



Board of Directors Meeting – December 9, 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 (arrived at 5:47pm) and Ellen Hong, Director

GUEST: Hanna Delosantos, AAA Landscape; 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 thanked VCA staff for the organization and coordination of the shredding event that was a great success. Sarah announced that the call for candidates will be mailed out next week to homeowners for the 2022 election of directors. There are four openings and consist of the following categories: 2 Single Family, 1 other than Single Family, and 1 Commercial. Interested parties are encouraged to respond. The deadline to receive applications is January 14, 2022. The annual meeting is scheduled for March 24, 2022.
- III. **ADOPT AGENDA**
A motion was made by Matt Wood to approve the agenda as presented, seconded by Sheryl Forte. Motion passed unanimously.
- IV. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS**
A motion was made by Joe Affinati and seconded by Matt Wood to amend the October 28, 2021, Section V, E Pickleball as follows: to replace verbiage in section with "At the September 30th Vistoso Community Association General Session Meeting, four out of seven Board Members approved Gayle Lopez to research pickleball". Motion passed unanimously.
- V. **CONSENT AGENDA ITEMS**
 - A. Ratify the approval of Executive Session Minutes: October 27 and November 10, 2021.
 - B. Ratify the approval of the Compliance Committee Results/Fines for November 2021 – Results were presented at the Executive Session.
 - C. Ratify the Approval of Fee Waivers for November 2021- Recommendations were presented at the Executive Session.
 - D. Ratify the Board Decision on the Variance Requests – 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.*

Note: Director Ted Dann joined the meeting.

VI. REPORTS

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

➤ RVB Street Lights

Mountain Power Electrical Contractor was on property on November 9 to inspect and evaluate the outages and on November 24 to continue their analysis and do some maintenance on the system. On their first visit they uncovered that Southwest Gas turned the breaker off at one location and the contractor that installed the traffic light did the same in another location. To avoid this from happening again, the Town of Oro Valley was contacted. However, Mountain Power's technician did find wiring issues in both locations and performed repairs. Most of the lights did come back on after their efforts. Chris Monrad from Monrad Engineering did advise that several pull boxes needed to be clean out and the wiring of the remaining lights needed to be addressed. Management is waiting on a final count of lights still out and recommendations from the engineer to address the remaining issues.

➤ Hohokam Park

Mountain Power Electric Contractor has addressed the electrical outages that we have been experiencing at the park area. They found several breaks in the wiring.

The Hohokam Park restrooms locks have been vandalized over the Thanksgiving holiday weekend. This was reported to the Town of Oro Valley police. They stated that criminal incidents are on the rise and encourages that suspicious activity be reported. Roadrunner Lock & Safe was contacted to make the necessary repairs.

➤ Parks & Recreational Facilities

Third Degree Recreation has finished the installation of the playground equipment at Hohokam Park. The sections for the Monticello Park arrived damaged and were returned. The replacement parts have not arrived yet. The replacement bridge for the playground equipment at Sunset Ridge has not been received and we are still waiting for an updated time of arrival.

➤ Landscaping

Request for Proposals for landscape maintenance has been sent out to six (6) landscaping companies. Two were received back from AAA Landscape and Brightview. The other four contractors declined. The Parks & Landscape Committee will be presenting their findings to the board.

➤ Office Space

The board will be discussing two potential office space locations at Rancho Vistoso Shopping Center and Mountain View Plaza at this meeting.

➤ Shredding Event

The shredding event was a huge success. A new drop off point will be identified for next year.

➤ 2022 Proposed Budgets

Correspondence went out to VCA homeowners that the 2022 assessments for the master association will not be increasing. Siena homeowners were notified that there will be a \$15.00 per quarter increase effective January 1, 2022. Both mailings included copies of the 2022 budgets.

➤ Capital Projects Updates

The sealcoating for the Siena community is expected to be completed by December 2.

AAA Landscape has completed the granite replenishing project along Vistoso Village Drive and has started on replacing the irrigation controllers.

The board will be reviewing proposals at this meeting for the project management to oversee 2022 capital improvements on asphalt, erosion, painting, irrigation replacement and basketball court refurbishment at Sunset Park.

Vistoso Crossing

David Laws, the Town of Oro Valley Permitting Manager has forwarded the association requests to have Richmond American address the erosion and gravel issues to Planning. They will review these items and determine if they can be possibly tied to the release of the remaining landscape bond. Jeff Tarbox from Richmond American has been in touch with our office to schedule the outstanding landscaping issues.

APPROVED

- B. **Financial Report of the Association** – Board Treasurer Matt Wood reviewed the financial report.
- He mentioned that the three large drainage projects expenses for next year is unknown at this time.
A motion was made by Sheryl Forte and seconded by Matt Wood to accept the October 2021 Financial report. Motion passed unanimously.
- C. **Landscape Report** – Hanna Delosantos from AAA Landscape reported:
- The irrigation system will be cut back since overseeding process has been completed.
 - Crews continue on the wall clearance project.
 - AAA Landscape has completed the winterization of new backflows installed by Pulte and the park restrooms on Moore Loop Rd.
 - AAA Landscape received an award of Excellence in Landscaping Design, Construction and Maintenance from Arizona Landscape Contractors Association for Rancho Vistoso.
- D. **Pickleball Update** – Gayle Lopez reported on the following:
- At the September 30, 2021 meeting the board approved to evaluate the feasibility of installing pickleball courts. The Town of Oro Valley, City of Tucson and Sun City and Saddlebrooke Ranch were contacted to collect information on the costs of building and maintenance of the courts. Also, Third Degree Recreation was contacted on possible locations within the community: Valley Vista Park and Wildlife Ridge.
 - Cost to construct 4 to 6 courts is approximately \$200,000 to \$300,000. As per the CC&Rs, Article 10.1 permits the association to spend assessments on building/constructing on common areas. Article 3.1.1 permits the association to charge members to play. The board would need to consider increasing assessments or cutting expenses to pay for the courts.
 - Discussion ensued on surveying the members to find out interest and financial support of this project.
 - Management was directed to place on the next meeting agenda the topics of formation of a Pickleball Task Force and Surveying Members.
- E. **Preserve Vistoso Update** – Gayle Mateer announced that their fundraising efforts hit their target within 39 days. Currently the group is focusing on collecting the pledges. The anticipated closing date of the two properties is December 30, 2021.
- F. **Project Administration & Proposals** – Anthony Martin from FirstService Residential reported on the following projects.
- **Bridal Veil Erosion Project** – Management has been able to identify an additional engineer to submit a proposal on this project. We expect to have the bid by January 17, 2022 to present to the board at the next meeting for discussion.
 - **Greenway Channel Proposal** – The board reviewed the proposals received by AAA Landscape, AZ Home Services and Rockridge Construction to perform repairs per the engineering plans approved by the Town of Oro Valley.
A motion to approve the proposal submitted by Rockridge Construction was made by Gayle Lopez and seconded by Matt Wood. Motion was approved unanimously.
 - **2021 Vistoso Paint Project Update** – The paint project for Horizon will commence on December 20, 2021.
 - **Exterior Wall Repairs Update** – AAA Landscape has completed the tree work necessary to have the wall repairs started. Klean Up Patrol should have the walls repaired by December 17.
 - **Valley Vista & Alterra Turnovers** – In speaking with Andy Martinez from Pulte, they indicated that they would address points 4 & 5 on the report. The association is waiting to hear back from Mattamy on the drainage repairs at the park.
 - **Siena Crack Fill & Seal Coating Update** – The Siena sealcoating and crack fill project is completed.
- G. **Project Management Proposals** - Anthony Martin reviewed each of the following project management proposals with the board.
1. **Asphalt Seal/ Repair** – includes Wildlife Ridge, Hohokam, Big Wash & Sunset Parking Lots
A motion was made by Sheryl Forte and seconded by Gayle Lopez to approve the

project management proposal in the amount of \$4,200 presented by FirstService Residential to oversee the capital reserve project for asphalt seal/repair (component numbers 150, 220, and 1200) in 2022. Motion passed unanimously.

2. Painting – includes Hohokam Park, Discovery, Eagles Summit Fence/Rails & walls/rails Bell Tower/ Vistoso Highlands

A motion was made by Joe Affinati and seconded by Matt Wood to approve the project management proposal in the amount of \$3,950 presented by FirstService Residential to oversee the capital reserve project for painting (component numbers 1114, 1154, 1083 and 1320) in 2022. Motion was unanimously approved.

3. Irrigation Replacement – Desert Fairways Dr. & Innovation Park Dr.

A motion was made by Matt Wood and seconded by Sheryl Forte to approve the project management proposal in the amount of \$16,650 presented by FirstService Residential to oversee the capital reserve project for irrigation replacement (component numbers 320 and 1032) in 2022. Motion carried unanimously.

4. Basketball Court Refurbish – Sunset Park

A motion was made by Sheryl Forte and seconded by Gayle Lopez to approve the project management proposal in the amount of \$1,600 presented by FirstService Residential to oversee the capital project for refurbishing the basketball court at Sunset Park (component number 1220) in 2022. Motion was unanimously approved.

5. Sunset Park Erosion

A motion was made by Sheryl Forte and seconded by Gayle Lopez to approve the project management proposal in the amount of \$2,600 presented by FirstService Residential to oversee the erosion project at Sunset Park. Motion passed unanimously.

VII. COMMITTEE REPORTS

- A. **Architectural and Landscape Review Committee** – Sheryl Forte reported that the Committee has met twice in November and their meeting for December was moved to the 15.

- B. **Communication Committee** – Jim Dobbins reported that the website traffic has been consistent, and the next newsletter release date is December 10. He confirmed that the security measures discussed for the website have been implemented.

Compliance Committee – Joe Affinati announced there has been a significant reduction in parking violations for the past month. The committee will be meeting on December 14 and will review the open violations.

- C. **Finance Committee** – Matt Wood reported the committee met on November 16 and welcomed a new member, Linda Longlet. He announced that David Light resigned from the committee. The committee discussed the 3- year income expense budget and decided it was not necessary to proceed since they did not see the benefit or value to the association. He also mentioned that the FirstService Residential contract language has been modified to be consistent with the Association's Procurement Policy.

- D. **Governing Documents Committee** – Sarah Nelson announced that there will be a joint meeting on December 15 with the committee, legal counsel, and the board to discuss the first draft of the revised CC&Rs.

- E. **Nominating Committee** – The Call for Candidates postcard will be mailed on December 15 to homeowners. The deadline to receive applications is January 14 at 5:00pm MST.

- F. **Parks & Landscape Committee** – Susan Wood reported the committee has been discussing the Tangerine Monument refurbishment and replenishing gravel on a portion of Moore Road. Landscaping maintenance service bids were solicited from 6 companies, two were received from AAA Landscape and Brightview. The committee did meet with both and based on their findings recommend that the board retain AAA Landscape. The board reviewed the spreadsheet breakdown with costs, number of crew members, Integrated Pest Management Program and discussed the added value that AAA landscape brings to the community. The board will have further discussion on this topic at the next meeting.

VIII. COVID 19 – There has been no change in the CDC rating for Pima County. Management will continue to monitor.

APPROVED

IX. HOMEOWNER FORUM

No comments made.

X. OLD BUSINESS

A. VCA Onsite Office Search Update

The board reviewed costs of the two office space locations at Rancho Vistoso Shopping Center and Mountain View Plaza. The board discussed the pros and cons of having VCA staff operate out of the FirstService Residential Tucson office.

A motion was made by Gayle Lopez and seconded by Ted Dann to evaluate costs to move the VCA staff to the FirstService Residential Tucson Office. Motion carried with six votes in favor and one opposing vote casted by Sarah Nelson.

XI. NEW BUSINESS

A. Survey for Commercial Parcel Electric Engineer/Street Lighting Proposal

The board reviewed and discussed the three proposals submitted from Alta Southwest, Putt Land Surveying, and WLB to conduct a survey of 6 commercial parcels.

A motion was made by Matt Wood and seconded by Joe Affinati to approve the proposal submitted by WLB to conduct a boundary survey for six commercial parcels to validate the square footage/acreage of the lots. Motion carried.


B. Committee Resignations

Director Gayle Lopez addressed leadership and turnover of recent board and committee members. She appealed to the board to put personal differences aside in the performance of their duties and in making the best decisions for the community.

XII. REVIEW OF CORRESPONDENCE – The board reviewed homeowner correspondence. Management indicated that unfortunately the street light shield being requested is not available and the engineer will address this item in his report as well as the lights that are still out.

XIII. NEXT MEETING DATE – January 27, 2022 – 5:30 p.m. via zoom.

XIV. ADJOURNMENT – ***A motion to adjourn the meeting was made at 8:14p.m. Motion carried unanimously.***



Vistoso Community Association Secretary

2 Feb 2022
Date