



Vistoso Community Association  
Board of Directors Meeting – February 25, 2020  
Via Webex Platform - GENERAL SESSION MINUTES

- 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 Wood, Treasurer Lopez, Secretary Affinati, Director Forte, and Director Hong. Also present with FirstService Residential was Colleen Holland, VCA General Manager; Kim Rubly, Vice President; and Trenais Bryant, Assistant Community Manager.
- II. **BOARD PRESIDENT ANNOUNCEMENTS AND REMARKS** – President Sarah Nelson gave a brief update. Homeowners were encouraged to vote electronically for the annual election.
- III. **ADOPT AGENDA AS PRESENTED** –
  - 1) **Motion by Vice President Wood to approve the agenda, second by Treasurer Lopez. Motion passed unanimously.**
- IV. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS** – General Session – December 3, 2020; January 11, 2021; January 15, 2021; and February 1, 2021. **A motion was made by Treasure Lopez to approve the minutes as presented and seconded by Vice President Wood. Motion passed unanimously.**
- V. **CONSENT AGENDA ITEMS** –
  - a. Ratify Executive Session Minutes: December 2, 2020; January 11, 2021; and January 27, 2021. **A motion to approve the minutes was made by Director Forte and seconded by Treasurer Lopez. Motion passed unanimously.**
  - b. Compliance Committee Results/Fines – Results for December 2020; January 2021; and February 2021 were presented at the Executive Session meeting.
- VI. **TOWN OF ORO VALLEY REPRESENTATIVE** – No Report
- VII. **MANAGEMENT REPORT** – The new staff changes was addressed. There is major build out coming from new construction at this time. And there is also a surplus of ARC requests.
- VIII. **FINANCIAL REPORT OF ASSOCIATION** – December is over year end and basically on budget. There are extra funds to spend in 2021. A number of projects are rolling into 2021. A new crew has been established to address work orders. **A motion was made to accept the financial reports for November, December, and January as presented, by Director Forte and seconded by Vice President Wood. Motion passed unanimously.**

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

- a. Architectural and Landscape Review Committee – Component items from the Reserve Study have been pulled out to be completed this year. An overview of items has been created. The community has grown so it has created a need for work orders from AAA for additional crew members. The sidewalk and wall issues are an ongoing project. The common wall painting has made great progress, and more projects are up and coming. Regarding street lighting, the intersections must be lit. The current lights are no longer available. It is time to currently consider how to proceed.
- b. Communications Committee – The newsletter is on hiatus at the moment, but emails and notifications will still be sent out.
- c. Compliance Committee – The Compliance Committee convened and noticed that overnight parking has gone down. Homeowners are also encouraged to use a formal complaint form.
- d. Finance Committee – **A motion to approve the recommendation to move funds from US Bank to Veritex in order to gain a higher return was made by Treasurer Lopez and seconded by Director Forte. Motion passed unanimously.** A full audit was completed this year. **A motion to table the engagement letter from Butler Hansen for a complete audit of 2020 was made by Treasurer Lopez and seconded by Director Forte. Motion passed unanimously.** There is a Reserve Study loyalty program where you commit to a three year term that includes one onsite visit and two off site visits. **A motion to engage in the recommended reserve study loyalty program “three year program” and approve the three year commitment was made by Treasurer Lopez and seconded by Director Forte. Motion passed unanimously.** The association is also working on a water conservation project with the Town of Oro Valley and AAA.
- e. Governing Documents Committee – The Committee will be meeting once a month; however, they did not meet this past month in February. In March they will be working on talking points with the sub-associations. As well as updating the CC&R's.
- f. Nominating Committee – A revised charter was presented. The chair must be a Board member. **A motion to accept based on the stipulation changes was made by Director Forte and seconded by Vice President Wood. Motion passed unanimously. A motion to approve the nominee appointments was made by Treasurer Lopez and seconded by Director Forte. Motion passed unanimously.**
- g. Landscape Report – AAA Supervisor Hanna Delosantos provided an update for the community. Preemergent has been started for this season. The gabions and rip rap work at Sunset park have been completed. Back flow tests have been completed. There have been some irrigation repairs.
- h. Preserve Vistoso – Michael Bilodeau presented an update. There is a new updated website with additional information. New Board members have been elected. The Town of Oro Valley is in negotiations on the sale of the open space. Encouraged members to join the Town council meetings that are coming up.

X. **Homeowner Forum** – Michael posed a question as to why the association is responsible for drainage sites. And Nancy inquired about the park bathrooms, and that it is cost prohibitive.

XI. **Covid 19 Current Status** – Bathrooms will remain closed at this time. Having a biannual yard sale was discussed. Staff to research when other Oro Valley communities will be having their yard sales. **A motion to hold a community wide yard sale at the end of April was made by Vice President Wood and seconded by Treasurer Lopez. Motion passed unanimously.**

XII. **Old Business** – An RBC plan was presented and discussed. The association should have an investment plan, policy, in place. **A motion to continue with RBC to implement a VCA investment policy was made by Treasurer Lopez and seconded by Vice President Wood. Motion passed unanimously.** Regarding the office search update, the Board is currently waiting on the new Board positions to be filled after the annual election. Two possible properties have been located. Phase one of the painting project has now been completed. The proposed 2021



neighborhoods were presented. A discussion ensued regarding the need for a project manager. **A motion to table a project manager was made by Vice President Wood and seconded by Secretary Affinati. Motion passed unanimously. A motion to continue with phase two of the painting project was made by Vice President Wood and seconded by Secretary Affinati. Motion passed unanimously.**

- XIII. New Business** – A proposal from Paradigm Land Design was presented. The association maps are in need of updating and will create visuals. This will not only prove helpful to residents, but also staff. **A motion to move forward with the Paradigm proposal was made by Treasurer Lopez and seconded by Director Forte. Motion passed unanimously.** An Amendment from AAA for a landscape agreement was presented, regarding a three-man crew for back log work orders. **A motion to approve the Amendment was made by Director Forte and seconded by Vice President Wood. Treasurer Lopez abstained. Motion carried.** Another Amendment was presented by AAA regarding an additional three man crew for view fencing, drainage areas, etc. **A motion to approve the Amendment was made by Director Forte and seconded by Secretary Affinati. Treasurer Lopez abstained. Motion carried.** A proposal from Third Degree Recreation to replenish the wood chips at Somerset Park was presented. **A motion to approve the proposal was made by Director Forte and seconded by Vice President Wood. Motion carried unanimously.** Another proposal from Third Degree Recreation was presented for the replenishment of the wood chips at Sunset Park. **A motion to approve the proposal was made by Director Forte and seconded by Treasurer Lopez. Motion carried unanimously.**
- XIV. COORESPONDENCE** – 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** – April 29, 2021 – 5:30pm via Zoom platform
- XVI. ADJOURNMENT** – A Motion to adjourn the meeting was made at 8:45pm. Motion carried unanimously.

  
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Vistoso Community Association Board Member

5-25-2021  
Date