



**Vistoso Community Association**  
**Board of Directors Meeting – September 24<sup>th</sup>, 2020**  
**Via Zoom Platform - GENERAL SESSION MINUTES APPROVED**

- I. **CALL TO ORDER** - The meeting was called to order by President Sarah Nelson at approximately 5:30 PM. Board members in attendance included Vice President Thompson, Treasure Lopez, Director Forte, Secretary Affinati, Director Hong, and Director Phillips. Also present with FirstService Residential was Colleen Holland, VCA General Manager; Susan Rodriguez, Vice President; Trenais Bryant, Assistant Community Manager; and Michell Alvarez, Administrative Assistant/Compliance Coordinator.
- II. **BOARD PRESIDENT ANNOUNCEMENTS AND REMARKS** – President Sarah Nelson gave a brief update.
- III. **ADOPT AGENDA AS PRESENTED** –
  - 1) **Motion by Vice President Thompson to approve the agenda, second by Director Forte, motion passed unanimously.**
- IV. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS** – General Session – August 27<sup>th</sup>, 2020 and revised July 30<sup>th</sup>, 2020. **A motion was made by Vice President Thompson to approve the minutes as presented and seconded by Director Forte. Motion passed unanimously.**
- V. **CONSENT AGENDA ITEMS** –
  - a. Ratify Executive Session Minutes: August 26<sup>th</sup>, 2020. **A motion to approve the minutes was made by President Thompson and seconded by Director Forte. Motion passed unanimously.**
  - b. Compliance Committee Results/Fines – Results were presented at the Executive Session meeting.
- VI. **TOWN OF ORO VALLEY REPRESENTATIVE** – Joyce Jones Ivey provided an update on the Town of Oro Valley. The new 2020 – 2021 Budget has been approved. The opening of the Community Center has been postponed at this time.
- VII. **MANAGEMENT REPORT** – Attorney Mark Sahl was present. He addressed Arizona State Statute 33-1804. and open meeting laws. Open meetings require at least a 48-hour notice. An emergency session does not have to wait the 48 hours. Then the violation report was presented and the General Manager’s task list. Also included were reserve components, drainage reports, and request for proposals.
- VIII. **FINANCIAL REPORT OF ASSOCIATION** – Treasurer Lopez provided a financial overview for the month of August. Excess operating income from checking account was transferred to money market funds to maintain a target of two to three times operating expenses in operating income checking account. **A motion was made by Treasurer Lopez to transfer funds into money market funds and seconded by Director Phillips. Motion passed unanimously. A motion was made by Director Forte to accept the financial reports as presented and seconded by Vice President Thompson. Motion passed unanimously.**

## IX. COMMITTEE/VENDOR REPORTS (2-Minute Limit)

- a. Architectural and Landscape Review Committee – A steady stream of ARC submittal forms are being received. The Committee is currently working on three projects. The ad hoc neighborhood monument committee, drainage reports, and the ad hoc lighting committee.
- b. Communications Committee – The Committee is encouraging residents to use the website and the Connect portal. The next newsletter is reaching its third month of going green.
- c. Compliance Committee – Overnight parking continues to be a major compliance issue, as well as homeowners starting projects without prior approval.
- d. Finance Committee – The Committee formed two sub-committees to work on the 2021 budget: 1) Operating budget; 2) Reserve budget. The reserve budget committee is working with staff and the reserve study to identify projects by component number that were completed in 2020 and those that will carry over to 2021.
- e. Governing Documents Committee – Chair Nelson updated the activities of the Committee; they are currently working with the attorney to interpret all tract declarations. The Committee will also be submitting a newsletter about their monthly progress.
- f. Nominating Committee – Will be reconvening in November of this year.
- g. Landscape Report – AAA Supervisor Hanna Delosantos provided an update for the community. The basin proposal has been completed. Oracle monument irrigation will begin next week. Sunset sediment removal will begin next week. Over-seeding of Sunset Park will be the last part, coming up. Suggest Wildlife park not over-seeding this season.
- h. Preserve Vistoso – The President, Michael Bilodeau presented an update. An appraiser has just finished and delivered the report to Romspen. Romspen has requested an extension. Encouraged residents to go to the Conservation Fund website.

X. **COVID 19 Current Status** – Reviewed Carpenter and Hazlewood verbiage for park signage. **A motion was made by Treasurer Lopez to accept COVID-19 statement, first paragraph, bold the verbiage emphasizing the closure of structures, bathrooms, ramadas, play structures; “No Trespassing”, but remove verbiage below that statement, seconded by Vice President Thompson. Two opposed. Motion carried. A motion by Director Affinati was made to discuss opening basketball courts, seconded by Treasurer Lopez. Three approved and four disapproved. Motion failed. A motion was made by Treasurer Lopez to conduct a community yard sale by permitting the homeowners to have yard sales on October 10<sup>th</sup>, without the VCA’s sponsorship, seconded by Vice President Thompson. Motion passed unanimously.**

XI. **Homeowner Forum** – Gayle Lopez has concerns regarding concrete curbs and the sidewalks. Where Arrowsmith and Rancho Vistoso Boulevard. Bill Sugars email was read regarding past assessments. David Light spoke about recording meetings.

XII. **Old Business** – An update on the common wall painting of what has been completed and what is up and coming. The process of distributing the Board packet was discussed. **A motion was made to provide a packet to homeowners that includes financials and the manager report in a timely manner, while following the criteria of Arizona State Statute 33-1804, seconded by Vice President Thompson. Motion passed unanimously.** The Carpenter Hazlewood rate sheet was then discussed. **A motion was made by Director Phillips to approve the rate sheet and the \$10,000 credit with the stipulation that Carpenter Hazlewood draft a general contract seconded by Treasurer Lopez. Treasurer Lopez then rescinded. Seconded by Vice president Thompson. The motion was then amended to table. Then, a motion was made by President Nelson to accept the rate sheet, seconded by Vice President Thompson. One opposed. Motion passed.** Staff has reached out to the homeowners in Siena regarding switching phone carriers, to include long distance phone numbers. New

proposals were presented. **A motion was made by Treasurer Lopez to change to Comcast for an unlimited long-distance plan for the Siena gate phone directory system, seconded by Vice President Thompson. Motion passed unanimously.**

- XIII. New Business** – Four reserve study questions were presented. **A motion was made by President Nelson to table question number one regarding the original tot lot equipment and the age, seconded by Director Forte. Motion passed unanimously.** Regarding question number two, the basketball court is showing cracks in the concrete. This is not something that is normally budgeted to replace, but should it be considered in the near future? **A motion was made by Director Phillips to repair the concrete on the basketball court, seconded by Treasurer Lopez. Motion passed unanimously.** Regarding question number three, were the streetlights bordering Rancho Vistoso Boulevard and other arterial streets ever repainted? The streetlights do not appear to have ever been repainted. Question number four about sand was discussed. Since the funding to replenish playground sand is too small of a cost to itemize at each individual park, but a larger allowance for all of the parks in one component can be created, should an allowance be made for this, or plan to replenish sand as needed through the operating budget? **A motion was made by Treasurer Lopez to bundle the sand to fall under the reserve study, seconded by President Nelson. Motion passed unanimously. A motion was made to reject the proposed ad hoc reserve study component committees, seconded by Gayle Lopez. The motion was then amended by Director Phillips to approve ad hoc committees for common area site review, seconded by Treasurer Lopez. Motion passed unanimously.** Adding a new full-time staff member to the on-site office was discussed. It is requested to add an Administrative Assistant. **A motion was made by Director Phillips to reject adding an additional staff member. Motion failed. A motion was made by Treasurer Lopez to accept an additional staff position seconded by Secretary Affinati. One opposed. Motion passed.**
- XIV. CORESPONDENCE** – A steady stream of correspondence between homeowners, staff and the Board members occurs each business day via email and the new website feature [AskVCA@ranchovistosoHOA.com](mailto:AskVCA@ranchovistosoHOA.com).
- XV. NEXT MEETING DATE** – October 29<sup>th</sup>, 2020 – 5:30pm via Zoom platform
- XVI. ADJOURNMENT** – A Motion to adjourn the meeting was made at 9:57pm. Motion carried unanimously.

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Vistoso Community Association Board Member

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Date