



Vistoso Community Association
Board of Directors Meeting – April 29, 2021
Via Webex Platform - GENERAL SESSION MINUTES

BOARD MEMBERS PRESENT: Sarah Nelson, President; Joe Affinati, Vice President; Matt Wood, Treasurer; Sheryl Forte, Secretary; Gayle Lopez, Director; Ellen Hong, Director and Theodore Dann, Director
FIRST SERVICE RESIDENTIAL: Barbara Daoust, General Manager; Britta Haywood, Interim General Manager; Trenais Bryant, Assistant Community Manager; and Glennon Gray, Vice President

- I. **CALL TO ORDER** - The meeting was called to order by President Sarah Nelson at 5:30 PM.
- II. **INTRODUCTION OF BOARD AND GUESTS** – It was announced that the VCA office is fully staff. The VCA staff members were introduced. President Sarah Nelson recognized the Nomination Committee for a job well done and thanked both Britta Haywood and Glennon Gray from FirstService Residential for their assistance.
- III. **ADOPT AGENDA** – Review and discussion of Correspondence will be moved to the end of the agenda.
A motion was made by Matt Wood to approve the amended agenda, seconded by Gayle Lopez. Motion passed unanimously.
- IV. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS**
A motion was made by Sheryl Forte and seconded by Gayle Lopez to approve the February 25, 2021, March 25, 2021 and March 31, 2021 minutes with one amendment. Motion passed unanimously.
- V. **CONSENT AGENDA ITEMS** –
 - A. Ratify the approval of Executive Session Minutes: February 24, 2021 and March 24, 2021
 - B. Ratify the approval of the Compliance Committee Results/Fines for March 2021 – Results were presented at the Executive Session.
 - C. Denial of Resident’s Request – Request for a copy of the 2021 Annual Meeting Video**A motion was made by Sheryl Forte, seconded by Joe Affinati to approve the consent agenda items. Motion unanimously passed.**
- VI. **REPORTS**
 - A. **TOWN OF ORO VALLEY REPRESENTATIVE** – No Report
 - B. **MANAGEMENT REPORT** – The HVAC system in the office and the tennis court/restroom locks are not working properly. Staff is addressing both situations and will provide an update to the board.
 - C. **FINANCIAL REPORT OF THE ASSOCIATION** – Board Treasurer Matt Wood provided an overview of the February 28 and March 31, 2021 financial reports. It was confirmed that RBC did move the funds from US Bank to Veritex for a higher return. The 2019 audit was completed which recommended the association to validate the appropriate NET Acre Calculations in relations to assessments being charged to the commercial owners. As a result of this finding a qualified opinion was issued by the auditing firm.
A motion was made by Matt Wood and seconded by Gayle Lopez to accept the February and March 2021 financial reports. Motion passed unanimously.
 - D. **LANDSCAPE REPORT** – Hanna Delosantos from AAA Landscape reported that the crew has been addressing wall damage, tree trimming, completed the culvert at Mesquite Crest and the view fence at Siena and started working on the washes.

- E. **Preserve Vistoso Update** – Craig MacKay reported that currently they have approximately 1,800 members. He provided an update on the progress regarding the purchase of the Vistoso golf course owned by Romspen Investments. A third party has interest in the property and details of the purchase will be disclosed to the public once it is closed.

VII. COMMITTEE REPORTS

- A. Architectural and Landscape Review Committee – Sheryl Forte announced that the focus of the committee has been the review of Center Pointe’s Design Guidelines. The document has been red lined and returned to the sub-association for further discussion.
- B. Communications Committee – No report
- C. Compliance Committee – Joe Affinati reported that parking patrols are completed twice per week and they have been addressing the patio string lights. He recognized Joe Watson, Compliance Coordinator for the good job he is doing.
- D. Finance Committee – **A motion made by Matt Wood and seconded by Gayle Lopez to table discussion on the proposed Procurement & Competitive Policy to the next board meeting. Motion passed unanimously. A motion was made by Matt Wood and seconded by Gayle Lopez to table discussion of the Project Funding Approval Process until the next board Meeting. Motion was unanimously approved.**
- E. Governing Documents Committee – Sarah Nelson announced that the committee has been working on the following topics: declarant rights, annexation rights, process of reviewing Sub- Associations governing documents to confirm compliance with the master association and reduced assessments for developers.
- F. Nominating Committee – No report

- VIII. **COVID 19** – Management is monitoring the situation and recommends that the office and restrooms remain closed and will provide an update next month. Staff is meeting and greeting residents as they come to the office. Use of masks and social distancing is in practice.

- IX. **Homeowner Forum** – No comments

X. Old Business

- A. **Proposed Park Rules** – **A motion made by Matt Wood and seconded by Sheryl Forte to approve the Park Rules and Regulations as presented. Motion passed unanimously.**
- B. **VCA Onsite Office Search Update** – Sarah Nelson provided an update on the search for a new location. Discussion ensued on the pros and cons of having an office within VCA. If it is necessary to vacate the premises a temporary option is to move staff to the FirstService Residential Tucson office. The search for an office within VCA continues.

XI. New Business

- A. **2019 Annual Audit** – Board Treasurer Matt Wood explained that the auditing firm of Butler Hansen recommended the association engage the services of legal counsel to research and validate that the appropriate calculations of NET Acre is being used and the appropriate assessments are being charged to the commercial owners. Due to this finding a qualified opinion was provided. Management was directed to contact Butler Hansen to acquire the commercial parcel listing that was not validated. **A motion was made by Matt Wood seconded by Theodore Dann to accept the 2019 qualified audit opinion from Butler Hansen. Motion passed with 6 in favor and one opposing vote casted by Theodore Dann.**
- B. **Project Administration Report & Proposals**
 - 1. **Bridal Veil Erosion Project Management Proposal** – Anthony Martin, FirstService Residential Project Administration Manager, reviewed the project scope and is waiting on township approval for this project.

A motion was made by Gayle Lopez and seconded by Matt Wood to approve the project management services with FirstService Residential at a cost of \$8,950.00. Motion approved unanimously.

2. **2021 Vistoso Paint Project Proposals** – The Facelift Painting proposal (\$46,151) and breakdown of the reserve components were discussed. **A motion made by Matt Wood, seconded by Gayle Lopez to approve the Facelift Painting bid as presented. Motion passed unanimously.**
 3. **Arrowsmith Mainline Irrigation Project** – Hanna Delosantos from AAA Landscape is addressing the issue. No action needed.
 4. **Sidewalk Repair Project** – Anthony Martin presented the three proposals for concrete repair or replacement. **A motion to proceed to grind the sidewalks was made by Matt Wood and seconded Sarah Nelson. Motion amended by Matt Wood and seconded by Sarah Nelson to table action and requested management to get additional information on the sidewalks that need replacement. Motion carried.**
 5. **Exterior Wall Repairs** – Anthony Martin reviewed the wall repairs with the board. **A motion was made by Joe Affinati and seconded by Gayle Lopez to repair walls that are the association responsibility. Motion approved unanimously.**
- C. **Proposed Center Pointe Design Guidelines** – A motion was made by Sheryl Forte and seconded by Matt Wood to table this topic. Motion approved unanimously.
- D. **Legal Review of Wall Maintenance** – A motion was made by Matt Wood and seconded by Joe Affinati to move forward with Carpenter Hazelwood’s proposal to review the documents to determine wall and landscaping responsibilities. The motion was amended by Matt Wood and seconded by Joe Affinati to table action. The motion was approved unanimously. Management was directed to research files for governing documents for Sub- Association and forward them to Carpenter Hazelwood for an updated quote.

XII. COMMITTEE CHARTER APPROVALS & COMMITTEE MEMBER APPOINTMENTS-

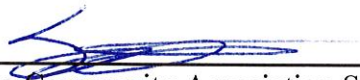
- A. **Architectural and Landscape Review Committee** – A motion made by Sarah Nelson and seconded by Matt Wood to approve the Architectural and Landscape Review Committee charter and appoint the following residents to the committee: Sheryl Forte- Chair, Susan Wood, Dan Sturmon and Brent Woods. Motion carried.
- B. **Communication Committee** – A motion was made by Matt Wood and seconded by Joe Affianti to approve the Communication charter and appoint Daniel Sturmon as chair along with the following residents: Jim Dobbin, Cheryl Rothschild-Kensington and Bob Mariani as alternate. Motion approved unanimously.
- C. **Compliance Committee** – A motion was made by Sarah Nelson and seconded by Matt Wood to approve the Compliance Committee charter and to appoint Joe Affianti as chair with the following residents: Linda Barr, Ray Gans, Jim Greene, Robert Feltes and Bob Mariani as alternate. Motion carried.
- D. **Finance Committee** – A motion was made by Joe Affianti and seconded by Sheryl Forte to approve the Finance Committee charter and appoint Matt Wood as chair and the following residents: Charles Corriere, David Light, Bob Mariani and Paige Shockley. Motion carried.
- E. **Governing Documents Committee**- A motion was made by Matt Wood and seconded by Gayle Lopez to approve the Governing Documents Committee Charter and to appoint Sarah Nelson as chair and the following residents: Daniel Sturmon, Bill Van Dam, Ray Gans, and Bob Mariani. Motion was approved unanimously.
- F. **Nomination Committee** – A motion to appoint Sarah Nelson as Chair was made by Gayle Lopez and second by Matt Wood. Motion was approved unanimously.
- G. **Proposed Landscape Committee** – A motion was made by Sarah Nelson and Joe Affianti to appoint a committee and was rescinded. Management was directed to draft a charter for board’s review.

XIII. Review of Correspondence

- The board thanked the owner's input on converting one of the tennis courts into a pickle ball court.
- The board agreed to the three- year loyalty program with Association Reserves.

XIV. NEXT MEETING DATE – May 27, 2021 – 5:30pm via Zoom platform

XV. ADJOURNMENT – A Motion to adjourn the meeting was made at 8:24pm. Motion carried unanimously.



Vistoso Community Association Secretary

5-28-2021
Date