



COMMUNITY ASSOCIATION  
**Vistoso Community Association**

**Board of Directors Meeting – August 26, 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:** Hanna Delosantos and Jeff Hatfield, AAA Landscape and Michael Bilodeau, 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 5:33 PM.
- II. **INTRODUCTION OF BOARD AND GUESTS** – Board President Sarah Nelson reported that there are delays with the water project on Moore and La Canada and the Wildlife Project because of the weather.
- III. **ADOPT AGENDA** – There was one change to the agenda, Michael Bilodeau will be providing the report for Preserve Vistoso.  
*A motion was made by Sarah Nelson 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 July 28, 2021 minutes as amended. Motion passed unanimously.*

Note: Director Ted Dann joined the meeting.

- V. **CONSENT AGENDA ITEMS** –
  - A. Ratify the approval of Executive Session Minutes: July 28, 2021
  - B. Ratify the approval of the Compliance Committee Results/Fines for August 2021 – Results were presented at the Executive Session.
  - C. Ratify the Approval of Fee Waivers for August 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.*

Note: Director Ellen Hong joined the meeting.

- VI. **REPORTS**
  - A. **Town of Oro Valley Representative** – No report
  - B. **Management Report** – Management reported on the following topics:
    - For the month of July, the office had 84 walk ins and from July 13 received 133 phone calls.
    - Staff has received and processed 56 architectural submittals.
    - Tennis keys request to date is 83 which 32 are new requests.
    - Violations issued in July are 134. Most of the violations consist of parking, landscaping, and trash cans. There is a total of 693 outstanding violations currently.
    - We received 19 workorders and completed 15.

## APPROVED

- Woodchips have been installed at Sunset & Somerset Park.
- A variety of school supplies have been collected for the Painted Sky and Innovation schools. Cash donation in the amount of \$150 were received directly by the schools.
- Playworld has confirmed that the playground equipment has shipped on August 25.

C. **Financial Report of the Association** – Board Treasurer Matt Wood reviewed the financial report.

- As of July 31, 2021, total income is \$1,331,130.
- A large percentage of homeowners are not taking advantage of the electronic platform available. The association is communicating this option through the newsletter, website, and emails.
- It was pointed out that legal costs are over budget and that grounds labor expense is for addressing the back log in work orders and cleaning the drainage areas.

***A motion was made by Sheryl Forte and seconded by Joe Affinati to accept the July 2021 financial reports. Motion passed unanimously.***

D. **Landscape Report** – Jeff Hatfield was introduced to the group. Hanna Delosantos from AAA Landscape reported:

- Vistoso received 10.5 inches of rain so far. Crew has adjusted the irrigation clocks for the past several weeks.
- The backflow installation has been completed on Freddie Canyon/Woodburne.
- The proposals that were approved by the board are in the process of being scheduled.
- View fence, drainage and wall clearance is three quarters completed in the Horizon neighborhood.
- Arrowsmith irrigation valve has been replaced.

It was suggested that the association focus on reduction of water consumption and to manage resources carefully.

E. **Preserve Vistoso Update** – Michael Bilodeau reported that the Romspen Group ordered the appraisal report and Vistoso Preserve is still waiting on the next steps. The Conservation Fund cannot pay over the appraise value for the property, but a third party can pay the difference.

F. **Project Administration & Proposals** – Anthony Martin from FirstService Residential reported on the following projects.

- **Parcel Turnovers Project** – Two proposals for project management oversight by FirstService Residential for Valley Vista and Alterra turnover to the association were discussed.

***A motion was made by Ted Dann and seconded by Matt Wood to authorize FirstService Residential to oversee the transition at Valley Vista and pursue engineering services if necessary. Motion passed unanimously.***

***A motion was made by Ted Dann and seconded by Matt Wood to authorize FirstService Residential to oversee the transition at Alterra and pursue engineering services if necessary. Motion was unanimously approved.***

- **Greenway Channel Proposal** – The Town of Oro Valley has approved the engineering designs by WLB. Discussion ensued on the project management proposal to solicit bids and oversight of the project.

***A motion was made by Joe Affinati and seconded by Gayle Lopez to approve the FirstService Residential Project Management proposal to develop the RFP and oversee the Greenway Channel Project. Motion passed unanimously.***

- **Bridal Veil Erosion Project** – The Town of Oro Valley has not accepted the designs submitted by WLB. It is suggested that we have another engineer firm review the project and proposed a scope of work. Anthony Martin reviewed the proposal from Copper State Engineering.

***A motion was made by Gayle Lopez and seconded by Matt Wood to request clarification on time & materials and more information on scope of work. Motion passed unanimously.***

- **Siena Seal Coat Project** – The board reviewed FirstService Residential Project Management proposal to oversee the seal coating project for Siena roadways.

***A motion was made by Joe Affinati and seconded by Gayle Lopez to approve the project management proposal presented by FirstService Residential. Motion was approved unanimously.***

- **Sidewalk Repairs Update** – The repairs have been completed by Concrete Done with Love and the grinding has been finished by Precision Concrete. Staff has inspected the project.



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- **Exterior Wall Repairs Update**– The project deposit has been processed and we are waiting for a schedule from the contractor.
- **2021 Vistoso Paint Project Update** – The contractor has already completed Big Wash, Wildlife and Somerset Park. Homeowners have been notified of the project by email and the website. Notices have been posted at the parks with the schedule.  
A question came up about painting the common walls and to ensure that the association is using a consistent approach in maintaining walls. This topic will be discussed with the association attorney.

### VII. COMMITTEE REPORTS

- A. **Architectural and Landscape Review Committee** – Sheryl Forte reported the committee met on August 8 to review architectural submittals and Design Guidelines.
- B. **Communication Committee** – Dan Sturmon reported that the next newsletter will be released on Friday, September 2. Committee chairs are requested to provide topics.

Note: Board Director Ted Dann left the meeting.

- C. **Compliance Committee** – Joe Affinati reported most violations noted are for parking and landscaping issues.
- D. **Finance Committee** – Matt Wood reported the draft 2022 budget was forward to Veronica Alvarez, First Service Residential accountant for review. The Finance Committee will be meeting on September 15 to review the budget.

On behalf of the Finance Committee Mr. Wood requested a meeting with the board to discuss a new approach to the budget. The board was open to meet with the committee to discuss this concept. Management will send out the agenda and materials for the meeting.

The board discussed whether to leave Siena in the reserve study being conducted currently by Association Reserves. The annual cost for this project is \$620 and Siena did have an update last year.

***A motion was made by Gayle Lopez and seconded by Matt Wood to eliminate Siena from the reserve study. Motion failed with three votes in favor and three opposing votes casted by Sarah Nelson, Joe Affinati and Sheryl Forte.***

- E. **Governing Documents Committee** – Sarah Nelson announced that the committee is in the process of retooling the presentation slides along with the verbal presentation.
- F. **Nominating Committee** – No report
- G. **Parks & Landscape Committee** – Susan Wood reported that they been reviewing design guidelines and working with Center Point on the plant list. They will be focusing on the monuments and considering ways to reduce water consumption.

- VIII. **COVID 19** – The CDC currently rates Pima County in the high category. Members that visit the office are being requested to wear masks. The park restrooms are on a daily cleaning schedule. Management will continue to monitor the situation.

### IX. HOMEOWNER FORUM –

- A homeowner suggested that the tennis courts be utilize for pickleball. Another homeowner spoke on the subject and is opposed using the tennis courts for pickleball since they use a different size net, and the courts would have to be restripe. He recommended that the association consider developing pickleball courts if there is interest. This topic will be placed on the agenda for board discussion.

### X. OLD BUSINESS

- A. **VCA Onsite Office Search Update** – The association is still waiting for the architectural design and the build out costs from NAI Horizon. Management will continue to follow with the group.

**XI. NEW BUSINESS**

**A. Sunset Ridge Playground Bridge Replacement**

The Parks & Landscape Committee recommends the replacement of the damaged bridge with the rubber option.

*A motion was made by Matt Wood and seconded by Joe Affinati to approve the replacement of the Sunset Ridge Playground Bridge with the rubber option (\$1,500) presented by Third Degree Recreation. Motion carried unanimously.*

**B. Legal Service Proposal on Property Annexation & Declarant Rights**

The board reviewed and discussed the proposal from Krupnik & Speas to verify annexation of properties in the Vistoso Community and declarant rights of builders.

*A motion was made by Matt Wood and seconded by Joe Affinati to approve the Krupnik & Speas proposal to research and verify annexation of properties within the Vistoso Community and determine declarant rights of current builders. Motion was unanimously approved.*

**C. Use of Common Area**

**1. Food Trucks**

The board reviewed and discussed the Town of Oro Valley ordinance concerning food trucks, the association attorney and insurance company advice on the subject.

*A motion was made by Joe Affinati and seconded by Sarah Nelson to deny allowing food trucks on common areas. Motion unanimously passed.*

**2. Metal Detecting**

The board reviewed the Town of Oro of Valley rules concerning metal detecting.

*A motion was made by Sheryl Forte and seconded by Gayle Lopez to deny allowing metal detecting on the common areas. Motion carries unanimously.*

**D. Ramada Reservations**

*A motion was made by Joe Affinati and seconded by Gayle Lopez to approve taking reservations from residents.*

The board reviewed the application process and requested management to solicit input from the association's insurance carrier and provide a reservation schedule.

*Joe Affinati motion to withdraw his original motion and Gayle Lopez seconded it.*

This topic will be placed on the September agenda for further discussion.

**E. Yard Sale**

The board discussed the fall community yard sale.


*A motion was made by Joe Affinati and seconded by Gayle Lopez to approve the fall yard sale on October 9. Motion was approved unanimously.*

**XII. REVIEW OF CORRESPONDENCE** – The board discussed the homeowner request to have an estate sale in September.

*A motion was made by Joe Affinati and seconded by Gayle Lopez to allow the estate sale with the stipulation that a professional estate company conducts the sale, and he provides the name of the company to the association. Motion passed unanimously.*

**XIII. NEXT MEETING DATE** – September 30, 2021 – 5:30 p.m. via zoom.

**XIV. ADJOURNMENT** – *A motion to adjourn the meeting was made at 8:38 p.m. Motion carried unanimously.*

  
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Vistoso Community Association Secretary

*6 Oct 2021*  
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Date