

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting – October 11, 2012
Approved by the Board at the November 20, 2012 Meeting

The meeting was held at 4731 S Harvest Moon Dr. There was a quorum of the board: Marianne Bishop, Joyce Bulau, Paul Gilmore, Dave McCracken and Ann Striker as well as Jim Callahan, Chair of Architectural and Sam Eidson, Chair of Maintenance.

President Joyce Bulau called the meeting to order at 1:55 PM. No other homeowners were present..

1. COMMITTEE REPORTS

A. Architectural

Jim Callahan presented the monthly report (**Attachment A**). There was nothing to report on the status of the two projects that were mentioned at the September meeting since one of his committee members had just returned for the winter.

B. Maintenance

Sam Eidson presented the monthly report (**Attachment B**).

A MOTION was MADE by Dave McCracken SECONDED by Paul Gilmore and UNANIMOUSLY PASSED to accept a two-year landscape contract with Felix Landscaping covering January 1, 2013 to December 31, 2014. (Attachment C).
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The Owner of Lot 11 advised the Secretary of a tree in the Common Area behind his rear wall which parallels Camino del Sol. The roots of the tree have been lifting the wall that separates his property from the common area. It appears the roots are also lifting patio pavers and the walkway. This was the first time the association was advised of this situation.

Quotes were received from La Sierra Ranch for either cutting the roots or removing the tree. It was the general opinion of the board that the tree should be removed since the roots would have to be cut on a continuing basis. Sam Eidson was asked to contact Mark Laos with La Sierra and determine if removal could wait and if the price would be any lower if it removal could be combined with the Annual Tree Maintenance in December.

C. GVC Representative

Mary Lu Catino submitted the report (**Attachment D**).

2. OFFICER'S REPORTS

A. President

- 1) Saguaro Contract: An amendment was signed to provide for a one-year increase of 6% effective April 2013.. In April 2014 the yearly increase will drop to the original 4% provided in the original contract. (**Attachment E**),
- 2) A MOTION was MADE by Joyce Bulau, SECONDED by Dave McCracken and UNANIMOUSLY PASSED appointing Dave Roubos, Alan Hodges and Jim Loveland to serve as the 2012 Nominating Committee.
- 3) The Reserve Study Update "With-Site-Visit" dated September 24, 2012 by Association Reserves (AR) was reviewed. The board asked the Secretary to contact D J Vlaming with AR and question the change in timing of the first SAM overlay. The original Plan prepared in August 2007 called for the first overlay in 2021. The update moved the SAM coat to 2016. This is contrary to anything suggested by the contractors who have visited SIV in the past year or two. AR did not supply any supportive commentary regarding this change.

B. Treasurer

A MOTION was MADE by Dave McCracken, SECONDED and UNANIMOUSLY PASSED approving the financial report as of 9/30/12 subject to audit (Attachment F).

The Treasurer provided a year-end projection of the 2012 budget prepared as of September 25, 2012. Key elements that would affect the remainder of the year would be unexpected maintenance required to the Common Area, the cost of trimming the trees and any unexpected winter rains that would cause erosion damage.

The board reviewed a draft budget for 2013. (Attachment G).

C. Secretary

A MOTION was MADE by Joyce Bulau SECONDED and UNANIMOUSLY PASSED ratifying the Minutes of the September 13 board meeting.

3. CONTINUING BUSINESS - None

4. NEW BUSINESS - None

5. ADJOURNMENT

The meeting adjourned at 3:09 PM. The next board meeting will be held Tuesday, November 20 at 4 PM in the meeting room at Canoa Ranch Social Center at 5750 South Turquoise Mountain Dr.

Respectfully submitted,
/s/ Marianne Bishop, Secretary

ATTACHMENT A

**Architectural Committee (AC) Report
OCTOBER 11 2012**

The following items were handled since the last board meeting.

105	8-5	SATELLITE DISH	INSTALLED	9-25
050	8-25	GUTTERS & DOWNSPOUTS	AWAITING OFFICIAL REQUEST	

103 Contacted Owner on July 23 asking them to trim their palm trees in response to a complaint from the Owner at Lot 152. ACTION: complied 9-25-12

ATTACHMENT B
Maintenance Committee Minutes
September 21, 2012 Meeting

The committee reviewed the proposals to sweep the streets and recommended that Diggings be hired this year to complete the project. The request for homeowners to assist in cleaning the parking areas was excellent and has yielded terrific results. If Diggings will not be required to clean these areas it might be possible for them to lower their price slightly.

The committee also reviewed the Westland study and passed on the information and recommendations to Felix for their review and pricing. Felix will have this information back to Sam in early October. Felix will also have a quote for their general landscaping for the 2013 year to Sam by Oct. 1, 2012 for review by the board in October and inclusion into the 2013 budget.

Recommendations on action items from the Westland study:

- Area 1: Address photo 1 – fill in with large riprap
Address photo 5 – fill in with riprap and structure for drainage to Calle Tres
Felix to adjust waddles on upper bank
- Area 2: Reinforce waddles; fill in and divert water to the west
Photo 9: riprap
- Area 3: Do nothing for this year
- Area 4: Photo 13 – Felix to keep this area clean
Photo 14-15 – put waddles on corner
- Area 5: Observe for further damage (per Sam's conversation with Dwayne Huff- Sunland)

During 2014 resurfacing bids request paving contractors for bids on cement and asphalt work needed to fix "birdbath"

Submitted by: Ann Striker

Maintenance Committee Minutes
October 5, 2012 Meeting

Erosion study: We are waiting on Felix bid.

Landscaping contract for 2013: It was decided to recommend to the board to go with Felix landscaping for 2013 with more aggressive spraying of Buffleggrass in the summer.

Streets: Sam is getting names of consultants to evaluate our streets for maintenance and overlay, Sam is to meet with Jim Perking Friday for information.

Submitted by: Sam Edison

Next meeting -- Friday November 9 10:00 AM at Sam's house

ATTACHMENT C

Felix Landscaping

178 W Calle Bayeta
Sahuarita, AZ 85629

520-248-3644

Roc# 033344

Two-Year Contract for the Maintenance of the San Ignacio Vistas Homeowners Association

Felix Landscaping (“contractor”) will provide San Ignacio Vistas Home Owners Association (“SIV”) the following:

1. Contractor will provide labor and equipment to perform any and all services specified in this contract.
2. Contractor will supervise the completion of such services needed to maintain a clean and quality appearance of the areas within the boundaries of SIV designated as areas to be maintained by the SIV landscape chairman.
3. The contractor will provide 1168 hours of work over a 12 month period. The contractor will be paid \$22.75 per work hour. The annual cost of this contract will not exceed \$26,572.00 unless extra hours are approved by the maintenance chairman. Extra hours will be billed at \$22.75 per work hour. The scheduled hours will be in agreement with the monthly hours shown below unless there is written approval from the landscape chairman to change the scheduled hours for that month.
4. The contract hours shall be as follows and may be adjusted during the year as necessary:

Jan – 48	Jul – 128	
Feb – 48	Aug – 128	
Mar – 64	Sep – 192	
Apr – 96	Oct – 128	
May – 96	Nov – 64	
Jun – 128	Dec – 48	Total –1168 hours

5. Contractor shall meet with maintenance chairman periodically to discuss maintenance schedule and priorities for that month. Contractor shall work through all common areas approximately every six weeks.
6. Payment shall be made in equal amounts to the contractor bi-monthly (approximately 15th & 30th) based upon the total contract hours. Contractor will submit a detailed invoice on the last day worked for that month itemizing what areas were worked each visit. Any hours outside of the contract will be billed separately and payment is due within 5 business days.
7. During the life of this contract, contractor will maintain general liability and property damage insurance required by law. Insurance shall be as follows: Property Damage \$2,000,000; and liability Insurance of \$1,000,000 per occurrence.
8. Contactor agrees to indemnify and save San Ignacio Vistas HOA, its officers and agents harmless from and against any and all claims, liabilities, cost, expenses, and damages (including reasonable attorney’s fees and cost) based upon, related to or arising out of the acts or omissions of Contactors or Contractor’s employees or agents in the performing of contractor’s obligation hereunder.

9. The contract term is for a period of 24 months with the beginning date of January 1st, 2013 and an ending date of December 31, 2014.
10. This contract may be terminated by either party in the event of the breach hereof by the other party which termination shall be effective on the date specified in the written notice of termination, but not more than 30days from the date of such notice. In addition, either party, without cause or reason, upon 30 days prior written notice, may terminate this contract.
11. Chemicals, fertilizers and other necessary materials needed for the proper maintenance of the common areas shall be supplied and applied by the contractor at no extra cost.
12. Landfill fees occurred by contractor while performing normal maintenance shall be reimburse by SIV at cost receipts provided by contractor.
13. The contractor is responsible for determining that his workman are performing the services contracted for in the most effective manner and are using methods generally approved by professional landscape contractors.

Scope of Work

1. Pruning and trimming of trees, Cacti and plants including the removal of dead materials.
2. Control weeds in designated common areas by the use of approved chemicals and hand methods.
3. Keep silt collectors free of silt and debris, which have accumulated to impair their function.
4. Sweep and remove excess debris and dirt from streets and parking areas.
5. Eradication of Desert Broom and Bufflegrass in all common areas is an objective.
6. Controlling grass and weeds in rock drainage areas.
7. Controlling grass and weeds in the sidewalks and between the edge of curb and pavement.
8. Grasses shall be cut as needed.
9. Entrance monument and irrigation system shall be inspected and maintained once per week.
10. Erosion projects that require extra work and material shall be done on per estimate bases

This Agreement shall be governed by the laws of the State of Arizona and constitutes the entire agreement between parties regarding its subject matter.

This contract is made as of this _____ day of _____ 2012

FELIX LANDSCAPING

SAN IGNACIO VISTAS INC

By _____
Armando Felix, Owner

By _____
Joyce Bulau, President

ATTACHMENT D

BOARD OF REPRESENTATIVES MEETING -- SEPTEMBER 20, 2012

- ✓ Budget Remarks
Dick Smith, Treasurer, reported that they are about \$6000 short, due to the loss of the telephone books. There will be a \$2.00 increase in each Homeowner's dues. The last increase was in 1985.
- ✓ Community Interest Programs:
 - a. Katie Sayre from the Green Valley Fire District, Chris Kang and Chris Erickson from Valley Assistance Services: gave report on the SHiM Program: (Safety & Health in Motion) **Every household in Green Valley should have the nurse come into their house and evaluate it for the likelihood of falls. It is a wonderful educational program we should all take advantage of.
 - b. The Household Hazardous Waste Collection will be held at the Valley Presbyterian Church on Saturday, October 20, from 8 - 12.
 - c. The new types of Memberships were voted upon and passed.
 - i. Provisional Member -- Canoa Ranch, until their own HOA is formed when they will become regular member. 350 homes
 - ii. Affiliate Member -- Quail Creek will pay \$2.50 per home per year, until they receive permanent membership. 1380 homes.These two do not have voting privileges yet.
- ✓ Stan Riddle announced that the 1st Annual Benefit HOA Golf Tournament and raffle will be held on December 3, 2012 at the GV Country Club. \$75 per person. If interested, contact Kathy Ingham at GVC.
- ✓ GVC has now established itself as a 501(c)(3) Foundation.
- ✓ Ray Carroll thanked all of the voters from District 4 for his overwhelming victory in the election. Their son accepted a scholarship at Southern Methodist University. Ray couldn't talk him into staying in Arizona.
- ✓ Sandi mentioned the Electric Vehicle Event, including a solar ice cream truck, will be held on Nov 10, 2012 from 10:30 to 3 at the Chamber parking lot. On the same day will be the Pecan Festival in Sahuarita from 9 to 5.

Next meeting October 18, 2012, at 9 AM in Desert Hills Social Center

Submitted by: Mary Lu Catino Board of Representatives

ATTACHMENT E

Amendment to Contract Between Saguaro Environmental Services and San Ignacio Vistas Inc.

Covering: 4/15/11 to 4/15/16

In April 2013 there will be a price increase of 6% to counter the fact there was no increase in 2012.

In April 2014 the schedule of yearly increase will drop back to the original 4% as stipulated in the contract executed by both parties on February 10, 2011 (attached hereto).

SAN IGNACIO VISTAS INC.

SAGUARO ENVIRONMENTAL SERVICES

Marianne Bishop, Secretary Treasurer

Tammy Minot-HOA Representative

ATTACHMENT F

9/29/2012
Cash Basis

San Ignacio Vistas, Inc.
Assets Liabilities and Fund Balances
As of September 30, 2012

ASSETS

Current Assets

Checking/Savings	Operating	Reserve	Total
Operating Fund			
120 · COMMERCE CHECKING	15,194		
Total Operating Fund	<u>15,194</u>		

Reserve Account

1504 · WASH FEDERAL 2/11/13 APY .50%		50,160	
1503 · WASH FEDERAL 1/12/15 APY 1.55%		101,111	
1502 · COMMERCE RESERVE CK.		41,287	
1501 · COMMERCE - 12/20/12 APY 1.3%		94,105	
1500 · COMMERCE - 9/15/13 APY 2%		51,764	

Total Reserve Account

338,427

TOTAL ASSETS

353,621

LIABILITIES & EQUITY

Equity

3000 · Reserve Fund Balance		317,548
300 · Operating Fund Balance		8,766
350 · Retained Earnings-Operating		0
Net Income		<u>27,307</u>

TOTAL LIABILITIES & EQUITY

353,621

San Ignacio Vistas, Inc.
Actual vs. Budget
9 MONTHS, ENDING 9-30-12

	<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>
400 - Assessments	103,755	103,740				
410 - Transfer and Document Fees	3,450	900				
420 - Operating Fund Interest	144	135				
	<u>107,349</u>	<u>104,775</u>				
4200 - Reserve Fund Interest			2,985	2,880		
			<u>2,985</u>	<u>2,880</u>		
Total Revenue					110,334	107,655
Maintenance						
500 - Yearly Contract	21,329	23,764				
503 - Utilities	430	621				
505 - Other Maintenance	3,273	4,000				
506 - Erosion Mitigation	1,505	1,505				
Total Maintenance Expenditures	<u>26,537</u>	<u>29,890</u>				
5000 - Street Repairs			36,456	41,916		
4201 - Reserves - Misc Expense			<u>4,298</u>	<u>-</u>		
Total Reserve Expense			<u>40,754</u>	<u>41,916</u>		
Administrative						
510 - Contract Service	7,650	7,650				
511 - Board	236	400				
512 - Legal	800	400				
513 - Communications						
513.1 - Computer and Internet	1,109	1,435				
513.2 - Telephone	797	810				
513.3 - Office Supplies	0	40				
513.4 - Printing/Reproduction	927	1,200				
513.5 - Postage/Delivery	265	280				
513.6 - Record Storage	385	385				
Total 513 - Communications	<u>3,483</u>	<u>4,150</u>				
Total Administrative	<u>12,169</u>	<u>12,600</u>				
Operating						
520 - Audit amd Accounting	30	30				
521 - Insurance	2,140	2,140				
522.2 - GV Council	1,254	1,254				
523 - Taxes and Contingency						
523.1 . Taxes - Property	26	30				
523.3 - Arizona Corporation Fee	10	10				
523.4 - Contingency	109	301				
Total 523 - Taxes and Contingency	<u>145</u>	<u>341</u>				
Total Operating	<u>3,569</u>	<u>3,765</u>				
Total Expenditures	<u>42,275</u>	<u>46,255</u>	<u>40,754</u>	<u>41,916</u>	<u>83,029</u>	<u>88,171</u>
ALLOCATION						
600 - Reserve Allocation	<u>(50,400)</u>	<u>(50,400)</u>				
6000 - Operating Fund Allocation			<u>50,400</u>	<u>50,400</u>		
Excess Revenue <Expenditures>	<u>14,674</u>	<u>8,120</u>	<u>12,631</u>	<u>11,364</u>	<u>27,305</u>	<u>19,484</u>
Beginning Fund Balances	<u>8,766</u>		<u>317,547</u>		<u>326,313</u>	
Ending Fund Balances	<u>23,440</u>		<u>330,178</u>		<u>353,618</u>	

	2013		2012	
	PROPOSED	2013 notes	2012 Revised 5-12-12	2012 notes
Income				
Operating Revenue				
400 · Assessments	108,300	Increase to \$475	103,740	\$455 per home
410 · Transfer and Document Fees	1,500		3,450	ACTUAL
420 · Operating Fund Interest	200		180	
Total Operating Revenue	110,000		107,370	
Reserve Fund				
4200 · Reserve Fund Interest **	3,264	**Depends on new investments	3,840	
Total Reserve Fund	3,264		3,840	
Total Income	113,264		111,210	
Expense				
Operating				
Maintenance Expenditures				
500 · Yearly Contract	26,580	2 yr contract	28,132	*Thinned all cacti
502 · Tree Trimming	4,500		4,000	
503 · Utilities	400	Only electric - water shut off	830	
505 · Other Maintenance	4,000		5,000	
506 · Erosion Mitigation	5,000		4,634	500*
Total Maintenance Expenditures	40,480		42,596	
Administrative				
510 · Contract Service	10,200	No increase	10,200	
511 · Board	470		550	
512 · Legal	750	3 hours at \$250/hr	600	
513 · Communications				
513.1 · Computer and Internet	1,500	upgrade 2005 system	1,600	included 5 yr contract website
513.2 · Telephone	1,020	Suggest dropping fax line	1,080	
513.3 · Office Supplies	70		70	
513.4 · Printing/Reproduction	1,585		1,500	
513.5 · Postage/Delivery	300		280	
513.6 · Record Storage	385		385	
Total 513 · Communications	4,860		4,915	
Total Administrative	16,280		16,265	
Other Operating				
520 · Audit and Accounting	30		-	
521 · Insurance	3,110		3,112	
522 · Membership Fee - GVC	1,710	Increase	1,254	
523 · Taxes and Contingency				
523.1 · Taxes - Property	30		30	
523.3 · Arizona Corporation Fee	10		10	
523.4 · Contingency	175		400	
Total 523 · Taxes and Contingency	214		440	
Total Other Operating	5,064		4,806	
Total Operating	61,824		63,667	
Total Expense	61,824		63,667	
Net Income	51,440		47,543	
	113,264		111,210	
less operating expense	(61,824)		(63,667)	
less reserve fund allocation**	(52,000)		(50,400)	
Net Increase / (Decrease)	After			
Allocation to Plan	(560)		(2,857)	