

San Ignacio Vistas, Inc.
Homeowners Association
Minutes Board Meeting
MAY 26 2008

APPROVED BY THE BOARD: September 8, 2008

Board: Marianne Bishop, Bob Christensen, Delores Leavitt and Duane Nealy.
Homeowners: Art Anderson , Jim Chervenka , Linda Gregory, Lillie & Royce Hill, Robert Hill, Paul Hogarty, Eileen & Jim MacLaren, Mary Jane & Greg Nowak, Helenlee & Marvin Pardi, Joe Presley, Georgia & Bob Puttock, Pauline & Ray Schofield and Enid & Steve Waldron.

The meeting was called to order at 9 AM with a quorum in attendance. The meeting proceeded using the agenda as distributed.

1. CONSIDER MEETING MINUTES

A MOTION was MADE by Bob Christensen, SECONDED and unanimously PASSED approving the minutes of the April 7, 2008 board meeting.

2. CONSIDER/APPROVE

A MOTION was MADE by Bob Christensen SECONDED and unanimously APPROVED accepting the Statement of Revenue, Expenses and Fund Balances month ended April 30, 2008 (Attachment A).

A MOTION was MADE by Bob Christensen on behalf of the Financial Advisory Committee and was SECONDED and unanimously PASSED TO APPROVE the Replacement Reserve Plan 2008-2013 (Attachment B).

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED TO APPROVE the Accounting Procedures Manual dated March 2008 as prepared by the Audit Committee (Attachment C).

3. OFFICER'S REPORTS

A. SECRETARY

The board ratified a Motion made by Bob Christensen, which was APPROVED unanimously on May 01, 2008 via an email ballot.

MOTION

To appoint a Safety Committee to study options for improving the security of our community. This Committee will be charged with the following mandate:

1. Identify and rank order options for improving the safety of our community.
2. Develop specific recommendations and support each recommendation with an impact study and detailed plans for implementation.
3. Identify all costs associated with the implementation plan.
4. Identify any legal or other considerations associated with the implementation plan. These might include changes to our CC&Rs or rules to facilitate implementation, adding insurance coverage or obtaining permits from country or other authorities. These might also include engaging consultants or others to conduct feasibility or other studies or solicitation of vendors of safety products or services.

5. The Committee is not authorized to engage any party in exchange for a financial consideration or promise of future considerations without the specific approval of the expenditure by the Board and potentially, via ballot of all of our homeowners.
6. Beginning with its September 8 meeting, and monthly thereafter, the Board will invite the Committee to send one or more representatives to its meetings to present recommendations of the Committee or an update of its progress.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED changing the name of the Safety Committee to the Security Committee.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED appointing Chuck Catino, Jim MacLaren as Chair and Gary Raff to the Security Committee and Duane Nealy as the representative to the board.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED to eliminate the June newsletter and send the next SIV View in September as soon after the board meeting as we can organize this communication.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED to accept the draft Request Form and defer dissemination of changes to our Rule regarding Common Area Trees and Other Vegetation until after the September 8 Board Meeting, or until the board approves language to complete the fourth point of said rule.

Announcements:

- ◆ Saguaro Environmental is increasing our rate effective June 1, 2008 using the annual rate increase clause that is capped at 5%. This will raise the quarterly payment from \$43.50 to \$45.68.
- ◆ A yearlong project to build a roundabout at Canoa Exit replacing the existing interchange on the west side of 19 has begun. In order to avoid heavy construction traffic it is suggested that homeowners opt to go north on Frontage Road to Continental since traffic is lighter in that area during the summer months.

B. PRESIDENT

- 1). The president commended the members of the Common Area Tree Study Committee on an excellent report and the board accepts the three arguments as set forth in the study:
 - i. The value of the association is enhanced by its views
 - ii. Trees in the common should not materially interfere with our views, and
 - iii. The trimming program has not solved the problem.A set of questions (Attachment D) will be sent to the Committee for further study with a request that, if possible, they be answered prior to the next board meeting.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED to accept the Common Area Tree Study (Attachment E) and defer fuller discussion until the September 8 Board Meeting.

- 2) A revised set of Board Goals and Objectives for 2008-9 was presented to the board.

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED TO APPROVE the Goals and Objectives for 2008-9 dated May 26 2008 (Attachment F).

4. COMMITTEE REPORTS

A. GVCCC REPRESENTATIVE - Delores Leavitt (Attachment G)

B. ARCHITECTURAL COMMITTEE – Marianne Bishop for Jerry Larsen

- 1) The secretary read the report prepared by Jerry Larsen, representative to the Architectural Committee. (Attachment H)
- 2) The board commends the committee for the excellent start on their draft of rules governing the use of Solar Energy Devices and the board agrees with the following recommendations:
 - i. the installation of such devices require Architectural Committee approval using a form that is readily available
 - ii. that main objective is to ensure the installer is properly licensed and installation complies with manufacturer's specifications
 - iii. that device must be properly maintainedA set of questions (Attachment I) will be sent to the Committee before we take up a fuller discussion at our next board meeting.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED to accept the draft rule on Solar Energy Devices (Attachment J) and defer fuller discussion until the September 8 Board Meeting.

- 3) One of our homeowners has requested the use of "Foxtail" as a Trim Color because other homeowners have used this color. There is no evidence on file to support architectural approval and Foxtail has never appeared on any approved paint list and is not on the paint matrix as revised in 2006.

A MOTION was MADE by Marianne Bishop SECONDED and unanimously PASSED to direct the Architectural Committee to study the possibility of amending the paint matrix that accompanies the Homeowners Rule on Paint Guidelines prior to the September 8 2008 meeting of the Board with the following mandate:

- i. The Board does not in principle object to the addition of a trim color or a stucco color to the Paint Guidelines.
- ii. If Foxtail is to be approved as a trim color, we ask the Architectural Committee to specify which stucco colors it would best complement and revise the Paint Matrix accordingly.
- iii. If Foxtail is to be approved as a stucco color we ask the Architectural Committee to specify which trim colors would best complement the new stucco color and revise the Paint Matrix accordingly.
- iv. Any recommendations to expand the Paint Matrix should be modest and in keeping with the existing color palette that sets San Ignacio Vistas apart from neighboring associations.

C. MAINTENANCE COMMITTEE

Duane Nealy provided the minutes for the April and May meetings. (Attachment K).

A MOTION was MADE by Bob Christensen SECONDED and unanimously PASSED: Resolved the board commends the Maintenance Committee for their outstanding work thus far in 2008 and hereby instructs the Secretary to convey the Board's compliments to all committee members. They are certainly most deserving.

D. INVASIVE GRASSES STUDY COMMITTEE

Eileen MacLaren reported that she and Linda Gregory have started walking the common areas. Because they found the Bufflegrass had already turned green and gone to seed because of the unusual rains we had this spring. Hence, they decided to spray what they found. Once the spraying has been completed, an evaluation will be made as to the effectiveness of the program.

There was a brief recess prior to proceeding with the Open Forum.

5. OPEN FORUM -

Enid Waldron is concerned about losing trees and wanted to spearhead a petition to save the trees. Linda Gregory is concerned about losing trees. She asked why this issue was put before the Study Committee. She stated the tree trimming program was effective while she Chaired the Maintenance Committee but thought the trimming this past year was not only unattractive but will adversely affect the health of the trees. She also stated that any new plantings in the common area will not survive without irrigation so we are much the better off leaving such trees as can survive to stand as long as possible. Jim MacLaren suggested we survey homeowners regarding their opinion of how to deal with the trees. He stated that a previous board had an estimate for repairing the old irrigation system that Fairfield installed originally and at that time, it was over \$40,000 to repair. Jim Chervenka also opposed the removal of trees. He suggested that the trees be dealt with on a street-by-street basis as they are doing in SIV II. Further, he suggested the homeowners, not the Association, pay to have a tree removed. Both Jim and Bob Puttock suggest that if trees are removed they should be replaced and the homeowners should be willing to provide sufficient irrigation to ensure the new planting survive. Georgia & Bob Puttock expressed concern about the tree in their backyard and they were assured that Study Committee had proposed only to remove interior common area trees. Georgia Puttock suggested we consider creating parking passes for visitors to display on their dash so that homeowners do not report cars parked for longer periods in the common area parking. Royce Hill wants a tree taken down on Sonoran View because trimming does not help maintain his view of the mountains. He also suggested that people install motion lights to help with security on their lots. Eileen MacLaren said that the Corp of Engineers required a certain number of trees to be planted by Demetrie Wash and questioned whether we should remove any of them. Marianne Bishop asked if anyone had knowledge about the split rail fence behind homes on the east end of Demetrie Wash. Bob Puttock asked that the security committee do its homework rather than having a knee jerk response to the events at the Amato home.

6. CONTINUING BUSINESS - None

7. NEW BUSINESS - None

8. ADJOURNMENT

The meeting was adjourned at 10:40 AM. The next board meeting is currently scheduled for September 8 in the Mesquite Room of the Canoa Rec Center commencing at 9 AM.

Respectfully submitted,

Marianne Bishop, Secretary

ATTACHMENT A
SAN IGNACIO VISTAS, INC.

*Statement of Revenue, Expenses and Fund Balances (Modified Cash Basis)
Month Ended April 30, 2008*

	Operating Fund		Reserve Fund	Total All Funds
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Revenue				
Assessments	\$95,760	\$95,760	\$0	\$95,760
Transfer and Document Fees	800	400	0	400
Interest	<u>648</u>	<u>258</u>	<u>1,728</u>	<u>1,986</u>
Total Revenue	<u>\$97,208</u>	<u>\$96,418</u>	<u>\$1,728</u>	<u>\$98,146</u>
Expenses				
Maintenance Expenses	\$11,966	\$8,416	\$15,879	\$24,295
Administrative Expenses	5,701	4,416	0	4,416
Other Expenses	<u>3,117</u>	<u>2,290</u>	<u>1,280</u>	<u>3,570</u>
Total Expenses	<u>\$20,784</u>	<u>\$15,122</u>	<u>\$17,159</u>	<u>\$32,281</u>
Excess Revenue (Expenses)	\$76,424	\$81,296	-\$15,431	\$65,865
Reserve Allocation To (From)	<u>-40,000</u>	<u>-40,000</u>	<u>40,000</u>	<u>0</u>
Net Increase (Decrease) After Allocation	<u>\$36,424</u>	<u>\$41,296</u>	<u>\$24,569</u>	<u>\$65,865</u>
Fund Balances				
Beginning of Year Fund Balance		\$3,023	\$185,382	\$188,405
End of Month Fund Balance		<u>\$44,319</u>	<u>\$209,951</u>	<u>\$254,270</u>

Supplementary Information

Note 1: The dues assessment for 2008 was \$420 per member. All assessments were paid by January 15.

Note 2: \$15,879 of reserve funds was spent in March for the crack and curb sealing performed in February by Sunland. \$759 of reserve funds was paid to the Arizona and \$121 to the IRS for 2007 taxes and \$400 to the IRS for 2008 estimated taxes.

Note 3: Reserve equity totaled \$926 per member at month end the same as at March 31.

To: Board of Directors

From: Financial Advisory Committee

Date: May 26, 2008

Subject: Replacement Reserve Plan 2008 – 2013

The Financial Advisory Committee reviewed and approved subject Plan at its meeting on April 8, 2008. In attendance were Jim Chervenka, Bob Christensen (Chair), Larry Engel, Kerm Jensen, Duane Neely, Greg Nowak and Don Strong.

Attached are the various spreadsheets that support the Plan and following is a brief outline of each highlighting those elements that are new or different from the 2007 – 2012 Plan approved in November 2007.

1. **Maintenance Plan (Part 1)**. This part of the plan deals with only the streets. The plan covers 2008 – 2052. The 45 year timeline permits the inclusion of the *Pulverize and Repave* in 2047, which has a significant impact on the financial requirements of the plan. All costs in the plan include taxes and are inflated by 3.5% per year (up from 3%) at the suggestion of our consultants Roy Erichsen and Roger Westrate (R&R). A worksheet has been provided to clearly identify the source of our cost estimates (see footnotes) and the impact of the inflator over 45 years. Years highlighted in tan correspond to the entry in the maintenance plan.
 - a. When we met last September we agreed to use the Fabric overlay recommended in our Reserve Study until such time that we arrived at a firm decision on the overlay process. Recently the Maintenance Committee elected to go with the SAM overlay option recommended by R&R. This option affords a lower initial cost (about \$4.75 psy for the SAM overlay versus \$8.50 psy for the Fabric overlay in pretax 2008 dollars) and some reduction in subsequent maintenance costs.
 - b. The first overlay is in 2021. Association Reserves, Inc.(ARI), who performed our Reserve Study estimate the useful life of our street surfaces as 20 – 30 years and recommended we use 24 years for planning purposes. The useful life of a SAM overlay is 10 – 15 years. We have elected to use 13 years for this plan. The second overlay is in 2034.

- c. After two overlays the experts agree we shall need to *Pulverize and Repave* our streets (at a pretax cost of \$11.75 psy in 2008 dollars). This process prepares a much improved base so the newly paved streets will be less prone to cracking and could last another 30 years.
 - d. The choice of overlay dictates the timing of *Crack Seal* and *Seal Coating*. The SAM overlay requires a *Crack Seal* within the year and a *Fog seal* following the overlay (see notes in attached worksheet).
 - e. The *Crack Repair* program is designed to fix the wider cracks. This in turn will reduce the number and cost of subsequent crack sealing. We plan to start this program in 2009 with a follow up in 2011 and then repeat it in 2017/2019 and 2027/2033 as lead ins to the overlays.
 - f. Previously we planned to start the *Curb Seal* program in 2009. At the suggestion of the Maintenance Committee, we moved up a portion of the program to 2008 in order to realize some cost savings available when the curb and crack sealing is done at the same time. The second phase is now scheduled for 2010 when we next do the crack sealing.
2. **Maintenance Plan (Part 2)**. We moved the various elements of the plan that do not deal with streets onto the second spreadsheet (called Part 2) to give them appropriate space for your review.
- a. The need to replace portions of our *curbs and sidewalks* is now placed on fourteen year intervals rather than five at the suggestion of R&R.
 - b. We have added *Drainage Channel Repair* to our Plan simply because the need seems to come up so often.
 - c. We have added more spacing to the painting of *Culvert Rails* and *Stucco Walls* and also provide for the occasional repair of the Stucco Walls. Experience will determine the best intervals.
 - d. The total annual cost of Parts 1 and 2 is shown to the right.

3. **Funding Plan** (2008 – 2052). The right side of this plan identifies the total reserve expenditures for each year. The left side of this plan identifies the money that we will need to fund those expenditures. The purpose is to demonstrate there will be a sufficiency of funds to meet our needs throughout the planning period.
 - a. The critical test is 2046, the year we *pulverize and repave* the streets. This plan shows a 10.5% surplus in reserve fund balances, approximating the normal 10% contingency for such a project.
 - b. Largely because the *SAM overlay* option affords a significant savings in cost we are able to hold our 2009 reserve contribution to \$40,356 or \$177 per lot for the life of the plan before subsequent adjustments for inflation.

4. **Replacement Reserve Plan** (2008 – 2013). Here we take a detailed look at our plans for the next six years. The column totals for each year will be found in the *Funding Plan*, the detail for *expense* comes from the *Maintenance Plan (Parts 1 and 2)*. We have added a line for *drainage channels*. Another line was added for *streets – repave* (pulverize and repave elsewhere). Others have been combined into the line *monuments, rails and walls*. Some of the *rebuild* assumptions have changed for reasons noted above.
 - a. The *full funded balance* has jumped to \$934,257 (including taxes) from the pretax \$511,123 projected last fall. This is entirely due to the addition of the 2047 *pulverize and repave* project at a 2008 cost of \$566,463. Importantly this line item has 40 *years to fund*, so the *funding required* in 2008 is only \$14,162.
 - b. The *funding required* in 2008 is \$61,586, up from \$54,548. Some of this is due to adding taxes, but most of the increase is due to the addition of the *pulverize and repave* project which represents nearly 24% of this total. Fortunately much of this increase is offset by the lower funding requirements for the *overlay*, down \$13,211 to \$5,468.
 - c. *Funding* from the reserve contribution and interest income is generally the same as the *funding required*. Under funding is highlighted in yellow, over funding is highlighted in green. As anticipated last year, we would be unable to fully fund our requirements in 2008 or 2009. Because of the addition of the

repave program the amount of under funding has increased to \$13,586 in 2008 and \$10,670 in 2009. We will also under fund our requirements in 2011 and 2013. More on this under 4e below.

- d. *Expenses* in 2008 will also exceed the *funding*. Planned project expenditures for the six years of this plan will total \$196,268. This is less than planned reserve contributions of \$256,406.
 - e. Because our funding will over the six years exceed our expenses, the *reserve balance* will rise from the \$185,383 at the beginning of 2008 to \$290,034 at the end of 2013. By the end of 2015 another \$100,000 will be added and after ten years the *reserve balance* will be \$440,696 and on target (barring no surprises on the cost front) to meeting all of our long term objectives without further boosts to our reserve contribution beyond those associated with inflation.
5. **Financial Plan** (2008 – 2052). We look to our dues assessment and a modest amount of fee and interest income to make not only a contribution to reserves each year but also meet all of our *operating expenses*. The *Financial Plan* combines the two and identifies the dues assessment needed to meet these expenses (after adjustments for the other sources of revenue). The inflator on our operating expenses is the 3% used last year, while the inflator of the reserve expenses, as noted earlier is 3.5%. The dues assessment is projected to rise to \$425 in 2009 and \$440 in 2010 and thereafter in step with inflation by about \$15 per year until 2017. All this assumes that costs will rise at a modest 3.5%. This is hope over experience, which tells us that project costs can be more volatile. So this plan like all that have preceded it will need to be adjusted from year to year to reflect actual costs and reset when events arrive in a different order. Perhaps this is that career job you have always been looking for.

**SAN IGNACIO VISTAS, INC.
ACCOUNTING PROCEDURES MANUAL
March, 2008**

INTRODUCTION

Most functions of a Homeowners' Association are handled by volunteers which inevitably necessitates a rotation of responsibilities and duties. The purpose of this manual is to provide guidance and promote continuity and consistency in accounting for the Association's financial assets.

OVERVIEW

Pursuant to Article VII, Section 2(b), the Board adopts, normally at its November meeting, an Operating Fund budget for its fiscal year beginning January 1. At the same time a Plan is formulated for the anticipated expenditures from the Reserve Fund.

The Operating Fund budget establishes the annual member dues assessments and sets forth the expected operating expenditures. Generally, the budget provides authorization, and, implicitly, limitation on the expenditure of funds. The board has the authority to amend the budget during the year as financial conditions dictate.

Currently, Quickbooks software is used for recording, summarizing and reporting financial transactions of the Association. The mechanics for recording transactions in Quickbooks are beyond the scope of this manual.

A monthly financial statement is prepared by the Treasurer on a modified cash basis of accounting. Under this method, transactions are generally reported at the time cash is received or disbursed. The primary exception relates to member dues assessments. A substantial portion of the annual dues are collected prior to December 31 for the following fiscal year. Such dues received in advance are classified as "Unearned" in the year-end financial statement. This means that such amounts are included in the cash balances at year-end but are not included in the Operating Fund Balance. The dues are appropriately recognized as revenue in the fiscal year for which they are budgeted.

INTERNAL CONTROLS

It is a responsibility of the Board to implement an appropriate system of internal controls to safeguard the Association's financial assets. Generally, internal control is maximized through segregation of duties involving authorization, review and approval, and financial reporting procedures. It is recognized that in a small organization such as SIV it is neither possible nor necessary to establish an elaborate control system involving numerous individuals. Obviously, any control system put into place should not cost more to implement than the possible loss of assets.

In SIV internal controls consist primarily of having the Treasurer and another officer, currently the President, responsible for reviewing, in detail, all transactions. Controls are further enhanced by having two signers on all checks. Additionally, the President reviews, in detail, the monthly financial report and accompanying supplemental financial information prepared by the Treasurer. In this regard, the President should independently obtain copies of the monthly bank and brokerage statements and review them carefully for any unusual or unauthorized transactions.

The Board should review and approve the monthly financial statement after applying analytical procedures involving comparison of actual revenue and expenditures to the annual budget. Any unusual variances from budget should be promptly and thoroughly investigated.

REVENUES

Generally over 90% of the Association's annual operating funds are derived from member dues assessments. The other significant source of revenue is investment income.

Member Dues Assessments

1. The Treasurer generates the annual member dues assessment billings for the 228 members of the Association pursuant to the budget adopted by the Board.
2. Member's billings are mailed on or before December 1 each year.
3. Upon receipt of dues assessments, the checks are restrictively endorsed "for deposit only" and prepared for deposit into the Board designated depository account.
4. Each deposit must be supported by a detail listing of members' lot number and name.
5. Pending deposit, all checks should be reasonably safeguarded from destruction or theft.
6. Funds received should be deposited into the bank account as soon as possible, but in any event at least weekly. However, if the weekly dollar total is less than \$_____, the deposit may be delayed until the end of the month.

Investment Income

1. Investment income is generally credited to the Association's bank and brokerage accounts monthly.
2. The monthly bank and brokerage statements provide the basis for recording investment income.

Other Miscellaneous Receipts

All other miscellaneous receipts, consisting primarily of document fees resulting from the transfer of a Lot, should be appropriately documented and deposited into the Board designated depository account using the same procedures outlined above for member dues assessments.

Accounting for Revenues

Revenues are to be classified based on the budget categories and recorded monthly into the Association's accounting records. Detail support for all transactions must be maintained and filed in a systematic manner.

EXPENDITURES

1. The anticipated annual operating expenditures are set forth in the budget.
2. Invoices for goods/services are received by the Treasurer.
3. Vendor invoices should be accumulated pending preparation of a check in payment.
4. Upon determination that the goods/services have actually been received and the condition thereof is satisfactory, the Treasurer prepares a check in payment.
5. The check number is written on the supporting documentation.
6. The check is co-signed by the Treasurer.
7. The check, together with the supporting documentation, is forwarded to the President.
8. The President reviews the supporting documentation and initials and dates the documentation and co-signs the check.
9. The supporting documentation and signed check are returned to the Treasurer.
10. The check is mailed to the vendor and the documentation is filed in a systematic manner. [Documentation may be filed either alphabetically or, preferably, in check number order.]
11. Certain recurring expenses (e.g. utilities) are paid by EFT as authorized by the Board.
12. Expenditures qualifying for disbursement from the Reserve Fund pursuant to Board Policy are handled similarly to those from the Operating Fund except that, in addition to approval of the Treasurer and President, such expenditures require approval of the Maintenance Committee Chairperson prior to processing.

Accounting for Expenditures

Expenditures are to be classified based on the budget/plan categories and recorded monthly into the Association's accounting records.

MONTH-END RECONCILIATION

1. Checking/savings accounts maintained at the bank are available on-line for review and printing.
2. At the end of each month the bank statement should be printed off and the bank balance should be reconciled to the Association's cash balance(s).
3. Statements for the investment accounts are received monthly from the Brokerage. These statements should also be reconciled to the Association's balances.
4. The monthly reconciliation should be filed in a systematic manner.
5. The total cash/investment balances must be reconciled to the Fund Balances reported in the Association's monthly financial statement.

“ATTACHMENT D”

Common Area Tree Study Committee
Suggestions for further Study
May 26 2008

1. If the Board were to suspend the trimming program, what should take its place? Could the Board provide the impacted owners a choice?
 - a. One option might be to leave the tree untrimmed (as you evidently propose for many of the exterior trees).
 - b. Another might be to have the tree trimmed, but at the impacted owner's expense. This trimming could be at the direction and under an annual contract negotiated by the Maintenance Committee on behalf of the impacted owners.
 - c. Finally, the impacted owners might opt to have the tree removed, at Association expense, in a program conducted by the Maintenance Committee using funds saved from the current trimming program.
2. Does the Committee seek the removal of all trees or only those that obstruct views? For example, the Committee notes that only 5% of the exterior or perimeter trees have the potential to obstruct views. Should these 20 – 25 trees be included in whatever program is developed for the interior trees? Do all of the interior trees have the potential to obstruct views?
3. When conducting its inventory of common area trees did the Committee identify if any owners other than the lot listed were impacted by that tree? Does the Committee have a standard definition for impacted owner? If not could it develop one?
4. The Board would welcome any suggestions for one or more bushy plants that would both complement the vegetation in our common areas and survive without watering after the first year (watering in the first year would need to be done by volunteers). Could the Committee contact the Master Gardener Program to see if they could provide one or more options?

GROUNDS:

1. It is obvious to the committee members that the design of the SIV subdivision was intended to result in home sites with mountain views. It follows then that many if not most of the homeowners in the subdivision were partly if not highly influenced to buy in SIV because of those views.
2. The SIV CC&Rs state in Section 13.9 "Trees and other vegetation shall be trimmed so they will not materially interfere with panoramic mountain or valley views, encroach on neighbors' lots or Common Areas, or protrude over sidewalks or streets." **SIV should comply with any rules it imposes on the homeowners.**
3. It then also follows that trees in the common areas that obstruct views are in violation of our CC&Rs in spirit if not in fact.
4. Two options to solve this problem are to continue to trim the offending trees or remove the offending trees.
5. Trimming the trees has not solved the problem. It has resulted in trees that are neither attractive nor complementary to the appearance of our subdivision. In addition, the cost of trimming will continue to rise as the trees develop more hardy root systems and become more aggressive in growth.
6. Once the cost of removing the trees is incurred, the majority of the tree trimming expense will be saved on an annual basis.

GENERAL OBSERVATIONS:

1. The committee is aware that there are likely people within the subdivision who like the trees and may not be happy with removal of them, but it is our opinion that the association has little choice in the matter because of the above comments.
2. The trees may have served a function of helping to hold the common area banks in place in the early years of the subdivision. It is now apparent, however, that there is sufficient other growth to prevent erosion on the banks. It is also true that the plantings on the banks are quite attractive and will be even if the trees are removed.
3. It could be that after the removal of the trees it would be desirable to have some plants with more vertical height to break up the long banks. The board could at that point find acceptable plants that would serve that purpose without interfering with homeowner views.
4. The perimeter of the subdivision (along Camino del Sol, Calle Tres, Frontage Road, and Demetrie Wash) also contains many trees (see inventory) but only 5% or so of these trees have the potential to obstruct views. As a result, the perimeter area will likely fall to the bottom of the list of tree removal.

"ATTACHMENT F"

2008 – 2009 BOARD GOALS AND OBJECTIVES (May 26 2008)

- ✚ Our goal as a Board is to maintain, protect and enhance the value of the homes in our Association.
- ✚ We measure our success by comparing the average sale price of our homes from year to year.
- ✚ Our decisions as a Board should be made in accordance with the "business judgment rule" and with the objective of making a positive impact on the value of our assets.
- ✚ Accordingly our Board will
 1. act in good faith,
 2. act within the limits of our expertise,
 3. act lawfully and with ethical intent,
 4. rely on experts,
 5. deal fairly with our vendors and
 6. resist reinventing the wheel.
- ✚ Our Board will meet openly, with a timed agenda that is prepared and distributed in advance.
- ✚ At all meetings the Board will invite and encourage the participation of all directors and provide an Open Forum for homeowners who might attend.
- ✚ The Board will rely upon committees to do the work of the Association. It will either delegate issues as they arise to one of the standing committees (Architectural, Audit, Financial Advisory and Maintenance) or form a committee to deal with the issue.
- ✚ The Board will appoint a Representative to each of the standing committees (except Audit). As it forms committees the Board may elect to appoint a Representative to that committee or appoint a Chair. In turn, 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 the secretary will provide each Board member with a printed copy of the Board Package including the following:
 1. Agenda,
 2. Draft of the Minutes from the prior meeting,
 3. Statement of Revenue, Expenses and Fund Balances
 4. Board Supplement to Statement of Expenses
 5. Officer's Reports
 - Report from the Secretary
 - Report from the President
 6. Committee Reports
 - Report of the Architectural Committee
 - Report of the Audit Committee
 - Report of the Financial Advisory Committee
 - Report of the Maintenance Committee
 - Report of any other Committee
 - Report of the GVCCC Representative
- ✚ 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.

- 1) President: (2008 – 2009 President is Bob Christensen)
 - a) Encourage Director attendance at CAI and GVCCC training sessions
 - b) Oversee our Goals and Objectives
 - c) Conduct open and efficient Board Meetings

- 2) Secretary: (2008 – 2009 Secretary is Marianne Bishop)
 - a) Maintain website
 - b) Provide timely notice of Board Meetings via the website, eMail, Newsletter and the Green Valley News
 - c) Deliver Board Books (Agenda and attachments) prior to each meeting
 - d) Publish three or four Newsletters during year (March, June, September and January)
 - e) Publish Annual Meeting book in March
 - f) Update or publish Directory in December
 - g) Send out "dues letter" in December
 - h) Send out "annual meeting notice" in January

- 3) Treasurer: (2008 – 2009 Treasurer is Marianne Bishop)
 - a) Prepare monthly Statements of Revenue, Expenses and Fund Balances for Board review and approval
 - b) Prepare draft Budget for 2009 for Financial Advisory Committee review in advance of the October Board meeting
 - c) Prepare year end Statement of Revenue, Expenses and Fund Balances for Audit Committee review in January

- 4) Architectural Committee: (2008 – 2009 Board Representative is Jerry Larsen)
 - a) Fully account for all Requests from Homeowners
 - b) Provide regular reports to the Board
 - c) Complete recommendations to the Board regarding solar energy devices

- 5) Audit Committee: (2008 – 2009 Chair is Jack Powers)
 - a) Develop finance manual for Association and present to Board
 - b) Recommend outside exam for 2008 or conduct internal exam
 - c) Submit report to the Board and at Annual Meeting in February

- 6) Financial Advisory Committee: (2008 – 2009 Chair is Bob Christensen)
 - a) Present updated Reserve Plan to the Board at its May meeting
 - b) Review DRAFT Budget for 2009 and present preliminary proposal for Dues Assessment for 2009 to the Board by October 6
 - c) Present FINAL Budget and proposed Dues Assessment for 2009 to the Board by November 3

- 7) Maintenance Committee: (2008 – 2009 Board Representative is Duane Nealy)
- a) Solicit bids, award and oversee contracts for the following projects:
 - i) 2008 Street Crack Seal Project
 - ii) 2008 Street Curb Seal Project
 - iii) 2008 Street Reseal Project
 - iv) 2008 Signage and striping Projects
 - v) 2008 Drainage line repair Project
 - vi) 2008 Safety Improvement Project at Calle Tres Entrance
 - vii) 2008 Culvert Rails Painting Project
 - viii) 2008 Annual Tree Trimming Project
 - b) Oversee maintenance of common areas
 - c) Obtain advice of consultants and update Maintenance Plan for 2008 – 2050 to the Board by March 10
 - d) Provide monthly reports to the Board
- 8) Nominations Committee: (2008 – 2009 committee to be named)
- a) Identify three candidates to replace Director's whose terms expire in 2009
 - b) Obtain candidate approval at 2009 Annual Meeting
- 9) Other Committees:
- a) Form Committee to study removal of invasive grasses from Common Areas
 - b) Form Committee to study trimming and removal options of trees in our Common Areas and submit its recommendations by October 2008
 - c) Form Committee to study community safety and submit its recommendations by October 2008

“ATTACHMENT G”
GVCCC MAY REPORT

- President Russ Symes stated that he had a request for boundary lines to be changed in the Whitehouse Canyon area in order for them to belong to the GVCCC. Motion was made and passed.
- Representative Gifford's office responded on issues presented at April meeting. Sheriff's office has now filled three positions that were vacant.
- Border Patrol has now tripled the agents covering our area. BP wants you to call 514-4700 for general information or sightings of Illegals.
- Virgil Davis, treasurer of USC/PUG (Upper Santa Cruz/Providers & Users Group) reported on expected water problems in Green Valley. The committee is made up of a wide mix of users and providers and each has a different agenda. Slides were shown of Back Mountain Reservoir that supplies CAP water to our area. Community Water Company and Rosemont Copper Co. are reviewing plans to change the pipeline from 20" to 36". Alternative water resources are required. The group has identified four project phases to accomplish the necessary goals. Further information is available on website at USC/PUG.org.
- Ray Carroll with the recession, the Bond election will not take place this year. He is recommending using reserve funds during the next year so services can be maintained at the 2008 level. He would appreciate any new input on the RTA transit system. His e-mail address is rrrgp@aol.com. Tom Ward is his new special staff assistant in Green Valley. Tom can be contacted at 648-0847.
- Free MMR (includes measles, mumps, and rubella) clinics will be held at Randolph Park, 600 Alvernon Way, Tucson. Monday-Friday 9 am to 7 pm Saturdays 9 am to 3 pm and this clinic is anticipated to continue the entire month of May. The vaccine is available at the Green Valley clinic by appointment only 648-1626. Anyone born prior to 1957 should get the vaccine.
- **GVCCC will have an open meeting on from 1-3 PM on May 27th at their office in the Green Valley Mall suite 13 for information sharing between interested residents and the Border Patrol.**

GVCCC APRIL REPORT

At-Large-Member Kathy Simpson has taken the 2nd VP position. There is now a vacancy for that position. Stan Riddle will be the 1st VP – Tom Ward resigned to take a position with Ray Carroll. Bill Copeland will now be the Treasurer of GVCCC. Russ Symes resigned his position of President of GVCCC, effective after the September 2008 meeting.

- CERT (Community Emergency Response Team) graduated 32 people on March 6. 270 have been trained over the last 3 yrs; 148 are active today.
- Medicare has not yet certified the new Desert Dialysis Center in Green Valley. Much need still exists for help to transport patients to Tucson.
- The Mark N Guard Program by SAV is etching automobile windows with the VIN number to make theft more difficult. Call SAV to schedule an appointment. New cars may already have the VIN numbers etched on their windows.
- John Fitzpatrick, Assistant Chief Border Patrol Agent of the U.S. Border Patrol updated the members on Border Patrol activities. Don Severe of San Ignacio Vistas II gave a detailed report on Illegals in our area with pictures showing garbage and messes left behind. This also included the Montana area and sections near Calle Tres and the Canoa area. As of this time, there are 75 Minute Men Volunteers from all occupations trying to help with the

situation. They should not be looked down upon for their efforts. It is very time consuming.

- A long-running campaign to build a community performing arts center in Green Valley got a major boost. Jim Mack, Manager of [Community Performing Arts Center Foundation](#), spoke on an opportunity offered by Freeport-McMoRan Copper & Gold Foundation (formerly Phelps Dodge) to receive a \$250,000 matching grant. CPAC must raise \$250,000 in donations by December 31, 2008. This is an "all-or -nothing" grant, so the goal MUST be reached by the deadline.
- Traffic & Arroyos Committee reported that construction would begin on the roundabout on the West Frontage Road at Canoa.

"ATTACHMENT H"
Architectural Committee Meeting Minutes
Tuesday April 29th 2008

Members in attendance: Gerald (Jerry) Larsen, Susan Trecartin, Don Peterson, Jerry Le Tendre and Marianne Bishop SIV Secretary.

Jerry Le Tendre hosted the meeting. He invited Mr. Paul Mittenberger, a representative of the Solar Store in Tucson to the meeting to give the committee a general overview on the installation and functionality of the Solar Devices.

Following the meeting with Mr. Mittenberger, Jerry Le Tendre submitted a draft set of guidelines regarding the installation of Solar Devices in San Ignacio Vistas.

Since the last Committee meeting the following requests where submitted and have been approved.

Lot 8	painting the house
Lot 114	repainting the house
Lot 131	enclose existing patio
Lot 140	repainting the house
Lot 161	repainting the house
Lot 170	resealing roof & repainting house
Lot 174	repainting the house
Lot 189	Pool installation

Respectfully submitted:

Gerald Larsen

"ATTACHMENT I"

SOLAR ENERGY DEVICES Suggestions for further Study May 26 2008

1. What does the Committee define as "the yard"? Do you envision solar energy devices being placed in the front of a house or at the side of the house or only in the rear of the house?
2. What are the merits of the solar energy device placed in "the yard" over those placed on a rooftop?
3. If the device cannot rise above the roofline by more than two feet, how tall can the device be if placed in "the yard"?
4. Assuming all such devices are "attractive" to the owner who wishes to install them, what would make a device unattractive to a neighbor or to the Architectural Committee?
5. Is the Committee convinced that a solar energy device can be installed on any sturdy rooftop without damage to the roof?
6. Do all licensed installers guarantee the owner against such damage?
7. Many of the rooftops in our Association face east and west. Is there any difference in the installation of a solar energy device on these homes as opposed to those that face north south?

"ATTACHMENT J"

SOLAR ENERGY DEVICES

1. Installation of a solar energy device requires the prior written approval of the Architectural Committee.
2. The Architectural Committee review submittal form is available on the SIVHOA website.
3. The installer of the device must be properly licensed by Pima County and the solar energy device certificate number cited in the Architectural Committee Review Submittal Form. Installation must be in accordance with manufacturer's specifications.
4. The device may be installed on flat and sloped tile roofs and other sturdy rooftops or in the yard.
5. If the device is visible, it shall be attractive in appearance. The device cannot raise the roofline by more than two feet.
6. Owner shall maintain or arrange for the maintenance of the device in accordance with manufacturer's recommendations. If the device is either improperly maintained, or appears damaged or in disrepair or falls into disuse the owner must remove the device from their property.

"ATTACHMENT K"
MAINTENANCE COMMITTEE MEETING
April 16, 2008

Present: Lillie Hill, Jane Hilsenhoff, Duane Nealy and Jim Steffan

Members of the Maintenance Committee met at Desert Hills at 9:00 a.m.

A discussion of tree removal language was discussed and will be submitted to the Board shortly.

Jim Steffan has walked the borders of San Ignacio and is preparing recommendations for pruning and tree removal.

The seal coating notices have all been delivered to residents.

There was a discussion about the incident involving the Amato property. It was decided to take no action regarding installing posts or rocks on their property because this type of thing could happen in other parts of our sub-division.

Jim Steffan reported that all the stop signs are up and the old ones are in storage.

Duane Nealy suggested there not be any Maintenance Committee meetings during the months of June, July and August unless a situation arises to merit a special meeting. Members present agreed.

Submitted by: Lillie Hill, Secretary

MAINTENANCE COMMITTEE MEETING
May 21 2008

Present: Sam Eidson, Bob Hill, Lillie Hill and Duane Nealy

Painting the metal rails around culverts has been delayed due to the temperatures. They will be painted when it cools in the fall.

FRM replaced riprap at the north end of Gloria View Court and put rocks in to create drainage channels to control water and possible flooding. In addition, the Calle entrance is complete.

A brief discussion was held regarding security issues. It is felt that the incident involving the Amado house was random and security gates might be too costly to consider.

The next scheduled Maintenance Committee meeting will be held September 17.

Submitted by: Lillie Hill, Secretary