

**San Ignacio Vistas, Inc.**  
**Homeowners Association Minutes**  
**Board Meeting – November 21, 2023**  
**Board Approved December 11, 2023**

The meeting was held at the Canoa Ranch Recreation Center and a quorum of the board was present: Marianne Bishop, Joyce Bulau, Kam Morganti, Bob Bybee, and Amy Cordova from RSS and Pat Imgrund Chair of the Road Sub-Committee. There were no homeowners present. The meeting was called to order at 1:05 PM.

**PRESENTATION FROM NORTHWEST EXTERMINATORS (NWE):** NWE explained their process and why it is so costly. They recommend treating two times a year with both pre-emergent and post-emergent. Since some of the Board was not present at this meeting, it was recorded. The company was to supply us with a recommendation letter from another HOA. No vote was taken, and the matter was tabled until we got another quote.

**COMMITTEE REPORTS:**

**SOCIAL: Kam Morganti,** Chair reported that Game Night held on November 10th was very successful. The next event is a Holiday Dinner at the Legion Club on December 15th.

**INTERNAL AUDIT COMMITTEE:** Diane and Lorri met with the Treasurer on Oct. 25 to review how monthly data is compiled in both paper form and on the computer. They will schedule a date in January to start their compilation and report their findings at the Homeowners Annual Meeting. They plan to meet two times a year.

Since there are only two members presently on the Committee it is necessary to revise the Bylaws (Article IX - Committees; Section 3: Audit Committee).

A MOTION WAS MADE, SECONDED, AND UNANIMOUSLY PASSED to change the wording of the section of the Bylaws regarding the Internal Audit Committee (Attachment A)
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**ARCHITECTURAL:** Five AC applications were approved since our last meeting. The applications included a screen door, solar panel, split rail fence, rose arbor, and a paint application.

**ROADS:** Pat **Imgrund**, Chair reported that street sweeping scheduled for Nov. 15 experienced equipment failure, therefore it was rescheduled for November 30.

Pat is working with new representatives from Tucson Asphalt (TA) regarding the condition of the roads. The North & South roads need attention. We have serious issues that Pat is attempting to have rectified by TA. A meeting will be arranged with TA and members of our Board.

TEP repainted all but one transformer on Desert Sunset. We will follow up with them. Curb reflectors are getting knocked off. Pat will be trying a different adhesive to see if they will stay on. This will be done when it gets warmer.

Green Valley Water District had to open the road and repair a water leak on View Ridge Drive. Although this hole could not be replaced with Green Asphalt, Pat measured the depth of the repaired patch, and the new asphalt was between 3-4" thick. He feels confident that they made an acceptable repair.

He also reported that all our fire hydrants have also been repainted.

**LANDSCAPE: Joyce Bulau, Chair**

The electrician will be bolting the solar panel onto a concrete pad, facing south, behind the monument near Calle Tres. The new lights have already been installed. The concrete will be completed when we have a day with the proper temperatures.

TLC Landscape made a presentation to scarf the top layer at the south end of Gloria View by the bench which would cost \$1300. The decision was tabled as we needed the full Board to make this decision.

Armando completed cutting down brush starting at our entrance monument on Camino del Sol going south three houses.

**OFFICERS REPORTS:**

**PRESIDENT:** Unless the Secretary receives notification from a homeowner that they desire to run for the Board there will be no need for an election. A petition used for this purpose is available on our website. It must be submitted to the Association Secretary by January 12, which is 60 days prior to the Annual Meeting. It must bear the signature of at least 20 members representing 20 lots. Upon verification of the petition, the nominating committee is obligated to hold an election.

**SECRETARY:** The minutes of the October 17, 2023, board meeting had been approved via email and are hereby ratified. They have been posted to our website.

**TREASURER:** The Balance Sheet and Budget vs Actual Expenditures ending October 31, 2023, were reviewed, and approved pending Audit. (Attachment B).

A revised Budget for 2024 was reviewed. The Maintenance Committee has more research before they decide who will work on Buffelgrass. Because of this the 2024 Budget cannot be finalized. It will be submitted to the Board for a vote in January.

**CONTINUING BUSINESS - None**

**NEW BUSINESS - None**

**ADJOURNMENT**

With no further business to be conducted the meeting was adjourned at 2:36 PM.

The next scheduled meeting is January 9, 2024, and will be held at the Canoa Ranch Recreation Center in the Amado Room starting at 1 PM.

Respectfully submitted,  
/s/ Amy Cordova, Assistant  
Reliable Secretary Service

## ATTACHMENT A

### REWORDING OF THE SIVHOA BYLAWS,

#### Section 3: Audit Committee.

The Audit Committee will be composed of at least two and a maximum of three Members of the Association. No member of the Board may serve on the Audit Committee. The duties of the Audit Committee will be to:

- A. Annually prepare a compilation, as required by applicable law or, if they feel the need, recommend that the audit be conducted by a Certified Public Accountant that is not necessarily a licensed CPA.
- B. Present to the Board, prior to the Annual Meeting, a Report on any findings together with recommendations regarding any matters coming to their attention during the conduct of the internal audit.

The committee will exercise and discharge such other duties as may be required by the Board and in all matters, the committee will report to and make its recommendations directly to the Board.

Adopted by the SIV Board of Directors  
At their November 21, 2023 meeting

ATTACHMENT B

SAN IGNACIO VISTAS, INC.  
 Assets, Liabilities and Fund Balances  
 As of October 31, 2023

ASSETS	<u>OPERATING</u>	<u>RESERVE</u>	<u>TOTAL</u>
Checking/Savings			
120 · COMMERCE CHECKING	35,005		
123 · VMRXX - FEDERAL MONEY MARKET	<u>60,302</u>		
Total Operating Fund	<u>95,307</u>		
1502 · COMMERCE RESERVE		10,381	
1511 · VANGUARD - MM		120,015	
1518 - MALVERN PA CD		<u>50,000</u>	
Total Reserve Account		<u>180,396</u>	
			<u>275,703</u>
EQUITY			
3000 · Reserve Fund Balance			81,337
300 · Operating Fund Balance			137,525
350 · Retained Earnings-Operating			4,852
Net Income			<u>51,989</u>
Total Equity			<u>275,703</u>

**SAN IGNACIO VISTAS, INC.**

**Expense vs Budget**

**As of October 31, 2023**

	OPERATING		RESERVE		TOTAL	
	Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUE:</b>						
400 · Assessments	94,740	96,216	37,500	37,500		
410 - Transfer and Document Fee	5,350	4,000				
420 · Interest & Dividends	3,401	265				
430 · Other Income						
4200 · Interest & Dividends			4,689	3,800		
<b>Total Revenue:</b>	<b>103,491</b>	<b>100,481</b>	<b>42,194</b>	<b>41,300</b>	<b>145,685</b>	<b>141,781</b>
<b>EXPENSES:</b>						
<b>Maintenance:</b>						
500 · Yearly Contract	29,414	32,676				
501 · Invasive Grass	3,046	4,000				
502 · Tree Trimming	7,670	9,000				
503 · Utilities	240	240				
505 · Other Maintenance	10,037	10,500				
506 · Erosion Mitigation	440	4,000				
507 · Plant Replace	3,500	4,000				
	<u>54,347</u>	<u>64,416</u>				
4201 - Reserves - Misc Exp.			0	0		
5003 · Walls and Monuments			0	0		
5004 · Other Maintenance			0	0		
5006 · Erosion			0	0		
<b>Total Maintenance</b>			<u>0</u>	<u>0</u>		
<b>Administrative:</b>						
510 · Contract Service	13,300	15,960				
512.1 Trainee	5,500	6,000				
511 · Board	0	300				
512 · Legal	465	500				
513 · Communications						
513.1 · Computer/ Internet	2,890	2,500				
513.2 · Telephone	1,099	1,200				
513.3 · Office Supplies	0	500				
513.4 - Printing/Repro	53					
513.5 · Postage/Delivery	226	300				
513.6 · Record Storage	0	708				
<b>Total 513 · Communications</b>	<u>4,268</u>	<u>5,208</u>				
<b>Total Administrative:</b>	<u>23,533</u>	<u>27,968</u>				
<b>Other Operating:</b>						
521 · Insurance	3,856	3,700				
522 · Membership Fee - GVC	2,736	2,736				
523 · Taxes and Contingency	4346	500				
524 - Members Socials	200	300				
<b>Total Other Operating:</b>	<u>11,138</u>	<u>7,236</u>				
<b>Total Expenses:</b>	<u>89,018</u>	<u>99,620</u>	<u>42194</u>	<u>41300</u>	<u>131,212</u>	<u>140,920</u>
<b>NET REVENUE (EXPENSES)</b>						
<b>Beginning Fund Balance</b>	<u>81,336</u>		<u>137,525</u>		<u>218,861</u>	
<b>Ending Fund Balance</b>	<u>95,809</u>		<u>179,719</u>		<u>275,528</u>	