

San Ignacio Vistas, Inc.
Homeowners Association Minutes
Board Meeting - October 11, 2022

Meeting held at: Canoa Hills Recreation Center, Mesquite Room
3660 S Camino Del Sol, GV, AZ 85622

A quorum of the Board attended: Marianne Bishop, Joyce Bulau, Jeff DeVaney, Larry Engel, Ivonne Maldonado, Kam Morganti and Glen Seela and Amy Cordova from RSS.

Guests in attendance: Kathleen Allen, Jeani & Mike Lee, Don & Mary Bramen

The meeting was called to order at 1:00 pm.

1. OFFICER'S REPORTS:

A. Joyce Bulau, President,

The SIV Lockbox for homeowners to use when they have something to deliver to the association has been moved from its current location on Prairie Hills Drive to an area between 4815 and 4818 on Vista Ridge Court.

B. Treasurer Marianne Bishop (RSS)

The financial report as of Sept. 30, 2022 was reviewed (**Attachment A**).

The Commerce Reserve account is lower because we moved \$80,000 into a Vanguard Money Market account and a CD and purchased a \$50,000 in a CD. The Financial Advisory Committee (FAC) is monitoring interest rates and looks to invest another \$50,000.

A draft budget for 2023 was reviewed. It will be presented to the FAC for their input on how much they recommend we transfer into the reserve fund for 2023. As well as their recommendation for the dues next year. All are hopeful that there will not be a dues increase.

The proposed budget and recommended dues for 2023 will be presented at the November board meeting. The final budget needs to be approved and distributed at the Annual Members meeting in March.

Joyce brought up that most management companies keep the money generated from transfer fees when homes sell in SIV. That is \$400 per sale. Marianne has graciously allowed the money to be deposited into the Association Operating Fund.

C. Secretary Marianne Bishop (RSS)

Marianne presented a sample of the revised Homeowners Handbook. The original binder was distributed to all Owners in October of 2010. The new binder will incorporate our neighborhood phone directory in the front section. We will no longer create the old version of the phone book which was time consuming to fold and staple. The phone directory can now be printed yearly because it is less costly to reproduce, will be in larger print and easier to read.

Marianne reviewed changes to the Owners Handbook Section. Since AZ State created a new law pertaining to artificial turf we added this in the handbook in Section 4.21. On pages 34 and 35 we have added a request for tenant information from anyone renting their home as well as the Rental Occupancy Form to be completed by any Tenants. The section on Roofs has been updated to clarify the treatment of parapet walls as well as Air Conditioning. Roof Top Heating & Cooling Systems need to camouflage ductwork rather than painting them bright white. The section on Overnight Parking in Designated Guest Parking Area has been reorganized to clarify the difference between what applies to short-term Guests as opposed to Owners and their Tenants.

A MOTION was MADE, SECONDED AND UNANIMOUSLY PASSED to proceed with the printing and distribution of the new Book. This Book belongs to the LOT and should be left with the home when changing Ownership.

RSS is compiling a mailing to all Owners to update our database. It is being sent via USPS rather than email to ensure receipt. A return envelope will be provided. This will hopefully help to ensure that the phone directory which is to be included in this new book will be current. We are also asking if an Owner wants to receive their dues invoice by email, USPS or delivered to their Green Valley residence.

2. ZOOM INTERVIEW of Jason Smith, Esq. Smith & Wamsley:

Joyce Bulau presented the Board's questions.

1. How much is the monthly retainer fee?
2. Does he bill in increments of an hourly rate?

Jason told us that the retainer would be \$50/month. This entitles an association to ask basic legal questions that can be answered quickly. It is designed to promote communication with our clients.

If a situation cannot be handled within the retainer then he bills in increments of 10ths of an hour. There are 6 increments within the hour, the smallest increment would be 2/10ths of an hour which = \$59.

We will discuss at the November meeting if we should sign a retainer or pay hourly since we do not use attorney on a regular basis.

David McEvoy will be contacted to forward our files to Jason. Marianne will make sure that he has the latest electronic copy of all of our legal documents.

3. COMMITTEE REPORTS:

A. Architectural -- None

B. Maintenance Joyce Bulau.

The crew is in the process of starting the hillsides. Report included: (Attachment B)

Glen was thanked for his donation of the large rocks that were placed in the northeast common area below Harvest Moon bordering Vista Ridge Drive. Maintenance begins at one end of the subdivision and works their way up or down. It takes between 3-4 visits to do one street. The perimeter is only done once a year, after the monsoons.

C. Social Committee - Kam Morganti:

Kam, Jeff and Ivonne scheduled the following events:

2022

November 4 - Game Night Canoa Ranch – Amado Room

December 16 - Holiday Dinner - Dominicks

2023

February 7 - Taco Tuesday - Canoa Hills – Palo Verde Room 5:30

March 6 - Breakfast at the Annual Meeting – Canoa Hills – Saguaro Room

April 2 - Potluck 4 PM

Weather permitting: Patio at Canoa Ranch or
Canoa Hills – Saguaro Room

May (??) - Potluck - Canoa Ranch Amado Rm. (date/time to be confirmed)

The Reservation form for the dinner on December 16th will be sent with the database and newsletter for people to RSVP.

4. Continuing Business: None

5. New Business: None

6. Adjournment: The meeting was adjourned at 2:45 pm. The next meeting of the Board is on Tuesday, November 8, 2022 at Canoa Rec Center 1 PM in the Mesquite Room

Respectfully Submitted,
Amy Cordova, Assistant
Reliable Secretary Services

11:10 AM
10/11/2022
Cash Basis

ATTACHMENT A
San Ignacio Vistas, Inc.
ASSETS
As of September 30, 2022

	<u>OPERATING</u>	<u>RESERVE</u>	<u>TOTAL</u>
120 · COMMERCE CHECKING	109,218		
1502 · COMMERCE RESERVE		10,360	
1511 - VANGUARD MM		77,242	
1517 - WELLS FARGO CD		50,000	
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TOTAL ASSETS	<u>109,218</u>	<u>137,602</u>	<u>246,820</u>

	Operating		Reserve		Total	
	Actual	Budget	Actual	Budget	Actual	Budget
REVENUE:						
400 · Assessments	96,216	96,216	36,024	36,024		
350 - Retained Earnings	(387)	0				
410 · Transfer and Document Fee:	3,200	4,800				
420 · Operating Fund Interest	200	265	504	1,500		
430 · Other Income		0				
4200 · Interest & Dividends						
Total Revenue:	99,229	101,281	36,528	37,524	135,757	138,805
EXPENSES:						
Maintenance:						
500 · Yearly Contract	24,744	30,800				
501 · Invasive Grass	343	5,000				
502 · Tree Trimming	5,000	5,000				
503 · Utilities	240	360				
505 · Other Maintenance	5,787	8,000				
506 · Erosion Mitigation	0	4,000				
507 · Plant Replace	325	4,000				
4201 - Reserves - Misc			86	0		
5003 · Walls and Monuments			106	0		
5004 · Other Maintenance			0	2,000		
5006 · Erosion						
Total Maintenance	36,439	57,160	192	2,000		
Administrative:						
510 · Contract Service	11,363	18,150				
512.1 Trainee	4,500	6,000				
511 · Board	120	200				
512 · Legal	960	3,000				
513 · Communications						
513.1 · Computer/ Internet	2,441	2,000				
513.2 · Telephone	769	1,080				
513.3 · Office Supplies	336	50				
513.4 · Printing/Reproductio	379	3,000				
513.5 · Postage/Delivery	212	500				
513.6 · Record Storage	0	636				
Total 513 · Communications	4,137	7,266				
Total Administrative:	21,080	34,616				
Other Operating:						
521 · Insurance		4,000				
522 · Membership Fee - GVC	2,736	2,736				
523 · Taxes and Contingency	489	500				
Total Other Operating:	3,225	7,236				
Total Expenses:	60,744	99,012	192	2,000	60,936	101,012
NET REVENUE (EXPENSES)	38,485	2,269	36,336	35,524	74,821	37,793
Beginning Fund Balance	70,471	57,016	100,773	100,773	171,244	157,789
Ending Fund Balance	108,956	59,285	137,109	136,297	246,065	196,394

ATTACHMENT B
LANDSCAPING SCHEDULE 10-7-22 TO 11-30-2022

10/7-10/21: VIEW RIDGE: 10/7 CUT WEEDS AROUND THE CIRCLE AREAS HILLSIDE AND HAND PULLED THE WEEDS WITHIN THE CIRCLES , CLEANED UP AROUND BOTH ENTRY AREAS/ WILL START CLEANING THE HILLSIDE 10/15

10/28: ALL ENDCAPS ON VISTA RIDGE AND THE COMMON AREA ON MEADOW RIDGE & ENTRY WAYS

11/7 – 11/14 HARVEST MOON & PRAIRIE HILLS WEED CUTTING AND CLEAN UP. DECIDED THAT WE WOULD NOT ADD ANY ROUND ROCK CIRCLES ON THE OPEN AREAS, AS THIS WOULD REQUIRE INCREASING IN OUR LANDSCAPING COST

11/21 – 11/28 GLORIA VISTA CUT WEEDS

NEED TO DO THE AREA ON DESERT GROVE COURT FROM MAIL BOXES BACK TO HILLSIDE/ CLEANUP SONORAN VIEW HILLSIDE, WILL SPARY THE LARGE SIGN STONE AREA AND THE FOUR CORNERS AREA

NEED TO DO SOME REPAIRS TO THE BRICKS ON HIDDEN CREST DRAINAGE AREA. THEY WILL DO THIS WHEN THEY FINISH MY FRONT YARD BRICK WORK. **THIS IS A DIFFERENT CREW**

SIV MAIL BOX WAS INSTALLED ON VISTA RIDGE COURT. ON THE 10/7

LARGE ROCKS ON MEADOW RIDGE WERE REMOVED FROM THE STREET AND INSTALLED AT THE CURVE AREA WHERE VISTA RIDGE BECOMES VIEW RIDGE ROCK FORMATIONS WAS COMPLETED ON THE 7TH
*** THE EXTRA EQUIPMENT COST FOR MOVING ROCKS WAS \$ 175.00.**

THE ITEMS IN RED WERE COMPLETED USING A SECOND CREW

It was also noted that 4999 S. Gloria View Ct. had an issue with water in their backyard during a heavy rain, they dug a small ditch trying to get the water to flow down the hillside. The yard is lower than the hillside so it wasn't working. I ask Amando to look at this area and he dug it wider and deeper which took care of part of the issue. He stated that it needed to be dug out more and we should add some stone to the bottom. This will be done after we finish our yearly cutting along the back walls .

Some areas on our streets have stones and gravel from all the rains which needs to be cleaned up. Joyce spoke with Amando (Flex Landscaping) it will be added to the schedule. **No time frame was given**

NOTE: THE HILLSIDE WORK TAKES 3 TO 4 WEEKS TO COMPLETE A STREET SO DATES AND TIME ARE SUBJECT TO CHANGE

Landscaping Committee: Joyce Bulau, Berry Bishop, Jeff DeVaney