

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

June 4, 2007

Approved by email – RATIFIED 9-10-07

Board Members Present: Marianne Bishop, Jim Chervenka, Bob Christensen and Cliff Marrs. No homeowners were present. The agenda was approved with no additions.

1. **Consider/Approve Meeting Minutes** A MOTION was MADE, SECONDED and PASSED to ratify the Minutes of the April 4 board meeting as approved by email.

2. **Consider/Approve Financial Reports**

A MOTION was MADE SECONDED and PASSED approving the Financial Report for months ending April and May 2007. (Attachment A).

3. **Officer's Reports**

A. **Secretary**

- The secretary received a request to consider advertising in our newsletters. It was unanimous that the board did not wish entertain this offer.
- The following lot owners were contacted via letter, email or phone regarding upkeep of their landscaping:
 - 085, 076 and 084 (all on Hidden Crest Court)
 - 016 – Desert Sunset
 - 221 – S Meadow Ridge DriveCopies of the correspondence were given to the AC for their follow-up if the situations are not rectified.
- A newsletter will be mailed in mid June.

B. **President** – No report

4. **Committee Reports**

A. **Maintenance Committee**

Presented by Jim Chervenka – (Attachment B)

B. **Budget/Financial Advisory Committee**

Presented by Bob Christensen – (Attachment C)

A MOTION was MADE SECONDED and PASSED to approve the committee.

C. **Trash and Recycle Committee**

The president expressed appreciation for the efforts of Marianne Bishop, Jim Chervenka, Bob Christensen Jack Powers, Lee Smith and Georgene Sorenson and praised them for what was accomplished. A MOTION was MADE SECONDED and PASSED to disband the committee.

5. **Continuing Business**

Board meetings for July and August are cancelled, and the next meeting will be held at 4735 S Prairie Hills Drive on September 10 starting at 9 AM.

6. **Adjournment** - The meeting was adjourned at 10:00AM.

Respectfully submitted,



Marianne Bishop, Secretary

SAN IGNACIO VISTAS, INC.
HOMEOWNERS ASSOCIATION

April 30, 2007

Statement of Financial Condition

Assets

Operating Account	\$36,423.64
Reserve Account	<u>196,403.37</u>
Total Assets	\$232,827.01

Liabilities

Fund Balances

Operating Fund Balance	\$36,423.64
Reserve Fund Balance	<u>196,403.37</u>
Total Fund Balances	\$232,827.01

Reserve equity, per member	\$861.42
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2007 Revenue, Expenditures and Allocations

Revenues

Assessments	\$79,800
Transfer and Document Fees	400
Operating Account Interest	648
Reserve Fund Interest	1,573
Other Income	<u>0</u>
Total Revenues	\$82,421

Expenditures

Administrative	\$6,862
Maintenance	11,453
Other Operating Expenditures	4,172
Reserve Income Taxes	1,582
Reserve Project Costs	<u>526</u>
Total Expenditures	\$24,595

Reserve Allocation **\$26,620**

Revenue over Expenditures **\$57,826**

Memo: Operating Revenue over Exp.	\$58,361
Memo: Reserve Revenue over Exp.	-535

Net Increase in Fund Balances **\$57,826**

Memo: Change in Reserve Fund Balance	\$26,085
Memo: Change in Op Fund Balance	\$31,741

Notes On APRIL 2007
Report to Homeowners

- ✚ Operating Account balance of \$36,424 is held at Compass Bank primarily in a MMF.
- ✚ Reserve Account balance of \$196,403 is held at AG Edwards. The Account was enhanced by the \$26,620 Allocation for 2007 and \$1,573 of interest earned through April. Investments of \$182,000 (stated at cost) are primarily in CDs. Weighted average interest rate on our investments is 4.6%. Interest is generally paid in June, July, December or January. The \$14,403 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 April. During the first four months of 2007 we have earned \$648 of the \$920 budgeted for Operating Fund Interest.
- ✚ Expenditures of \$22,487 through April reflect a certain number of prepaid items and a more active mailing program than is typical for the year as a whole. Through April we are also \$1,003 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 \$352 of which was paid in April.
- ✚ Reserve Allocation of \$26,620 was fully funded in January, as planned.
- ✚ The Change in Reserve Fund Balance of \$26,085 includes the \$26,620 Reserve Allocation plus the \$1,573 of Reserve Fund Interest less the expenditure of \$1,582 thus far for taxes and \$526 for project costs. We have engaged Sunland to repair extraordinary wear and tear on Vista Ridge Court and we anticipate engaging a consulting firm to contact a Reserve Study. Altogether it now appears we shall exceed Plan expenditures by as much as \$15,000 in 2007. Our Financial Advisory Committee will meet in September or October to revise our Replacement Reserve Plan in light of these expenditures and the recommendations of the Reserve Study.
- ✚ The Change in Operating Fund Balance of \$31,741 includes \$4,683 of operating funds carried forward from 2006, the collection of \$79,800 in Assessments plus \$400 in Fess and \$648 in Interest less the Reserve Allocation of \$26,620 and \$22,487 in Operating Expenditures.

SAN IGNACIO VISTAS, INC.
HOMEOWNERS ASSOCIATION

May 31, 2007

Statement of Financial Condition

Assets

Operating Account	\$32,733.01
Reserve Account	<u>195,563.53</u>
Total Assets	\$228,296.54

Liabilities

Fund Balances

Operating Fund Balance	\$32,733.01
Reserve Fund Balance	<u>195,563.53</u>
Total Fund Balances	\$228,296.54

Reserve equity, per member	\$857.73
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2007 Revenue, Expenditures and Allocations

Revenues

Assessments	\$79,800
Transfer and Document Fees	800
Operating Account Interest	775
Reserve Fund Interest	1,624
Other Income	<u>0</u>
Total Revenues	\$82,999

Expenditures

Administrative	\$7,438
Maintenance	14,304
Other Operating Expenditures	4,967
Reserve Income Taxes	1,582
Reserve Project Costs	<u>1,416</u>
Total Expenditures	\$29,707

Reserve Allocation **\$26,620**

Revenue over Expenditures **\$53,292**

Memo: Operating Revenue over Exp. \$54,666

Memo: Reserve Revenue over Exp. -1,374

Net Increase in Fund Balances **\$53,292**

Memo: Change in Reserve Fund Balance \$25,246

Memo: Change in Op Fund Balance \$28,046

Notes On May, 2007
Report to Homeowners

- ✚ Operating Account balance of \$32,729 is held at Compass Bank primarily in a MMF.
- ✚ Reserve Account balance of \$195,564 is held at AG Edwards. The Account was enhanced by the \$26,620 Allocation for 2007 and \$1,624 of interest earned through May. Investments of \$182,000 (stated at cost) are primarily in CDs. Weighted average interest rate on our investments is 4.6%. Interest is generally paid in June, July, December or January. The \$13,564 balance is in a MMF which is presently yielding 4.7%.
- ✚ The annual assessment of \$79,800 was collected in January. We collected \$800 of the budgeted \$4,500 in Transfer and Document Fees in through May. During the first five months of 2007 we have earned \$775 of the \$920 budgeted for Operating Fund Interest.
- ✚ Expenditures of \$29,707 through May reflect a certain number of prepaid items and a more active mailing program than is typical for the year as a whole. Through May we are also \$1,013 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 \$352 of which was paid in April.
- ✚ Reserve Allocation of \$26,620 was fully funded in January, as planned.
- ✚ The Change in Reserve Fund Balance of \$25,246 includes the \$26,620 Reserve Allocation plus the \$1,624 of Reserve Fund Interest less the expenditure of \$1,582 thus far for taxes, \$890 towards a Reserve Study that we expect will be completed in August and \$526 for project costs. Sunland repaired extraordinary wear and tear on Vista Ridge Court at the end of May, which expenditure will appear in our June numbers. Altogether it now appears we shall exceed Plan expenditures by as much as \$15,000 in 2007. Our Financial Advisory Committee will meet in September or October to revise our Replacement Reserve Plan in light of these expenditures and the recommendations of the Reserve Study.
- ✚ The Change in Operating Fund Balance of \$28,046 includes \$4,683 of operating funds carried forward from 2006, the collection of \$79,800 in Assessments plus \$800 in Fees and \$775 in Interest less the Reserve Allocation of \$26,620 and \$26,709 in Operating Expenditures.

ATTACHMENT B

Maintenance Committee Report June 4, 2007

- Gold Canyon continued routine landscaping maintenance of the common areas. Recent work has focused primarily on cutting grass in the interior common areas and some trimming of cactus and replanting of cactus paddles. Due to staffing changes Gold Canyon has changed our weekly landscaping work from Thursday to Wednesday. Focus areas for the future include:
 - continue work on grass cutting, etc. in interior common areas
 - begin cutting grass on exterior common areas (time permitting)
- Larry Ridley recently reviewed the common areas trees and found that approximately 15 trees appear to have been killed or irreparably damaged. These trees show no or very little new spring growth probably as a result of the drought of the past few years and the unusually extended low temperatures this past winter. We are monitoring these trees and currently anticipate making a decision in June as to which ones need to be removed and / or severely pruned back. Most of the trees in question are smaller acacia trees.
- As previously reported the repair work on the Vista Ridge Court cul de sac was awarded to Sunland Asphalt. Sunland Asphalt satisfactorily completed the work on May 30, except for sealing which is to be done in 30 days. Thanks to Sam Eidson, Bob Hill, and Jim Chervenka for coordinating the work. Also, a special thanks to Linda Gregory for also helping out during the day.
- Larry Engel completed the consulting services agreement with Roy Erichsen and Roger Westrate for their consulting for the next 12 months on future street maintenance costs and requirements. Initial data was obtained from Roy and Roger but several questions on the initial input are still being reviewed.
- Jim Chervenka provided Association Reserves with the initial data input for their work on a full 30-year reserve study. It is anticipated their site visit will occur in late June. Their delivery date for the final draft copy of the report is no later than August 7.
- There was no Maintenance Committee meeting in May. The next Maintenance Committee meeting is still scheduled for June 18, 2007 at 9 am in the Mesquite Room at the Canoa Hills Social Center.

ATTACHMENT C

FINANCIAL ADVISORY COMMITTEE

- Our bylaws (Article IX, Section 4) provide for a Financial Advisory Committee to "formulate and recommend fiscal policy for ... the Association, including budget preparation, annual homeowner dues assessment, investment of reserve funds ... and such other duties as may be required by the Board."
- The Board requires an update of the Associations Replacement Reserve Plan that takes into account the Ericksen/Westrates Maintenance "Plan" expected in June 2007 and the Association Reserves "Study" expected in August 2007.
- The Board also requires a Budget for 2008 and a recommendation regarding the annual homeowner dues assessment that take into account both the Operating Funds and the Reserve Allocation needed for 2008.
- For these reasons it is proposed that the Board activate the Financial Advisory Committee to serve to the 2008 Annual Meeting. As provided in the bylaws, the president and treasurer of the Association shall serve on the Financial Advisory Committee. The president of the Association shall also preside over the meetings of the Financial Advisory Committee and report to the Board their findings and recommendations. The president of the Association shall appoint at least three other Association members to serve on the Financial Advisory Committee and report those appointments to the Board at its June Meeting. The Board will require a report from the Financial Advisory Committee regarding the Replacement Reserve Plan, the 2008 Budget and annual homeowner dues assessment at its October Meeting.
- Proposed Membership:
 - Bob Christensen (President – Past Chair)
 - Marianne Bishop (Treasurer)
 - Jim Chervenka (Maintenance Committee)
 - Larry Engel (Maintenance Committee)
 - Linda Gregory (Past Treasurer)
 - Greg Nowak (at large member in 2006)
 - Jack Powers (at large member)
 - Ruben (Don) Strong (at large member in 2006)