

Board of Directors Meeting – September 30, 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, 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 introduced Anthony Martin from FirstService Residential and Gayle Mateer from Preserve Vistoso.
- III. ADOPT AGENDA There was one addition to the agenda, under section V. A. to add the September 15, 2021 Executive Minutes.

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 Sheryl Forte and seconded by Matt Wood to approve the August 26, 2021 minutes as presented. Motion passed unanimously.

V. CONSENT AGENDA ITEMS -

- A. Ratify the approval of Executive Session Minutes: August 25, 2021 and September 15, 2021
- B. Ratify the approval of the Compliance Committee Results/Fines for September 2021 Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for September 2021- Recommendations were presented at the Executive Session.

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

VI. REPORTS

- A. Town of Oro Valley Representative No report
- B. Management Report Management reported on the following topics:
 - > For the month of August, the office had 51 walk ins and received 162 phone calls.
 - > Staff has received and processed 49 architectural submittals.
 - > Tennis keys processed for the month: 28, new 11 and exchanged 17
 - ➤ Violations issued in August are 124. Most of the violations consist of parking, landscaping, and lighting. There is a total of 727 outstanding violations currently.
 - > We received 14 workorders and completed 10.
 - > Siena exit gate was hit last week which resulted in damages to the sprocket, chain and chassis. Parts have been ordered and repairs are expected to be completed by end of day October 1.

- > Broken common area irrigation line located at Dawn and Woodburne needed to be relocated from the front yard of a homeowner's property. The roots from a tree were the cause of the damage to the line. Project should be completed the week of October 4.
- > The Parks & Landscape Committee has been meeting with AAA Landscape on finding ways to reduce water consumption. The board & the committee will be discussing one option later during this meeting.
- ➤ The school supplies collected were delivered to both schools on September 13, 2021. The board received many thank you cards and posters from the children.
- ➤ The community wide yard sale is scheduled for Saturday, October 8, 20921. Advertising has been scheduled, Town of Oro Valley permit secure and sandwich boards will be placed out early morning of the event.
- > Important information on maintenance responsibilities for Valley Vista and Alterra will be discussed later in this meeting.
- > Staff has been working on capital projects. The board will be considering three projects tonight: Siena sealcoating, replacement of irrigation controllers and replenish landscape granite.
- > The office has been experiencing sporadic internet and alarm system connections. Comcast and ADT came out to address the interference in the lines.
- > Some of the parts for the long a waited playground equipment has arrived damaged. Jonathan Cooper from Third Degree Recreation is assessing the delivery and will have a better idea on October 1 on how we will proceed.
- C. Financial Report of the Association Board Treasurer Matt Wood reviewed the financial report.
 - > It was mentioned that legal expenses are over budget due to a delay in paying some 2020 invoices in 2021 and the need for legal service so far this year.
 - ➤ Ground labor is \$14,449 to catch up on work orders and cleaning up the drainage areas.
 - > Butler Hansen has completed the 2019 audit and is currently working on the 2020.
 - > It was requested that the board receive the reimbursable report when available.

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

- D. Landscape Report Hanna Delosantos from AAA Landscape reported:
 - AAA Landscape has completed clearing the wall areas for the painting project.
 - > A proposal for pruning and cutting trees near the Horizon neighborhood is being prepared.
 - > They also working on the proposal for Greenway Channel project.
 - When the crew is working on view fence clearing, they complete the entire house line.
 - > The concrete work related to the relocation of the irrigation line at Dawn & Woodburne will be finished next week.
 - > The crews are focused on spraying weeds.
 - The drip system has been off since the rain started and will be turned back on October 15.
- E. **Preserve Vistoso Update** Gayle Mateer reported that the agreement to purchase the 202 acres from the Romspen Group should be signed next week. The Conservation Fund group will be concentrating on raising funds. There is a third party interested in the 6 acres and negotiations are progressing.
- F. **Project Administration & Proposals** Anthony Martin from FirstService Residential reported on the following projects.
 - Parcel Turnovers Project The board reviewed the Valley Vista and Alterra maintenance responsibilities provided. The Town of Oro Valley and Justin Smith from Mattamy reviewed the maps and agreed to the designation of responsibilities. Mattamy is working on a drainage plan to address flooding of the playground area. The town is responsible 5 ft from the sidewalk into the common area. Mr. Martin will be inspecting the common area, identifying areas of concern and adjusting the scope of work for an engineer to review.
 - Greenway Channel Proposal The RFP was sent out soliciting bids.
 - ➤ Bridal Veil Erosion Project Six companies were solicited for proposals; two proposals were received and other four companies declined to bid since they are too busy. Management will continue to pursue a third bid for the project.

- ➤ Siena Seal Coat Project The board reviewed and discussed the four bids received: Bates Paving (\$18,902 with 2 yr. warranty), Roadrunner (\$17,999 with 2 yr. warranty), Sunland Asphalt (\$17,780 with 1 yr. warranty), and Sunrise Asphalt (\$35,323 with no warranty). Three of the four proposals were competitive. This is a reserve expense.
 - Communications will go out to the homeowners with details on the project along with parking instructions during the duration of the project. The trash company and postal service will also be notified.
 - A motion was made by Matt Wood and seconded by Gayle Lopez to approve the proposal submitted by Roadrunner Paving & Asphalt Maintenance to crack fill and seal coat the roads within the Siena Community. Motion was approved unanimously.
- Exterior Wall Repairs Update— The project had a change order due to the conditions found after the vegetation was trimmed back along the Horizon wall. Cracking was found in many sections. AAA Landscape will be submitting a proposal to prune 4 trees and remove 10 trees. New schedule will be set shortly.
- > 2021 Vistoso Paint Project Update The paint project is on target.

VII. COMMITTEE REPORTS

- A. **Architectural and Landscape Review Committee** Sheryl Forte reported the committee has been focusing on clarifying the Design Guideline language.
- B. Communication Committee Dan Sturmon reported that the next newsletter release date is Friday, October 1. The committee is focusing on current topics. He mentioned that the Town of Oro Valley has amended the water conservation code and the newsletter has a topic addressing this subject. Other topics included in the edition are irrigation auditing and overseeding. Discussion ensued about having pics of the board members in the newsletter and on the website. No consensus was reached on this topic.
- C. Compliance Committee Joe Affinati reported approximately 180 violations were cited within the last month He mentioned that management is addressing the lighting issue with the nighttime patrol company to ensure that they are noting them. He also pointed out that the committee is seeing parking of small RVs in driveways which is the residents only vehicle. They are taking closer look at this issue.
- D. Finance Committee Matt Wood reported the draft 2022 budget was presented to the board and the finance committee is proposing to review the budget with board members at a separate meeting on either October 11 or 12 at 5:00pm.
- E. **Governing Documents Committee** Sarah Nelson announced that the committee has been working on revising the power point. The final copy will be discussed at their next meeting.
- F. Nominating Committee The committee members will be receiving an invite to meet in November.
- G. Parks & Landscape Committee Susan Wood reported that the committee has been discussing water conservation measures and turf reduction at the Tangerine monument along with maintenance costs. The committee also has been reviewing and evaluating the lifetime and current condition of the reserve study projects and components slated for 2022.
 - The board discussed the letter from Norm Farmer from AAA Landscape addressing overseeding during the 2021 Fall season. The recommendation was not to overseed this season or to only overseed small, highly visible locations. This season there has been a reduction in seed available on the market due to high temperatures and less rainfall in regions where the seed is produced. This will result in a different look for the winter but provides many turf health benefits and cost savings for the association. Hanna Delosantos recommended not to overseed the following areas: Tangerine and Oracle monuments, Cortona and Somerset Canyon parks. If necessary high visible areas like Tangerine Monument will be painted green.

A motion made by Matt Wood and seconded by Gayle Lopez to approved AAA Landscape recommendation to not overseed Tangerine and Oracle monuments and Cortona and Somerset Canyon parks. Motion was approved unanimously.

VIII. COVID 19 – There has not been any change in the CDC high rating of Pima County related to COVID 19 cases. Management will continue to monitor. Members are still being asked to enter the office wearing a mask and park restrooms are being cleaned daily.

IX. HOMEOWNER FORUM

- Rosa Dailey, 13680 N Tessali Way, spoke on the feasibility of conducting a reserve study for Siena since they have few assets. She feels it is unnecessary.
- ➤ Bill Van Dam, 579 E Silver Cloud Pl., commented on the board providing pics of themselves for the newsletter/website. Since the board meets online and the members get to see you, it is not much difference than having your photo posted on the website.
 - He also suggested that the association consider looking into weather-based smart irrigation controllers.
- Tom Stegman, 13648 N Tessali Way, echoed Rosa Dailey comments regarding the reserve study for Siena and Bill Van Dam's statements regarding board members providing pics for the website. Note: Tom & Joyce Stegman's letter regarding the Siena Reserve Study was forwarded to the board for review.
- ➤ David Light, 13770 N Placita Del Cerro Lindo, addressed the board on the Siena Reserve Study and referred to the Supplemental Maintenance Assessment Declaration document indicating that the board determines the assets, and the costs shall be paid by the homeowners. He stated that the board should hear from the Siena homeowners before making a decision. He has not heard any arguments from the board defending their position to complete the reserve study.

Note: Mr. Light's correspondence on the subject was forward to the board for review.

X. OLD BUSINESS

A. VCA Onsite Office Search Update

The association is currently looking at two potential spaces: Rancho Vistoso Shopping Center (1200 sq. ft.) located at 12995 N Oracle Rd. and Mountain View Plaza (1900 sq. ft.) at 1171 E Rancho Vistos Blvd. Management has requested built out costs for both locations. Matt Wood did share that other properties near by the community were contacted and the costs were prohibited.

Note: Correspondence received from Bill Sugars from 1137 West Mulligan Drive, Linda Longlet from 13849 N Topflite Dr. and Caryn & Steve Hill from 13672 N Tessali Way regarding this topic was forward to the board for review.

Clarification was provided on the relationship of staff working for the association out of the site office. The Vistoso staff housed on site is doing work exclusively for the corporation. The association pays for these associates to handle the affairs of the corporation and they do 100% of their work for the corporation not for the management company. FirstService Residential facilitates the employment creating a safe barrier for the corporation and the board.

There was discussion about the sale of the property and moving staff to FirstService Residential Tucson Office.

A motion was made by Gayle Lopez to give Romspen, the current owner of the property, 30-days notice. Motion failed since there was no second.

B. Ramada Reservations

In keeping with pervious policy, allowing the use of the parks ramadas exclusively for members, tenants and guests the insurance carrier indicates that the association is covered and acquiring a certificate of insurance from the homeowner will not be necessary. The board reviewed the form and management will add the new adopted policies, "no food trucks or metal detecting is allowed".

Discussion ensued on concerns of trash and decorations use.

A motion to approve the application procedure for Ramada Reservations was made by Matt Wood and seconded by Sheryl Forte. Motion carried.

XI. NEW BUSINESS

A. Replace Irrigation Controllers - Capital Project Component #163

Both the Park & Landscape and Finance Committees reviewed the proposal and recommends to the board the approval of the project.

It was recommended that the association look into Smart controllers that can connect to a local weather station.

A motion was made by Matt Wood and seconded by Sheryl Forte to approve the AAA Landscape proposal to replace the irrigations timers as presented. Motion was unanimously approved.

B. Replenish Landscape Granite - Capital Project Component #294

Both the Park & Landscape and Finance Committees reviewed the proposal and recommends to the board the approval of the project.

A motion was made by Matt Wood and seconded by Sheryl Forte to approve the AAA Landscape proposal to refresh DG near the Big Wash Monument. Motion was unanimously approved.

C. Valley Vista Park Restroom Locks & Cleaning Quotes

The board reviewed and discussed the estimates for installing a key coded lock on the three restrooms located at Valley Vista and janitorial service on a daily basis.

A motion was made by Matt Wood and seconded by Sheryl Forte to approve the roadrunner estimate (\$3,295.49) to install key coded locks and to approve the estimate (additional cost of \$664.61) presented by Vanguard Cleaning Systems to clean the three restrooms located at Valley Vista Park seven days per week. Motion unanimously passed.

D. Shredding Event/Proposals

A motion was made by Sarah Nelson and seconded by Matt Wood to approve holding the shredding event. Motion carried.

The board reviewed the two estimates received: WBENC (\$873) and Stericycle (\$1,200). The event will be held on a Saturday starting at 8:00am for 4 hours or when the truck becomes full.

A motion was made by Sarah Nelson and seconded by Matt Wood to approve the WBENC proposal. Motion passed unanimously.

E. Legal Review of Bylaws Section 6.2

In discussion of the balance budget vs the new budget approach, a question came up if the association is required to follow the new approach. Legal opinion was requested by a board member.

A motion was made by Gayle Lopez and seconded by Matt Wood to approve legal counsel to review Bylaw 6.2, Budget and to advise if the board is obligated to adopt the new budget approach. Motion unanimously approved.

F. Appointment to the Parks & Landscape Committee

A motion was made by Matt Wood and seconded by Sheryl Forte to approve the appointment of Joan Sauer to the Park & Landscape Committee. Motion carried.

G. Dog Park Signs

A motion was made by Matt Wood and seconded by Sheryl Forte to approve the Parks & Landscape Committee's recommendation on the dog park sign language for both Valley Vista & Hohokam Parks. Motion unanimously passed.

H. Board Member Communications/Email Addresses on Website

Discussion occurred on board email addresses being on the website. It was clarified that there was no direct access to board members before. The email address AskVCA@ranchoVistosoHOA.com link goes directly to the Board President and VCA staff. Most correspondence received is homeowner request for information or ARC submittal. Correspondence to the board is forward upon receipt.

A motion was made by Gayle Lopez and seconded by Matt Wood to purchase Office 365 to link to each board members emails. Motion was amended by Gayle Lopez and seconded by Matt Wood to have the email address AskVCA@ranchovistosoHOA.com link to each of the board members email

addresses. Motion failed with one vote in favor and six opposing votes casted by Joe Affinati, Matt Wood, Sheryl Forte, Ted Dann, Ellen Hong and Sarah Nelson.

1. Use of Tennis Courts for Pickleball Play

Gayle Lopez commented that Pickleball is the fastest growing sport in America and provided statistics on its popularity. Tennis is growing and is here to stay. She suggested that a task force be formed and volunteer to serve as part of the group to research options available in accommodating members interest in the sport. Volunteers will be solicited through the newsletter scheduled to go on October 1. It was pointed out that all the recreation amenities within VCA have been constructed by builders. Perhaps the association can approach current builders to see if they would be open to establish pickleball courts for the community.

Note: Robert Felts letter concerning pickleball vs tennis play was forward to the board for review. A motion was made by Gayle Lopez and seconded by Matt Wood to evaluate the feasibility of installing pickleball courts. Motion was approved by four votes in favor and three opposing votes casted by Joe Affinati, Sheryl Forte and Sarah Nelson.

J. Discussion on RVB Street Lighting

The board discussed the previous investigation on repairing, retrofit and replacing the lights. Since this issue is a complicated and potential expensive problem to resolve, management will reach out to resources to assist in analyzing the current lighting and to provide options for the association to consider.

- XII. REVIEW OF CORRESPONDENCE The board discussed the homeowner request to have a Little Free Library located at the park at the intersection of Barlassina and W Vinovo Pass.

 A motion was made by Sarah Nelson and seconded by Sheryl Forte to deny the Little Free Library. Motion passed unanimously.
- XIII. NEXT MEETING DATE October 28, 2021 5:30 p.m. via zoom.
- XIV. ADJOURNMENT A motion to adjourn the meeting was made at 9:57 p.m. Motion carried unanimously.

Vistoso Community Association Secretary

11-3-2021

Date