

**San Ignacio Vistas, Inc.**  
**Homeowners Association**  
Regular Board Meeting Minutes  
August 4, 2003

There were no homeowners present.

Present: Karl Anderson, Linda Gregory, Arlene Haugan, Vernon Kliewer, Ron Sorenson and Marianne Bishop

The president called the meeting to order at 9:00 a.m. The meeting proceeded using the agenda dated August 4, 2003

1. Reading of the Minutes

The minutes for both the Regular Board and Executive Session were approved unanimously as distributed.

2. Officer's reports

a. Secretary

- A brief demonstration was given of the new digital voice recorder that was authorized for purchase by the president. It will replace the malfunctioning tape recorder previously used to record board minutes. This new technology improves historical record keeping by storing files on a CD thus eliminating tapes.
- The Secretary has been in contact with LMR in an effort to improve the way we are able to work with the member's roster information they provide us each month. She and Damon Patton will contact LMR in an effort to understand the design of the TOPS database and how we can generate our own internal reports. LMR also stated they will provide one more report for us on a no-cost basis. The Secretary was instructed to work with Damon to select the fields most meaningful to us before requesting that report.
- The Secretary asked for approval of Executive Session Minutes for May 7 and May 19. A formal reading of these minutes was dispensed with and the minutes were unanimously ratified as presented.
- The Secretary reminded the board to submit any proposed agenda items to her by the Wednesday prior to the monthly meeting.

b. Treasurer

Arlene Haugan presented the current Balance Sheet as well as the Treasurer's workbook through July. We appear to be on-target and well within our Operating Budget. Her report was accepted for future audit and is included as "Attachment A" to these minutes.

The Treasurer continued her efforts to obtain the 2002 audit report as well as the SIVHOA books from Marvin Kreider, who has been in ill health. It is suggested that the Audit Committee find a replacement for next year's auditor

c. President's Report

- The President met with LMR regarding our contract and determined that there will be no increase in their fee for 2004.
- Because of an incident involving vehicle damage being reported on Frontage Road approaching Calle Tres, the president contacted ADOT to determine responsibility. Our responsibility extends to the top of the cuts made for Frontage Road. Claims forms were provided by ADOT and are being forwarded to the owner of the vehicle for them to submit to ADOT.

- The newsletter was distributed and one homeowner asked for a larger font. Because of postage concerns the editor used a smaller font for this issue. An effort will be made to use as large a font as practical for future issues. The president also asked that board members forward any items they would like included in future issues and he will hold them in a file for use in preparation. The target date for the next issue is early October.
- The GVCCC president-to-president letter mentioned a competition for the Directory cover. A decision was made that since the deadline for submission is October 3rd and that the competition is advertised in the newspaper, we will not make a special mailing to homeowners.
- There was a request by Dave Anderson to gain access with representatives of Saguaro Electric to test condition of the circuit breaker in our box that feeds the median lighting. Dave is spearheading an effort to determine if the median lighting on Camino de Sol can be reinstated. It was decided that we should place a notice on the locked circuit breaker box giving phone numbers for the president and secretary in case future access to this box is required.
- A letter was received from Rose Wierzbicki complaining about the tree on common area on Sonoran View growing over the street. The president walked all streets in early July and identified 40 trees on interior streets and Camino del Sol posing hazards to both pedestrians and autos. That work is scheduled to commence on August 7<sup>th</sup>.
- There is a requirement to advise all homeowners of new rules adopted by any SIV committee. We promulgated the Antenna rule with the recent Newsletter but the president learned of a new Rule regarding window air conditioners. Since the last time that Homeowner Association Rules was published was 12/18/2000 the president made the following motion:

**Satellite dishes and other Antennas**

1. Homeowners shall complete a notification form as prescribed in **REVISED RULES FOR ANTENNA INSTALLATIONS, MAINTENANCE, AND USE, Notification Process**, adopted by the Board on 07 July 2003.<sup>1</sup>
2. Those portions of an antenna not necessary for quality reception (refer to OTARD Rules) and any supports and guy wires must be non-reflective or coated to be non-reflective. [Adopted by the Board on 08/04/03]
3. The Rule pertaining to **Satellite Dishes and Other Antennae** promulgated in S.I.V. Rules 12/18/200 is rescinded effective 08/04/03.

**Window-Type Air conditioners**

1. No window-type air conditioners are allowed in San Ignacio Vistas, Inc. [Adopted by the Architectural Committee on 5/29/03; ratified by the Board on 08/04/03]

Revision of rules promulgated by SIV as of: 08052003

After discussion this motion was approved as modified.

3. Committee reports
  - a. Architectural committee - A question was raised regarding a need for building permits. It was determined that all future additions or modifications to structures must have a building permit issued by the county and submitted to the AC.
  - b. Maintenance committee
    - In the October 20, 2002 the Maintenance Committee submitted a Resolution naming Felix Landscaping as the firm to maintain and remove perimeter trees.

<sup>1</sup> A copy of the revision was mailed to each household as a separate document in the same mailing as the July Newsletter.

Since it has been determined that Felix does not have the proper equipment or know-how to expeditiously perform these tasks, it is the recommendation of the committee that this decision is to be rescinded as follows:

"Resolved, that all perimeter tree removal is to be contracted with a firm such as C&W Environmental Services because such a firm has the appropriate equipment and know-how to complete the task expeditiously"

The motion was approved unanimously. Attachment "C" to the 11/4/2002 Board Meeting will be corrected as restated above.

- The need has been identified for hazard pruning of trees along interior streets as well as between Frontage Road, View Ridge and Gloria View Court. The president presented the board members with a Project Request form for this work, and indicated that he had already contracted for the work. The Board unanimously ratified the project, as requested, and the work as contracted. The Project Request form is included with these minutes as Attachment B.
- Wind damage has been sustained to street signs on Vista Ridge and Hidden Crest Court. In order to minimize wind resistance it was suggested that three new sign standards be added to eliminate having three signs on one post. The Board unanimously ratified the project, as requested, and the work as contracted. The Project Request form and associated documentation is included with these minutes as Attachment C.

#### 4. Continuing Business

##### a. CC&Rs—Board discussion suggested revisions/additions

Members of the board are continuing to review the CC&R's. Various issues were raised included: clarification regarding dog kennels; walls (rear, side and party); parking, Membership in GVR (Sec. 8:13); fees charged by the A/C (Sec. 11:7); voting requirement language in Sec. 3.4; Scope of Owner's Responsibilities (Sec. 10:1), etc. Since we are awaiting answers from our attorney as to questions submitted to her with the revised draft dated June 27, 2003 we have postponed the exercise of reviewing the draft word for word.

##### b. Garage/yard sales

Both the chairman of the A/C and Karl Anderson approached a party that was holding multiple garage sales at 4919 Gloria View Ct. They were advised that garage/moving sales had to be approved in advance by the AC and should be conducted by the owners (or heirs) of the property and involve selling only the household goods. The listing agent for this property was also contacted. We emphasized that no business should be conducted from any property within SIV.

#### 5. Adjournment

There being no further business the meeting was adjourned at 11:30 am.

#### Required:

- a. Contact Marvin Kreider to obtain SIV books.
- b. Work with LMR regarding the TOPS database and creation of reports for the Annual meeting
- c. Place a notice on the locked circuit breaker box giving phone numbers
- d. Board members are to continue studying the draft of revision to CC&R's for the next board meeting.

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Approved by the Board on September 4, 2003.

/s/

Marianne Bishop, Secretary

**ATTACHMENT 'A'**  
**SAN IGNACIO VISTAS, INC**  
**HOMEOWNERS ASSOCIATION**

**Balance Sheet\***

7/30/03

<b>ASSETS</b>	
Checking/Savings	\$ 23,825.11
Capital Reserves	\$161,813.86
Nonannual Maintenance Fund	\$ 5,626.19
<b>Total</b>	<b>\$191,265.16</b>
<b>LIABILITIES</b>	
Operating Fund--budgeted	\$ 23,825.11
Capital Reserves	\$161,813.86
Nonannual Maintenance Fund	\$ 5,626.19
<b>Total</b>	<b>\$191,265.16</b>

<b>Income/Expense Statement*</b>	
7/30/03	
<b>Income</b>	<b>\$ 68,889.59</b>
<b>Expense</b>	<b>\$ 45,064.48</b>
<b>BALANCE</b>	<b>\$ 23,825.11</b>

\*Subject to audit.

OPERATING BUDGET - 2003

	Budget	YTD	% YTD	January	February	March	April	May	June	July	August
Cash on hand	\$ 4,992.00										
Lien: dues	\$ 270.00	\$ 270.00						\$ -	\$ -		\$ -
Lien: fines/penalties	\$ 3,607.00	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
<b>Income</b>											
Dues	\$ 68,400.00	\$ 67,800.00	99%	\$ 66,600.00	\$ 900.00	\$ 300.00	\$ -		\$ -	\$ -	\$ -
Interest	\$ 200.00	\$ 182.59	91%	\$ 52.17	\$ 35.17	\$ 30.35	\$ 24.14	\$ 21.65	\$ 19.11	\$ -	\$ -
Other	\$ 200.00	\$ 907.00	454%	\$ -	\$ 75.00	\$ 181.00	\$ 381.00	\$ -	\$ -	\$ 270.00	\$ -
<b>Total</b>	<b>\$ 77,669.00</b>	<b>\$ 68,889.59</b>	<b>89%</b>	<b>\$ 66,652.17</b>	<b>\$ 1,010.17</b>	<b>\$ 511.35</b>	<b>\$ 405.14</b>	<b>\$ 21.65</b>	<b>\$ 19.11</b>	<b>\$ 270.00</b>	<b>\$ -</b>
<b>Expenses</b>											
Audit	\$ 200.00	\$ -	0%			\$ -		\$ -	\$ -	\$ -	\$ -
Tax Preparation	\$ 300.00	\$ 200.00	67%			\$ 200.00		\$ -	\$ -	\$ -	\$ -
FinAdvComConsl	\$ 300.00	\$ 25.00	8%		\$ 25.00			\$ -	\$ -	\$ -	\$ -
Insurance	\$ 3,500.00	\$ 2,524.50	72%				\$ 29.00	\$ 1,728.00	\$ 383.75	\$ 383.75	\$ -
Legal:Operating	\$ 3,500.00	\$ 3,176.50	91%	\$ -	\$ 602.00	\$ 844.75	\$ 43.00	\$ 471.25	\$ 1,372.50	\$ 43.00	\$ -
ManageAncillary	\$ 3,500.00	\$ 1,040.25	30%		\$ -	\$ -	\$ 247.30	\$ 396.20	\$ 3.63	\$ 393.12	\$ -
ManageProfess	\$ 5,400.00	\$ 1,960.80	36%			\$ 610.80		\$ 450.00	\$ -	\$ 900.00	\$ -
Maintenance	\$ 31,000.00	\$ 15,278.26	49%	\$ 2,119.12	\$ 2,186.97	\$ 2,074.00	\$ 2,119.13	\$ 2,631.04	\$ 2,074.00	\$ 2,074.00	\$ -
Office Supplies	\$ 300.00	\$ 273.20	91%	\$ 21.30	\$ 167.90		\$ -	\$ 50.88	\$ -	\$ 33.14	\$ -
POBoxBulkMail	\$ 205.00	\$ 34.00	17%		\$ 34.00		\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 500.00	\$ 157.40	31%	\$ -	\$ 37.52	\$ -	\$ 57.48	\$ 61.80	\$ -	\$ 0.60	\$ -
Printing	\$ 500.00	\$ 242.02	48%	\$ -	\$ 171.68	\$ 67.17		\$ -	\$ -	\$ 3.17	\$ -
SafDepStorAge	\$ 300.00	\$ 84.00	28%	\$ 84.00				\$ -	\$ -	\$ -	\$ -
Taxes	\$ 2,250.00	\$ 1,584.00	70%			\$ 1,584.00		\$ -	\$ -	\$ -	\$ -
Utilities	\$ 900.00	\$ 301.87	34%	\$ 64.91	\$ 40.69	\$ 40.69	\$ 40.69	\$ 35.84	\$ 37.05	\$ 42.00	\$ -
GVCCC	\$ 1,254.00	\$ 1,254.00	100%	\$ 1,254.00				\$ -	\$ -	\$ -	\$ -
Reserves	\$ 13,300.00	\$ 13,300.00	100%	\$ 13,300.00			\$ -	\$ -	\$ -	\$ -	\$ -
NonannMaintFun	\$ 3,000.00	\$ 3,000.00	100%	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ 7,460.00	\$ 1,012.43	14%	\$ 160.29	\$ 126.33	\$ 35.00	\$ 81.72	\$ 188.11	\$ 200.00	\$ 220.98	\$ -
<b>Total</b>	<b>\$ 77,669.00</b>	<b>\$ 45,448.23</b>	<b>59%</b>	<b>\$ 20,003.62</b>	<b>\$ 3,392.09</b>	<b>\$ 5,256.41</b>	<b>\$ 2,618.32</b>	<b>\$ 6,013.10</b>	<b>\$ 4,070.93</b>	<b>\$ 4,093.76</b>	<b>\$ -</b>

Operating Cash on Hand as of: \$ 23,441.36  
8/2/2003

ATTACHMENT 'B'  
San Ignacio Vistas  
Operating Funds Project Request  
**For amounts \$500.00 and above**

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: Vernon Kliewer, President & MC convenor

PROJECT DESCRIPTION:

Describe the project. (List what the project is and where/what will be impacted.)  
Prune sidewalk and street trees to remove hazards (approx.40)+ removal of dead trees (approx 9) between Frontage Rd. and View Ridge and Gloria View Ct.

LIFE EXPECTANCY:

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

Maximum: 1 year (Hazard pruning: dead trees, permanent)

Minimum: 6 months

ESTIMATED COST OF PROJECT:

What is the expected cost of the project?

Maximum Cost: \$900.00

Minimum Cost: \$600.00

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

Only if additional trees were to be identified for maintenance

ESTIMATED TIME TO COMPLETE

What is the estimated length of time to complete the project?

1 day

What is the expected start date? 08/07/03

PROPOSED VENDOR(S): Who is the proposed vendor'?

C & W Environmental Services

How was the vendor selected?

C & W maintained SIV CA trees previously.

Which other vendors were considered? None

FOR BOARD USE: Operating Category to be charged: Maintenance

Actual cost: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Ratified: 08/04/03

ATTACHMENT 'C'  
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: Vernon L. Kliewer, Maintenance Committee Convenor

PROJECT DESCRIPTION:

Describe the project. (List what the project and where/what will be impacted.)  
Replace and repair street signs, and add three sign standards

LIFE EXPECTANCY:

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

Maximum: Estimate = 7 years

Minimum: Contingent on wind velocities

ESTIMATED COST OF PROJECT:

What is the expected cost of the project?

Maximum Cost: \$750.00

Minimum Cost: \$400.00

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

Cost of replacement signs, standards, hardware, travel-time charge and labor.

ESTIMATED TIME TO COMPLETE

What is the estimated length of time to complete the project? 30 days.

What is the expected start date? To be determined

PROPOSED VENDOR(S): Who is the proposed vendor?

A-I Striping. 3302 E. Pennsylvania. Tucson AZ 85714: Tel. 883-7416:

Fax: (520) 883-7497

How was the vendor selected?

Previously retained to replace stop signs, install street signs and re-do striping.

Which other vendors were considered?

None

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FOR BOARD USE: Reserve Category to be charged: Non-Atm. Maint.Fund

Actual cost: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Permissions to install second sign standard plus sign:

1. Ronald/Kathryn Shade 4783 5. Vista Ridge Ct., Lot # 31  
O.K. to install second sign standard 08/01/03 (per tel/con; 648-0111)
2. Bob/Jackie Bruce 1528 W. Hidden Crest Ct., Lot #68  
O.K. to install second sign standard 08/01/03 (per tel/con,970-392-9444)
3. Gerald/Ida Walters 1516 W. Hidden Crest Ct., Lot # 69  
O.K. to install second sign standard 08/01/03 (per tel/con, 648-0077)

[Attach to Request Form]

Permissions to install