

San Ignacio Vistas, Inc.
Homeowners Association Minutes
Board Meeting – February 15, 2022

The meeting was held using ZOOM. A quorum of the board attended: Marianne Bishop, Joyce Bulau, Jeff DeVaney, Larry Engel & Glen Seela; Ivonne Maldonado, RSS, Pat Imgrund, Roads and Jene Hong, FAC. The meeting was called to order at 2 PM using agenda as distributed.

1. COMMITTEE REPORTS

A. Audit Committee

Judy Barkley completed the Audit and provided the Audit Report (**Attachment A**).

B. Maintenance – Landscape – Joyce Bulau

Upon review of the 4-year contract with Felix Landscape we need to address the following clause: For each year following the initial terms, unless the parties shall otherwise agree, the annual cost shall be increased by a percentage rate according to the cost-of-living rate. Also, there will be an adjustment in the per man hour rate if there is a minimum wage increase required by law.

A MOTION was MADE, SECONDED and UNANIMOUSLY PASSED approving a 7% increase of the monthly contract of \$2,567 bringing the new amount to \$2,750. The Treasurer was authorized to issue a check of \$360 to reimburse for January and February 2022.
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C. Maintenance – Roads – Pat Imgrund

Melissa at Pima county DOT advised they are going through a reorganization and have lost a number of staff. At this time they have nobody qualified to give us guidance and it is uncertain when that situation will change.

The committee drafted a letter to Tucson Asphalt and requested that it be sent to David McEvoy, our attorney, for fine tuning prior to transmission. (**Attachment B**).

D. Architecture – Glen Seela

Reviewed one request for a Ramada. Our rule regarding exterior lighting was questioned because of a perceived infraction at a home on Gloria Vista Drive. Members of the board were asked to review this home after dark and report as to whether they feel that our rules are being violated.

4.28 Lighting

Owners must ensure their exterior garage lights are in working order and on at night. (There is no other street lighting in San Ignacio Vistas.)

Existing exterior lighting mounted on the garage or house may be repaired or replaced at the Owner's discretion provided there are no modifications to the dimensions and the materials employed and the color conforms to Section 4.32 guidelines.

Owners may at their discretion provide ground mounted hooded lighting for their walkways, to illuminate flags (Section 4.17 D), water effects, vegetation and other featured items in their yards provided such lighting shall not be directed toward or interfere with surrounding Lots or Common Areas, including streets, or be directed towards the sky.

Owners may at their discretion install and operate lighting at the rear of their house to illuminate their porches and patios provided such lighting is suitably covered and of appropriate wattage.
Any other modification or installation requires AC approval.

Only white or yellow lamps (light bulbs) are permitted except for holiday lighting (Section 3.10).

Uncovered lighting, floodlights or other high intensity lighting having adverse impact on neighbors due to location, wattage or other features is not permitted.

2. OFFICERS' REPORTS

A. Treasurer

The Financial statement ending January 31, 2021 (**Attachment C**) was reviewed.

A MOTION was MADE, SECONDED and UNANIMOUSLY PASSED accepting the Treasurer's Report subject to Audit.

Only one homeowner has not paid for 2022 because of a fraudulent attack on their bank account. The Treasurer, upon consulting with the President, had granted a reprieve until the beginning of March.

The Treasurer requested the Financial Advisory Committee (FAC) to review the current Investment Policy based on present levels in the Operating and Reserve Funds. Also to review performance of our investment in Vanguard. Jene Hong, Chair of the FAC, stated she is in the process of gathering bios for all committee members and hopes to have this prior to the Annual Meeting.

B. Secretary

The minutes of the January 18, 2021 meeting were emailed to the board members after the meeting and were unanimously approved as distributed.

A MOTION was made, SECONDED and UNANIMOUSLY PASSED to set the record date for Homeowners eligible to receive a Notice and Agenda for the Annual Meeting of Members as of February 28 2022.

3. CONTINUING BUSINESS - None

4. NEW BUSINESS - None

The remainder of the meeting was devoted to reviewing the Power Point presentation for the Annual Meeting.

5. ADJOURNMENT

The meeting was adjourned at 3 PM. The next meeting of the Board will be the organizational meeting following the Annual Meeting on March 7, 2022.

Respectfully submitted,
/s/ Marianne Bishop, Secretary

ATTACHMENT A
Audit Committee Report

**To the Board of Directors
San Ignacio Vistas, Inc.**

We have performed an internal audit of the accompanying Statements and Assets, Liabilities and Fund Balances (modified cash basis) of San Ignacio Vistas, Inc. as of and for the years ended December 31, 2021 and 2020. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on the financial statements based on our internal audit.

We conducted our internal audit of obtain reasonable assurance about whether the financial statements are free of material misstatement. Our internal audit procedures included examining, on a test basis, evidence supporting the amounts in the financial statements as well as evaluating the overall financial statement presentation. We believe that our internal audit procedures provide a reasonable basis for our opinion.

The financial statements are consistently prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, as the internal audit committee, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, fund balances, revenue, expenses and changes in fund balances of San Ignacio Vistas, Inc. as of the years ended December 31, 2021 and 2020, on the modifies cash basis of accounting.

**San Ignacio Vistas, Inc.
Internal Audit Committee**

January 22, 2022

San Ignacio Vistas, Inc.
Statement of Assets, Liabilities and Fund Balances
(Modified Cash Basis)
December 31, 2021 with Comparative Totals for 2020

	<u>Operating Fund</u>	<u>Reserve Fund</u>	<u>Total All Funds</u>	
			<u>2021</u>	<u>2020</u>
ASSETS				
Cash	\$ 140,651	\$ 54,235	\$ 194,886	\$ 164,693
Investments		46,538	46,538	45,171
Due from Operating Fund			-	21,645
	<u>\$ 140,651</u>	<u>\$ 100,773</u>	<u>\$ 241,424</u>	<u>\$ 231,509</u>
TOTAL ASSETS				
	<u>\$ 140,651</u>	<u>\$ 100,773</u>	<u>\$ 241,424</u>	<u>\$ 231,509</u>
LIABILITIES				
Assessments Received in Advance	\$ 51,062		\$ 51,062	\$ 78,960
Due to Reserve Fund		\$ 19,118	19,118	\$ 21,645
	<u>51,062</u>	<u>19,118</u>	<u>70,180</u>	<u>91,825</u>
TOTAL LIABILITIES				
	<u>51,062</u>	<u>19,118</u>	<u>70,180</u>	<u>91,825</u>
FUND BALANCES				
	<u>70,471</u>	<u>100,773</u>	<u>171,244</u>	<u>130,806</u>
TOTAL LIABILITIES AND FUND BALANCES				
	<u>\$ 121,533</u>	<u>\$ 119,891</u>	<u>\$ 241,424</u>	<u>\$ 222,631</u>

San Ignacio Vistas, Inc.
Statement of Revenue, Expenses and Changes in Fund Balances
(Modified Cash Basis)
Year Ended December 31, 2021 with Comparative Totals for 2020

	<u>Operating Fund</u>		<u>Reserve Fund</u>		<u>Actual Total All Funds</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>2021</u>	<u>2020</u>
REVENUE						
Assessments	\$ 92,680	\$ 92,680	\$ 35,000	\$ 35,000	\$ 127,680	\$ 123,120
Transfer and Document Fees	4,320	7,320			7,320	5,000
Investment Income	200	265	3,000	1,487	1,752	28,748
	<u>97,200</u>	<u>100,265</u>	<u>38,000</u>	<u>36,487</u>	<u>136,752</u>	<u>157,116</u>
TOTAL REVENUE						
EXPENSES						
Maintenance	53,160	54,553	11,000	9,504	64,057	606,832
Administrative	28,888	25,369	-	-	25,369	20,033
Other	7,236	6,889	-	-	6,889	6,145
	<u>89,284</u>	<u>86,811</u>	<u>11,000</u>	<u>9,504</u>	<u>96,315</u>	<u>633,010</u>
TOTAL EXPENSES						
EXCESS REVENUE (EXPENSES)	7,916	13,454	27,000	26,983	40,437	(475,894)
FUND BALANCES						
Beginning of Year	<u>17,891</u>	<u>57,016</u>	<u>581,981</u>	<u>73,790</u>	<u>130,806</u>	<u>581,961</u>
END OF YEAR	<u>\$ 25,807</u>	<u>\$ 70,470</u>	<u>\$ 608,981</u>	<u>\$ 100,773</u>	<u>\$ 171,243</u>	<u>\$ 106,067</u>



marianne bishop <sivhoa.info@gmail.com>

Street surface conditions and manhole repairs

SAN IGNACIO VISTAS, INC. <sivhoa.info@gmail.com>

Wed, Feb 16, 2022 at 9:01 AM

To: Mark Dickerson <mark@tucsonasphalt.com>

Cc: 116-IMGRUND <patimgrund@gmail.com>

Bcc: 043-BULAU <joyceBulau@gmail.com>, 108-ENGEL <lgengel@gmail.com>, 110-devaney <jeffldevaney@gmail.com>, 168 - BISHOP <sivhoa.info@gmail.com>, 221-SEELA_Glen <glen0831@live.com>

Dear Mark,

This is in response to Whelcon's findings regarding the condition of the covers and valves in San Ignacio Vistas, Inc. as well as our expectations as to a remedy of existing sub-standard street surface conditions.

WHELCON: Manhole Covers, Water Shut-off Valves

We acknowledge and thank Whelcon for their response to our concerns regarding the many 'bumpy' manhole covers located in our association. As a result of a January 2022 visit to SIV, Whelcon has agreed to repair/replace 13 manhole covers (extreme bump when driven over) and adjust five other covers that are not set properly (loud clunk when driven over). Members from our SIV board as well as road committee members, using Whelcon's 'repair list' as a guide, drove over every cover and we agree with their findings. However, we found two more covers* that are troublesome and have the same characteristics as the ones on their list. Additionally, we found many water shut-off valve access points that are as bad or worse than the manhole covers (extreme bump). We expect Whelcon to address these water shut-off valves as well when they repair the manhole covers.

The 2 additional covers we identified to be repaired are: 4803 Harvest Moon Drive and 4737 Gloria Vista Drive

TUCSON ASPHALT: Sub-standard Street Surface Conditions (cracking, linear depressions, open aggregate)

We were very pleased to have a Tucson Asphalt crew working on January 25, 2022, to repair the many small holes in our streets. The crew was very thorough and did a great job. This is the same outcome we expect for a resolution of the remedial work discussed with you at the end of December 2021.

As you may recall, you and Keith met with our road committee chair, Pat Imgrund, and Jeff DeVaney, SIV board member on 12/29/21. We talked about bumpy manhole covers and a variety of other concerns regarding the degradation of our newly paved streets (cracks, linear depressions, loose aggregate). After inspecting serious cracking on Harvest Moon, Prairie Hills and finally Gloria Vista, you mentioned that you had 'seen enough' and would get back to our road committee with Tucson Asphalt's next step.

Unfortunately, that response (dated 2/1/22) contained a 'wait and see' message with remedial work to be done shortly before the four-year warranty period expires in June of 2024. Considering the serious degradation of our road surfaces in just 20 months, we feel we cannot wait until spring 2024 to have these concerns addressed.

We respectfully request that Tucson Asphalt respond by March 15, 2022, with a resolution, including timeline, to address our concerns. We feel the relationship Tucson Asphalt has with SIV's road committee and board has been positive and professional up to this point. However, if we feel Tucson Asphalt's response to this letter does not meet our requirements, please know what we will look at all of our options. We certainly hope we can mutually agree on the seriousness of these issues and need for immediate resolution.

Sincerely, SIV Board of Directors
Joyce Bulau, President
Glen Seela, VP
Marianne Bishop, Sec-Treas
Jeff DeVaney and Larry Engel

ATTACHMENT C

2/10/2022
Cash Basis

San Ignacio Vistas, Inc.
Balance Sheet
As of January 31, 2022

ASSETS

Current Assets	<u>OPERATING</u>	<u>RESERVE</u>	<u>TOTAL</u>	<u>GAIN/ (LOSS)</u>
120 · COMMERCE CHECKING	157,921			
1502 · COMMERCE RESERVE		90,268		
1516 · VANGUARD -WGNIX (MV=50948)		<u>46,538</u>		4,410 {1}
TOTAL ASSETS	<u>157,921</u>	<u>136,806</u>	<u>294,727</u>	*

FUND BALANCES

300 · Operating Beginning Balance	70,471		70,471	
3000 · Reserve Beginning Balance		100,773	100,773	
Net Increase/(Decrease)	<u>87,765</u>	<u>35,717</u>	<u>123,482</u>	
Total Fund Balances	<u>158,236</u>	<u>136,490</u>	<u>294,726</u>	
 Outstanding Dues as of 2-10-2022	 (315)	 316		
 TOTAL LIABILITIES & FUND BALANCES	 <u>158,236</u>	 <u>136,490</u>	 <u>294,726</u>	 *

* Rounding

(1) Gain since January 31, 2021 = \$ 2,021

2/10/2022
Cash Basis

San Ignacio Vistas, Inc
Budget vs. Actual
January 2021

	Operating		Reserve		Total	
	Actual	Budget	Actual	Budget	Actual	Budget
REVENUE:						
400 · Assessments	95,372	96,216	35,708	36,024		
410 · Transfer and Document Fees	400	4,800				
420 · Operating Fund Interest	20	265	9	1,500		
430 · Other Income		0				
4200 · Interest & Dividends						
Total Revenue:	95,792	101,281	35,717	37,524	131,509	138,805
EXPENSES:						
Maintenance:						
500 · Yearly Contract	2,567	30,800				
501 · Invasive Grass	0	5,000				
502 · Tree Trimming	0	5,000				
503 · Utilities	240	360				
505 · Other Maintenance	0	8,000				
506 · Erosion Mitigation	0	4,000				
507 · Plant Replace	0	4,000				
5004 · Other Maintenance				2,000		
Total Maintenance	2,807	57,160	0	2,000		
Administrative:						
510 · Contract Service	1,263	18,150				
512.1 Trainee	500	6,000				
511 · Board		200				
512 · Legal	330	3,000				
513 · Communications						
513.1 · Computer/ Internet	104	2,000				
513.2 · Telephone	11	1,080				
513.3 · Office Supplies	0	50				
513.4 · Printing/Reproduction	258	3,000				
513.5 · Postage/Delivery	0	500				
513.6 · Record Storage	0	636				
Total 513 · Communications	373	7,266				
Total Administrative:	2,466	34,616				
Other Operating:						
521 · Insurance		4,000				
522 · Membership Fee - GVC	2,736	2,736				
523 · Taxes and Contingency	18	500				
Total Other Operating:	2,754	7,236				
Total Expenses:	8,027	99,012	-	2,000	8,027	101,012
NET REVENUE (EXPENSES)	87,765	2,269	35,717	35,524	123,482	37,793
Beginning Fund Balance	70,471	57,016	100,773	100,773	171,244	157,789
Ending Fund Balance	158,236	59,285	136,490	136,297	294,726	195,775