



Board of Directors Meeting – August 25, 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

GUESTS: Jonathan Cooper, Third Degree Recreation; 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
No comments made.

III. ROLL CALL AND ADOPT AGENDA

The following topics were added to the agenda: (1) Consent Amendment for Alterra's CC&Rs after IV. Consent Agenda Items and (2) under IX. New Business, F. Homeowner Data Base.

A motion was made by Gayle Lopez and seconded by Matt Wood to approve the agenda as amended. Motion was approved unanimously.

IV. REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS

One change was made under III. Adopt the Agenda, second motion to change the word "portfolio" to "protocol".

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the July 28, 2022, as amended and August 15, 2022, meeting minutes. The motion was approved unanimously.

V. CONSENT AGENDA ITEMS

A. Ratify the Approval of Executive Session Minutes: July 27, 2022

B. Ratify the Approval of the Compliance Committee Results/Fines for August 2022 – Results were presented at the Executive Session.

C. Ratify the Approval of Fee Waivers for August 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. CONSENT AMENDMENT FOR ALTERRA'S CC&RS

The board reviewed and discussed Mattamy Homes request for the consent amendment for the sub-association Alterra to correct a clerical typo referring to the name of the association. The VCA attorney reviewed the document and had no issues with the language as presented.

A motion was made by Matt Wood and seconded by Rob Feltes to approve the consent amendment as presented. Motion passed unanimously.

VII. HOMEOWNER FORUM

No comments made.

VIII. 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.
- **Sunset Ridge Park Swing** - Jonathan Cooper from 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 cable deterioration.
- **Park Furniture Replacement** - Park furniture for Big Wash, Sunset Ridge, Wildlife Ridge Parks and Lost Coyote & Woodshade Trails has been ordered.
- **Shade Sails & Playground Surface Replacement** - The shade sails for Wildlife Ridge, Torreno, Hohokam and Sunset Ridge Parks have been shipped. The ground surface replacement for Hohokam and Sunset Ridge Parks will be scheduled along with the installation of the shades.
- **Wildlife Fencing Project** - AAA Landscape has established the temporary nursey and removed the plants in the neighborhood that would be affected by this project. The Town of Oro Valley did agree to cover the cost of the fencing. Since the electrical line location has changed from the original plan a few additional plants may need to be removed. The project tentative completion date is by the end of November.
- **Onsite Office** - The VCA staff is coordinating the move from 945 W Vistoso Highlands Drive location. Expert Movers Arizona will be moving the furnishings to a local storage facility on August 18 that we were able to acquire. The Pitney Bowes machine and the copier will be moved and stored at FirstService Residential Tucson Office where VCA staff is temporarily working. The current owner of the building is anticipating taking the building down in September. We currently have access to the new location at Mountain View Plaza and FirstService Residential IT will be inspecting the site. As of last week, the new landlord has not started renovations on the space. AAA Landscape assisted in the disposal of items that we were not taking with us and saved the association the cost of renting a dumpster. All services will be shut off by the end of the month.
- **Moore Loop Road Park** - Both Mattamy Homes and Anthony Martin of FirstService Residential has been monitoring the drainage at Moore Loop Road Park over the last several weeks and found that the newly installed drainage system is performing well. Mattamy is currently concentrating on the grass area adjacent to the playground equipment. Once this is completed a final inspection will be scheduled prior to turn over.
- **Capital Projects** - The board will be reviewing and discussing asphalt, painting proposals and project overview for the gravel replenishment projects.
- **Erosion Projects** - Both John Wise from WLB and Anthony Martin from FirstService Residential inspected the erosion in the drainage area off N Big View Ct. The association received notice from John Spiker from the Town of Oro Valley Public Works Department about the situation. Anthony Martin will provide the oversight on this project at no cost to the association.
- **Storm Damage** - AAA Landscape has been busy cleaning up the community from the monsoons. Several trees have been damaged and had to be removed.
- **Reserve Study Update** - Association Reserves anticipates having the reserve study ready on or about September 14. Just in time for the 2023 budget preparation. As per the board's direction the report will only include the master association's capital project components.

APPROVED

- B. Financial Report of the Association** – Board Treasurer David Light provided a written report on the July 2022 Financial Statements.
A motion was made by Matt Wood and seconded by Gayle Lopez to accept the July 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.
- D. Project Administration & Proposals** - Anthony Martin, Project Coordinator provided a project update written report to the board and is posted on the website.
- 1. Asphalt Project** – Anthony Martin, Project Coordinator was requested to review component #152 in the Reserve Study and will update the estimates if necessary.
A motion was made by Gayle Lopez and seconded by Matt Wood to table further discussion. Motion was unanimously approved.
- 2. Painting Project**
A motion was made by Gayle Lopez and seconded by Matt Wood to table the further discussion on this topic until the next board meeting. Motion passed unanimously.
- 3. Project Management Proposal for Gravel Replenishment Project**
This project will provide oversight for 2022 and 2023 gravel replenishment projects that are outlined in the Reserve Study.
A motion was made by Matt Wood and second by David Light to approve the FirstService Residential project management proposal to oversee the Gravel Replenishment Project. Motion failed with one in favor and six opposing votes casted by Matt Wood, David Light, Joe Affinati, Carl Buchwald, Rod Feltes and Gayle Lopez. A motion was made by Carl Buchwald and seconded by David Light to obtain three bids for the oversight of this project. Motion was approved with six votes in favor and one opposing vote casted by Dan Sturmon.

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** – Carl Buchwald stated that additional patrols are now being conducted.
- D. Finance Committee** – David Light reported that the committee is developing criteria to use when contacting Wealth Management partners.
- E. Nominating Committee** – No report
- F. Governing Documents Committee** - No questions
- G. Parks & Landscape Committee** – No questions

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

IX. OLD BUSINESS

A. Sunset Ridge Park Swing Replacement Proposal

Jonathan Cooper from Third Degree Recreation presented the two options for board review and discussion. The manufacture does not recommend replacing the cables alone without the trolleys. Since the association already has replaced the system two times, the recommendation is to replace the existing zip line swing with a traditional swing set.

A motion was made by Gayle Lopez and seconded by Matt Wood to remove and replace the zip swing with a traditional belt and chain swing at a cost of \$11,645. Motion was unanimously approved.

APPROVED

X. NEW BUSINESS

E. Homeowner Data Base

Gayle Lopez explained that the association data for owners is not in a coherent manner that homeowners' information can be pulled by neighborhoods. This information will be needed by the Governing Documents Committee for the CC&R Project. To clean up the data base by FirstService Residential it will cost no more than \$2,000 to complete this project.

A motion was made by Gayle Lopez and seconded by Matt Wood to spend no more than \$2,000 for this project and charged it to Miscellaneous Expenses.

After discussion Gayle Lopez withdrew the motion with Matt Wood in agreement.

A. Common Area Acquisition Request

The new owner, Ross Rulney of the Vistoso Golf Course 6 acres approached the association with an offer to purchase a small portion of land directly east of his property. The association cannot transfer common areas to a nonpublic authority without a 2/3 vote of the membership. The board discussed whether this was a viable option based on the costs and the membership vote required.

A motion was made by Gayle Lopez and seconded by Dan Sturmon to refuse the offer of selling the 1.5 acres of common area. Motion carried with six votes in favor and one opposing vote casted by Carl Buchwald.

B. Committee Appointment

A motion was made by Dan Sturmon and seconded by David Light to appoint Debbie Gann to the ALRC and Parks & Landscape Committees. Motion was unanimously approved.

C. Landscape Proposals Breakdown

Since there were three proposals uncovered that the preferred pricing in the landscape contract was not used due to a software problem, it has been recommended that an audit from January 2022 until current be performed. The board discussed whether the audit should be for one or three years.

A motion was made by David Light and seconded by Joe Affinati from the beginning of 2019 to present to verify that preferred pricing was used as per the contract. Motion carried with four votes in favor and three opposing votes casted by Matt Wood, Dan Sturmon, and Carl Buchwald.

D. Community Events

The current landscape contract provides up to a \$5,000 gift to help sponsor community events. The 2022 spring event was sponsored by AAA Landscape.

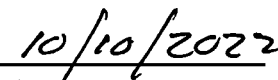
A motion was made by David Light and seconded by Matt Wood to approve the Finance Committee's recommendation to have AAA Landscape cover the costs of community events up to \$5,000 as per the contract. Since this is being followed the motion was tabled.

XI. NEXT MEETING DATE – The next open session meeting is scheduled for Thursday, September 29, 2022, at 5:30 p.m. via zoom.

XII. ADJOURNMENT – *Motion made by Matt Wood, seconded by Dan Sturmon to adjourn the meeting at 8:06 p.m. Motion carried unanimously.*



Vistoso Community Association Secretary



Date