

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting – November 12 2013
APPROVED BY BOARD: December 10, 2013

The meeting was held at 4919 S Gloria View Court. There was a quorum of the board: Marianne Bishop, Joyce Bulau, Jim Callahan, Paul Gilmore and Ann Striker. Homeowners present Jerry LeTendre, Jerry Larsen, Larry and Nancy Engel and Jerry Bodmer. Joyce Bulau called the meeting to order at 9:02 AM.

1. OFFICERS' REPORTS

A. Secretary

A MOTION was MADE by Paul Gilmore SECONDED and UNANIMOUSLY PASSED approving the October 8, 2013 board minutes as distributed via email.

The negotiation with Saguaro is in the final stage and the only point remaining is the size of the covered recycle bin. Will continue to use their own trash containers. Single axle trucks will be used as main trucks, unless mechanical repair and or uncontrollable circumstances prevent such on occasion and the board will be notified in this instance. Service will be once a week with individual billing and rate is flat and includes all erf, frf and admin fees. Initial monthly rate of \$12.85 is guaranteed for 1 year. Price increase for years 2, 3, 4 and 5 capped at 4%. Extra carts \$4.00 **per month**.

A newsletter for November was emailed to the distribution list on November 5 and has been posted to our website.

B. Treasurer

The Financial statement ending October 31 2013 was reviewed. (Attachment A)

A MOTION was MADE by Paul Gilmore SECONDED and UNANIMOUSLY PASSED approving the financial report subject to audit.

The 2013 budget was revised adding funds to Account 5000 – Erosion Mitigation to cover work to be performed by Tony's Construction. (Attachment B).

The 2014 budget was reviewed and will be adopted prior to February 2014.

2. COMMITTEE REPORTS

A. Financial Advisory

The Reserve Plan was updated in October and indicated a need in 2014 of a Reserve Contribution of \$56,560 (up 8.8% from our \$52,000 contribution in 2013). The \$4,560 rise equates to \$20 per household (\$248 in 2014 versus \$228 in 2013) for the Reserve Contribution portion of the Annual Dues.

A MOTION was MADE by Paul Gilmore SECONDED and UNANIMOUSLY PASSED approving a contribution of \$56,560 to reserves in 2014.

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED approving the yearly dues for 2014 at \$495 per lot.

B. Architectural

Jim Callahan presented the monthly report (**Attachment C**). Jim then presented further additions and changes recommended by the Color Consultants of his committee.

A MOTION was MADE by Marianne Bishop:

1. That the following colors be added to the SIV Paint Color Matrix:

CAMO (STUCCO)
GREECIAN (STUCCO OR TRIM)
LOST LUGGAGE (TRIM)
NOMATIC TRAIL (STUCCO)
QUARRY (STUCCO OR TRIM)

2. The following STUCCO colors will be grandfathered:

HONEY BEIGE
PALM SPRINGS
SEDONA PEACH

3. To allow a second trim color to be used for Security/metal doors, gates, and railings.

Vote: 4 yes – 1 no (Paul Gilmore)

The color matrix and a revised Application for Painting/Repainting (**Attachment D**) will be provided to homeowners when we deliver the 2014 dues invoices in early December.

C. Maintenance

1. A request for funds for the project by Tony's Construction (**Attachment E**) was presented to the board for review.

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED approving the expenditure.

Vince Montoya stated he could start this project as soon as we have the rocks moved from the entrance at Calle Tres. The work will take approximately 15-20 working days and they will be staying on this project until completion.

2. Relocate Rip-rap View Ridge to Camino del Sol - Felix Estimate 1404 (**Attachment F**)

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED approving \$925 and having Felix Landscaping schedule this work as soon as possible.

3. Purchase of 325 gallon water trailer with gas powered pump

A MOTION was MADE by Jim Callahan SECONDED and UNANIMOUSLY PASSED to set aside \$2,756 to purchase this equipment prior to year end and to execute an agreement with Felix Landscape for a buy-back from SIV.

4. Excavate 3" wide drainage swale along the west curbs of N/S streets to prevent sediment from draining into the streets. Haul and dispose of all excess fill, sweep and clean streets. Tractor work and hand labor included.

A MOTION was MADE by Marianne Bishop approving an expenditure of \$8,165 to Felix Landscaping to be completed prior to year end. Vote: 4 yes – 1 no (Paul Gilmore)

5. Procedures for Tree Maintenance

The plat plan and recommendations of how various trees would be treated were reviewed. Ann and Marianne will be working on a draft of the Policy and Procedures to replace Attachment 7.8 of the Owners Handbook. It was suggested that this policy be transmitted to Homeowners prior to the Annual Meeting and that no trimming be scheduled until the board approves this document.

3. CONTINUING BUSINESS – None

4. NEW BUSINESS - None

5. HOMEOWNERS FORUM

Jerry LeTendre and Jerry Larson spoke about the space between Lots 100 and 101. They want the make-shift path removed in order to discourage walkers from cutting thru from Gloria View Court to View Ridge. Jerry LeTendre also asked if we would allow him to plant two smaller trees in this area so that they will have time to grow prior to removing the two mesquites which have the potential to be view blockers. Maintenance Committee would have to approve the selection prior to any planting.

Larry and Nancy Engel spoke about the tree in front of their east wall.

6. ADJOURNMENT

There was no further business to be conducted and the meeting was adjourned at 11:35 AM. The next board meeting will be held at 9 AM Tuesday, December 10, 2013 at 4731 S Harvest Moon Drive.

Respectfully submitted,
/s/ Marianne Bishop, Secretary

11/5/2013
Cash Basis

ATTACHMENT A
San Ignacio Vistas Inc.
Assets Liabilities and Fund Balances
As of October 31, 2013

Current Assets	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
Checking/Savings			
120 · COMMERCE CHECKING	<u>26,730</u>		
Reserve Account			
1502 · COMMERCE RESERVE CK.		105,896	
1503 · WASH FEDERAL 1/12/15 APY 1.55%		102,679	
1505 - VANGUARD INVESTMENT		102,343	
1506 - WASH FEDERAL MM		<u>50,553</u>	
Total Reserve Account		<u>361,471</u>	
Total Current Assets			<u>388,201</u>
 LIABILITIES & EQUITY			
Equity			
300 · Operating Fund Opening Balance			9,292
3000 · Reserve Fund Opening Balance			331,032
Net Income			<u>47,877</u>
Total Equity			<u>388,201</u>
 TOTAL LIABILITIES & EQUITY			<u><u>388,201</u></u>

San Ignacio Vistas Inc.
Profit Loss - Actual vs. Budget
10 MONTHS ENDING 10-31-13

	<u>Operating Fund</u>		<u>Reserve Fund</u>		<u>Total</u>	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>
REVENUE						
400 - Assessments	108,300	108,300				
410 - Transfer and Document Fees	2,450	2,400				
420 - Operating Fund Interest	120	204				
	<u>110,870</u>	<u>110,904</u>				
4200 - Reserve Fund Interest			5,223	2,650		
			<u>5,223</u>	<u>2,650</u>		
Total Revenue					116,093	113,554
EXPENSE						
Maintenance						
500 - Yearly Contract	22,098	26,580				
502 - Tree Trimming	0	4,000				
503 - Utilities	370	400				
505 - Other Maintenance	899	3,000				
506 - Erosion Mitigation	45	1,000				
Total Maintenance Expenditures	<u>23,412</u>	<u>34,980</u>				
4201 - Reserves - Misc Expense			75	-		
5000 - Street Repairs			24,605	25,000		
5006 - Erosion Mitigation			2,101	20,000		
Total Reserve Expense			<u>26,781</u>	<u>45,000</u>		
Administrative						
510 - Contract Service	8,500	10,200				
511 - Board	306	470				
512 - Legal	725	1,750				
513 - Communications						
513.1 - Computer and Internet	1,101	2,500				
513.2 - Telephone	934	1,020				
513.3 - Office Supplies	0	70				
513.4 - Printing/Reproduction	1,078	1,550				
513.5 - Postage/Delivery	150	300				
513.6 - Record Storage	420	420				
Total 513 - Communications	<u>3,683</u>	<u>5,860</u>				
Total Administrative	<u>13,214</u>	<u>18,280</u>				
Operating						
520 - Audit and Accounting						
521 - Insurance	2,993	3,200				
522.2 - GV Council	1,710	1,710				
523 - Taxes and Contingency						
523.1 - Taxes - Property	5	30				
523.3 - Arizona Corporation Fee	10	10				
523.4 - Contingency	90	260				
Total 523 - Taxes and Contingency	<u>105</u>	<u>300</u>				
Total Operating	<u>4,808</u>	<u>5,210</u>				
Total Expenditures	<u>41,434</u>	<u>58,470</u>	<u>(21,558)</u>	<u>(42,350)</u>	<u>19,876</u>	<u>16,120</u>
ALLOCATION						
600 - Reserve Allocation	<u>(52,000)</u>	<u>(52,000)</u>				
6000 - Operating Fund Allocation			52,000	52,000		
Excess Revenue <Expenditures>	<u>17,436</u>	<u>434</u>	<u>30,442</u>	<u>9,650</u>	<u>47,878</u>	<u>10,084</u>
Beginning Fund Balances	<u>9,295</u>		<u>331,029</u>		<u>340,324</u>	
Ending Fund Balances	<u>26,731</u>		<u>361,471</u>		<u>388,202</u>	

San Ignacio Vistas, Inc.
2013 BUDGET

	Operating	Reserve	Total
REVENUE			
400 - Assessments	108,300		
410 - Transfer and Document Fees	2,400		
420 - Operating Fund Interest	204		
	110,904		
4200 - Reserve Fund Interest		2,650	
			113,554
Total Revenue			
EXPENSE			
Maintenance			
500 - Yearly Contract	26,580		
502 - Tree Trimming	4,000		
503 - Utilities	400		
505 - Other Maintenance	3,000		
506 - Erosion Mitigation	1,000		
Total Maintenance Expenditures	34,980		
4201 - Reserves - Misc Expense			
5000 - Street Repairs		25,000	
5006 - Erosion Mitigation		56,000	
Total Reserve Expense		81,000	
Administrative			
510 - Contract Service	10,200		
511 - Board	470		
512 - Legal	1,750		
513 - Communications			
513.1 - Computer and Internet	2,500		
513.2 - Telephone	1,020		
513.3 - Office Supplies	70		
513.4 - Printing/Reproduction	1,550		
513.5 - Postage/Delivery	300		
513.6 - Record Storage	420		
Total 513 - Communications	5,860		
Total Administrative	18,280		
Operating			
520 - Audit and Accounting			
521 - Insurance	3,200		
522.2 - GV Council	1,710		
523 - Taxes and Contingency			
523.1 - Taxes - Property	30		
523.3 - Arizona Corporation Fee	10		
523.4 - Contingency	260		
Total 523 - Taxes and Contingency	300		
Total Operating	5,210		
Total Expenditures	58,470	81,000	139,470
ALLOCATION			
600 - Reserve Allocation	(52,000)		
6000 - Operating Fund Allocation		52,000	
Excess Revenue <Expenditures>	434	(26,350)	(25,916)
Beginning Fund Balances	9,295	331,029	340,324
Ending Fund Balances	9,729	304,679	314,408

ATTACHMENT C

**Architectural Committee (AC) Report
November 12, 2013**

LOT	REQUEST DATE	REQUEST	ACTION	DATE
007	10-8-13	REPAINTING	APPROVED	10-21-13
007	10-17-13	NEW PELLA WINDOWS AND SLIDERS	APPROVED	10-21-13
200	10-20-13	REPLACE DEAD TREE	APPROVED	10-25-13
029	11-6-13	REPAINTING - REQUEST TO USE NEW COLOR		

Three of the seven homeowners that received letters pertaining to either paint issues or wires on their home are rectifying the violations. If the board passes the recommendation to allow a third color (second accent) we will be able to send a letter regarding all of the paint issues that were noted during our inspection.

COMPLAINTS:

LOT 013 – October 2

The basis for 3 complaints all stem from an enormous Mesquite in the front yard of this house, but none are related to view.

Section 4.27 G. Landscape and Hedging – size of the tree
Section 3.13 Nuisances – Blowing debris

I contacted the Owners of the tree and it has been reduced to about 1/3 of its former size. I did not realize that the tree also drops pods and when we spray our trees I will contact them to see if they are aware this can be done. It would reduce the amount of work they will have to exert in order to keep the neighborhood clean.

LOT 200 - October 27

Last year a first violation letter was sent because of the size of the Velvet Mesquite in the front yard. The tree was finally trimmed in late February. Owners on Meadow Ridge returned in mid October and the tree was larger than last year at this time. An email was sent asking when the tree would be trimmed. At first the owners said their landscaper recommended waiting until early next year until the tree dries out. The complainants researched the recommendations for this tree in the AZ Gardner's Guide. The article states pruning in the spring encourages rampant growth. Since this mature tree has a height of 20 to 30 feet and spread of 25 to 30 feet therefore it is going to be difficult to contain it to 18 feet high. The article suggests that you raise the crown in late summer. It also says that this tree is not susceptible to pests.

Upon receipt of the article the Homeowner responded on November 20 that they will have their landscaper trim it at his earliest convenience.

APPLICATION FOR PAINTING/REPAINTING

Applicant's Name: _____ Date: _____

Address: _____ Lot #: _____

Phone Number(s): _____ Email: _____

SURFACE TO BE PAINTED	COLOR	FLAT	SHEEN
MAIN STUCCO:			
TRIM * :			
DOOR(S):			
GATES/RAILINGS			
UTILITY BOXES			
CONDUIT/DOWNSPOUTS			

*TRIM: Please describe below where color will be applied if other than just the roofline. Refer to the reverse side of this application for specifics regarding above surfaces. Be specific as to what you are painting. Also see Section 4.32 of the Owners Handbook.

Check to indicate work is to be performed by Owner _____ , or provide the following:

Contractor Name: _____

Date work is to begin: _____ Estimated completion: _____

Review Important Information on Reverse Side

(If you have questions or are unclear regarding guidelines we urge you to get clarification prior to painting)

PLEASE SIGN AND DATE:

_____ I ACKNOWLEDGE I have read the applicable Paint Guidelines pertaining to this Application.

_____ I would like to borrow the paint book and/or paint chips.

_____ I would like to set-up an appointment with the Color Consultants of the AC Committee.

Applicant's Signature Date submitted

FOLLOWING TO BE COMPLETED BY THE COMMITTEE

Tracking Number: _____	Date Recd: _____
Additional Info Requested: _____	Completed Application: _____
Action: _____	

Date Reviewed: _____	Response to Homeowner _____

<i>Committee Signature</i>	<i>Date</i>
<i>Secretary Signature</i>	<i>Date</i>

IMPORTANT

Guidelines have changed and it is **imperative** that you review them completely.

Applications for repainting an existing exterior surface that in all ways conform to the *Paint Guidelines* may be approved by the Committee Secretary without further review by the AC. To insure that this is the case we suggest you borrow a paint guidelines book and a PAINT CHIP to insure the correct formula for the paint you have chosen.

All painting or repainting of exterior surfaces must conform to the *Paint Guidelines for San Ignacio Vistas* (hereinafter *Paint Guidelines*) and be approved by the AC, except for the painting or repainting like-kind. Otherwise the application must be approved by the Architectural Committee.

1. **Stucco and trim colors** are preceded with the word "**SIV**" (i.e. SIV Mesa Tan, etc.). These colors have been established with 3 of the major Tucson paint suppliers, as well as local dealers: Ace Hardware (Green Valley Village) & True Value at Continental Plaza. Refer to the SIV Paint Color Matrix for additional information. Also, paint chips and the formularies are available from the Secretary to take to a paint supplier of your choice to match the SIV colors.
2. **TRIM** is defined as:
 - (1) existing roofline trim (2) gutters attached to the roofline trim (3) window bump outs (4) garage bump outs (5) column bump outs (6) wall bump outs (7) exterior wall chair rail and (8) the back wall of niches and the flat wall around recessed windows, **but not** the top, sides and bottom shelf of the niche or recessed window. These areas of the niche or recessed window are to be painted the stucco or main body color.
3. **Front doors** shall be painted the official stucco or trim color of the house, or with a paint color that resembles wood.
4. **Gutters, downspouts, utility boxes, conduit or things mounted to stucco** shall match either the trim **OR** stucco to which they are affixed. All items mounted on BRICK shall be painted to match the BRICK. SIV Foxtail, SIV Spanish Brown or SIV Toffee Crunch are the approved colors for this application. Flat or low sheen paint shall be used.
5. **Garage doors** shall be painted the official stucco color. If a home has brick in the front as an alternative you may paint the door one of the colors underlined in #4.
6. **Security/metal doors, gates, and railings** shall be painted in the official stucco or trim color, SIV Ravenwood, or black, in flat or low sheen paint. A second trim color could be used for this application but **MUST** be approved by the Architectural Committee.
7. **Simulated Brick on Homes:** These bricks are porous. It is recommended that the homeowner consider sealing brick as often as repainting is suggested.
8. **Roof seal** that is visible from neighboring lots or from above streets must not cause a glare. The approved sealant color of the **roof's visible area** is SIV Mesa Tan or darker. This may require tinting the basic roof seal color (which is usually white).

PAINT & SEALANT QUALITY -- QUALITY refers to longevity and/or tendency to fade. Paint and sealants consist of varying amounts of "solids". The greater amount of solids generally increases the life (and price) of the product. Many paint and sealant manufacturers provide the same paint color in different formulations of paint and sealant solids. Since labor is the largest cost of most jobs it is wise to use the best paint to obtain a finished product that will give you maximum life. It is suggested that the homeowner discuss with his contractor both the color and quality of paint and sealants. Depending upon paint quality, **it is suggested that repainting should be considered every 8 to 10 years.**

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: Ann Striker, Board Rep for Maintenance

PROJECT DESCRIPTION:

Construction project as described on Quote No. 13-434 dated 10/17/13 (See Attached)

Upper portion .. patio walls to center bench .. along Camino del Sol ; Lower portion .. outside of center bench to walkway curb .. along Camino del Sol; Work on both sides of View Ridge Drive and entrance way of Calles Tres; Grouted rip-rap in 6" concrete base at View Ridge Drive drain area; Prep for item above work plus straightening and resetting barricade poles

LIFE EXPECTANCY:

What is the expected life of the project? Estimate that the work should be in a viable condition for a minimum of 20 years ... perhaps 30 years or more.

ESTIMATED COST OF PROJECT: What is the expected cost of the project?

Minimum Cost: \$51,000.

Maximum Cost: \$56,000 (includes 10% contingency)

What could cause the costs to increase or decrease from the estimate? Rising cost of concrete or unexpected/unforeseen conditions once the project commences.

ESTIMATED TIME TO COMPLETE

What is the estimated length of time to complete the project? 3 weeks from start

What is the expected start date? Normally able to start the project two weeks after they receive notice that they won the contract

PROPOSED VENDOR(S):

Who are the proposed vendor(s)? Tony's Construction

How was the vendor selected? Attempted to obtain bids from qualified companies and Tony's was the only one identified to perform the work.

Which other vendors were considered? Horticulture Unlimited Inc.
Trinity Southwest Contractors LLC
Felix Landscaping
Mikes Concrete

FOR BOARD USE:

Approved Date: 11-12-13 Actual cost: _____ Start Date: _____ End Date: _____

Felix Landscaping

Felix Landscaping
78 W Calle Bayeta
Sahuarita, AZ 85629

(520)248-3644
Felixap@cox.net

Estimate

Date	Estimate No.
11/03/2013	1404
Exp. Date	

Address
San Ignacio Vistas ** Erosion Work **

Description	Quantity	Rate	Amount
<ul style="list-style-type: none"> Remove loose rip rap from both side of View ridge and haul to eroded area on Camino Del sol. Place Rip rap on erosion cloth along sidewalk north of Vista Ridge down to the wash. 			925.00
<p><i>Down front ck # 1134 =</i></p>			
		<i>463.00</i>	
			<i>11-12-13</i>
<p>50% due upon acceptance of estimate. Balance due upon completion of project.</p>			

Accepted By

Accepted Date