



Board of Directors Meeting – July 28, 2022
Via Webex Platform - GENERAL SESSION MINUTES

BOARD MEMBERS PRESENT: Gayle Lopez, President; Matt Wood, Vice President; David Light, Treasurer; Dan Sturmon, Secretary; Joe Affinati, Director; Carl Buchwald, Director and Robert Feltes, Director

GUEST: Hanna Delosantos and Rob Barnett from AAA Landscape

FIRST SERVICE RESIDENTIAL: Barbara Daoust, General Manager; Priscilla Harris, Assistant Community Manager and Anthony Martin, Project Administration Manager

I. CALL TO ORDER - The meeting was called to order by Gayle Lopez at 5:30 p.m.

II. BOARD PRESIDENT ANNOUNCEMENTS AND REMARKS

Board President Gayle Lopez discussed the following meeting protocols to make meetings concise and effective.

- AAA Landscape and the Project Management Reports will be in writing. Board will be able to ask questions.
- Only actionable items will be on the agenda.
- Provide red lined comparisons so board members can follow the proposed changes to documents and policies.
- Follow American Bar Association “Control the Debate” Procedures
 - Time limit of 3-minutes with a 1-minute grace period
 - Point of Order to be used when speaker is over the time limit
 - Cannot speak a second time until all board members have spoken once
 - In debating the question speakers will alternate for/against
 - Point of Information can be called when speaker is off the topic or to correct misinformation

III. ADOPT AGENDA

A motion was made by Matt Wood to approve the agenda, seconded by Dan Sturmon.

An amendment to the motion was made to table New Business topics E., G., H., I., and J. Both Matt Wood and Dan Sturmon accepted the amendment. The motion carried with five votes in favor and two opposing votes casted by David Light and Carl Buchwald.

A motion was made by David Light and seconded by Carl Buchwald to formulate a three-member committee to suggest meeting protocol for board review. Motion was unanimously approved.

IV. REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the June 30, 2022, July 14, 2022, and July 21, 2022, meeting minutes. The motion was approved unanimously.

V. CONSENT AGENDA ITEMS

- A. Ratify the Approval of Executive Session Minutes: June 29, 2022, June 30, 2022, and July 8, 2022
- B. Ratify the Approval of the Compliance Committee Results/Fines for July 2022 – Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for July 2022- Recommendations were presented at the Executive Session.

A motion was made by Matt Wood, seconded by Dan Sturmon to approve the consent agenda items A-C. The motion unanimously passed.

VI. HOMEOWNER FORUM

A homeowner expressed concern that the parking patrol contractor is not coming by her neighborhood since her Ring Camera is not picking up vehicular activity during the evening.

VII. REPORTS

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

- **RVB Street Lights** - Chris Monrad from Monrad Engineering presented his report on the current condition of the streetlights along RVB at the July 14, 2022, board meeting. The board directed Mr. Monrad to proceed with a demo project to install 10 new fixtures starting at Safeway proceeding north. He will be preparing the RFP and soliciting proposals for this project.
- **Tennis Court Lock** - The tennis court software system has been disengaged for a short time since the system locks were not working correctly. We have removed one of the locks from the gates to allow access. Roadrunner did inspect and correct the problem and the gates are operational.
- **Sunset Ridge Park Swing** - Third Degree Recreation has provided estimates to replace the gliding swing or to remove/replace with a belted swing set. The swing was removed as result of the cable deterioration. This item is on the agenda for board discussion.
- **Playground Surface Replacement** - Replacement of the playground surface is scheduled to be replace at Hohokam and Sunset Ridge Parks within the next few weeks.
- **Park Furniture Replacement** - Park furniture that was approved by the board last month has been ordered for Big Wash, Sunset Ridge, Wildlife Ridge Parks and Lost Coyote & Woodshade Trails.
- **Shade Sails** - The arrival for the shade sails for Wildlife Ridge, Torreno, Hohokam and Sunset Ridge Parks are anticipated by the third week of August. They will be installed upon delivery.
- **Wildlife Fencing Project** - The tentative start of the project is August 1, 2022. The association will need to salvage plants in the construction area of the project. A temporary nursely will be created in the neighborhood to store the plants until the completion of the project. They will be replanted in the two neighborhoods affected. We have requested that the Town of Oro Valley provide fencing for the nursely during the construction period. The board will be discussing the proposal from AAA Landscape for the removal of the plants for this project.
- **Onsite Office** - The board has entered a lease at the Mountain View Plaza property. Staff is being housed temporarily at FirstService Residential Tucson Office at 7616 N la Cholla Blvd. The current owner of the building has agreed to let the association store their furnishings at the current location until August 31, 2022. The board has approved the proposal from Expert Movers Arizona to coordinate the move of the association's furnishings.
- **Moore Loop Road Park** - Mattamy has completed the project at the Moore Loop Road Park to address the drainage issues that affects the playground area and the grass area adjacent to this location. A final inspection will be scheduled with Mattamy representatives prior to turnover.
- **Erosion Projects** - The association received notice from John Spiker from the Town of Oro Valley Public Works Department of an erosion issue off N Big View Ct. John Wise from WLB has inspected the area and provided his recommendations. The association will need to solicit bids to correct this problem. Mr. Spiker is aware of our progress on this issue.

B. Financial Report of the Association – Board Treasurer David Light provided a written report on the June 2022 Financial Statements. In response to a question, David Light explained that the Operating fund balance of \$1,197,776 is more than adequate cushion for the association. The 2022 budget that the board adopted last year represents a deficit budget. This method of budgeting should continue until operating balance is closer to the appropriate cushion.

A motion was made by Matt Wood and seconded by Carl Buchwald to accept the June 2022 financial report. Motion was approved unanimously.

- C. **Landscape Report** – Hanna Delosantos from AAA Landscape provided a written report which was included in the board packet and posted on the website.

Board Treasurer David Light complimented AAA Landscape on the outstanding service provided for the community and found the report very informative.

Hanna Delosantos from AAA Landscape gave an overview on some of the categories on the report.

- D. **Preserve Vistoso Report** – A written report was provided, and copy was distributed to the board and members for review.

E. **Project Administration & Proposals**

1. **27 Mile Erosion Project** – Anthony Martin, Project Coordinator reviewed and discussed the 27 Mile Engineering Proposal submitted by WLB to update the design plan from 2019 with the board. Anthony Martin did contact John Spiker, Engineer from the Town of Oro Valley to discuss the design plan and he had endorsed the approach.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the WLB proposal. Motion carries with 6 votes in favor and one opposing vote casted by Carl Buchwald.

COMMITTEE REPORTS

Committee Chairs provided written reports prior to the meeting and copies are distributed to the board and members for review.

A. **Architectural and Landscape Review Committee** – No questions

B. **Communication Committee** – No questions

C. **Compliance Committee** – No questions

D. **Finance Committee** – No questions

E. **Nominating Committee** – No report

F. **Governing Documents Committee** – In response to a question, the committee is working on the CC&Rs amendment. The Bylaws are not included in this project.

G. **Parks & Landscape Committee** – No questions

Committee reports are part of the resident packet that is posted on the website.

VIII. OLD BUSINESS

A. **Garage/Yard Sales & Estate Sale Policy**

The board reviewed the revised policy. The board agreed to remove the “Estate Sales on the Day of the Community-Wide Yard Sale” and to revise the section below to state, “Estate Sales”.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the Garage/Yard Sales and Estate Sale Policy.

A motion was made to table this topic by Carl Buchwald. No seconded was received.

The motion was amended by Matt Wood and Dan Sturmon to accept the changes. Motion was unanimously approved.

IX. NEW BUSINESS

A. **Proposal to Remove Plant for Wildlife Fencing Project**

The Board reviewed and discussed the proposal from AAA Landscape to remove the plants in the N Big Wash Overlook PI and E Scenic Overlook PI neighborhoods which are impacted by this project. The plants will be stored in a temporary nursely located in common area adjacent to N Big Wash Overlook PI. The Town of Oro Valley was requested to cover the cost of the fencing for the nursely but indicated there was no funds allocated for landscaping for this project. Since the association is faced with the cost of removing and reinstalling plants that are association property, it was suggested that one of the board members contact either the mayor or a council person to request funds to cover the expense. Matt Wood volunteered to do so. The project is to start tentatively on August 1, 2022. The Board Treasurer suggested that this project be coded to GL code 5218 Major Projects.

APPROVED

One member of the community advised the board since the Finance Committee was unable to review the bid, the proposal should not be approved.

A motion was made by Matt Wood and seconded by Dan Sturmon to accept the AAA Landscape proposal to remove the plantings and establish a temporary nursey. Motion carried with four votes in favor and three opposing votes casted by David Light, Joe Affinati and Carl Buchwald.

B. Fall Yard Sale

A motion was made by Dan Sturmon and seconded by Matt Wood to approve the fall yard sale date of October 8, 2022. Motion was unanimously approved.

C. Sunset Ridge Park Swing Replacement Proposal

The zip line swing cables have deteriorated, and the swing set has been removed. The board reviewed and discussed the two proposals submitted by Third Degree Recreation. The first proposal is to replace the same zip line and cable set for \$10,384.63 and the second proposal is to remove and replace with a two-belt swing set for \$11,645.

A motion was made by Matt Wood and seconded by Dan Sturmon to replace the current zip line set with the two belt swing set. The motion was withdrawn and tabled until the next meeting. Jonathan Cooper from Third Degree will be requested to attend.

D. Proposal to Troubleshoot RVB Street Lights

The board reviewed and discussed the proposal from Mountain Power Electric Contractor to finish the remaining streetlights that are out and to clean out the pull boxes. Cost for two days to complete this project is \$3,600.

A motion to approve Mountain Power Electric Contractor proposal to troubleshoot the remaining streetlights that are still out to clean out the pull boxes. Motion was unanimously approved.


F. Government Representatives Participation at Open Meetings

A motion was made by Carl Buchwald and seconded by David Light to have elected or public officials that attend the VCA meetings to speak after all business is conducted with a time limit of 15 minutes.

After discussion the motion was amended by Carl Buchwald and David Light agreed to allow elected or public officials to speak at the beginning of the meeting with a time limit of 15 minutes. Motion passed unanimously. It was suggested that the new mayor and council be invited to attend a meeting in the future.

X. NEXT MEETING DATE – The next open session meeting is scheduled for Thursday, August 25, 2022, at 5:30 p.m. via zoom.

XI. ADJOURNMENT – *Motion made by Gayle Lopez, seconded by Dan Sturmon to adjourn the meeting at 7:54 p.m. Motion carried unanimously.*



Vistoso Community Association Secretary

9/14/2022
Date