

**San Ignacio Vistas, Inc.
Homeowners Association
Special Board Meeting Minutes
February 22, 2011**

Approved by the Board: April 7, 2011

Present: Board Members: Marianne Bishop, Joyce Bulau, Delores Leavitt and Dave McCracken
Homeowner: Paul Gilmore and Jack Powers.

The acting Chair is Delores Leavitt and the acting Secretary is Marianne Bishop.

The meeting was called to order at 10:50 AM by the acting Chair using the agenda as distributed.

A MOTION was MADE by Paul Gilmore which was SECONDED and unanimously PASSED approving the minutes of the February 8, 2011 board meeting as distributed.

The next order of business was to fill the vacant board position created by the resignation of Wally Leibengood.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED appointing Paul Gilmore to complete the board term of Bob Christensen which will expire at the 2012 Annual Meeting.

The next order of business was to elect officers.

A MOTION was MADE, SECONDED and unanimously PASSED electing Joyce Bulau to serve as President of the Board until the 2012 Annual Meeting.

A MOTION was MADE, SECONDED and unanimously PASSED electing Marianne Bishop to serve as Secretary of the Board until the 2012 Annual Meeting.

A MOTION was MADE, SECONDED and unanimously PASSED electing Marianne Bishop to serve as Treasurer of the Board until the 2012 Annual Meeting.

A MOTION was MADE, SECONDED and unanimously PASSED electing Dave McCracken as 1st Vice President and Paul Gilmore as 2nd Vice President of the Board until the 2012 Annual Meeting.

The Board Objectives for 2011-2012 were distributed (Attachment A) and they will be reviewed by the Board at the April board meeting.

A MOTION was MADE, SECONDED and unanimously PASSED that the check signers for 2011 will be the Treasurer and the Vice Presidents.

A MOTION was MADE, SECONDED and unanimously PASSED that Delores Leavitt be assigned the function of reviewing transactions appearing on the monthly bank and brokerage statements and that she be set up with read-only access for all accounts.

The next order of business was to appoint Committees.

A MOTION was MADE, SECONDED and unanimously PASSED that Jim Callahan be appointed as Chair and that Barry Bishop, Bob Ferrier and Margaret Surpress serve as members of the Architectural Committee; Deb Nance and Linda Nealy will act as Color Consultants and Marianne Bishop will serve as Board Representative until the 2012 Annual Meeting.

A MOTION was MADE, SECONDED and unanimously PASSED that Gary Ebbesen and Larry Engel be appointed as Co-Chair and Carolyn Andersen, Sam Edison, Jane Hilsenhoff, Eileen MacLaren and Claude Nance serve as members of the Maintenance Committee until the 2012 Annual Meeting and that Dave McCracken serve as Board Representative.

A MOTION was MADE, SECONDED and unanimously PASSED that Jack Powers serve as Chair and that Greg Nowak and Barry Barkley be appointed as members of the Audit Committee until the 2012 Annual Meeting.

A MOTION was MADE, SECONDED and unanimously PASSED that Larry Engel, Kerm Jensen and Gary Powers serve as members of the Financial Advisory Committee until the 2012 Annual Meeting and that the committee will seek additional members as soon as possible. In addition, per the by-laws, the President and Treasurer shall also serve on the committee. The chair will be elected by the Committee and will not be a board member.

A MOTION was MADE, SECONDED and unanimously PASSED approving Chuck Catino, Jim MacLaren Gary Raff and Jim Steffen to serve as members of the Security Committee until the 2012 Annual Meeting and that Jim MacLaren serve as the Chair to this Committee.

A MOTION was MADE, SECONDED and unanimously PASSED that Deb Nance be appointed as Representative and Orren Snavley as alternate to the Green Valley Community Coordinating Council until the 2012 Annual Meeting.

A MOTION was MADE, SECONDED and unanimously PASSED accepting the 2011 Budget and approving a new format for presentation of the financials for operating and reserve fund.

The next order of business was to set the board calendar for the 2011-12 term.

2011: April 7, May 12, September 8, October 13, November 10, December 8, 2011
2012: January 12 and February 9. The Annual Meeting will be February __ 2012.

The first meeting of the newly constituted board will be held starting at 1:30 pm Thursday, April 7, 2011 at 1773 W Sonoran View Drive.

The meeting was adjourned at 11:15 AM.

Respectfully submitted

/s/ Marianne Bishop, Secretary

ATTACHMENT A

Board Objectives for 2011 - 2012

1) President: (2011 – 2012 President is SSSSSSSSSS)

- Encourage Director attendance at CAI and GVCCC training sessions
- Oversee our Goals and Objectives
- Conduct open and efficient Board Meetings

2) Secretary: (2011 – 2012 Secretary is Marianne Bishop)

- Maintain website
- Provide timely notice of Board Meetings via the website, Newsletter and the Green Valley News
- Prepare Agenda and deliver Board Packets prior to each meeting
- Prepare minutes of each meeting for Board review and approval, post minutes to website
- Publish three or four Newsletters during year (March, June, September and January)
- Publish Annual Meeting book in March
- Send out "dues letter" in December
- Send out "annual meeting notice" in January

3) Treasurer: (2011 – 2012 Treasurer is Marianne Bishop)

- Make timely payment to all vendors
- Record all of the Association's financial transactions on QuickBooks
- Prepare monthly Statements of Revenue, Expenses and Fund Balances for Board review and approval
- Prepare draft Budget for 2012 for Financial Advisory Committee review in October and the Board in November
- Prepare year end Statement of Assets, Liabilities and Fund Balances and the year end Statement of Revenue, Expenses and Fund Balances for Audit Committee review in January

4) Architectural Committee: (2011 – 2012 - Chair is Jim Callahan;

Secretary & Board Rep - Marianne Bishop)

- Fully account for all Requests from Homeowners
- Provide regular reports to the Board
- Prepare such Rules as the Board should require

5) Audit Committee: (2011 – 2012 Chair is Jack Powers)

- Update as required the finance manual of the Association
- Recommend to the Board such exams as deemed appropriate for the Association
- Submit an Audit Report to the Board and at Annual Meeting in February

Board Objectives for 2011 - 2012
continued

6) Financial Advisory Committee: (2011 – 2012 Chair is _____)

- Meet in March to update the Reserve Plan for presentation to the Board at its April meeting
- Meet in October to review the Budget for 2012 and develop a proposal for the 2012 Dues Assessment for presentation to the Board at its November meeting

7) Maintenance Committee: (2011 – 2012 Co-Chairs are Gary Ebbesen & Larry Engel, and Board Representative is Dave McCracken)

- Solicit bids and award contracts with Board approval for the maintenance of common areas including the control of invasive grasses
- Solicit bids and award contracts with Board approval for capital improvement of the common areas within the Association
- Solicit bids and award contracts with Board approval for the annual trimming of trees
- Solicit bids and award contracts with Board approval for such projects as set out in the Maintenance Plan
- Obtain advice of consultants and cost input from vendors so as to update Maintenance Plan for 2012 – 2052 by April 8
- Select an independent specialist firm for the purpose of performing a Full Reserve Study or updating the professional study performed in 2007.
- Provide reports when and as needed to the Board

8) Nominations Committee: (2011 – 2012 committee to be named)

- Identify two candidates to replace Director's whose terms expire in 2012
- Obtain candidate approval at 2012 via ballot mailed in January