

**San Ignacio Vistas, Inc.**  
**Homeowners Association Minutes**  
**Board Meeting – November 14 2016**  
Approved vis email on November 15, 2016

The meeting was held in the Mesquite Room of the Canoa Hills Recreation Center. There was a quorum of the board present: Marianne Bishop, Jim Callahan, Shelli Knopik, Paula Leeson and Ann Striker. Also: Pat Imgrund and Duane Felstet, Road Sub Committee and John Haymond, Landscape Sub Committee. The meeting was called to order at 9 AM.

**1. SECRETARY**

The minutes of the October 17 meeting were emailed to the board members after that meeting and were unanimously approved as distributed.

The draft newsletter will be mailed to the board members within the next week for approval prior to being distributed to homeowners the first week in December with the 2017 dues invoice.

It is soon time to put up Christmas decorations. Saturday November 19 was chosen and the Secretary will send an email to homeowners looking for this year's ad hoc committee.

**2. TREASURER**

The Financial statement ending October 31, 2016 was reviewed. (Attachment A)

The contract with Felix Landscaping for 2017 was executed (Attachment B)

A MOTION was MADE SECONDED and UNANIMOUSLY PASSED accepting the Treasurer's Report subject to Audit.

**3. ROAD SUBCOMMITTEE**

Pat Imgrund surveyed our roads upon his return this past weekend and was pleasantly surprised at their condition. He does not foresee the need to include money for road work in the 2017 budget. Presently Pat said he is comfortable waiting until 2020 to perform any overlay on the streets but the committee will continue to monitor watching for any changes that might require action sooner. The \$39,532 that was in the RRP for seal coat in 2017 was removed.

Reflectors will require some servicing and Pat also proposed replacing some faded stop signs. The Secretary said she would contact the various utility companies to see if we could get them to paint their faded and unsightly boxes that are located in our common area.

**4. LANDSCAPE SUBCOMMITTEE**

Ann Striker said she would set up a meeting between John Haymond and Jerry Bodmer so they could discuss plants that would work well in our Common Area since some that are suggested in the Long Range Plan have not done well. John has a degree in Botany and has been studying plants of the Southwest since he moved here from Colorado.

**5. ARCHITECTURAL COMMITTEE**

Jim Callahan's provided his report (Attachment C)

**6. FINANCIAL ADVISORY COMMITTEE**

In the absence of Gary Powers, he directed the Treasurer to give the following report:  
The FAC recommends an increase of \$5 to HOA dues for 2017 to \$530.

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED approving the yearly dues for 2017 at \$530 per lot.

A MOTION was MADE by Marianne Bishop SECONDED and UNANIMOUSLY PASSED approving a contribution of \$50,160 to the Reserve Fund in 2017.

**7. CONTINUING BUSINESS - None**

**8. NEW BUSINESS**

There was an issue with Showcase Meats & Seafood Co, LLC continuously disregarding posted No Solicitation signs in our neighborhood. On numerous occasions Jerry Bodmer personally brought this to the attention of their representatives asking them to leave the area immediately. They just keep coming back. Jerry filed a formal complaint with the Better Business Bureau.

In researching AZ law\* it seems that we should be referring to trespassing rather than soliciting as it is considered trespassing if "reasonable notice prohibiting entry" has been posted. Therefore it would be easier to enforce and call the SAV if our signs referred to trespassing.

\*Arizona State laws for trespassing, under AS 13-1502

Pat Imgrund will determine if a sign 17" wide and 7" high stating "NO TRESPASSING, VIOLATORS WILL BE PROSECUTED" would fit on the posts we have at both entrances. The next standard size is 29" x 14". If the standard sizes will not work we can get a custom sign made at additional cost.

**9. ADJOURNMENT**

With no further business to be conducted the meeting was adjourned at 10:30 AM. The next scheduled meeting is January 9, 2017 to be held at the Canoa Hills Center on Camino del Sol in the Mesquite Room starting at 9 AM.

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

1:58 PM  
11/2/2016  
Cash Basis

ATTACHMENT A  
SAN IGNACIO VISTAS, INC.  
Balance Sheet  
As of October 31, 2016

	<u>OPERATING</u>	<u>RESERVE</u>	
<b>ASSETS</b>			
120 · COMMERCE CHECKING	<u>24,070</u>		
1502 · COMMERCE RESERVE		23,096	
1505 · WELLESLEY INCOME VWIAX (MV = 127,320)		120,794	
1507 · WASH FED 5yr 2/13/20 APY 1.93%		61,921	
1508 · GOLDMAN SACHS CD .85% -4-28-17 (MV-100,050)		100,001	
1509 · COMMERCE CD 6/30/17 APY .98%		101,539	
1510 · WELLINGTON -VWENX (MV = 55,639)		51,075	
1511 · VANGUARD - MM		<u>1,282</u>	
		459,708	
Total Current Assets			<u><u>483,778</u></u>
<b>LIABILITIES &amp; EQUITY</b>			
Equity			
300 · Operating Fund Balance	6,887		
3000 · Reserve Fund Balance		431,899	
350 · Retained Earnings-Operating	(426)		
Net Income	17,181	28,237	
Total Equity	<u>23,642</u>	<u>460,136</u>	
TOTAL LIABILITIES & EQUITY			<u><u>483,778</u></u>

	Operating		Reserve		Total	
	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>						
400 · Assessments	67,949	67,949	51,750	51,750		
410 · Transfer and Document Fees	4,550	3,000				
420 · Operating Fund Interest	116	120				
4200 · Reserve Fund Interest			6,760	9,000		
	<u>72,615</u>	<u>71,069</u>	<u>58,510</u>	<u>60,750</u>		
<b>Total Income</b>					131,125	131,819
<b>Expense</b>						
<b>Maintenance Expenditures</b>						
500 · Yearly Contract	25,017	30,000				
501 · Invasive Grass	466	2,500				
502 · Tree Trimming	3,542	3,600				
503 · Utilities	227	300				
505 · Other Maintenance	6,111	4,000				
506 · Erosion Mitigation	650	2,000				
507 · Plant Replace	690	2,200				
5006 · Erosion Mitigation			6,936			
5000 · Street Repairs			23,337	35,000		
<b>Total Maintenance</b>	<u>36,703</u>	<u>44,600</u>	<u>30,273</u>	<u>35,000</u>		
<b>Administrative</b>						
510 · Contract Service	10,000	12,000				
511 · Board	124	500				
512 · Legal	350	1,500				
<b>513 · Communications</b>						
513.1 · Computer and Internet	914	1,100				
513.2 · Telephone	876	1,000				
513.3 · Office Supplies	36	50				
513.4 · Printing/Reproduction	565	2,000				
513.5 · Postage/Delivery	132	250				
513.6 · Record Storage	456	460				
<b>Total 513 · Communications</b>	<u>2,979</u>	<u>4,860</u>				
<b>Total Administrative</b>	<u>13,453</u>	<u>18,860</u>				
<b>Other Operating</b>						
521 · Insurance	3,475	3,500				
522 · Membership Fee - GVC	1,710	1,710				
523 · Taxes and Contingency	94	400				
<b>Total Other Operating</b>	<u>5,279</u>	<u>5,610</u>				
<b>Total Expense</b>	<u>55,435</u>	<u>69,070</u>	<u>30,273</u>	<u>35,000</u>		
<b>Net Income</b>	17,180	1,999	28,237	25,750		
<b>Beginning Fund Balance</b>	6,887	6,887	431,898	431,898		
350 · Retained Earnings	(426)					
<b>Ending Fund Balance</b>	<u>23,641</u>	<u>8,886</u>	<u>460,135</u>	<u>457,648</u>	<u>483,776</u>	<u>466,534</u>

# Felix Landscaping

178 W Calle Bayeta  
Sahuarita, AZ 85629

520-248-3644

ROC# 033344

## 2017 Contract for Maintenance of San Ignacio Vistas, Inc. Common Areas

Felix Landscaping ("Contractor") will provide San Ignacio Vistas Inc. Homeowners 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 S.I.V. designated as areas to be maintained by the S.I.V. landscape chairman.
3. The contractor will provide 1264 hours of work each of the contract years according to the schedule detailed in #4 below. The contractor will be paid \$23.75 per hour worked. The annual cost of this contract will not exceed \$30,020.00 unless extra hours are approved by the maintenance chairman. Additional hours will be billed at \$23.75 per 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 any month.

4. The hours shall be approximately as follows:

Jan – 48	Jul – 192	
Feb – 48	Aug – 128	
Mar – 64	Sep – 192	
Apr – 128	Oct – 128	
May – 96	Nov – 64	
Jun – 128	Dec – 48	<b>Total –1264 hours</b>

5. Contractor shall meet with maintenance chairman periodically to discuss the maintenance schedule and priorities for that month. Contractor shall work through all common areas approximately every six weeks.

6. Payment: There will be 24 equal payments made during the yearly contract. The Contractor will be paid twice a month, mid-month and at the end. Contractor will submit detailed invoice on the last day worked for every month recapping hours and work performed. Dump fees will be billed and paid separately upon invoice by the Contractor.
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 12 months with the beginning date of January 1<sup>st</sup>, 2017 and an ending date of December 31, 2017.
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 30 days 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 contactor at no extra cost unless discussed with SIV management because of special circumstances.
12. 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.

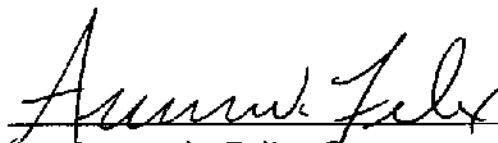
## Scope of Work


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 and which impair their function.
4. Sweep and remove excess debris and dirt from streets and parking areas.
5. Eradication of Desert Broom and Buffelgrass 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, especially after the monsoon.
9. Watering new plants.
10. Entrance monuments shall be inspected and maintained once per week.
11. An estimate for erosion projects requiring extra work and material shall be submitted for approval prior to the Contractor performing any work.


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 14<sup>th</sup> day of November 2016

Accepted by:

  
Armando Felix, Owner  
Felix Landscaping

  
Mariana Bishop, Secretary  
San Ignacio Vistas HOA



## ATTACHMENT C

ARCHITECTURAL COMMITTEE (AC) REPORT  
NOV 2016

LOT	REQUEST DATE	REQUEST	ACTION	DATE
184	9-27-16	PAINT APPLICATION	APPROVED	10-10-16
165	10-10-16	PAINT APPLICATION	APPROVED	10-11-16
176	10-14-16	PAINT APPLICATION	APPROVED	10-15-16
176	10-15-16	NEW FRONT GATE	APPROVED	10-15-16
221	10-24-16	FRONT ENTRYWAY PATIO AND GATE	APPROVED	10-27-16
082	11-7-16	PAINT APPLICATION	APPROVED	11-9-16
174	11-11-16	SOLDIER WALL AND FRUIT TREES	APPROVED	11-11-16

## LOT 061

The Landscape violation has been resolved and the hold has been removed from this property.

There were some complaints regarding a trailer parked in front of Lot 038 because it was on the curve and on one of the main streets in and out of our association. The homeowner had his truck break down and he was unable to move it for a few days.