



**San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting**

APPROVED BY THE BOARD April 4, 2007

March 6, 2007

Board Present: Marianne Bishop, Jim Chervenka, Bob Christensen, Geri Greb & Cliff Marrs

Homeowners: The agenda was approved with no additions.

1. **Consider/Approve Meeting Minutes** A MOTION was MADE, SECONDED and PASSED to approve the Minutes of the Annual Meeting for distribution to Homeowners.

A MOTION was MADE, SECONDED and PASSED to approve the Minutes of the Special Board Meeting of February 15, 2007.

2. **Consider/Approve Financial Reports**

A MOTION was MADE SECONDED and PASSED to approve the Financial Report ([Attachment A](#)).

3. **Officer's Reports**

- **Secretary** – 2008 Meeting dates for Board and Annual Meeting MOVED SECONDED AND APPROVED ([Attachment B](#)).
- **President** - 2007 Board Goals and Objectives MOVED SECONDED AND APPROVED ([Attachment C](#)).

4. **Committee Reports**

- **Architectural - No Report**
- **GVCCC Representative – No report**
- **Maintenance Committee**

Jim Chervenka presented the report ([Attachment D](#)).

✓ Jim Chervenka, on behalf of the Maintenance Committee, MOVED funds, not to exceed \$600 from reserve, for grinding down 9 high spots on sidewalks. Work to be completed by Custom Saw Cuts, Inc. SECONDED APPROVED

5. **Trash and Recycle Committee**

- > Ratify Mailing to Homeowners ([Attachment E](#)) MOVED, SECONDED APPROVED
- > Ratify Refuse Removal Service Agreement ([Attachment F](#)) ALL IN FAVOR
- > Ratify Saguaro Welcome Letter ([Attachment G](#)) MOVED, SECONDED APPROVED
- > Consider/Approve Insert to Newsletter ([Attachment H](#)) MOVED, SECONDED APPROVED

6. **Continuing Business**

Board meeting for April changed from Monday April 2 to Wednesday, April 4 at 2 PM at 4735 S Prairie Hills Drive. Homeowners will be notified of change of date, time and place.

7. **New Business - None**

8. **Adjournment** - The meeting was adjourned at 10:15 AM.

Respectfully submitted,



Marianne Bishop, Secretary

ATTACHMENT A
San Ignacio Vistas Inc.
February 28, 2007

Statement of Financial Condition

Assets

Operating Account	\$44,207
Reserve Account	<u>198,387</u>
Total Assets	\$242,594

Liabilities

Fund Balances

Operating Fund Balance	\$44,207
Reserve Fund Balance	<u>198,387</u>
Total Fund Balances	\$242,594

Reserve equity, per member	\$870
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2007 Revenue, Expenditures and Allocations

Revenues

Assessments	\$79,800
Transfer and Document Fees	200
Operating Account Interest	345
Reserve Fund Interest	1,449
Other Income	<u>0</u>
Total Revenues	\$81,794

Expenditures

Administrative	\$4,293
Maintenance	5,746
Other Operating Expenditures	4,162
Reserve Income Taxes	0
Reserve Project Costs	<u>0</u>
Total Expenditures	\$14,201

Reserve Allocation	\$26,620
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Revenue over Expenditures	\$67,593
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Memo: Operating Revenue over Exp.	\$66,144
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Memo: Reserve Revenue over Exp.	1,449
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Net Increase in Fund Balances	\$67,593
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Memo: Change in Reserve Fund Balance	\$28,069
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Memo: Change in Op Fund Balance	\$39,524
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- ✚ Operating Account balance of \$40,340 is held at Compass Bank primarily in a MMF.
- ✚ Reserve Account balance of \$197,340 is held at AG Edwards. The Account was enhanced by the \$26,620 Allocation for 2007 and \$1,505 of interest earned through March. Investments of \$182,000 (stated at cost) are primarily in CDs. Weighted average interest rate on our investments is 4.6%. The \$15,390 balance is in a MMF which is presently yielding 4.71%.
- ✚ The annual assessment of \$79,800 was collected in January. We collected \$400 of the budgeted \$4,500 in Transfer and Document Fees in through March. During the first quarter we have earned \$505 of the \$920 budgeted for Operating Fund Interest. We project \$8,500 of interest will earned in the Reserve Fund during 2007. Our investments pay interest semi-annually mostly in January/July or in June/December.
- ✚ Expenditures of \$18,378 through March are above the normal run rate of about \$4,900/month primarily because we paid our audit and membership fees for the year. Also we prepaid our internet hosting/registration fees and our record storage fee in January. In February we purchase QuickBooks Pro as recommended by our CPA. The first quarter also included a more active mailing program than is typical for the year as a whole. Through March we are \$858 over budget, all in the Administrative Expenditures account.
- ✚ Reserve Income Taxes are projected to total \$2,638 in 2007 including \$527 of 2006 FIT paid in March, plus \$703 of 2006 taxes to be paid the State of Arizona and \$1,408 of estimated payments on FIT for 2007 which will be paid in April.
- ✚ Reserve Allocation of \$26,620 was fully funded in January, as planned.
- ✚ The Change in Reserve Fund Balance of \$28,069 includes the \$26,620 Reserve Allocation plus the \$1,505 of Reserve Fund Interest less the expenditure of \$527 for taxes and \$526 for project costs.
- ✚ The Change in Operating Fund Balance of \$35,707 includes \$4,683 of operating funds carried forward from 2006, the collection of \$79,800 in Assessments plus \$400 in Fess and \$505 in Interest less the Reserve Allocation of \$26,620 and \$18,378 in Operating Expenditures.

"Attachment B"

SAN IGNACIO VISTAS HOME OWNERS ASSOCIATION

2008 MEETING DATES

1/7	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
2/4	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
2/28	ANNUAL	Saguaro Room - Canoa Hills	9 AM to 10:30 AM
ARP -- TBD	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
4/7	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
5/5	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
6/2	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
7/7	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
8/4	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
9/8	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
10/6	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
11/3	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM
12/1	BOARD	Mesquite Room - Canoa Hills	9 AM to 10:30 AM

“Attachment C”

2007 Board Goals and Objectives

- The goal of our Board is to Maintain, Protect and Enhance the Value of the homes in San Ignacio Vistas.
- We measure our success by comparing the Average Sale price of our Homes from year to year.
- The decisions we make as a Board should be in accordance with the “business judgment rule” with the objective of making a positive impact on the value of our assets.
- Accordingly our Board will
 - act in good faith,
 - act within the limits of our expertise,
 - act lawfully and with ethical intent,
 - rely on experts,
 - deal fairly with our vendors and
 - resist reinventing the wheel.
- Our Board will meet openly, with a timed agenda. The participation of homeowners, committee members, committee chairs and directors will be encouraged.
- The Board will rely upon committees to do the work of the Association. It will either delegate issues to one of the standing committees (Architectural and Maintenance) or form a committee such as Financial Advisory, Nominations, Trash and Recycle to deal with the issue.
- The Board will appoint a Representative to each of the committees. Either the Chair of the committee or the Board Representative will prepare and present a report to the Board when and as needed.
- Prior to each Board meeting a Package will be provided including:
 - Agenda,
 - Draft of the Minutes from the prior meeting,
 - Report from the Secretary,
 - Financial Report to the Homeowners,
 - Financial Report to the Board,
 - Report from the President,
 - Report of the Architectural Committee,
 - Report of the Maintenance Committee,
 - Report of the GVCCC Representative, and
 - Report of any other Committee.
- Only issues placed on the agenda will be voted on at the meeting. Only reports attached to the agenda will be discussed at the meeting.
- Every member of the Board will come to its meetings prepared. We will display a professional demeanor. We will put personal issues aside.
- At the end of each meeting there will be an accounting of action items.

Here is a Sample Agenda:

- o Call to Order 9:00 AM
- o Approval of Minutes 9:01 AM (1 min)
- o Secretary's Report 9:02 AM (3 mins)
- o Treasurer's Report 9:05 AM (7 mins)
 - Approval of Financial Report to Board
 - Approve of Financial Report to Homeowners
- o President's Report 9:12 AM (5 mins)
- o Architectural Committee Report 9:17 AM (3 mins)
- o Maintenance Committee Report 9:20 AM (3 mins)
- o GVCCC Representative's Report 9:23 AM (3 mins)
- o Trash & Recycle Committee Report 9:26 AM (10 mins)
 - Appoint co-chair
 - Approve RFP
- o Open Forum 9:36 AM (10 mins)
- o Continuing Business 9:46 AM (0 mins)
- o New Business 9:46 AM (4 mins)
- o Celebration 9:50 AM (3 mins)
- o Adjourn 9:53 AM (0 mins)
- o List of Action Items 9:53 AM (3 mins)

Board and Committee

➤ Objectives for 2007

- President:
 - ✓ Encourage Director attendance at CAI (April 14) and GVCCC (March 29) training sessions
 - ✓ Oversee our Goals and Objectives
 - ✓ Conduct open and efficient Board Meetings
- Secretary:
 - ✓ Deliver Board Books prior to each meeting
 - ✓ Publish four Newsletters during year
 - ✓ Publish AM book in February
 - ✓ Update or publish Directory in December
- Treasurer
 - ✓ Complete migration to QuickBooks
 - ✓ Prepare Budget for 2008
 - ✓ Obtain Reviewed Financial Statements at YE
- Architectural:
 - ✓ Fully account for all Requests from Homeowners
 - ✓ Provide regular reports to the Board
- Maintenance:
 - ✓ Complete repairs of Sidewalks and Curbs
 - ✓ Obtain street repairs when and as needed
 - ✓ Obtain "Expert" Reserve Study
 - ✓ Obtain and direct maintenance of common areas
 - ✓ Obtain and direct annual tree trimming
 - ✓ Examine entrance ways and recommend electrical, water or vegetation repairs and/or improvements
 - ✓ Provide monthly reports to the Board
- Financial Advisory:
 - ✓ Review Budget for 2008
 - ✓ Review Reserve Plan for 2008 – 2012
 - ✓ Review and Recommend 2008 Assessment
- Nominations:
 - ✓ Obtain approval of Directors at Annual Meeting
- Trash and Recycle:
 - ✓ Obtain approval of Ballot initiative
 - ✓ Mail Request for Proposals
 - ✓ Choose Refuse Removal Service Provider
 - ✓ Recommend Refuse Removal Service Agreement to the Board
 - ✓ Assist Homeowners in Transition

**“Attachment D”
Maintenance Committee Report**

- Jane Hilsenhoff and Bob Hill joined the Maintenance Committee as new members. Members continuing on the committee include Sam Eidson, Larry Engel, Larry Ridley and Roy Mastic. Committee members also agreed to the following areas of responsibility:
 - Sam Eidson: General Contact and Streets & Sidewalks
 - Larry Ridley: General Contact and Landscaping
 - Larry Engel: Streets & Sidewalks & Tree Trimming (seasonal)
 - Jim Chervenka: Board Liaison, Tree Trimming and Landscaping
- The Association’s regular landscaping contractor, Gold Canyon Landscaping addressed requests for tree trimming in the common area east of several houses on Gloria View Court.
- Gold Canyon continues to work on routine landscaping maintenance of the common areas. Work this month included cutting some small brushes and grass overhanging curbs adjacent to roads along interior common areas, continual removal of brush and volunteer mesquites near back fences along the common areas, and removal of several dead cactus. In addition Gold Canyon continued work to remove growth from the drainage collection basin located between View Ridge Drive and the I-19 West Frontage Road and north of the cul de sac at the end of Gloria View Court. This work is approximately 75% complete. Focus areas for the next month will be:
 - complete removal of growth from the drainage collection basin
 - begin cutting of any new growth spring grass
- Sunland provided an initial bid for street repair work in an area in front of 4782 S. Vista Ridge Court (Lot 30). Since this area was repaired only ~ 2 years ago, two local consultants (Roy Erichsen and Roger Westrate) were asked to review the area and the proposed repairs to see if they were sufficient to ensure a longer life for the repaired area. They feel that there is probably a need to address the substrate in this area in order to ensure a longer repair life. They will meet with Sam Eidson, Larry Engel and Jim Chervenka to further review the area in question. They will then prepare specifications for the recommended work and obtain new bids for the work from at least two local vendors, including Sunland. At this time it is anticipated that a recommendation and proposal will be brought to the April Board of Directors meeting.
- Sam Eidson met with a representative of Custom Saw Cuts, Inc. concerning grinding down a number of ½ to 1-inch high spots on the sidewalks. Upon further review 9 areas have been identified that should be lowered. A quote, copy attached, was obtained from Custom Saw Cuts, Inc. for this work.
- Three complaints concerning street or common area parking were reviewed by the Committee. All three concerns were moved prior to any contact by the Committee.
- The next Maintenance Committee meeting is scheduled for March 19, 2007 at 9 am in the Mesquite Room at the Canoa Hills Social Center.

IMPORTANT ANNOUNCEMENT REGARDING TRASH SERVICE

The AMENDMENT to the CC&R's passed: In Favor: 154 Opposed: 12

After reviewing three proposals, your Board of Directors has awarded Saguaro Environmental Services as the sole provider trash and recycling for SIVHOA, with the last pick up from Waste Management (WM) to be March 30, 2007.

The new service from Saguaro will begin on April 2, 2007.

Since Friday, March 30 will be the last recycle collection by Waste Management, please leave your recycle container outside after the material is picked up by their truck.

Place your container outside even if you have no recycle material for that day. Our committee will be collecting those containers and placing them in a central location on each street so that they may be returned to WM. Saguaro will be giving us new containers. Each one will be marked with the lot owners address on the bottom to help us find their **way home** in case they are blown on one of our **windy** days.

You will be receiving an envelope from Saguaro Environmental Services which will be mailed during the last week in February which will fully explain their service. This mailing will also contain two cards.

- **One to establish your account with Saguaro**
- **The other will cancel your service with Waste Management and apply for credit for any prepayment by you beyond March 31.**

Please complete these cards immediately and return them in the envelope you will be provided.

Once you receive this mailing if you have any questions either call the secretary at 520-625-4924 or the customer service desk at Saguaro.

SAN IGNACIO VISTAS, INC.

Homeowners Association
P.O. Box 1150
Green Valley, AZ 85622-1150

PRESORTED
STANDARD
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Green Valley, Arizona
PERMIT NO. 14

IMPORTANT ANNOUNCEMENT
REGARDING CHANGE
TO TRASH SERVICE

"Forwarding Service Requested"

"Attachment F"

Ratify Refuse Removal Service Agreement

christer1@cox.net wrote:

The Trash and Recycle Committee met on February 20 to consider proposals from Saguaro, Talking Trash and Waste Management. The Committee recommends that we accept the Saguaro proposal.

On February 22 most of the Committee met with Kathleen Gonzalez from the Tucson office of Saguaro to discuss terms of the Refuse Removal Service Agreement based upon Discussion Points developed by the Committee. A DRAFT of the Refuse Removal Service Agreement was then developed and reviewed by both the Committee and our counsel, David McEvoy. They now commend the Refuse Removal Service Agreement to the Board for Approval.

Marianne and I need to execute the Agreement on Tuesday and approve a WELCOME LETTER that Saguaro will mail to our Homeowners shortly thereafter. The Welcome Letter will contain a Start Up Card that our Homeowners will need to return to Saguaro by MARCH 15 and a cancellation card that our Homeowners will need to get to Waste Management by MARCH 31. Time is of the essence.

Consequently I hereby request your support for a resolution of the Board that accepts the recommendation of the Trash and Recycle Committee to enter into a Refuse Removal Service Agreement with Saguaro Environmental Services on February 27, 2007 to begin Refuse Removal Service beginning April 2, 2007 and for up to five years thereafter (subject to termination with 90 days notice) at an initial all inclusive rate of \$14.50 per month with a 5% cap on increases at each anniversary of the Agreement.

Bob Christensen, President & Marianne Bishop, Secretary vote in favor of the Agreement

-----Original Message-----From: rgreb1@cox.net Sent: Saturday, February 24, 2007 6:48 PM

I support the resolution of the Board that accepts the recommendation of the Trash and Recycle Committee to enter into a Refuse Removal Service Agreement with Saguaro Environmental Services on February 27, 2007 to begin Refuse Removal Service beginning April 2, 2007 and for up to five years thereafter (subject to termination with 90 days notice) at an initial all inclusive rate of \$14.50 per month with a 5% cap on increases at each anniversary of the Agreement.

Geraldine A. Greb

-----Original Message----- From: Jim Chervenka Sent: Saturday, February 24, 2007 6:00 PM

I support the resolution to enter into an agreement with Saguaro for Trash and Recycle services as outlined below.

Jim Chervenka

-----Original Message-----**From:** Cliff Marrs **Sent:** Saturday, February 24, 2007 9:01 PM

I would like to forward my vote for approval of the Saguaro refuse removal plan.

Cliff Marrs

SAGUARO ENVIRONMENTAL SERVICES

Office Hours: M thru F 8 AM to 5 PM

Customer service: (520) 745-8820

DEAR SAN IGNACIO VISTAS CUSTOMERS:

Your Board of Directors has executed a Refuse Removal Service Agreement with Saguaro Environmental Services naming Saguaro as the sole Refuse Removal Service Provider for San Ignacio Vistas. Thank you for the opportunity to serve you.

ESTABLISHING ACCOUNT

- Please fill out the enclosed start-up card to establish your account.
- Your new service is scheduled to begin on Monday, April 2, 2007, unless you are seasonal and request a different START date.
- We have provided a cancellation card so that you can cancel your service with Waste Management.
 - There is a section on this card that will request a refund for any prepaid service.
 - You can mail this card to Waste Management. If you do, we suggest it be done as soon as possible to avoid your receiving duplicate billings.
 - You can also return this card to us in the enclosed envelope and we will coordinate cancellation with Waste Management.
 - An envelope is provided for your convenience in returning the completed card(s).

IMPORTANT: We need your START-UP CARD returned by March 15, 2007 in order to establish your account with us.

In order to provide superior service, Saguaro Environmental Services have the following procedures in place to ensure your trash and recycling is collected as scheduled.

Please keep this sheet for future reference.

BILLING

- If you would like to set up auto pay, please call customer service (520) 745-8820.
- Your monthly charge will be \$14.50 per month, ALL inclusive.
- You should expect your first bill to arrive in early May. This bill will cover April and May and total \$29.
- After that you will be billed quarterly (June, September, December and March).
- Your first quarterly bill will be mailed the first week of June and will be payable by the end of June covering June thru August.
- If you are a seasonal resident, you are required to call customer service to start and stop service to avoid getting billed while you are gone and avoid getting missed when you return.
- There will be no increase in your monthly charge prior to the April 2008 billing and then only after proper notice is given. Any increase is constrained by our Refuse Removal Service Agreement.

SERVICE SCHEDULE - (except for certain holidays) –schedule provided herein.

- **Refuse Removal Service** will begin on **Monday April 2** with pickup on **Monday and Thursday**
- **Recycle Service** will be on **Thursday** beginning **April 5, 2007**.
 - You will receive one 18 gallon recycling bin - delivered to your HOA on April 2.
 - Marianne Bishop, your HOA Secretary, will coordinate delivery of a bin marked with your address. Look for details in forthcoming newsletter from your Association.
 - You are the first scheduled pick-up on Mondays and Thursdays.
- You **must** have your trash at curbside when the trucks arrive in order to ensure that you will not be missed on your pick-up day. Please have your trash out on the curb by 8 AM.

SEE REVERSE FOR MORE INFORMATION

RETURN TRIPS

- All containers **must** be set out in a timely fashion on your scheduled day and this includes recycling. We suggest by 7 AM and certainly not later than 8 AM. If it is hard for you to meet this morning deadline, we suggest you put your trash out the night before in some type of container with lid or try spraying the trash bags with an ammonia product to help deter critters.
- If a return trip is required due to a customer error, a \$15.00 return trip fee will be charged.
- If your pick up is missed and you cannot wait for the next scheduled date, please notify our office as soon as possible -- *within 24 hours of your pick-up day.*

SERVICE GUIDELINES

- Refuse containers may be no larger than the standard 32-gallon bins and no container including contents should weight more 50 lbs.
- Trash bags may be no bigger than the standard 32-gallon bags, and strong enough to hold the contents without tearing.
- Please limit the number of containers (bags, bins, boxes or bundles) to 3 or 4 at any one collection.
- Bundled items, such as tree or palm branches, should be cut to 3 foot lengths and secured with twine.
- Ashes, Kitty Litter, Sawdust and Vacuum Cleaner dust must be placed in a tied plastic bag.
- No dirt, rock or concrete will be collected due to weight.
- Please refer to the enclosure that provides details regarding recyclable materials.

HAZARDOUS MATERIALS

- No hazardous material should be placed in the trash such as Motor Oil, Chemicals, Paint, Pesticides, Tires, Batteries, Propane Tanks, Asbestos, Gas, Oil, Anti-freeze, or Freon.
- To dispose of hazardous waste you may call the Pima County Hazardous Waste Dept. at (520) 888-6947 or take advantage of one of the semi-annual Hazardous Waste collections held in the Valley Presbyterian Church Parking Lot 2800 S Camino Del Sol in Green Valley

COLLECTION DAYS

We will collect on all Holidays **except:**

***New Year's Day
Memorial Day
Independence Day***

***Labor Day
Thanksgiving Day and
Christmas Day.***

If your pick up day falls **before** one of these above Holidays, it will not be affected.

If your pick up falls **on, or after**, one of the above Holidays, your pick up will be one day later.

OFFICE HOURS

- Open Monday through Friday 8:00am to 5:00pm.

If you have any additional questions please call customer service: (520) 745-8820

**Saguaro Environmental Services appreciates your business!
5055 S Swan – Tucson, AZ 85706**

“Attachment H”

SAGUARO TO BEGIN REFUSE REMOVAL APRIL 2

On February 20 your Trash and Recycle Committee selected Saguario Environmental Services as our Refuse Removal Service Provider over two competing proposals (Waste Management = WM, and Talking Trash = TT). Upon committee recommendation your Board approved the selection and at its March 7 meeting ratified approval. Following is a brief recap of why Saguario was selected:

- A competitive all inclusive price for our homeowners.
- Guaranteed pricing for the first year.
- Increases capped at 5% for subsequent years (WM offered no cap).
- Curbside, hand thrown service guaranteed for life of agreement (WM is in process of converting homeowners to automated cart service).
- Dedicate single axle, rear loaded, lighter weight collection vehicles for life of agreement (WM will continue to use dual axle vehicles).
- Maintain twice a week refuse service for life of agreement (WM is moving to once a week pickup).
- Recycle bins provided at no cost to our homeowners and broken or missing bins will be replaced at no additional cost (WM would charge for missing or broken bins).
- Saguario maintains an office in Tucson (the nearest office of WM is Phoenix).
- Recycling service will be provided on the same day as trash pick-up whereas TT wanted to pick up trash on Monday and Thursday and collect recyclables on Wednesday.
- Saguario is owned and operated by Republic Services, Inc. which had Revenues of \$2.9 billion in 2005 and Assets of \$4.6 billion. In both 2005 and 2006 Forbes named Republic as one of America’s Best Big Companies.
- TT was competitive with Saguario on many of the same points but it lacks the experience, depth and financial strength of the others. Consequently, the Committee felt Saguario to be the better option for our Homeowners.