTEE (AC)

- A. Act on behalf of the Board and the Architectural Committee by accepting Architectural Request Forms.
- B. Assimilate and electronically distribute received requests including attachments, where practical, to AC members as received.
- C. Communicate the committee's disposition to the homeowners that submitted the request within 5 working days of their determination.
- D. Provide reasonable assistance to homeowner's in understanding and using the Application process.
- E. As requested by the Board of Directors, provide advice to the AC in establishing requirements.

4) COMPLIANCE AND COMPLAINTS

- A. All Community Compliance and Complaint issues received in writing by the Management Company will be processed in accordance with ARS 33-1803. The originator will be advised of this procedure prior to the commencement of any action by the Management Company.

5) COMPENSATION

- A. RSS will invoice the Association at a rate of \$1115 per month, beginning January 2019. Such funds shall be paid to RSS by the 15th of each month. The monthly fee will be increased each January by the CPI index, or by an amount that is mutually agreed upon.
- B. Costs for services or supplies purchased by RSS on behalf of the Association will be reimbursed at cost and supported by receipts.
- C. The *Management Agent* can provide services at the request of the Association not included in the above base fee structure. There will be additional charges for those services and will be approved by the board prior to payment. and submitted on an expense report.

6) EMPLOYEES, CONTRACTORS AND SUBCONTRACTORS

The *Management Agent* may hire employees and/or licensed and bonded subcontractors, necessary to carry out its duties but this must be approved by the board.

7) AUTHORIZED AGENTS OF ASSOCIATION

The Association shall designate an individual who shall be authorized to deal with RSS on matters, and ordinarily shall be the President or in his or her absence, the Vice President.

8) TERMINATION

This Agreement may be canceled without cause by either party before the date specified under TERM herein, with not less than [REDACTED] written notice to the other party.

9) TERMINATION PROCEDURES

Upon termination by either party for any reason whatsoever, whether such termination shall be for cause, the parties shall observe the following procedures:

A. Turnover of Records: The following records shall be provided to the *Association* by the *Management Agent* within ten (10) days of the date of termination of this Agreement:

1. Copies of all tax returns of the *Association and financial records*.
2. All electronic records.
3. All accounting and legal records of the *Association*, including by way of example but not limitation, general ledger, general journal, accounts payable information (including copies of unpaid invoices) monthly assessment records, corporate minute book, owner roster, contracts, and other documents to which the *Association* is a party.
4. All other lot files/records and plans belonging to the *Association* and maintained by the *Agent*.

10) DISPUTE PROCEDURE

Any dispute arising between the *Management Agent* and the *Association* concerning the terms of this Agreement or the *Management Agent's* duties hereunder shall be submitted to binding arbitration, according to the rules of the American Arbitration Association, unless waived by either party in which event any litigation shall be commenced in the appropriate court.

11) ACCOUNTING AND LEGAL SERVICES

The *Association* shall be responsible for the engagement of attorneys and accountants to provide, at the *Association's* expense, any legal and accounting services not required to be performed by the *Management Agent* pursuant to the terms of this Agreement.

12) ANNUAL AUDIT OR REVIEW

The *Association* shall conduct, at its expense, an annual audit, compilation or review, of the financial statements prepared by the *Management Agent* and of the systems of internal control implemented by the *Management Agent* in maintaining the *Association's* records.

13) PROPERTY RIGHTS AND LIEN RIGHTS OF THE PARTIES

The *Management Agent* shall not have any lien rights whatsoever upon termination of this Agreement.

14) NOTICE

Notice which either party desires to give or is required to be given to the other under this Agreement shall be given by certified mail, return receipt requested, and shall be deemed given with proof of delivery. Notice of intent to renew the contract may be made either by US certified mail, return receipt requested or via email from the *Management Agent* to the *Association* President with a return acknowledgement from recipient that email was received.

FOR THE ASSOCIATION:

FOR THE MANAGEMENT AGENT:

President (currently on file)
San Ignacio Vistas Homeowners Association
PO Box 1150
Green Valley AZ 85622

Marianne Bishop
Reliable Secretary Service
4771 S Prairie Hills Dr.
Green Valley, AZ 85622

When either party shall desire to change the place at which Notice be given pursuant to the terms of this Agreement, such party shall notify the other in writing.

15) INDEMNIFICATION/INSURANCE/APPLICABLE LAW

A. The Association shall indemnify, defend and hold the *Management Agent* harmless from all loss, damage, cost, expense (including attorney’s fees) and liability, relation to: (i) claims for personal injury or property damage in or on the Common Areas, not caused by the *Management Agent* (ii) claims of nonpayment by parties that have entered into contracts with the Association, (iii) claims or liability arising as a direct result of willful misconduct or negligent acts of the Board of Directors or the Association.

B. The Association shall name the *Management Agent* as an additional insured on all Association insurance contracts.

16) ACCEPTANCE

The undersigned, as proper authorities for Reliable Secretary Services and San Ignacio Vistas Homeowners Association, Inc agree to this Agreement in its entirety and detail. In the event a dispute arises between the parties, both agree to negotiate a solution in good faith.

By: _____

By: _____

Marianne M Bishop, Owner
Reliable Secretary Services

President
San Ignacio Vistas Homeowners Association

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.

I utilize a Windows 10 computer.

Software: Microsoft Word, Excel, Power Point, Adobe Acrobat and QuickBooks and for backup purposes, Carbonite and Intuit Data Protect.

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

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

Email: barxmar@gmail.com

Marianne Bishop, RELIABLE SECRETARY SERVICES

CURRENT ASSETS	<u>OPERATING</u>	<u>RESERVE</u>	<u>TOTAL</u>
120 · COMMERCE CHECKING	<u>36,139</u>		
1502 · COMMERCE RESERVE		37,412	
1507 · WASH FED 5yr 2/13/20 APY 1.93%		64,359	
1509 · COMMERCE CD 6/30/17 APY .98%		103,863	
1510 · WELLINGTON -VWENX (MV = 69,122)		58,046	
1511 · VANGUARD - MM 1.29%		4,143	
1512 - VANGUARD - VTSAX (MV = 39,484)		32,096	
1513 - WELLS FARGO CD 3/30/20 2.55%		240,000	
Total Current Assets	<u>36,139</u>	<u>539,919</u>	<u>576,058</u>
Accounts Receivable			
150 · Assessments Receivable Annual	-150		(150)
	<u>35,989</u>	<u>539,919</u>	<u>575,908</u>
FUND BALANCES			
300 · Operating Beginning Balance	17,891		17,891
3000 · Reserve Beginning Balance		505,413	505,413
Net Increase/(Decrease)	18,098	34,506	52,604
Total Fund Balances	<u>35,989</u>	<u>539,919</u>	<u>575,908</u>
TOTAL LIABILITIES & FUND BALANCES	<u>35,989</u>	<u>539,919</u>	<u>575,908</u>

	Operating		Reserve		Total Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Income						
Operating Revenue						
400 · Assessments	80,840	80,840	40,000	40,000		
410 · Transfer and Document Fees	2,400	3,600				
420 · Operating Fund Interest	153	130				
430 · Other Income	15	0				
Total Operating Revenue	83,408	84,570				
Reserve Fund						
4200 · Interest & Dividends			17,946	13,000		
Total Income	83,408	84,570	57,946	53,000	141,354	137,570
Expense						
Operating						
Maintenance Expenditures						
500 · Yearly Contract	33,333	40,000				
501 · Invasive Grass	805	3,000				
502 · Tree Trimming	3,902	5,000				
503 · Utilities	431	550				
505 · Other Maintenance	3,414	4,000				
506 · Erosion Mitigation	1,030	3,000				
507 · Plant Replace	1,600	2,500				
5000 · Street Repairs			8,967	9,500		
5002 · Drainage Lines			4,150	4,100		
5003 · Walls/ Monuments			1,101	1,500		
5006 · Erosion Mitigation			9,222	9,400		
Total Maintenance Expenditures	44,515	58,050	23,440	24,500		
Administrative						
510 · Contract Service	10,830	13,000				
511 · Board	367	500				
512 · Legal	325	1,500				
513 · Communications						
513.1 · Computer/ Internet	1,196	1,500				
513.2 · Telephone	867	1,400				
513.3 · Office Supplies	0	50				
513.4 · Printing/Reproduction	570	1,000				
513.5 · Postage/Delivery	392	300				
513.6 · Record Storage	540	540				
Total 513 · Communications	3,565	4,790				
Total Administrative	15,087	19,790				
Other Operating						
521 · Insurance	3,377	3,400				
522 · Membership Fee - GVC	2,166	2,166				
523 · Taxes and Contingency	165	576				
Total Other Operating	5,708	6,142				
Total Expense	65,310	83,982	23440	24,500		
Net Income	18,098	588	34,506	28,500		
Beginning Fund Balance	17,891	17,891	505,413	505,413		
	35,989	18,479	539,919	533,913	575,908	558,398