

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

**December 3, 2007**

APPROVED by the Board: January 14, 2008

Board Members Present: Marianne Bishop, Jim Chervenka and Bob Christensen, which represented a quorum. The meeting was called to order at 9 AM. The agenda was approved with no additions.

1. **Consider Meeting Minutes** A MOTION was MADE, SECONDED and PASSED to approve the Minutes of the **November 5** board meeting.

## 2. Consider/Approve Financial Reports

A MOTION was MADE SECONDED and PASSED approving the Financial Report at 11-30-2007 (Attachment A).

## 3. Officer's Reports

### A. Secretary

- ✓ The dues notice was mailed "bulk rate" November 16 for a cost of \$440. This included postage for the return envelopes.
- ✓ A draft of the annual meeting notice and agenda were reviewed and the timetable for preparation for this mailing was considered.

RESOLVED that the record date for purposes of entitling homeowners to notice of meeting and eligibility to vote at the Annual Meeting will be set at 5 p.m. on Thursday, January 31, 2008. SECONDED and PASSED

### ✓ Board Vacancies

The Secretary is in receipt of an email from Cliff Marrs advising that he has resigned from the Board effective November 7 2007. In addition, Bill Palm advised the President that he is unable to serve on the board.

A MOTION was made to appoint Duane Neely to fill the vacancy created by the resignation of Cliff Marrs for the balance of his term (2009). SECONDED and PASSED

A MOTION was made to appoint Gerry Larsen to fill the vacancy created by the resignation of Bill Palm for the balance of his term (2009). SECONDED and PASSED

Gerry Larsen and Duane Neely joined the board for the remainder of the meeting.

### ✓ Decorating Committee

The committee made the decision not to string extension cords at the Calle Tres entrance this year. I would like to recognize and thank Royce and Lillie Hill, the current chairs; Ron and Nell DeVree; Mike Eman and Fred Newton for their help in transforming our entrances into the Holiday spirit. Royce was reimbursed for \$100 for upgrades to the large tree using rebar, purchase of LED lights and spotlights at the del Sol entrance and tinsel for Calle Tres. He is showing great interest and doing a superior job.

**B. President**

A MOTION was made to appoint Marianne Bishop, Chuck Catino and Duane Nealy as members and Bob Christensen (Chair) of the Nominating Committee to select a slate of nominees for election at the Annual Meeting. SECONDED and PASSED

**4. Architectural Committee**

Gerry Larsen will schedule a meeting of the AC as well as explore a replacement for Bill Palm.

**5. Maintenance Committee**

Jim Chervenka presented the Committee Report - Attachment B.

**6. Continuing Business –**

**A. For Sale Signs - Attachment C**

A MOTION was made to approve the proposed rule governing For Sale Signs. SECONDED and PASSED

This language will be sent to our attorney for review prior to making distribution to homeowners.

**B. Solar Energy Panels**

Gerry LeTendre is one of our homeowners who is very interested in installation and use of solar panels. Gerry Larsen will consult with him to see if he has any suggestions regarding our draft.

**C. Common Area Trees**

The AC is currently drafting procedures to allow for a more consistent method of handling a request for removal or trimming of a tree(s) in the common area and Jim asked for input from the board. Points to consider were offered by Bob Christensen included as Attachment D. Members of the board will review suggested language as well as further input from the MC and will reconsider this topic at the January board meeting.

**7. New Business - None**

**8. Adjournment -** The meeting was adjourned at 10:50 AM. The next meeting will be held January 14.2008 at 4735 S Prairie Hills Drive commencing at 9 AM.

Respectfully submitted,

/s/

Marianne Bishop, Secretary

# ATTACHMENT A

## FINANCIAL REPORT TO HOMEOWNERS

November 30, 2007

### Statement of Financial Condition

#### Assets

Operating Account	\$8,775.61
Reserve Account	<u>183,829.37</u>
<b>Total Assets</b>	<b>\$192,604.98</b>

#### Liabilities

#### Fund Balances

Operating Fund Balance	\$8,775.61
Reserve Fund Balance	<u>183,829.37</u>
<b>Total Fund Balances</b>	<b>\$192,604.98</b>

Reserve equity, per member	\$806.27
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### 2007 Revenue, Expenditures and Allocations

#### Revenues

Assessments	\$79,800
Transfer and Document Fees	1,200
Operating Account Interest	1,215
Reserve Fund Interest	6,218
Other Income	<u>0</u>
<b>Total Revenues</b>	<b>\$88,433</b>

#### Expenditures

Administrative	\$11,329
Maintenance	32,468
Other Operating Expenditures	7,725
Reserve Income Taxes	2,287
Reserve Study	1,780
Reserve Project Costs	<u>15,260</u>
<b>Total Expenditures</b>	<b>\$70,849</b>

<b>Reserve Allocation</b>	<b>\$26,620</b>
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<b>Revenue over Expenditures</b>	<b>\$17,584</b>
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Memo: Operating Revenue over Exp.	\$30,693
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Memo: Reserve Revenue over Exp.	-13,109
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<b>Net Increase in Fund Balances</b>	<b>\$17,584</b>
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Memo: Change in Reserve Fund Balance	\$13,511
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Memo: Change in Op Fund Balance	\$4,073
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## ATTACHMENT B

### MAINTENANCE COMMITTEE REPORT DEC. 3, 2007

- Our street consultants (Roy Erichsen / Roger Westrate) met with the Maintenance Committee to discuss the timing for obtaining bids so that we can complete the scheduled crack sealing no later than the end of Feb, 2008. They recommended that in addition to obtaining a bid for crack sealing we also concurrently obtain a separate bid for an initial curb sealing program. By focusing the initial curb sealing on the more significant curb line cracks they anticipate the cost will be significantly less than the budgetary estimate provided previously by Sunland. They also feel, if we can complete the curb sealing at the same time as the crack sealing, there will be cost savings because the asphalt company will only have to mobilize one time.
- Roy and Roger will finalize the bid package and specifications and provide 4 copies to The Secretary for mail out to the 3 bidders (Sunland, Bates, and Ace Asphalt) no later than mid December. Roy and Roger will meet with the Maintenance Committee on January 7 to review the bids. The Maintenance Committee plans to recommend the awarding of the bid at the January Board of Directors meeting. With an anticipated lead time of no more than 4 weeks this should allow the work to be completed as scheduled by the end of Feb., 2008.

A further summary of the discussion of the existing Maintenance Plans along with Roy and Roger's initial comments on the timing for and advantages of the different types of overlay (SAM and Fabric) is included with this report.

- Gold Canyon continued routine landscaping maintenance of the common areas. Work was completed on the interior common areas and for the last few weeks the focus has been on trimming grass and other growth, including some trees, on the exterior perimeter common areas. It is proposed that some adjustments be made to Gold Canyon's next billing to reflect documented shortfalls for the period in crew size, e.g. 4 rather than 5, and / or shortened work days.
- The Maintenance Committee completed an initial review of the landscaping bid submitted by Hot Desert Landscaping. Though the cost, as bid, would appear to be less than Gold Canyon it is based on completing the work with significantly less man-hours than has been our experience with Gold Canyon. Based on this discrepancy and other concerns about the bid the Committee recommended we further investigate the references provided by Hot Desert and perhaps further discuss the scope of the work with Hot Desert.
- The annual trimming of the trees on the interior common areas was satisfactorily completed by La Sierra Ranch on Nov 14-16. All work was overseen by members of the Maintenance Committee (Larry Engel, Sam Eidson, Roy Mastic, and Jim Chervenka). The Committee is very pleased to report that the work was completed in less time than the prior year so that even with the slightly higher hourly rate by La Sierra this year the cost (~\$2800) was significantly less than had been anticipated.
- Desert-Tex was finally able to schedule and complete both the stucco repairs and the repainting of the common parking area wall on Harvest Moon Drive. The repairs appear to have been completed satisfactorily with a good match of the stucco finish and paint color. The final cost was as budgeted at \$572.

- Work is still in progress to obtain additional bids for repair of the erosion damage to the drainage channel at the north end and east side of Gloria View Court.
- Jim Chervenka reported to the Committee that the portable toilet associated with the house repairs at 1773 W. Sonoran View Dr had been removed as scheduled.
- The Maintenance Committee discussed several points developed by Larry Ridley and Larry Engel in regards to establishing a possible rule to provide for consideration of the removal of a tree in the common area at a homeowner's request. The points as revised following the Committee's discussion are included with the report for consideration and input by the Board of Directors.
- Larry Ridley submitted his resignation from the Maintenance Committee.
- The next Maintenance Committee meeting is currently scheduled for Dec 17, 2007 at 9 am at the Mesquite Room at Canoa Hills Recreation Center.

## **ATTACHMENT C**

### **FOR SALE SIGN**

1. Owner or Realtor on behalf of Owner may place one For Sale sign on their private property.
2. For Sale sign must be in "like new" condition, professional in appearance and sufficiently sturdy to withstand microburst and other storms.
3. The For Sale sign may be posted in a front window, on a front gate or front wall or in the front *yard*. It may not be posted in or affixed to a side or rear window, gate, wall or yard.
4. The size of the sign is limited to 18" x 24" by State Law. A single rider not exceed 6" x 24" may be attached to the sign as permitted by State law.
5. If a signpost or other sign holding device is used it must be placed at least three (3) feet away from the sidewalk, the driveway and the property line. The sign post or holding device may not exceed five (5) feet in height and must be professional in appearance, "freshly painted" in "like new" condition.
6. Owner is responsible for any damage to underground lines or to other property caused by either the installation or removal of the sign. Owner is also responsible for storm driven damage the sign might cause to plants or other property.

## **ATTACHMENT D**

### **COMMON AREA TREES - Removal**

1. Removal of a common area tree requires the prior written approval of the Maintenance Committee.
2. The tree is within the common area or adjacent to the perimeter walls.
3. The tree is obstructing the view of the homeowner (requesting party) and the annual trimming/topping of the tree does not relieve the obstruction.
4. Removal of the tree does not threaten serious erosion of the surrounding terrain.
5. The requesting party must obtain the written concurrence for the removal of the tree from the owners of those lots that might be impacted by its removal. Impacted lots are those that have an unobstructed view of the tree and the tree is located within twenty-five yards (75 feet) of the center of any side of their lot.
6. The requesting party will assume the cost of removal and disposal of the resulting debris.
7. Upon approval of the removal of the tree, the requesting party will follow the tree removal guidelines and will arrange for a member of the Maintenance Committee to be present when the tree is being removed.