



**Board of Directors Meeting – December 8, 2022**  
**Via Webex Platform - GENERAL SESSION MINUTES**

**BOARD MEMBERS PRESENT:** Matt Wood, Vice President; David Light, Treasurer; Dan Sturmon, Secretary; Joe Affinati, Director; Ted Dann, Director and Robert Feltes, Director

**ABSENT:** Gayle Lopez, President

**GUESTS:** Hanna Delosantos 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 Matt Wood at 5:30 p.m.

**II. BOARD PRESIDENT ANNOUNCEMENTS AND REMARKS**

Matt Wood reviewed the meeting protocol and code of conduct with the board and members in attendance. He reminded participants to turn on their video while speaking and the discussion on topics with motions on the floor will alternate between opposing to supporting views. He explained a violation of the policy can result in a member being disconnected from the meeting.

**III. ROLL CALL AND ADOPT AGENDA**

One addition was made to the agenda under New Business, I. Request to Purchase Common Area. David Light suggested that topics B. Acceptance of 2022 Audit Report and C. Audit Proposals under New Business be deferred. The consensus of the board was to leave both topics on the agenda.

***A motion was made by Dan Sturmon and seconded by Ted Dann to approve the agenda as amended. Motion was approved unanimously.***

**IV. REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS**

***A motion was made by Dan Sturmon and seconded by Joe Affinati to approve the October 26, 2022, November 21, 2022, as presented and the October 27, 2022, as amended. Correction was made on the October 27, 2022, minutes under 2023 VCA Budget section, second bullet point change the word "low" to "at medium". Motion was approved unanimously.***

**V. CONSENT AGENDA ITEMS**

- A. Ratify the Approval of Executive Session Minutes: October 26, 2022, and November 21, 2022
- B. Ratify the Approval of the Compliance Committee Results/Fines for November 2022 – Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for November 2022- Recommendations were presented at the Executive Session.

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

**VI. HOMEOWNER FORUM**

- Homeowner from 13680 N Tessali Way expressed her dissatisfaction in how the VCA is handling the maintenance of the Siena Neighborhood. Also, she felt that the recent letter sent to the residents was threatening.
- Homeowner from 13648 N Tessali Way spoke on the same topic and felt the same.

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- Homeowner of 13916 N Steprock Canyon Pl spoke on the 2023 assessment increase and felt it was not necessary and warranted at this time due to the large association fund balances.
- Homeowner of 12119 N Kylene Canyon Dr requested that additional information be shared with the members on the monument projects and the proposed building north of Safeway.
- Homeowner from 13616 N Tessali Way mentioned he did not see the benefit of metering the water for the fountain since it does not use much.

## VII. REPORTS

- A. **Management Report** – Management reported on the following topics:
- **RVB Street Lights** -The Board has engaged Mountain Power Electrical Contractors to install 10 new light fixtures along RVB (starting at Safeway). Supplies and materials have been ordered and it takes approximately 12 weeks for delivery.  
The present street fixtures are no longer manufactured and parts such as the shields are no longer available or can be found. The association realizes this might be an inconvenience for some homeowners that have come forward with requests for a light shield and are addressing this problem as it goes forward with this project.
  - **Sunset Ridge Park** - The basketball is scheduled to be resurfaced by General Acrylics the week of December 5, 2022. The irrigation system adjacent to the court will need to be shut down for 12 days. Afterwards the grass will be evaluated and address accordingly. Members were notified to stay off the surface until the court is reopened.  
The traditional belted swing set to replace the glider swing is expected to arrive any day and will be installed upon delivery.
  - **Park Furniture Replacement** - Park furniture for Big Wash, Sunset Ridge, Wildlife Ridge Parks and Lost Coyote & Woodshade Trails are also expected any day. Removal of the old and installation of the new furniture and equipment to follow.
  - **Shade Sails** - The shade sails for Wildlife Ridge have been installed. At Hohokam Park, sails are up with one being adjusted. Sunset Ridge Park, three sails have been installed with one being adjusted. At Torreno Park, one of the shades is being adjusted.
  - **Playground Cover**- Installation of the playground cover for both Hohokam and Wildlife Ridge Parks have been completed.
  - **Wildlife Fencing Project** - Update from the Town of Oro Valley: This project was initiated by residents during the widening of Oracle Rd (SR 77) several years ago. The original wildlife fencing was about 10 ft. tall and to run along the west side/back of the homes. Essentially it is meant to keep wildlife from crossing the highway. The intent is for wildlife to cross under the highway via a large culvert between Scenic Overlook Pl and Big Wash Overlook Pl. The project is funded by the RTA and being administered by the Town of Oro Valley.  
Sellers and Sons, the contractor for this project reported that there is a delay in the fabrication of the gates since the subcontractor is still waiting on the delivery of steel. The masonry walls are expected to be completed on December 23, 2022. The final completion of the project is anticipated at the end of January 2023.
  - **Onsite Office** - On November 30 the new office was inspected and found that the flooring, molding, lighting and painting of accent walls were not completed. Due to the current condition of the space, the move in date has been pushed out to January 5, 2023. Management had to reschedule and coordinate appointments for the set-up phase of the office due to the delay. Waiting on landlord for revised move in date and confirmation of renovation completion of the suite. The office desks and chairs are on order.
  - **Capital Projects** - The board will be discussing asphalt proposals at the December 8 meeting for parking lots at Hohokam, Wildlife, Big Wash, Sunset Ridge Park, Woodshade Trail, Vista Marabella Parcel and Eagles Summit Parcel.  
The three painting projects (Bell Tower, Hohokam Park, and metal fencing and rails in the Discovery & Eagles Summit neighborhoods) scheduled this year is expected to be completed by December 9, 2022.

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- **Erosion Projects** - Currently the association is addressing the following three drainage areas.
  - John Wise from WLB is currently working on the design plans to address the erosion at N Big View drainage area. Once they are received, they will be reviewed by the Town of Oro Valley.
  - 27 Mile – Currently bids are being solicited on this project.
  - Bridal Veil – The second phase proposal is being worked on by Tracy Bogardus from Bogardus Engineering. Once received it will be forward to the board for consideration.
- **2023 Budget Assessment Letter** - The assessment letters for both Siena and VCA was mailed out notifying members that the VCA assessment increased \$7.00 per quarter and Siena assessment will remain the same. The primary reasons for the increase are material and labor costs and funding the reserves to adequately maintain the association's assets.
- **Call For Candidates** - The call for candidates' postcard mailing is scheduled to go out on December 14, 2022. There will be five open board positions and consist of the following voting categories: 3 single family, 1 other than single family and 1 commercial. Applications will be available on the website.
- **Park Vandalism** - Due to an escalation of vandalism at Hohokam and Wildlife Parks, the restroom codes for all three parks have been changed. Members were notified to contact the VCA office to get the new codes if interested.
- B. Financial Report of the Association** – Board Treasurer David Light provided a written report on the October 2022 Financial Statements. He pointed out the following items:
  - The operating expenses are under budget and has enough funds for unanticipated expenses.
  - Accounts receivable is average for this time of year.
  - The Reserve Tracking Tool indicates that less than half of the projects will be deferred to 2023.
  - Siena overall financial condition is more than adequate. The reserve fund is over 80% funded.

***A motion was made by Ted Dann and seconded by Joe Affinati to accept the October 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. She elaborated on the following topics:
  - Irrigation mainline repairs located along Rancho Vistoso Blvd and Innovation Dr.
  - Overseeding has been completed. Additional spot seeding was needed at the Sunset Ridge and Hohokam Parks due to Javelina damage.
  - Hohokam Park tree removal and planting project will be completed on Friday, December 9, 2022.
  - Proposals will be submitted to restore grass around the Sunset Ridge basketball court.
- D. Project Administration & Proposals** - Anthony Martin, Project Coordinator provided a project update written report to the board.
  - 1. Asphalt Proposals**

The board reviewed and discussed proposals from Bates Paving, Roadrunner Paving and Sunland Asphalt for reserve components 200, 1200, 150, and 152B.

***A motion was made by Dan Sturmon and seconded by Joe Affinati to accept the Sunland proposal at a cost of \$60,973. Motion carried with 5 votes in favor and one opposing vote casted by David Light.***

## VIII. 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 report available
- D. Finance Committee** – No questions
- E. Nominating Committee** – No questions
- F. Governing Documents Committee** - No questions



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G. Parks & Landscape Committee – No questions

### IX. OLD BUSINESS – None

### X. NEW BUSINESS

#### A. Nomination & Election Committee

*A motion was made by Dan Sturmon and seconded by David Light to approve the appointment of Joan Sauer to the Nomination & Election Committee. Motion passed unanimously.*

#### B. Acceptance of the 2020 Audit Report

*A motion was made by David light and seconded by Joe Affinati to postponed discussion on the 2020 audit.*

Discussion ensued on whether there were any benefits in not accepting the 2020 audit at this time. It was suggested to wait until more information is gathered by legal counsel so that the auditing firm could possibly change the status of the report from qualified. This determination was made since the association is not able to provide relevant and sufficient evidence to support the commercial assessment income.

*Motion failed with two votes in favor and four opposing votes casted by Dan Sturmon, Ted Dann, Rob Feltes and Matt Wood.*

*A motion was made by Ted Dann and seconded by Dan Sturmon to accept the 2020 audit prepared by Butler Hansen. The motion carried with five votes in favor and one opposing vote casted by David Light.*

#### C. Audit Proposals

*A motion was made by Ted Dann and seconded by Dan Sturmon to postpone the 2021 audit but have Butler Hansen complete the tax returns as soon as possible. Motion carried with five votes in favor and one opposing vote casted by Rob Feltes.*

#### D. Governing Documents Revised Charter

The board reviewed the revised Governing Documents Committee Charter. Discussion focused on whether the chair should be a board member or not and the authorization on spending association funds.

*A motion was made by Joe Affinati and seconded by Rob Feltes to approve the Governing Documents Committee revised charter as written. Motion failed with three votes in favor and three opposing votes casted by David Light, Joe Affinati and Rob Feltes.*

#### E. Gift Policy

The board reviewed and discussed the proposed gift policy. Discussion ensued whether gift cards in the amount of \$25.00 should be presented to staff members. A suggestion was made to give recognition to the VCA volunteers.

*A motion was made by Matt Wood and seconded by Dan Sturmon to approve the gift policy as presented. Motion failed with three votes in favor and three opposing votes casted by David Light, Joe Affinati and Rob Feltes.*

#### F. Janitorial Service Agreement for Office

The board reviewed the updated agreement with Vanguard Cleaning Systems to include the office space. The cost will be \$314 more per month than what the association was originally paying for the service.

*A motion was made by Rob Feltes and seconded by Dan Sturmon to approve the revised janitorial service agreement. Motion was unanimously passed.*

#### G. Fitness Class Request

The board reviewed and discussed the request made by iStroll Marana & Oro Valley to conduct fitness classes at Hohokam Park for a cost.

*A motion was made by Dan Sturmon and seconded by David Light to deny the request. Motion was unanimously approved.*

#### H. Reserve Fund Policy

*A motion was made by David Light and seconded by Joe Affinati to approve the Reserve Fund Policy as presented. After discussion, the motion was withdrawn by David Light and Joe Affinati to allow more time for the board to have a study session on this topic.*

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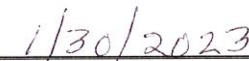
**I. Request to Purchase Common Area**

The board explained to the homeowner from 916 W Cork Oak Place that made the request to purchase common area behind his lot the process to follow within Section 12.6.3 of the CC&Rs to sell or transfer association's common area. Part of the process requires two thirds membership vote. This is not a board decision. Due to the complexities involved the VCA board is not interested in selling its common area.

**XI. NEXT MEETING DATE** – The next open session meeting is scheduled for Thursday, January 26, 2022, at 5:30 p.m. via zoom.

**XII. ADJOURNMENT** – *A motion was made by Dan Sturmon and seconded by Joe Affinati to adjourn the meeting at 8:03pm.*

  
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Vistoso Community Association Secretary

  
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Date