

**San Ignacio Vistas, Inc.**  
**Homeowners Association Minutes**  
**Board Meeting – November 9 2015**  
**Board Approved: January 11, 2016**

The meeting was held in the Mesquite Room at Canoa Hills Rec Center and there was a quorum of the board: Marianne Bishop, Joyce Bulau, Paula Leeson and Ann Striker. Also, present were Rick & Pam Irvin (Lot 021) and Pat Imgrund, chair of the Road Sub-Committee (Lot 116).

## **1. COMMITTEE REPORTS**

### **A. Architectural**

In the absence of Jim Callahan, Chair, Marianne Bishop presented the monthly report. Only one request was vetted since October, and this was for an addition to the Master Bedroom on Lot 173 which entailed enclosing part of the patio.

### **B. Maintenance**

The cut-off for homeowners to request service under the procedures of Common Area Annual Maintenance has been set at December 15, 2015. To date we have received 6 requests.

Felix Landscaping (Armando) was present for this portion of the meeting and addressed the board regarding recent activities and what he plans to do during the winter and into the spring. (Attachment A)

### **C. Financial Advisory Committee**

In the absence of Gary Powers, he directed the Treasurer to give the following report:

The FAC recommends an increase of \$25 to HOA dues for 2016 to \$525.00

The committee will have a meeting in December 2015 to review and make recommendations to the board to be presented at their January 11 meeting to include the following:

- |                                 |                      |
|---------------------------------|----------------------|
| 1) Funding for the Reserve Plan | 3) Investment Policy |
| 2) Investments                  | 4) 2016 Budget       |

## **2. OFFICERS' REPORTS**

### **A. Secretary**

A MOTION was MADE, SECONDED and PASSED to ratify the minutes of the October 5, 2015 meeting that were approved via email.
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The Oktoberfest was successful, having to be moved to Canoa Hills at the last minute due to weather. There were 79 reservations and 4 people were unable to attend at the last minute. \$790 was collected. After expenses and returning \$40, the balance in the Social Committee petty cash is \$326 which will be used to buy supplies for future events, such as our own cold beverage dispensers. The board extends its appreciation to Social Committee: Elizabeth Cohen, Chair, Deb Moeck, Dee Ruger, and Toni Larsen (who made all of the German Potato Salad) and Roger Bulau for all the time and effort in making this such a wonderful event. Also to Eileen McLaren for pitching in. Unfortunately most members of the Social Committee resigned after this event. We are looking for other homeowners that would like to work with the board on future events.

## B. President

Joyce updated the board about the activities of the Business Leadership Group that are trying to increase visibility of Green Valley. She also talked about the Wellness Center being developed on the north side of the Green Valley Hospital.

## C. Treasurer

A financial report as of October 31 was presented by the Treasurer and accepted by the board. It is included as **Attachment B**.

A MOTION was MADE, SECONDED and PASSED to revise the 2015 Budget. **Attachment C**.

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED approving the yearly dues for 2016 at \$525 per lot.

A MOTION was MADE by Ann Striker SECONDED and UNANIMOUSLY PASSED approving a contribution of \$51,750 to the Reserve Fund in 2016.

Marianne Bishop stepped out while the board discussed the Contract Service provided by Reliable Secretary Service.

A MOTION was MADE by Paula Leeson SECONDED and UNANIMOUSLY PASSED approving a monthly raise of \$50 for Reliable Secretary Service in 2016.

Because there is money available in the printing budget, the board directed the Secretary to revise the neighborhood phone directory which will be distributed in January when we put out the agenda for the Annual Meeting.

Ann Striker asked that we try to get information from the GVC about what other HOAs are charging for their yearly assessments. Joyce had a current list and after calling to confirm these figures found many to be outdated. She was told this project would be put on their "to do list".

## 3. CONTINUING BUSINESS

The proposed changes to our CC&Rs were published in the October newsletter and there have been no comments or questions received from any homeowners. The Secretary will prepare a ballot and circulate it to the board for approval prior to having it duplicated for distribution to the homeowners for vote prior to the Annual Meeting.

## 4. NEW BUSINESS - None

## 5. ADJOURNMENT

With no further business to be conducted the meeting was adjourned at 11 AM. The next board meeting will be held on Monday, January 11 at the Canoa Hills Recreation Center in the Mesquite Room starting at 9 AM.

Respectfully submitted,  
/s/ Marianne Bishop, Secretary

# ATTACHMENT A MAINTENANCE REPORT

## LANDSCAPING SUB-COMMITTEE

- 1) Gary Raff and Tim Olsen inspected the stucco walls by the parking areas and found some areas that need to be repaired. Gary will get two quotes and provide them to the board with a recommendation.
- 2) This past week the following were planted:
  - 25 Euphorbia lathyris (Gopher)
  - 25 Caesalpinia pulcherrima (Red Birds)
  - 20 Leucophyllum frutescens (Texas Ranger)
- 3) All of the grass and growth around the perimeter that was higher than the walls has been addressed. A new weed killer that is more costly is being used and has proved to be more effective.
- 4) The crew will continue to thin the Brittle Bush that is growing rampant. Armando stated that because this has been a wetter than usual monsoon with continued moisture into the fall, and a possible El Nino year, all of this moisture is causing this plant to flourish. Also irrigation from the homes above the slopes add to the size and amount of this plant.

Because of this layout we have a unique situation. We need this vegetation to control erosion. If we took out all of the Brittle Bush we would have to over seed and this would create a new problem of having to water and then cut this grass. We will leave enough of this plant to control erosion.

- 5) The annual tree service was discussed. Armando was directed to start servicing the following trees in our Common Area from now to the end of 2015. There is \$900 left for this activity in this year's budget

Trees on Sonoran View Drive  
In the area between Lots 088 and 089

- 6) In 2016 we would like to add a focal point on an end cap on one of the streets using large boulders and plants. Armando will give a sketch of what he envisions with a cost estimate. We plan to continue this throughout the grounds as our budget permits.
- 7) A cholla at the end of King Arthur Ct, by the mailbox needs to be removed,
- 8) Lot 055 had landscape stone that was donated to the Common Area as they were having their yard re-landscaped. It was put outside of their wall to the west to control of brittle bush growing in this area.

## ROAD SUBCOMMITTEE

- 1) Both King Arthur and Gloria View Ct had a bad base and we paid extra to have compaction prior to repairing them. In 2016 we have scheduled repairs for Meadow Ridge Dr. and Vista Ridge Ct. Meadow Ridge has not progressed and Vista Ridge Court is worse. We may have to spend all of the allocated money on Vista Ridge and put off the repair on Meadow Ridge unless we can allocate more money from the Reserve Fund. The committee will do extensive research prior to making the final determination of what work needs to be done and schedule for this spring.

10/31/2015  
Cash Basis

ATTACHMENT B  
San Ignacio Vistas Inc.  
**Assets Liabilities and Fund Balances**  
As of October 31, 2015

**ASSETS**

<b>Current Assets</b>	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
<b>Checking/Savings</b>			
120 · COMMERCE CHECKING	18,411		
	<u>18,411</u>		
<b>Reserve Account</b>			
1502 · COMMERCE RESERVE CK.		51,525	
1505 - VANGUARD INVESTMENT		114,279	
1507 - WASH FED 2/13/20 APY 1.95%		60,735	
1508 - VANGUARD BROKERAGE		100,427	
1509 - COMMERCE CD 3/30/16 APY .95%		100,480	
<b>Total Reserve Account</b>		<u>427,446</u>	
<b>Total Current Assets</b>	<u>18,411</u>	<u>427,446</u>	<u>445,857</u>

**LIABILITIES & EQUITY**

<b>Equity</b>			
300 · Operating Beginning Balance	14,283		14,283
3000 · Reserve Beginning Balance		365,325	365,325
Net Income			<u>66,249</u>
<b>Total Equity</b>			<u>445,857</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<u>445,857</u>

San Ignacio Vistas Inc.  
**Profit Loss - Actual vs. Budget**  
10 MONTHS ENDING 10-31-15

	<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>
<b>REVENUE</b>						
400 - Assessments	114,000	114,000				
410 - Transfer and Document Fees	3,350	3,000				
420 - Operating Fund Interest	112	120				
499 - Uncategorized Income	691	0				
	<u>118,153</u>	<u>117,120</u>				
4200 - Reserve Fund Interest			4,465	8,000		
<b>Total Revenue</b>					122,618	125,120
<b>EXPENSE</b>						
<b>Maintenance</b>						
500 - Yearly Contract	25,017	30,000				
501 - Invasive Grass	763	2,000				
502 - Tree Trimming	3,690	4,600				
503 - Utilities	219	500				
505 - Other Maintenance	3,825	7,000				
506 - Erosion Mitigation	0	0				
507 - Plant Replacement	2,200	2,200				
<b>Total Maintenance Expenditures</b>	<u>35,714</u>	<u>46,300</u>				
5000 - Street Repairs			844	24,000		
<b>Administrative</b>						
510 - Contract Service	9,500	11,400				
511 - Board	235	500				
512 - Legal	350	1,000				
513 - Communications						
513.1 - Computer and Internet	787	1,200				
513.2 - Telephone	1,040	1,320				
513.3 - Office Supplies	0	50				
513.4 - Printing/Reproduction	1,172	2,500				
513.5 - Postage/Delivery	320	250				
513.6 - Record Storage	456	460				
<b>Total 513 - Communications</b>	<u>3,775</u>	<u>5,780</u>				
<b>Total Administrative</b>	<u>13,860</u>	<u>18,680</u>				
<b>Operating</b>						
520 - Audit and Accounting						
521 - Insurance	3,449	3,300				
522 - GV Council	1,710	1,710				
523 - Taxes and Contingency	101	316				
523.3 - AZ Corp Fee						
523.4 - Contingency						
524 - Member Socials	691	0				
<b>Total Operating</b>	<u>5,951</u>	<u>5,326</u>				
<b>Total Expenditures</b>	<u>55,525</u>	<u>70,306</u>			<u>55,525</u>	<u>70,306</u>
<b>ALLOCATION</b>						
600 - Reserve Allocation	(58,500)	(58,500)				
6000 - Operating Fund Allocation			58,500	58,500		
<b>Excess Revenue &lt;Expenditures&gt;</b>	<u>4,128</u>	<u>(11,686)</u>	<u>62,121</u>	<u>42,500</u>	<u>66,249</u>	<u>30,814</u>
Beginning Fund Balances	<u>14,283</u>		<u>365,325</u>		<u>379,608</u>	
Ending Fund Balances	<u>18,411</u>		<u>427,446</u>		<u>445,857</u>	

ATTACHMENT C  
SAN IGNACIO VISTAS, INC.  
REVISED 2015 BUDGET  
APPROVED BY BOARD NOVEMBER 19, 2015

	<u>Operating</u> BUDGET	<u>Reserve</u> BUDGET	<u>Total</u> INCOME
<b>REVENUE</b>			
400 - Assessments	114,000		
410 - Transfer and Document Fees	3,000		
420 - Operating Fund Interest	120		
	117,120		
4200 - Reserve Fund Interest		8,000	
<b>Total Revenue</b>			125,120
<b>EXPENSE</b>			
<b>Maintenance</b>			
500 - Yearly Contract	30,000		
501 - Invasive Grass	2,000		
502 - Tree Trimming	4,600		
503 - Utilities	500		
505 - Other Maintenance	7,000		(was 2,000)
506 - Erosion Mitigation	0		(was 5,000)
507 - Plant Replacement	2,200		
<b>Total Maintenance Expenditures</b>	46,300		
5000 - Street Repairs		1,000	(was 24,000)
5006 - Erosion Mitigation		-	
<b>Total Reserve Expense</b>			
<b>Administrative</b>			
510 - Contract Service	11,400		
511 - Board	500		
512 - Legal	1,000		(was 1,500)
513 - Communications			
513.1 - Computer and Internet	1,200		
513.2 - Telephone	1,320		
513.3 - Office Supplies	50		
513.4 - Printing/Reproduction	2,500		(was 2,000)
513.5 - Postage/Delivery	250		
513.6 - Record Storage	460		
<b>Total 513 - Communications</b>	5,780		
<b>Total Administrative</b>	18,680		
<b>Operating</b>			
520 - Audit and Accounting			
521 - Insurance	3,300		
522.2 - GV Council	1,710		
523 - Taxes and Contingency	316		
<b>Total Operating</b>	5,326		
<b>Total Expenditures</b>	70,306		
<b>ALLOCATION</b>			
600 - Reserve Allocation	58,500		
6000 - Operating Fund Allocation		58,500	
<b>Excess Revenue &lt;Expenditures&gt;</b>	(11,686)	65,500	53,814