



Board of Directors Meeting – February 23, 2023
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; Ted Dann, Director and Robert Feltes, Director

GUESTS: Hanna Delosantos from AAA Landscape and Jonathan Cooper, Third Degree Recreation

FIRST SERVICE RESIDENTIAL: Barbara Daoust, General 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**
Gayle Lopez requested that all participants follow the meeting attendance rules and discussions with motions will alternate between opposing to supporting views.
- III. **ROLL CALL AND ADOPT AGENDA**
A motion was made by Matt Wood and seconded by Dan Sturmon to approve the agenda as presented. Motion was approved unanimously.
- 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 January 19, January 26 and February 9, 2023, meeting minutes as presented. Motion was approved unanimously.
- V. **CONSENT AGENDA ITEMS**
 - A. Ratify the Approval of Executive Session Minutes: January 25, 2023
 - B. Ratify the Approval of the Compliance Committee Results/Fines for February 2023 – Results were presented at the Executive Session.
 - C. Ratify the Approval of Fee Waivers for February 2023- Recommendations were presented at the Executive Session.*A motion was made by Dan Sturmon, seconded by Matt Wood to approve the consent agenda items A-C. The motion unanimously passed.*
- VI. **HOMEOWNER FORUM**
No comments made.
- VII. **REPORTS**
 - A. **Management Report** – Management reported on the following topics:
 - **RVB Street Lights** - The final details on replacing twelve street fixtures are being addressed by the association's lighting engineer, Chris Monrad with Mountain Power Electrical Contractors. Waiting on an installation date for the new light fixtures along RVB (starting at Safeway).
 - **Park Furniture Replacement** - Park furniture installation for Big Wash, Sunset Ridge, and Lost Coyote Trail is completed. Wildlife Ridge Parks and Woodshade Trails missing bench slates have been ordered and will be installed on arrival.
 - **Shade Sails** - The shade sails at Big Wash Park are scheduled to be replaced in 2023. Proposals to replace them will be discussed this evening.

APPROVED

- **Wildlife Fencing Project** - Update from the Town of Oro Valley: The subcontractor, Seller and Sons has reported delays with the fabrication of the gates for this project. The anticipated completion date for this project is March 2023.
The Town will be covering the cost of the fencing for temporary nursesey that AAA Landscape established due to this project. Some common area shrubs needed to be moved in the Scenic Overlook PI and Big Wash Overlook PL entrance areas.
- **VCA New Office** - The new office is located at 1171 N Rancho Vistoso Blvd., Suite 103, Oro Valley, AZ 85755. An open house is scheduled for Tuesday, February 28 from 4:00pm – 6:00pm.
- **Capital Projects** - Irrigation – This project entails the replacement of the irrigation system for common areas along Innovation Drive and Desert Fairways Dr. Bids are currently being solicited for this project.
Painting – The project includes reserve components #510- Common area metal fence in Vistoso Heights, #710 retention basin perimeter fence in Overlook, #2014 – Siena entry walls and gates and #1320 - Metal rails along Vistoso Highlands Dr. The RFP is being developed and bids will be solicited shortly for these projects.
Asphalt – Reserve components #150 – parking lots at Wildlife Ridge and Hohokam parks & #152B – parking lots/common area at Big Wash Park, Woodshade Trailhead & Eagle Summit path are scheduled for April 2023 to be repair/seal.
- **Erosion Projects** - A preliminary discussion with John Wise from WLB and Town of Oro Valley Engineer John Spiker took place on February 15 to discuss the design plans to address the erosion at N Big View drainage area. Once the association receives written approval, bids will be solicited for the project.
27 Mile – Management has received proposals to address the erosion at 27 Mile from Rockridge Construction, Total Maintenance Erosion Control. Anthony Martin from FirstService Residential and John Wise from WLB will be meeting with KE&G, a third bidder for the project on February 16.
Bridal Veil – Tracy Bogardus from Bogardus Engineering met with the board on February 9, 2023, to discuss the details of the project. The board approved proceeding with Phase 2 with the project which authorizes the engineer to coordinate with Town of Oro Valley (TOV) Drainage Concept and with land owner of adjacent property type and alignment of channel; conduct an arial drone and onsite survey; complete soil engineering report; prepare site, grading, channel construction plans; submit plans for TOV review; generate initial interest and solicit proposals from contractors; oversee construction; prepare punch list and oversee follow up work; provide final as built plans to TOV.
- **Board Candidates Meet & Greet** - The board candidate's meet and greet is scheduled on February 21, 2023, at 5:30pm via zoom. All VCA members are encouraged to attend. Meeting link for this event is <https://us02web.zoom.us/j/8445866556> and also can be found on the association website, <https://RanchoVistosoHOA.com>.
Absentee ballots will be mail and electronic voting will be open on March 1, 2023, and voting will continue until March 24, 2023. If you miss these opportunities to cast your vote, you will be able to cast your ballot in person during the annual meeting by coming to the VCA Office at 6:00 PM on March 30, 2023.
- B. Financial Report of the Association – Board Treasurer David Light reported that the January 2023 financial report is not ready to be presented. His written treasurer's report will be forward to the board. He reported that the operating fund is healthy and that the Reserve Fund is 59% fully funded.
A motion was made by David Light and seconded by Dan Sturmon to accept the December 2022 financial report noting that there maybe audit adjustments. 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. Details of tree damage located in the area was shared. This will be reported to the Town of Oro Valley Police and the general contractor installing fiber optics along RVB and Desert Fairways will return to clean up the common area gravel.
- D. **Project Administration & Proposals** - Anthony Martin, Project Coordinator provided a project update written report to the board and copy was posted on the website. A reminder was made to include the Reserve Study component numbers on all projects included in the report.

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** – Copy will be sent to board for review.
- E. **Nominating Committee** – No questions
- F. **Governing Documents Committee** - No questions
- G. **Parks & Landscape Committee** – No questions

IX. OLD BUSINESS

No old business was discussed.

X. NEW BUSINESS

B. Appointment of 2024 Nomination & Election Committee

Dan Sturmon announced that he is withdrawing his name to serve on the 2024 committee.

It was clarified that the appointment of the committee is for the 2024 election.

A motion was made by Ted Dann and seconded by David Light to appoint Gayle Lopez, Randy Kohout, Joan Sauer and Susan Wood to the 2024 Nomination & Election Committee. Motion passed unanimously.

C. Reserve Fund Policy

A motion was made by David Light and seconded by Matt Wood to adopt the Reserve Fund Policy as presented to the board as the redline version.

David Light commented that the Financial Committee worked hard on this policy and in the HOA industry having a policy is best practice. It was suggested that historically information with regards to reserve spending would be helpful. Also, some board members expressed that they were uncomfortable in hand stringing future boards with a restrictive policy. It was recommended that a three-member sub-committee committee (David Light, Ted Dann and Matt Wood) meet to fine tune the policy for board consideration.

David Light withdrew his motion with Matt Wood in agreement.

D. Insurance Policy

The board reviewed the quote presented from the Mahoney Group and correspondence from FSR Insurance Manager Kristin Cove. Ms. Cove indicated that all the carriers they solicited either declined to bid or the pricing was not competitive. The Mahoney Group did solicit bids and was able to get coverage at an increase of \$4,516 over last year. However, the umbrella policy covers up to \$2 Million instead of the \$10 Million present coverage. They are still soliciting bids for the Umbrella Policy from Philadelphia and Secura.

A motion was made by Matt Wood and seconded by David Light to approve the Mahoney Group quote and to continue to find umbrella coverage of \$10 Million. Motion passed unanimously.

A. Shade Sails

Jonathan Cooper from Third Degree Recreation reviewed the shade sail quotes with the board for Big Wash Park. It was mentioned that the Town of Oro Valley Police Department will conduct patrols if requested for a specified period by filling out a form. Management will contact the Police Department for this information.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve option 2 (sunguard shade cloth HDPE fabric) shade sails for Big Wash Park at \$14,897. Motion was approved with five votes in favor and two opposing votes casted by Joe Affinati and Rob Feltes.

E. New Office Signage

The board reviewed and discussed the estimate from Territorial Sign Co. office signage at the new location.

A motion was made by Ted Dann and seconded by Matt Wood to approve the building sign at \$775. Motion failed with one vote in favor and six opposing votes casted by Matt Wood, David Light, Dan Sturmon, Joe Affinati, Ted Dann and Rob Feltes.

A motion was made by Ted Dann and seconded by Gayle Lopez to approve the entry door signage at \$55. Motion was passed unanimously.

APPROVED

A motion was made by Ted Dann and seconded by Gayle Lopez to approve the marquee signage at \$120. Motion was unanimously approved.

F. Special Meeting Policy

The board reviewed and discussed the proposed policy.

A motion was made by Rob Feltes and seconded by David Light to approve the policy.

Discussion ensued about the AZ State Statute 33-1804 Open Meeting Law and Statute 10-3821 Action without Meeting. David Light pointed out for urgent matters the proposed policy has an exception. Other members of the board felt the policy was unnecessary and commented that the board will follow the statutes.

One homeowner expressed concern that the board was willing to take the risk.

Motion failed with one vote in favor and six opposing votes casted by Matt Wood, Dan Sturmon, Joe Affinati, Ted Dann, Rob Feltes and Gayle Lopez.

G. Record Retention & Member Request Policy & Procedure

The Board reviewed the proposed record retention & member request policy & procedure. The policy follows state law.

A motion was made by Rob Feltes and seconded by Ted Dann to approve the policy as presented. Motion was unanimously approved.

H. Sunterra Paint Palette

The ALRC has reviewed the paint palette for Sunterra and is recommending to the board approval.

A motion was made by Rob Feltes and seconded by Dan Sturmon to approve the paint palette as presented. Motion passed unanimously.

X. Next Meeting – The Annual Meeting is scheduled for Thursday, March 30, 2023, at 6:00 p.m. via zoom.

XI. ADJOURNMENT – *A motion was made by Gayle Lopez and seconded by Matt Wood to adjourn the meeting at 7:45 p.m.*


Vistoso Community Association Secretary


Date