

Board of Directors Meeting – July 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; Theodore Dann, Director and Ellen Hong, Director

GUEST: Vance Falbaum, RBC Wealth Management; Hanna Delosantos, AAA Landscape and Gayle Mateer, Vistoso Preserve

FIRST SERVICE RESIDENTIAL: Barbara Daoust, 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 cautioned residents about the construction in process at Moore and La Canada. Also, Paul Keesler from the Town of Oro Valley has contacted the association regarding the Wildlife Fencing Project near the Vista Mirabella neighborhood. Discussion on this topic will come later in the meeting. Sarah recognized Committee Members and volunteers of the association and expressed appreciation for their time and efforts. She announced that finally the monsoons have arrived with much needed rain.
- III. ADOPT AGENDA Changes to the agenda were made as follows: (1) Remove Old Business, B. Review and Discussion of Butler Hansen Commercial Parcel Listing and add to agenda under New Business C. Township Use of Common Area; and D. School Supply Drive.

A motion was made by Matt Wood to approve the amended agenda, seconded by Gayle Lopez. Motion passed unanimously.

IV. INVESTMENT REPORT - Vance Falbaum, RBC Wealth Management

Mr. Falbaum reviewed VCA's investment portfolio with the board and members. The portfolio is composed of US Treasury Securities (52.33%), Corporate (27.62%), International (10.32%) and Municipal Bonds (9.73%). Current yield is .92% and market value is \$1,079,928.72. He will be meeting with the Finance Committee at their September meeting.

V. REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS

A motion was made by Matt Wood and seconded by Joe Affinati to approve the June 24, 2021 minutes as amended. Motion passed unanimously.

VI. CONSENT AGENDA ITEMS -

- A. Ratify the approval of Executive Session Minutes: June 23, 2021
- B. Ratify the approval of the Compliance Committee Results/Fines for July 2021 Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for July 2021- Recommendations were presented at the Executive Session.

A motion was made by Joe Affinati, seconded by Matt Wood to approve the consent agenda items. Motion unanimously passed.

VII. REPORTS

- A. Town of Oro Valley Representative No report
- B. Management Report Management reported on the following topics:
 - > Swing belts were replaced at Hohokam and Wildlife Parks. The deck and playground equipment for Hohokam and Monticello Parks has not shipped from the factory. Jonathan Cooper is staying in contact with Playworld for updates.
 - Vehicle damage occurred to the sod at Tangerine Monument and fence & railing at the corner of La Canada & Moore Rd. AAA Landscape is providing bids to repair the damage.
 - > During the recent monsoon storms this month we had damage to some common area trees.
 - > The office main AC has stopped working on three occasions. Contractor has resolved the problem for now and has an open work order.
 - > Staff has processed 53 architectural submittals in the month of June.
 - Management has worked with AAA Landscape on the back log of work orders. In the month of June there were 19 work orders received and 18 were closed.
 - There is a total of 849 open violations. In the month of June, 124 new violations were issued. The top noncompliant issues are parking followed by trash cans and string lights.
 - Approximately 59 homeowners have dropped by the VCA office to switch out their tennis court keys. The courts are currently locked down and members will need the key to enter.
 - ➤ FirstService Residential has provided the 2022 budget template to the Finance Committee and has started to work on the draft budget. The committee will present the 2022 proposed budget to the board in September for adoption at the October Board Meeting.
 - > On June 9 the office open to the members for business. We had 28 members visit the office in the month of June.
- C. Financial Report of the Association Board Treasurer Matt Wood reviewed the financial report.
 - > Total income as of the end of June 2021 is under budget approximately \$6,000. Interest income is over budget by \$901.
 - ➤ In the expense category, legal costs are over budget with having some 2020 invoices paid in the 2021 fiscal year.
 - The Grounds Labor category is for cleaning of drainage areas and addressing the back log of work orders. For the month of June \$14,449 was expense for these projects.
 - > For Siena, the reserve contribution was suspended for five months and this will be addressed during the 2022 budget process.

A motion was made by Gayle Lopez and seconded by Joe Affinati to accept the June 2021 financial reports. Motion passed unanimously.

The board requested to management to have the reimbursable report sent to the Treasurer for review quarterly and to confirm the precent of members using the electronic payment.

Note: Ted Dann left the meeting at 6:30 p.m.

- D. **Preserve Vistoso Update** Gayle Mateer reported that the Romspen Group turned down the offer made by the Conservation Fund. Romspen did order an appraisal of the property which should be completed by the end of August. He has a few options to consider: (1) agreed to the outcome of the appraisal report and accept the offer, (2) continue to negotiate or (3) reject the offer and refuse to discuss. The group continues to give letters of support to the Town of Oro Valley on this project.
- E. Landscape Report Hanna Delosantos from AAA Landscape reported on the progress with the drainage cleaning at Siena Basin, Sunset Park Gabions and at Vista Mira Bella Scenic Overlook. She explained the storm damage from the recent monsoons and the loss of two trees located at Cortona and Torreno West Parks. She also announced that Rancho Vistoso has been recognized by the Landscape Contractor Association for the Excellence Award for their landscaping.
- F. Project Administration & Proposals Anthony Martin from FirstService Residential reported on the following

projects.

- ➤ Parcel Turnovers Project The walk thru for Valley Vista had to be cancelled since Pulte needs the time to address the recent storm damage that occurred. The Mattamy Park area has drainage problems that they need to address as well.
- ➤ Wood Chip Proposals Jonathan Cooper reported there was no active mold found on his visits to the property. He concluded that the white chips collected were just weathered bleached chips. In his research he has not found any fungus that occurs in woodchips that would be toxic. He will continue to cleanse the wood chips at the park and recommends replenish rather than replace the chips. The board reviewed the proposals submitted from Third Degree Recreation and AAA Landscape.

 A motion was made by Matt Wood and seconded by Gayle Lopez to approve the proposal from Third Degree Recreation to replenish the wood chips at Sunset Ridge and Somerset Parks. Motion was unanimously approved.
- ➤ 2021 Vistoso Paint Project Update Anthony Martin reviewed the revised paint proposal with the board. The updated estimate represents an 5% increase due to labor, material and supplies increasing costs.
 - A motion was made by Matt Wood and seconded by Gayle Lopez to approve the proposed increase of \$2,307 presented by Facelifting Painting. Motion passes unanimously.
- > Sidewalk Repairs The repairs have been completed by Concrete Done with Love and will be inspected to verify. Precision Concrete will start the grinding part of the project on August 25.
- Exterior Wall Repairs The board reviewed the three bids to repair 11 walls submitted by Kleanup Patrol (\$14,000), Southwest Grounds (\$29,400) and Keystone Masonry (\$15,900).
 A motion was made by Gayle Lopez and seconded by Matt Wood to approve the Kleanup Patrol proposal. Motion passes unanimously.
- ➤ Bridal Veil Erosion Meeting with the engineer is being scheduled for next week to go over the designed plan.

VIII. COMMITTEE REPORTS

- A. **Architectural and Landscape Review Committee** Sheryl Forte reported the committee has been working with Center Pointe on their submission of a gate at the pool parking lot.
- B. Communication Committee Dan Sturmon reported that the next newsletter will be released on Friday, August 6. He mentioned that the survey responses indicated that members were interested in a summary on what the board is doing. Also added was a table of contents where you can scroll down and click on the topics.
- C. **Compliance Committee** Joe Affinati reported that most of the violations were about parking issues and landscaping complaints.
- D. Finance Committee Matt Wood reported on the following topics: (1) Association Reserves has been working on the study; (2) The 2022 budget template has been completed by FirstService Residential and sent to the committee. The committee has been discussing two approaches to the budget for 2022, zero based and balanced budget; (3) The committee did review the landscaping proposals that are on the agenda and has identified the funding source for the projects; and (4) the gift policy is on the agenda for board review and discussion
 - A motion was made by Matt Wood and seconded by Gayle Lopez to accept the Gift Policy as presented.

 Motion failed with one vote in favor and five opposing votes casted by Sarah Nelson, Joe Affinati, Matt Wood,
 Sheryl Forte and Ellen Hong.
- E. **Governing Documents Committee** Sarah Nelson announced that the committee will be meeting with the board next week to review the slide presentation for sub-associations and to discuss legal considerations with counsel.
- F. **Nominating Committee** No report
- G. Parks & Landscape Committee Susan Wood reported their first meeting was on July 1 and the purpose of the committee is be the eyes and ears for management and the board. The committee did review the landscape proposals that the are on tonight's agenda for the board's review and consideration.

- IX. COVID 19 As per the CDC, Pima County is rated in the substantial category and masks are recommended to be used inside by vaccinated and unvaccinated individuals. The office has a posting following this guidance and will request visitors to wear a mask. The park restrooms are on a daily cleaning schedule. Management will continue to monitor the situation and will place the topic of ramada reservations on the next agenda for discussion.
- **X. HOMEOWNER FORUM –** The following items were discussed:
 - > Board member from Vistoso Pointe commented that she was looking forward to seeing the approach the master association is taking in changing the documents since their sub-association's documents are also outdated.
 - > In answering a question concerning the park restrooms, Pima County Health Department suggests that the restrooms be cleaned once per day.
 - Andy Martinez from Pulte Homes mentioned that they are addressing the storm damage to the common areas at Valley Vista. He also commented that they are requesting the association takeover of the water and electric meters and common area maintenance costs.

XI. OLD BUSINESS

- A. **VCA Onsite Office Search Update** The General Manager reported that NAI Horizon has shared the expense summary for the last four years and still waiting to receive the architectural design of the office.
- B. Management Agreement Language Pertaining to Emergency Spending The board reviewed and discussed the additional management agreement language to follow the proposed Procurement and Project Funding Process policies.
 - A motion was made by Gayle Lopez and seconded by Matt Wood to request FirstService Residential to add the following language to the management agreement, "The \$10,000 maximum identified in section 2.9 of this contract does not apply to emergency issues". Motion was unanimously passed.
- C. Proposed Procurement and Competitive Bid Policy

 A motion was made by Matt Wood and seconded by Gayle Lopez to approve the Procurement and

 Competitive Bid Policy as presented. Motion was approved unanimously.
- D. Proposed Project Funding Approval Process

 A motion was made by Gayle Lopez and seconded by Matt Wood to approve the Project Funding

 Approval Process as presented. Motion passed unanimously.

XII. NEW BUSINESS

A. Landscape Proposals – The board reviewed the following five landscape proposals submitted by AAA Landscape: (1) Cortona & Siena Meter Separation- Discovery Phase, (2) East Moore Rd.- 2nd Median Plant Replacement, (3) Saguaro Removal – Median on RVB and N Vistoso Highlands Dr., (4) North & South of Stone Canyon Entrance Tree Removals and (5) Tree Removals in four locations as specified in the proposal. Both the Park & Landscape and Finance Committees reviewed and are recommending these projects.

A motion was made by Sarah Nelson and seconded by Matt Wood to approve the five landscaping proposals submitted by AAA Landscape. Motion carried unanimously.

- B. Integrated Pest Program (IPM)
 - A motion was made by Matt Wood and seconded by Gayle Lopez to approve the Integrated Pest Program submitted by AAA Landscape. Motion unanimously passed.
- C. Township Use of Common Area Paul Keesler from the Town of Oro Valley is requesting use of the associations' common area to store their equipment near the work site for the Wildlife Fencing Project. A motion was made by Sarah Nelson and seconded by Matt Wood to permit the Town of Oro Valley the use of the common area as a staging area contingent on the board's approval on the location. Motion unanimously passed.

- D. School Supply Drive The board discussed the school supply drive event for both schools within VCA. The list of supplies will be emailed to all members and the drop off point would be the VCA office. FirstService Residential staff will coordinate the event and AAA Landscape has offer to deliver the supplies to Painted Sky Elementary and Innovation Academy.
 A motion was made by Joe Affinati and seconded by Matt Wood to support the school supply drive for
- the two schools. Motion was unanimously approved.XIII. REVIEW OF CORRESPONDENCE The board discussed the homeowner request to have a garage sale in August
 - A motion was made by Joe Affinati and seconded by Matt Wood to decline the garage sale request. Motion passed unanimously.

or September. The Board directed management to advise the homeowner of other options available to sell their

- XIV. NEXT MEETING DATE August 26, 2021 5:30 p.m. via zoom.
- XV. ADJOURNMENT A motion to adjourn the meeting was made at 8:29 p.m. Motion carried unanimously.

Vistoso Community Association Secretary

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