

San Ignacio Vistas, Inc.
Homeowners Association Minutes
Board Meeting – October 9, 2017
Approved via email on October 14, 2017

The meeting was held at the Canoa Hills Recreation Center and a quorum of the board was present: Marianne Bishop, Eileen Ridenour, Glenn Seela and Ann Striker.

Homeowner: Coralee Hagopian Tatalovich

The meeting was called to order at 9:15 AM.

1. PRESIDENT

A. A Consent Agenda was provided to the board as follows:

- 1) Record the resignations of Paula Leeson & Jim Callahan
- 2) Ratify board appointments of Eileen Ridenour & Glenn Seela
- 3) Eileen is replacing Paula Leeson – term to expire at the Annual Meeting 2018
- 4) Glenn is replacing Jim Callahan – term to expire at the Annual Meeting 2019
- 5) Eileen is assuming the position of Vice President on the board
- 6) Glenn is assuming the position of Board Rep and Chairman of the Architectural Committee
- 7) The minutes of the February 23 2017 Annual and Organizational Meetings were approved by the board via email on February 25 and are hereby ratified.
- 8) Renewal of Contract with Reliable Secretary Services

All of the items on the agenda were unanimously approved.

2. SECRETARY

A certified 1st Notice of Violation was delivered on October 6 to the Owner at 1680 W Vista Ridge regarding a vehicle parked in their side yard with a 30-day notice to cure the violation.

The potluck at Canoa Hills on September 30 was attended by approximately 42. The next event scheduled on November 18 will be a soup and salad bar. The plan is to provide a salad bar with bread and request homeowners to sign up to bring a crock pot of soup or desert.

It was suggested that this year we schedule the annual meeting for Noon and serve a light lunch set up at round tables.

3. TREASURER

The Financial statement ending September 30, 2017 was reviewed and approved pending Audit. (Attachment A)

The draft budget for 2018 was distributed and will be reviewed at the November board meeting. (Attachment B)

Marianne Bishop recused herself from a discussion about Reliable Secretary services.

A motion was made, seconded and approved to increase the fee for Reliable Secretary Service by \$33 per month for 2018.

4. ARCHITECTURAL COMMITTEE

Glenn Seela presented the Monthly Report (Attachment C)

5. LANDSCAPE SUBCOMMITTEE

A MOTION was MADE to accept the Annual Contract for Common Area for 2018-20 as submitted by Felix Landscaping. (Attachment D)

A MOTION was MADE to accept the bid to renew the drainage channels on four of our north-south streets as submitted by Felix Landscaping. (Attachment E). This work will be completed in 2018.

A MOTION was MADE to accept the bid from J&H painting to refurbish the two monuments and parking walls (Attachment F). This work will be completed in 2017.

A MOTION was MADE to accept the bids for new plantings on View Ridge and the two monuments for a total of \$3,590 submitted by Felix Landscaping. (Attachment G) This work will be completed in 2017.

A MOTION was MADE to accept the bid from Felix Landscaping to construct a planter at the del Sol entrance, prep and gravel all of the areas around the monuments and parking areas and refresh the gravel at the mailboxes (Attachment G). This work will be completed in 2017 & 2018

Coralee noted that the small gravel around the mailboxes constantly washes onto the concrete pads. The board was asked to consider having some type of border (possibly larger stone at the edges of the concrete) in order to prevent that from happening in the future.

6. CONTINUING BUSINESS - None

7. NEW BUSINESS

Annual Meeting and Speaker

Ann suggested that we contact GVR to schedule a Speaker for the Annual Meeting since we have so many new homeowners. As soon as we have a firm date Ann will pursue this idea.

8. ADJOURNMENT

With no further business to be conducted the meeting was adjourned at 10:40 AM

The next scheduled meeting is November 13, 2017 to be held at the Canoa Hills Center in the Mesquite Room starting at 9 AM.

Respectfully submitted,
/s/ Marianne Bishop, Secretary

11:23 AM
 10/2/2017
 Cash Basis

ATTACHMENT A
 San Ignacio Vistas, Inc. Balance
 Sheet
 As of September 30, 2017

ASSETS	<u>OPERATING</u>	<u>RESERVE</u>	<u>TOTAL</u>
120 - COMMERCE CHECKING	<u>42,470</u> *		adj - \$1*
1502 - COMMERCE RESERVE		28,061	
1505 - WELLESLEY INCOME VWIAX (MV = 136,963)		125,120	
1507 - WASH FED 5yr 2/13/20 APY 1.93%		63,128	
1509 - COMMERCE CD 6/30/17 APY .98%		102,461	
1510 - WELLINGTON -VWENX (MV = 63,794)		53,334	
1511 - VANGUARD - MM		101,002	
1512 - VANGUARD - VTSAX (MV = 33,569)		31,286	
		<u>504,392</u>	
Total Current Assets	<u>42,470</u>	<u>504,392</u>	<u>546,862</u>
 LIABILITIES & EQUITY			
 FUND BALANCES			
300 - Operating Fund Balance	13,317		13,317
3000 - Reserve Fund Balance		464,120	464,120
Net Income	<u>26,719</u>	<u>42,706</u>	<u>69,425</u>
TOTAL LIABILITIES & FUND BALANCES			<u>546,862</u>

Income	Operating		Reserve		Total Income	
	Actual	Budget	Actual	Budget	Actual	Budget
Operating Revenue						
400 - Assessments	70,680	70,680	50,160	50,160		
410 - Transfer and Document Fee	4,200	3,000				
420 - Operating Fund Interest	119	120				
Total Operating Revenue	<u>74,999</u>	<u>73,800</u>				
Reserve Fund						
4200 - Reserve Fund Interest			5,386	11,603		
Total Income	<u>74,999</u>	<u>73,800</u>	<u>55,546</u>	<u>61,763</u>	130,545	135,563
Expense						
Operating						
Maintenance Expenditures						
500 - Yearly Contract	22,515	30,000				
501 - Invasive Grass	1,178	3,000				
502 - Tree Trimming	1,505	4,900				
503 - Utilities	389	470				
505 - Other Maintenance	3,640	5,000				
506 - Erosion Mitigation	3,880	2,000				
507 - Plant Replace	0	2,300				
4201 - Reserves-Misc (Study)			1598	2,000		
5004 - Other Maint			1452			
5006-Erosion Mitigation			9790	13,000		
Total Maintenance Expenditures	<u>33,107</u>	<u>47,670</u>	<u>12840</u>	<u>15,000</u>		
Administrative						
510 - Contract Service	9,450	12,600				
511 - Board	344	500				
512 - Legal	0	1,500				
513 - Communications						
513.1 - Computer/ Internet	1,384	1,100				
513.2 - Telephone	1,030	1,300				
513.3 - Office Supplies	47	50				
513.4 - Printing/Reproductior	455	2,000				
513.5 - Postage/Delivery	117	250				
513.6 - Record Storage	540	500				
Total 513 - Communications	<u>3,573</u>	<u>5,200</u>				
Total Administrative	<u>13,367</u>	<u>19,800</u>				
Other Operating						
521 - Insurance	0	3,500				
522 - Membership Fee - GVC	1,710	1,710				
523 - Taxes and Contingency	96	400				
Total Other Operating	<u>1,806</u>	<u>5,610</u>				
Total Expense	<u>48,280</u>	<u>73,080</u>	<u>12840</u>	<u>15,000</u>		
Net Income	26,719	720	42,706	46,763		
Beginning Fund Balance	13,317	13,317	464,120	464,120		
	<u>40,036</u>	<u>14,037</u>	<u>506,826</u>	<u>510,883</u>	546,862	

ATTACHMENT B

San Ignacio Vistas, Inc
DRAFT BUDGET FOR 2018

Recommend no increase in dues 2018

	VERSION 10-3-17	Jan - Dec 18	
		OPERATING	RESERVE
Income			
Operating Revenue			
	400 · Assessments	80,840	40,000
	410 · Transfer and Document Fees	3,600	UP 2 HOUSES
	420 · Operating Fund Interest	126	10,743
	Total Operating Revenue	84,566	
Total Income			
Expense			
Operating			
Maintenance Expenditures			
	500 · Yearly Contract	40,000	UP 10000
	501 · Invasive Grass	3,000	SAME
	502 · Tree Trimming	3,000	DOWN 1,900
	503 · Utilities	470	
ENTRANCES	505 · Other Maintenance	4,000	
DRAINAGE	506 · Erosion Mitigation	3,000	
	507 · Plant Replace	4,400	UP 2,100
	5002-Drainage Channels		4100
	5003-Retaining Walls & Monuments		1300
endcap work	5006-Erosion Mitigation		
	Total Maintenance Expenditures	57,870	UP 10,200
Administrative			
	510 · Contract Service	13,000	
	511 · Board	300	
	512 · Legal	1,500	
	513 · Communications		
	513.1 · Computer and Internet	1,500	UP 400
	513.2 · Telephone	1,200	UP 100
	513.3 · Office Supplies	50	
	513.4 · Printing/Reproduction	2,000	
	513.5 · Postage/Delivery	274	
	513.6 · Record Storage	540	
	Total 513 · Communications	5,564	
	Total Administrative	20,364	
Other Operating			
	521 · Insurance	3,500	
	522 · Membership Fee - GVC	2,166	UP 456
	523 · Taxes and Contingency		
	523.1 · Taxes - Property	6	
	523.3 · Arizona Corporation Fee	10	
	523.4 · BANK FEES	60	
	523 · Other	124	
	Total 523 · Taxes and Contingency	200	
	Total Other Operating	5,866	
	Total Operating	84,100	
	Profit or (Loss)	465	

ATTACHMENT C
ARCHITECTURAL COMMITTEE (AC) REPORT
OCT 2017

LOT	REQUEST DATE	REQUEST	ACTION	DATE
201	1-27-17	SECURITY DOORS	APPROVED	1-27-17
204	2-1-17	PAINT APPLICATION	APPROVED	2-5-17
201	2-13-17	PAINT APPLICATION	APPROVED	2-15-17
127	3-3-17	PAINT APPLICATION	APPROVED	3-7-17
213	3-8-17	FRONT ENTRANCE GATE	APPROVED	3-8-17
059	3-12-17	NEW WINDOWS	APPROVED	3-13-17
189	3-17-17	PAVERS FRONT ENTRANCE & DRIVEWAY	APPROVED	3-24-17
101	3-24-17	RAMADA	APPROVED	3-24-17
060	4-3-17	PAINT APPLICATION	APPROVED	4-5-17
016	5-3-17	PAINT APPLICATION	APPROVED	5-3-17
113	5-10-17	PAINT APPLICATION	APPROVED	5-15-17
129	5-10-17	PAINT APPLICATION	APPROVED	5-10-17
012	5-15-17	PAINT APPLICATION	APPROVED	5-15-17
221	5-20-17	ADDITION COVER FOR WATER METER	APPROVED	5-20-17
015	5-22-17	PAINT APPLICATION	APPROVED	5-22-17
166	6-27-17	PAINT APPLICATION	APPROVED	6-27-17
120	7-20-17	CABLE WIRE IN FRONT OF HOUSE	APPROVED	7-20-17
144	7-22-17	PAINT APPLICATION	APPROVED	7-22-17
018	7-29-17	PAINT APPLICATION	APPROVED	7-29-17
221	8-4-17	GUTTER INSTALLATION	APPROVED	8-5-17

Lot 064-065

On 2-14-17 Owners of Lot 064 investigated a situation wherein an Olive Tree and a large pine tree on the west wall behind the neighboring Lot 065 have completely cut off any view they used to have of the Santa Rita Mountains. They had tried to reach out to the Owner of Lot 065 but he was unwilling to consider working with them to help rectify the situation.

The Secretary met with both parties to try and reach a mutually acceptable agreement. Owners of Lot 064 have offered to pay for the removal of the tree and splitting the cost of a replacement tree if it was one that would not grow over the height of the wall. This would restore a view of the mountains from their patio. Owners of Lot 065 are afraid this will infringe on their privacy. There were a series of emails besides meeting with both parties. It seemed apparent that Lot 065 was unreceptive and Lot 064 has decided to wait until the late fall of 2017 to continue their effort to gain back this lost view.

Lot 057

On 9-20 we received a Complaint about an ATV parked in the side yard of 1680 Vista Ridge Drive. A first notice of violation letter will be delivered by Certified Mail since this homeowner does not have email nor have they provided us with their phone number. This is also in violation of our Owner's Manual.

2017 CHANGES TO PAINT PALLET

We have replaced old Scheme 2 “Birchwood” with a new color, “Fine Sand”, as well as adding Cliff Brown as an option for use as a MAIN BODY color.

As of November 1, 2017, these are the colors designated as MAIN BODY colors.

DEC747	Sahara
DE5324	Fine Sand
DEC716	Stonish Beige
DEC711	Cliff Brown
DE6116	Dover Plains
DE6137	Tan Plan
DE6117	Colorado Trail
DEC718	Mesa Tan
DE6118	Sandpit
DEC707	Foxtail – Stucco on Homes with Brick Fronts

The Color Ark on the Dunn Edwards website has been completely redesigned.

While making these changes we decided to allow homeowners flexibility to look at colors from other pallets when choosing their TRIM or ACCENT colors. Because of the expanded choices and not all colors go well together, it is a **requirement** that homeowners complete the Application to Paint and have a review by the Architectural Committee and **obtain approval prior to painting**.

FELIX LANDSCAPING

178 W Calle Bayetta
Sahuarita AZ 8569
520.248.3644

2018-2021 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 1584 hours of work each of the contract years according to the schedule detailed in #4 below. The contractor will be paid \$25. per hour worked. The annual cost of this contract will not exceed \$40,000 unless extra hours are approved by the maintenance chairman. Additional hours will be billed at \$25. per hour. The scheduled hours will agree 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 – 64	Jul – 160
Feb – 128	Aug – 160
Mar – 160	Sep – 192
Apr – 160	Oct – 160
May – 128	Nov – 80
Jun – 128	Dec – 164
Total –1584 hours	
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 and rotate the schedule during the year as to where they start on each street from north to south.
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 as soon as possible at the end of each 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 1st, 2018 and an ending date of December 31, 2021.
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 with specific attention paid to keeping cactus from growing close to the ground providing a habitat for packrats.
2. Remove debris that may have blown into the plants and cut out old irrigation lines as they become uncovered.
3. Control weeds in designated common areas by the use of approved chemicals and hand methods.
4. Keep silt collectors free of silt and debris, which have accumulated and which impair their function.
5. Sweep and remove excess debris, stones and dirt from streets and parking areas **and around mailbox pads.**
6. Eradication of Desert Broom and Buffelgrass in all common areas is an objective.

7. Controlling grass and weeds in rock drainage areas.
8. Controlling grass and weeds in the sidewalks and between the edge of curb and pavement.
9. Grasses shall be cut as needed, especially after the monsoon.
10. Watering new plants.
11. Entrances areas and monuments shall be inspected and maintained **as needed to keep them free from weeds and tall grasses.**
12. An estimate for erosion projects requiring extra work and material shall be submitted for approval prior to the Contractor performing any work and will not be billed under the Annual Contract.

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

Accepted this day of 2017

FELIX LANDSCAPING, INC.

SAN IGNACIO VISTAS, INC.

BY: Armando Felix
Owner

By: Marianne M. Bishop
Secretary-Treasurer

ATTACHMENT E

PROPOSAL FROM FELIX LANDSCAPING
ON ROCK DRAINAGE CHANNELS IN 2018

<u># OF</u> <u>WASHES</u>	<u>NAME OF STREET</u>	<u>COST PER</u> <u>STREET</u>
12	PRAIRIE HILLS DRIVE	\$1,080
10	HARVEST MOON	900
14	VIEW RIDGE DRIVE	1,260
9	GLORIA VIEW CT	810
	TOTAL:	\$4,150

SPECIFICATIONS:

Price includes removing a minimum of five to a maximum of ten feet of rock (as needed per wash) in order to prevent dirt from going over the curb during rain storms.

Re-grade the area on the side of each channel.

ATTACHMENT F

* JH Painting * 77352
520-940-7114

Statement		DATE 8/15/17	TERMS
TO San Ignacio Vistas Marianne Bishop			
IN ACCOUNT WITH Repaint Monuments / double wall / and single wall 5 PARKING AREAS			
* Power wash all walls. * Fix all hair line cracks and Any stucco Repairs needed * Spray and back Roll every thing.			
Mat & labor \$ 1250			
CURRENT	OVER 30 DAYS	OVER 60 DAYS	TOTAL AMOUNT

ATTACHMENT G

**MAINTENANCE
LANDSCAPE PROJECTS**

	2017	2017	2018	2018	
	OPERATING	RESERVE	OPERATING	RESERVE	
1. Gravel for 10 parking space			\$1,575		
2. Gravel for the 2 monuments			525		
3. Gravel and rock for the 4 way stop				940	
4. Gravel for mailbox areas			420		
5. Plants for View ridge (includes Indian Figs)	2,680				
6. Plants for the 2 monuments	810				
7. Plants for the 4 way stop				1,195	
8. Prep work for Parking spaces	950				
9. Pep work for the 2 monuments	680				
10. Prep work for the 4 way stop				825	
11. Construction of planter		380			
12. Painting 2 monuments and 5 parking walls		1,250			
Total	\$ 5,120	\$ 1,630	\$ 2,520	\$ 2,960	\$ 12,230

DRAINAGE CHANNELS

12 WASHES ON PRAIRIE HILLS DRIVE				1,080	
10 WASHES ON HARVEST MOON				900	
14 WASHES ON VIEW RIDGE DR				1,260	
9 WASHES ON GLORIA VIEW CT				810	
Total				\$ 4,050	
GRAND TOTALS	\$ 5,120	\$ 1,630	\$ 2,520	\$ 7,010	\$ 16,280
deposit pd 10-3-17	\$ (3,000)				