

<u>Board of Directors Meeting – June 24, 2021</u> 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; Theodore Dann, Director and Ellen Hong, Director **FIRST SERVICE RESIDENTIAL:** Barbara Daoust, General Manager; Britta Haywood, Interim General Manager; Trenais

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 received an email from Mark Moore of the Oro Valley Water Department announcing that they will be installing a water main from the Reservoir site on King Air Road, south, through an easement they have that traverses the common area for the S.U.V. subdivision to the east. There are two main impacts (1) they will be relocating the walking trail and the trailhead marker on Moore Road and (2) there will be traffic delays west of Trazana Drive on Moore Road when the section of the water main is installed. Information will be emailed to VCA residents advising them of the project.
- III. ADOPT AGENDA Changes to the agenda were made as follows: (1) Remove New Business, A. Appointment of Members, (2) Change comment under New Business C. to "This will include all master association neighborhoods.", (3) Add to agenda under New Business D. New Office Space Criteria, E. Investment Options and F. Management Agreement Language pertaining to Emergency Spending.
 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 Matt Wood and seconded by Gayle Lopez to approve the May 27, 2021 minutes as amended. Motion passed unanimously.

V. CONSENT AGENDA ITEMS -

- A. Ratify the approval of Executive Session Minutes: May 26, 2021
- B. Ratify the approval of the Compliance Committee Results/Fines for May 2021 Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for June 2021- Recommendations were presented at the Executive Session.
- D. Ratify the Board Action on the Variance Waivers Information was provided 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. COMMITTEE REPORTS

- A. **Architectural and Landscape Review Committee** Sheryl Forte reported that the committee has been concentrating on updating the design guidelines.
- B. Communication Committee Jim Dobbs reported that the next newsletter will be released on Friday, July 2. He will be submitting a proposal for website management. He indicated that it would be in the best interest of the association to have more security on the site.

- C. **Compliance Committee** Joe Affinati reported there were 49 parking violations issued this past month. The association is attempting to address this issue along with string lighting through additional communication to the residents.
- D. **Finance Committee** The board discussed the revised Procurement & Competitive Policy and Project Funding Process along with FirstService Residential contract pertaining to emergency expenses.
 - A motion was made by Matt Wood and seconded by Joe Affinati to table the proposed Procurement & Competitive Policy and the Proposed Project Funding Process. Motion passed unanimously.
- E. **Governing Documents Committee** Sarah Nelson announced that the committee has been working with legal counsel on the wording of the slide presentation and will be presenting to the board shortly the power point to be shared with sub-associations.
- F. Nominating Committee No report

VII. REPORTS

- A. Town of Oro Valley Representative No report
- B. Management Report Management reported on the following topics:
 - ➤ The two portable AC units were purchased and installed at a cost of \$1,874.
 - The locks on the restrooms and tennis courts have been repaired.
 - > The software for the tennis courts and keys have been upgraded. Staff has been trained on the system. Thirty homeowners have already exchanged tennis keys. The gates will remain open until July 21.
 - Staff has processed 83 architectural submittals in the month of May.
 - Management has pulled all outstanding work orders from the system and is working with AAA Landscape to appropriately closed them.
 - There is a total of 881 open violations. In the month of May, 115 new violations were issued. The top noncompliant issue is parking followed by landscaping and string lights.
 - Management reported vandalism to the rubber walkway on the playground equipment at Sunset Ridge Park. Currently this section is closed off. Jonathan Cooper from Third Degree will assess the issue and provide some options for replacement.
- C. Financial Report of the Association Board Treasurer Matt Wood reviewed the financial report.
 - ➤ He reported that total revenue is in line with the budget.
 - ➤ Legal expenses exceed budget because of 2020 invoices being delayed and paid in 2021.
 - > The board allocated \$142,000 for homeowner work orders and drainage deferred maintenance and although projects have been worked on, no money has been expensed yet.
 - > Siena's reserve funds contribution was put on hold for 5 months to shore up their working capital and the association will address the shortfall in the proposed 2022 budget.
 - > Staff and the Communication Committee continue to work on getting more homeowners to use electronic option for paying their dues rather than the more expensive paper option.

A motion was made by Matt Wood and seconded by Joe Affinati to accept the May 2021 financial reports. Motion passed unanimously.

- D. Landscape Report Hanna Delosantos from AAA Landscape reported that the crew finished clean-up of the Cortona and Siena view fencing and drainage areas and started on Vista Mirabella. She mentioned that the turf at Sunset Ridge Park is doing well and completed irrigation repairs at Wildlife Park. Since the Barrel Cactus are so large AAA Landscape is addressing the lighting at the Tangerine Monument.
- E. **Preserve Vistoso Update** Michael Bilodeau reported that the Conversation Fund has made an offer on the 202 acres and a private developer made one for the 6-acre parcel. He explained that both offers must be accepted to go forward. Romspen did contract for the appraisal.
- F. **Project Administration & Proposals** Anthony Martin from FirstService Residential reported on the following projects.
 - ➤ Bridal Veil Erosion Project The association did meet with Township Engineers and WLB to discuss the township requirements on this project. John Wise should have the plan completed by the end of June for review.

- ➤ Parcel Turnover Valley Vista The second walk thru with Pulte occurred on June 9. Outstanding items have been documented and sent to the board and committee representatives for review and comment. A final walk thru will be scheduled once Pulte has addressed the outstanding items on the punch list.
- > Alterra Turnover Management was requested to set up a meeting with the board president, Anthony Martin, and General Manager.
- > 2021 Vistoso Paint Project Project Manager will confirm the availability of the paint with Dunn Edwards and supply the painter with the components.
- ➤ Wood Chip Proposals Jonathan Cooper from Third Degree Recreation agreed to have the wood chips tested. In the meanwhile, he has cleansed the wood chips and is monitoring to determine if they need to be completely removed or replenish only.
- > Sidewalk Repairs The Board reviewed and discussed the proposals to repair common area sidewalks that were identified.
 - A motion was made by Joe Affinati and seconded by Sarah to move forward with the project. A motion was made by Joe Affinati and seconded by Sarah Nelson to amend the motion to hire Concrete Done with Love to make the concrete sidewalk repairs as specified. Motion passed unanimously.
- Exterior Wall Repairs Management is still waiting on two additional bids.
 A motion was made by Matt Wood and seconded by Joe Affinati to table discussion until the July meeting. Motion was approved unanimously.
- ➤ **Project Tracking Tool** FirstService Residential staff continues working with the Finance Committee on the spreadsheet. David Light expressed that he felt the tool was not working as well. Matt Wood indicated that a task force has been placed together to address the concerns expressed at the finance committee meeting.
- VIII. COVID 19 –Currently the park restrooms are being cleaned daily. All "Park Closed" signage has been removed. On June 9 the office doors opened to the members from 10:00am -2:00pm, Monday thru Friday. Social distancing and mask wearing signage has been posted at the office.
 - **IX. HOMEOWNER FORUM –** The following items were discussed:
 - Bathroom codes remain the same.
 - > Homeowner will email the General Manager about the website banner.

X. OLD BUSINESS

- A. **VCA Onsite Office Search Update** Sarah Nelson reported that the board has signed the non-binding Letter of Intent with NAI Horizon to explore available space for a site office.
- B. Review and Discussion of Butler Hansen Commercial Parcel Listing FirstService Residential has made progress in determining the NET Acre for commercial Owners' property. Staff has requested more time on the project.
- C. **2020** Audit The board reviewed and discussed the engagement letter and tax return proposal from Butler Hansen.

A motion was made by Matt Wood and seconded by Joe Affinati to approve the proposal from Butler Hansen to complete the 2020 audit and tax returns. Motion passed unanimously.

XI. NEW BUSINESS

A. Speedy Sweeping Contract

A motion was made by Matt Wood and seconded by Joe Affinati to approve the street sweeping contract for Siena. Motion carried unanimously.

B. Vet Sec Contract

A motion was made by Joe Affinati and seconded by Gayle Lopez to approve the Vet Sec Contract. Amendment was offered to have the contractor breakout the cost of conducting parking patrols for Siena. Joe Affinati declined the amendment. Question was called on the original motion. Motion passed with 6 in favor and one opposing vote casted by Gayle Lopez.

- **XII. REVIEW OF CORRESPONDENCE** No correspondence has been received that needs board attention.
- XIII. NEXT MEETING DATE July 29, 2021 5:30p.m. via zoom.
- XIV. ADJOURNMENT A motion to adjourn the meeting was made at 7:55pm. Motion carried unanimously.

Vistoso Community Association Secretary

Date