



COMMUNITY ASSOCIATION

Board of Directors Meeting – October 28, 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; Craig MacKay, Vistoso Preserve; Paul Keesler, Town of Oro Valley Director of Public Works/Engineer; Pima County Supervisor Rex Scott and Kim Challender; Pima County Executive Aide
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, Craig MacKay from Preserve Vistoso, Paul Kessler from Town of Oro Valley, Pima County Supervisor Rex Scott, and Kim Challender from Pima County.

Paul Keesler reported on the progression of the Wildlife Fencing Project. Construction plans are complete and ready to solicit bids. The town will be staking the area limits of where the project will take place. The project will commence mid to late January 2022 and is expected to be completed in a few months. Enough time will be given for the community to move any vegetation before construction begins.

County Supervisor Rex Scott addressed the members and provided a short bio of himself. He is one of five county supervisors and has been focusing on community safety, nurture economic development, sustainably manage natural resources and protect public health. He discussed with the group the Pima Early Education Program (PEEPS), the proposal for the Regional Transportation Authority (RTA) voting for the Citizen’s Advisory Committee (CAC) and addressing the high Tucson water rates charged to citizens living in unincorporate areas of the county.

Kim Challender, Pima County Executive Aide encouraged the members to log onto the website District1@Pima.gov for more information. Mr. Scott did provide his email address for those that have questions or concerns, Rex.Scott@Pima.gov.

- III. **ADOPT AGENDA** – There was one change to the agenda, Craig MacKay will provide an update for Preserve Vistoso.
A motion was made by Gayle Lopez to approve the amended agenda, seconded by Sheryl Forte. Motion passed unanimously.
- IV. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS**
A motion was made by Matt Wood and seconded by Joe Affinati to approve the September 30 and October 11, 2021 minutes as presented. Motion passed unanimously.
- V. **CONSENT AGENDA ITEMS**
 - A. Ratify the approval of Executive Session Minutes: September 29, 2021
 - B. Ratify the approval of the Compliance Committee Results/Fines for October 2021 – Results were presented at the Executive Session.
 - C. Ratify the Approval of Fee Waivers for October 2021- Recommendations were presented at the Executive Session.

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

VI. REPORTS

A. Management Report – Management reported on the following topics:

➤ For the month of September 2021

ARC Submittals: 59

Work orders received: 27, still open from the month 9

Walk-ins: 25

Calls: 174

Tennis keys processed: 7

Violations: 128 new, mostly parking followed by landscaping and trash cans

Total number of violations currently are 684.

➤ RVB Street Lights

The Board at the September meeting discussed and are diligently working on the street light issue along RVB. They have solicited an outside party for assistance on this project. Management has found an electrical engineer that has helped the City of Tucson with their lighting issues. Christian Monrad of Monrad Engineering has submitted a proposal to the board for consideration. This topic is on the agenda for further discussion.

➤ Hohokam Park

We have been experiencing periodic electrical outages at the tennis courts and ramadas. Sovereign Electric was contacted to come out to address.

➤ Parks & Recreational Facilities

Third Degree Recreation has started to install the new playground at Hohokam Park. The sections for the Monticello Park came in damage and Jonathan Cooper is waiting for the replacement parts.

➤ Dawn & Woodburne Irrigation Line

Broken common area irrigation line located at Dawn & Woodburne needed to be relocated from the front yard of a homeowner's property. The roots from a tree were the cause of several leaks. Project has been completed.

➤ Landscaping Projects

The following projects have been completed:

- The water meter separation for Cortona and Siena
 - East Moore Rd. 2nd Median Plant Replacements
 - Removal of two Saguaros – RVB median north of Vistoso Highlands & common area on Kehune Ct.
 - Dead tree removal north and south of Stone Canyon entry way
 - Dead tree removal located at (1) Arrowsmith & Rancho Vistoso Blvd., (2) Moore Rd. west of Eagle Summit on the north shoulder, (3) Moore Rd. just west of Eagle View Dr. and (4) Rancho Vistoso Blvd. at the Sanora Vista entry way monument
- ##### ➤ Moore Loop Road Park (Valley Vista)
- New combination locks have been installed on the bathrooms. The bathrooms were cleaned the week of October 18, 2021 and will be placed on a daily cleaning schedule. Since there is no lighting in the restroom facilities, the bathrooms will lock down at dusk and reopen at dawn. North West Exterminating will treat the restrooms and ramada areas on the same schedule as Hohokam and Wildlife Parks. Communication to the homeowners will go out shortly to let them know they are open to members and how to receive the combination to gain access. The dog park signs have been ordered for Hohokam and Valley Vista area parks. AAA Landscape has started to install dog bags at the Valley Vista area park. The playground maintenance remains under Mattamy's responsibility.
- ##### ➤ Shredding Event
- The shredding event is scheduled for Saturday, November 13 from 8:00am – 12:00pm or until the truck is filled. The drop off point is at the parking lot at 945 W. Vistoso Highlands Dr. Communication has been sent out on this event.

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- 2022 Proposed Budgets

Both the Finance Committee and the Board have been working on the propose budgets for the Master Association and Siena. At the October 28, 2021 general session meeting the board will be considering the final draft budget for adoption. The propose budget reflects no assessment increase for the Master Association and \$5.00 per month or \$15.00 per quarter for Siena.
 - Capital Projects

The board has approved three capital projects last month: Siena sealcoating, replacement of irrigation controllers and replenish landscape granite along Vistoso Village Dr. Contracts have been signed and returned to vendors. Notification will go out to homeowners that are affected with details once the jobs have been scheduled.
 - Vistoso Crossing

Management has been in contact with David Laws, Town of Oro Valley Permitting Division Manager to discuss the release of the construction and landscaping bond for the Vistoso Crossing neighborhood. Richmond American is required under the construction bond to repair the barrier railing at the corner of Moore and La Canada, the drainage area at the same corner and to repair a leaking controller. He agreed to look at the common area walls. As for the landscape bond Richmond American has not requested an inspection from the town. Management has provided a list of concerns for them to consider.
- B. Financial Report of the Association** – Board Treasurer Matt Wood reviewed the financial report.
- Revenues continue to be very close to budget.
 - Legal expenses are well over budget.
 - The association retains Anthony Martin from FirstService Residential to work on major projects such as Bridal Veil, Greenway Channel and the Mattamy and Valley Vista turnover.
 - The association should end the year with a significant operating budget surplus and reserve accounts surplus as we unable to contract all the projects we planned. Next year will be a huge year for projects.
- A motion was made by Sheryl Forte and seconded by Gayle Lopez to accept the September 2021 financial reports. Motion passed unanimously.***
- C. Landscape Report** – Hanna Delosantos from AAA Landscape reported:
- Overseeding has been completed except for the Tangerine and Oracle monuments, Cortona and Somerset Canyon parks. They will be watering the turf to get the seed to germinate.
 - Richmond American has been conferring with AAA Landscaper regarding the controller that needed to be repair at Vistoso Crossing. This is now completed.
 - They also working on the proposal for Greenway Channel project.
 - AAA Landscape will be installing in line meters at the Tangerine Monument to assist in calculating water consumption. This is an added value project, no cost to the association.
- D. Preserve Vistoso Update** – Craig MacKay explained that in early October there was agreement made between the Conservation Fund and Romspen Group for the 202 acres. Their focus is to raise \$1.8 million dollars for the property by December 15, 2021. They have a strong campaign to raise the funds.
- E. Pickleball Update** - At the September 30th Vistoso Community Association General Session Meeting, four out of seven Board Members approved Gayle Lopez to research pickleball.
- F. Project Administration & Proposals** – Anthony Martin from FirstService Residential reported on the following projects.
- **Bridal Veil Erosion Project** – Management continues to pursue bids for this project. All proposals will be presented to the board for discussion at the December board meeting.
 - **Greenway Channel Proposal** – Management has currently received one bid back and will pursue at least two more proposals. All proposals will be presented to the board at the December meeting.
 - **2021 Vistoso Paint Project Update** – The paint project for Horizon has been placed on hold until the trees are removed, and the walls are repair.
 - **Exterior Wall Repairs Update** – Management presented a proposal from AAA Landscape to remove the 10 common area trees and prune 4 trees that are located close to the Horizon wall which caused damage. The Park & Landscape Committee did review it and is recommending this project to the board for consideration.

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A motion was made by Sheryl Forte and seconded by Matt Wood to approve the AAA Landscape proposal to prune 4 trees and remove 10 trees along the Horizon wall. Motion was unanimously approved.

Discussion ensued on repairing the Horizon wall that has been damaged by the trees along the Horizon wall. The board reviewed the bid by the current contractor Klean up Patrol.

A motion was made by Sheryl Forte and seconded by Matt Wood to approve the Klean up Patrol Services proposal to repair the walls at 12203/12233, 12243/12323 and 12331/12495 N Echo Valley. Motion was unanimously passed.

- **Valley Vista & Alterra Turnovers** – The board was presented with a detail report identifying the findings of an inspection completed by Anthony Martin from FirstService Residential. Since the video connection was poor the discussion was delayed until the December meeting.
- **Siena Crack Fill & Seal Coating Update** – Siena homeowners have received notice of the upcoming project. The postal service and trash contractors have been notified. The gate company will be holding open the gates during the project days.

VII. COMMITTEE REPORTS

- A. **Architectural and Landscape Review Committee** – Sheryl Forte reported that the Governing Documents Committee did a brief presentation at their last meeting. The committee has been discussing the Center Pointe plant list and clarifying design guideline language.
- B. **Communication Committee** – Dan Sturmon reported that the next newsletter release date is November 1. The newsletter will encompass topics on water conservation, a series on design guidelines, the importance of elections, having committees and reserve studies.
- Compliance Committee** – Joe Affinati reported that for the month of August there were 176 violations, for September 127 and in October 120. We are trending in the right direction and if this continues the association might be able to reduce the need of one night-time parking patrol. The new legislation bill 2395 prohibits any part of a vehicle, including the hitch, trailer, block a sidewalk or impedes pedestrian use of the sidewalk that is not consistent with the Americans with Disabilities Act. This new law will be enforced by the Town of Oro Valley Police and can result in a fine of \$250.
- C. **Finance Committee** – Matt Wood reported the committee finished the draft 2022 budget, met with Vance Falbaum from RBC, and discussed the results of the first 9 months of the year. The association has all their money in high quality bonds, no stocks to limit risk. By doing so the association also limits the potential increase which is a trade-off with low risk and low reward.
- The board and the Finance Committee met to discuss the 2022 budget for VCA and Siena. The committee made a few adjustments, and the board received the proposed budget last week. In the Siena budget the only sticking point is the reserve study item for \$620. The board agreed to remove this from the budget, but the finance committee voted to keep it in and let the board decide.
- A motion was made by Joe Affinati and seconded by Sarah Nelson to adopt the 2022 Siena budget with the \$15.00 per quarter increase and to remove the \$620 for the reserve study. Motion was approved unanimously.***
- In reviewing the VCA 2022 budget, Matt Wood explained that this budget moves a considerable sum into the reserves from \$450,000 this year to \$700,000 in 2022. \$200,000 of this increase is earmarked for drainage area projects. The operating budget surplus in 2021 will be around \$115,000. Finance Committee Member David Light's calculation shows year end 2022 surplus around \$940,000 even with a large shift to the reserves. Veronica Alvarez from FirstService residential will be requested to verify.
- Homeowner Suresh Persaud, 12769 N Lauterbrunnen in Valley Vista informed the board that there is erosion at the southwest corner of Lauterbrunnen and Moore Loop Rd. The Valley Vista common area has been turned over to the association and FirstService Residential just completed an inspection of the area. The board has just received the report and the board will have discussion on the erosion issues identified to determine a course of action.
- A motion was made by Matt Wood and seconded by Joe Affinati to approve the 2022 VCA budget. Motion passed unanimously.***

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- D. **Governing Documents Committee** – Sarah Nelson announced that the committee did present the power point to the ALRC and will be discussing their feedback at their meeting on November 3. The committee will be coming back around to the board for decisions on pertinent items to move forward on this project.
- E. **Nominating Committee** – First committee meeting is scheduled for November 9 and staff has been updating their notebooks. Members are encouraged if interested to run for the board. There will be four open seats: 2 single family, 1 multifamily and 1 commercial.
- F. **Parks & Landscape Committee** – Susan Wood reported the committee has been discussing water reduction in parks, pickleball and park maintenance. The committee did review the AAA Landscape proposal for trees to be removed along the Horizon wall and is recommending the project for board consideration.

VIII. **COVID 19** – The CDC rating still ranks high for the Pima County area. Management will continue to monitor.

IX. HOMEOWNER FORUM

- Robert Feltes, 486 W Woodlawn Dr., spoke on water conservation and shared that the Vistoso Community is so far ahead from other communities addressing this issue. He suggested that pressure should be put on the surrounding communities to address water consumption. It would be a shame not to have green areas in our parks and finds it attractive to many homeowners.

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. In reviewing the numbers to demise the suite in half at the Rancho Vistoso Shopping Center, it was found to be more costly. The revised numbers just came from NAI Horizon for the entire suite prior to the meeting and will be presented at the December meeting for board discussion. As for the suite at Mountain View Plaza, the association is still waiting on verification on the monthly numbers.

XI. NEW BUSINESS

A. Electric Engineer/Street Lighting Proposal

The board reviewed and discussed the proposals from Monrad Engineering and Mountain Power Electrical to identify the cause of the outages along RVB and to devise a plan to repair the problem. ***A motion was made by Matt Wood and seconded by Gayle Lopez to approve the proposals from Monrad Engineering to oversee the project and the proposal from Mountain Power Electrical Contractor, Inc. to determine repairs to address the street light outages. Motion was unanimously approved.***

B. Appointment to Finance Committee

The board reviewed the application from Linda Longlet to join the Finance Committee. The appointment would be until March 2022.

A motion was made by Matt Wood and seconded by Gayle Lopez to appoint Linda Longlet to the Finance Committee. Motion carried.

C. Golder Ranch Fire Department/Aviva Toy Drive

Golder Ranch Fire Department in conjunction with Aviva Children's Services is conducting a toy drive from November 15 until December 15, 2021. The board discussed supporting both organizations efforts in this event.

A motion was made by Matt Wood and seconded by Sheryl Forte to approve sending out communications about the Toy Drive conducted by Golder Ranch Fire Department/Aviva to VCA members and residents. Motion passed unanimously.

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- XII. REVIEW OF CORRESPONDENCE** – The board reviewed homeowner correspondence. Management indicated that the Park & Landscape Committee will be discussing the basketball court request at Big Wash Park at their next meeting.
- XIII. NEXT MEETING DATE** – December 9, 2021 – 5:30 p.m. via zoom.
- XIV. ADJOURNMENT** – *A motion to adjourn the meeting was made at 8:10p.m. Motion carried unanimously.*

Vistoso Community Association Secretary

Date