



Vistoso Community Association
Board of Directors Meeting – May 27, 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 and Ellen Hong, Director

Absent: Theodore Dann, Director

FIRST SERVICE RESIDENTIAL: Barbara Daoust, General Manager; Britta Haywood, Interim General Manager and Trena Bryant, Assistant Community Manager and Anthony Martin, Project Administration Manager

- I. **CALL TO ORDER** - The meeting was called to order by President Sarah Nelson at 5:30 PM.
- II. **INTRODUCTION OF BOARD AND GUESTS** – Board President Sarah Nelson introduced staff and Board Members.
- III. **ADOPT AGENDA** – Changes to the agenda were made as follows: (1) Add Wood Chip Proposals as number 5 under Section VI Reports, Project Administration & Proposals; (2) Add D. Appointment of Alternate to Governing Docs Committee under New Business; (3) eliminate Section B, Wall Maintenance /Common Area Sub-Association Proposal and Section D, Review and Discussion of Butler Hansen Commercial Parcel Listing under Old Business.
A motion was made by Gayle Lopez to approve the amended agenda, seconded by Matt Wood. Motion passed unanimously.
- IV. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS**
A motion was made by Matt Wood and seconded by Sheryl Forte to approve the April 29, 2021 minutes. Motion passed unanimously.
- V. **CONSENT AGENDA ITEMS** –
 - A. Ratify the approval of Executive Session Minutes: April 28, 2021
 - B. Ratify the approval of the Compliance Committee Results/Fines for April 2021 – Results were presented at the Executive Session.
 - C. Ratify the Collection Policy Variance
 - D. Ratify the Approval of Fee Waivers for May 2021- Recommendations were presented at the Executive Session*A motion was made by Matt Wood, seconded by Sheryl Forte to approve the consent agenda items. Motion unanimously passed.*
- VI. **REPORTS**
 - A. **TOWN OF ORO VALLEY REPRESENTATIVE** – No Report
 - B. **MANAGEMENT REPORT** – Management reported that one out of the three Air Conditioning units at the office is operating. Since two units need to be replaced management explored several options that were more feasible and has arranged to have two portable AC units install in the offices where there is no service. Locks for the park restrooms are scheduled for repair on June 7 along with software upgrade for the tennis court key system. Residents will be notified when to drop off their keys for reprogramming. The gates will remain open until July 21.

APPROVED

- C. **FINANCIAL REPORT OF THE ASSOCIATION** – Board Treasurer Matt Wood reported that some legal services invoices from 2020 were paid in 2021. He mentioned that the taxable income from 2018 until current year has increased significantly due to the increases in dividends, interest, and capital gains. Also pointed out Siena reserve contribution has been delayed and this will be addressed. It was recommended that the WLB invoice for the Sonoran Vista Basin be reclassified under the appropriate reserve category.

A motion was made by Gayle Lopez and seconded by Ellen Hong to accept the April 2021 financial reports. Motion passed unanimously.

- D. **LANDSCAPE REPORT** – Hanna Delosantos from AAA Landscape reported that the focus has been on turf transition and monitoring the irrigation system due to lack of rain. Some trees needed to be trimmed near the Arrowsmith intersection and one Palo Verde will need to be removed. Oro Valley gave the association permission to move the backflow located at the northwest corner of Freddie Canyon Way and Woodburne Ave. The board requested AAA Landscape to provide a report on drainage for the June or July meeting.
- E. **Preserve Vistoso Update** – Gayle Mateer reported that they conducted a membership drive and gained about 500 members. She reported that Romspen is in negotiations and has ordered an appraisal of the property. The report should be completed within 30 days.
- F. **Project Administration & Proposals** – Anthony Martin from FirstService Residential reported on the following projects.
- **Bridal Veil Erosion Project** - A meeting with the association, Township Engineers and WLB is being set up to discuss the scope of the project.
 - **Parcel Turnover Valley Vista** – the first walk thru with Pulte occurred on May 6. Outstanding items have been documented and sent to Pulte to complete. The second walk thru is scheduled for the beginning of June.
 - **Sidewalk Repairs** – Bids have been solicited for areas that need sidewalk replacement. The board reviewed the revised bid from Precision Concrete Cutting to grind down the sidewalks as outlined in the proposal.
- A motion was made by Matt Wood and seconded by Joe Affinati to accept the Precision Concrete Proposal. Motion passed unanimously.***
- **2021 Vistoso Paint Project** – Dunn Edwards can supply the paint needed for the project within the next few weeks. FirstService Residential will be meeting with the contractor shortly to schedule the project.
 - **Wood Chip Proposals** – The board reviewed the proposals from AAA Landscape and Third Degree Recreation. Management was requested to have the present wood chips tested for a possible fungus issue. No action taken.
 - **Project Tracking Tool** – FirstService Residential also has been working with the Finance Committee on the spreadsheet to track Capital Projects.

VII. COMMITTEE REPORTS

- A. Architectural and Landscape Review Committee – Sheryl Forte reported that the committee has been reviewing homeowner requests and working with Center Pointe on their revised guidelines.
- B. Communication Committee – Dan Sturmon reported that a final draft of the newsletter has been prepared and the newsletter release is scheduled for June 4.
- C. Compliance Committee – Joe Affinati reported that the association is looking to have the night- time parking patrol company to inspect three times per week and to place notices on vehicles that are noncompliant with the rules. The association attorney will be reviewing the language of the notice.
- D. Finance Committee
- A motion was made by Gayle Lopez and seconded by Matt Wood to table discussion on the proposed Procurement & Competitive Policy and the Proposed Project Funding Process. Motion passed unanimously.***
- The board acknowledged the administrative tool being used by the finance committee to track major projects.
- E. Governing Documents Committee – Sarah Nelson announced that the committee is putting together a power point presentation for the purpose of educating the Sub-Associations on the need to update the CC&Rs.
- F. Nominating Committee – No report

APPROVED

- VIII. COVID 19** –The CDC guidelines recommend that high touch surfaces be cleaned daily. Management presented the additional costs to have the current contractor, Vanguard, to clean the park restrooms daily. Management will continue to monitor this situation.
A motion made by Gayle Lopez and seconded by Joe Affinati to open the park restrooms and to arrange with Vanguard a daily cleaning of them. Motion carried unanimously.
Management announced that the office will open to the residents Monday -Friday from 10:00am -2:00pm starting on June 9. Notice regarding masks and social distancing will be posted on the door.
- IX. Homeowner Forum** – Homeowner commented that the association should research the possibility of having Pickleball courts but not at the expense of tennis court play.
- X. Old Business**
- A. **VCA Onsite Office Search Update** – Sarah Nelson reported that NAI Horizon provided a letter of intent for the vacant space at the commercial parcel located at the corner of N. Oracle Rd and Rancho Vistoso Blvd. A visit to the site will be scheduled to determine if this is a viable option for the board to consider. Discussion ensued on developing criteria for the office.
- B. **Review and Discussion of 2019 Audit Footnotes**
A motion was made by Matt Wood and seconded by Sarah Nelson to accept the revised 2019 Audit Footnote presented by Butler Hansen. Motion carried with five votes in favor. No vote was casted by Gayle Lopez.
Note: Director Gayle Lopez left the meeting.
- XI. New Business**
- A. **Parks and Landscaping Charter and Appointment of Members**
A motion was made by Matt Wood seconded by Sheryl Forte to approve the Park and Landscaping Charter and to approve the following committee members: Susan Wood, Dan Sturmon, Tim Cuestas and Robert Feltes. Motion approved unanimously.
- B. **Speedy Sweeping Contract**
A motion was made by Matt Wood and seconded by Sheryl Forte to table discussion until the June meeting. Motion carried unanimously.
- C. **Vet Sec Contract**
A motion was made by Sarah Nelson and seconded by Matt Wood to table discussion until the June meeting. Motion approved unanimously.
- D. **Appointment of Alternate to Governing Documents Committee**
A motion was made by Matt Wood and seconded by Sheryl Forte to appoint Rebecca Bowermaster as the alternate to the Governing Documents Committee. Motion carried unanimously.
- XII. Review of Correspondence** – Board President Sarah Nelson will reach out to the President of Vistoso Hills regarding the speed limit on Rancho Vistoso Blvd.
- XIII. NEXT MEETING DATE** – June 24, 2021 – 5:30pm via Zoom platform
- XIV. ADJOURNMENT** – A Motion to adjourn the meeting was made at 8:10pm. Motion carried unanimously.



Vistoso Community Association Secretary



Date