



**Board of Directors Meeting – April 27, 2023**  
**Via Webex Platform - GENERAL SESSION MINUTES**

**BOARD MEMBERS PRESENT:** Matt Wood, President; Dan Sturmon, Vice President; Ted Dann, Treasurer; Randy Kohout, Secretary; Joe Affinati, Director; Sonia Suri, Director and Robert Feltes, Director

**GUESTS:** Hanna Delosantos and Jeff Hatfield 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 announced there was a meeting with the Town of Oro Valley and VCA representatives to discuss responsibilities of storm water drainage areas, streetlights, codes and improving communications. Engineer John Spiker has offered to lead a board workshop on drainage.
- III. **ROLL CALL AND ADOPT AGENDA**  
*A motion was made by Dan Sturmon and seconded by Ted Dann to approve the agenda as presented. Motion was approved unanimously.*
- IV. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS**  
It was pointed out that the April 13, 2023, meeting date was corrected.  
*A motion was made by Ted Dann and seconded by Dan Sturmon to approve the April 13, 2023, meeting minutes as amended. Motion was approved unanimously.*
- V. **CONSENT AGENDA ITEMS**
  - A. Ratify the Approval of Executive Session Minutes: February 22, 2023, March 29, 2023, and April 13, 2023
  - B. Ratify the Approval of the Compliance Committee Results/Fines for March/April 2023 – Results were presented at the Executive Session.
  - C. Ratify the Approval of Fee Waivers for March/April 2023- Recommendations were presented at the Executive Session.

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*A motion was made by Randy Kohout, seconded by Joe Affinati 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** - Since there has been multiple issues with the current streetlights along Rancho Vistoso Boulevard the VCA board has opted to conduct a demo project to determine what the best solution will be on lighting needs for the community. Mountain Power Electrical Contractors installed 12 LED fixtures along Rancho Vistoso Boulevard (starting at Safeway). Mountain Power is storing the old fixtures that are still in decent shape at their storage facility. The board is currently evaluating the new fixtures and will be meeting to discuss the results and future plans on this project.

## APPROVED

- **Shade Sails** - The shade sails for Big Wash Park have been ordered and tentative date of installation is the end of May.
- **Wildlife Fencing Project** - The Town of Oro Valley (TOV) held the ribbon cutting event for the Wildlife Fencing Project on April 19, 2023. This event commemorates years of work to protect wildlife along SR 77 north of Tangerine Road.

The project was funded through Regional Transportation Authority Pima County while TOV oversaw the project. The gates have been added to the TOV on-call services and residents may call 911 to report any issues. The Oro Valley Police Department will contact the appropriate staff to respond.

We have met with TOV Engineer Cheryl Huelle to validate where the new electrical lines have been installed so we can commence with the re-landscaping work with AAA Landscape.
- **VCA New Office Signage** - Territorial Signs is in the process of applying to the Town of Oro Valley for the office door, marquee and building permit signs for the new location.
- **Capital Projects**

Irrigation – Management has submitted a pre-application for this project to the TOV. Staff will be meeting with town representatives to discuss the scope of the project.

Painting – Proposals have been received for the painting project that includes the following 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 board will be reviewing and acting on the bids at the April 27 meeting.

Asphalt – As a result of the weather we had to reschedule the asphalt project twice because of low temperatures. We were able to complete the Hohokam Park parking area on April 6 and the rest of the project was completed on April 25 & 26.
- **Erosion Projects**

N Big View Ct. Channel - Additional erosion and bank failure west of the original failure was identified by WLB's surveyors. WLB is in the process of addressing.

27 Mile – The tentative date for the project was May 22, 2023. This may have to be pushed back since WLB is relooking at the design for the purpose of addressing the slope grade at the entryway to the trailhead.

Bridal Veil – VCA representatives, TOV Staff, representatives of adjacent landowner met to discuss the best solution to resolve the drainage repair and discharge of water onto the neighboring property.
- **VCA 2023-2024 Board & Committees** - The new board was seated on March 30, 2023, and committee members have been appointed for this year. You can find the listing of your current board and committee members on the community website at <https://RanchoVistosoHOA.com>.
- **Town Of Oro Valley Meeting** - Board Representatives and Management met with the town Mayor, Vice Mayor and TOV staff to discuss the best approach to resolve complicated issues that involve the VCA community and neighboring properties. A separate meeting will be set up to review the Bridal Veil erosion project and other major projects that the association is currently working on.
- **VCA Facilities** - Unfortunately the tennis court locks at Hohokam Park, restroom lock at Wildlife Ridge Park, and the pedestrian gate at Siena has been vandalized. At the April 27 meeting, the board will consider entering into agreement with OVPD to permit police officers to patrol and arrest individuals at our community facilities.
- B. Financial Report of the Association – Board Treasurer Ted Dann provided the March 2023 financial report.
  - The Operating Fund balance as of March 31, 2023, is \$1,076,444. This is sufficient to cover current and foreseen cash needs.
  - The Reserve Fund balance is \$3,351,749.
  - The liquidity of the association is strong to meet the association needs.
  - The account receivable balance is \$87,354 and account payable balance is \$628,848.
  - Total income for the month of March is \$165,419 which is \$27,000 under budget because of lower revenues from late fees, residential and commercial assessments.
  - Total expenses for March are \$198,849 which is \$36,162 under budget.
  - Monthly contribution of \$79,167 was made to the reserve fund.
  - A total of \$30,992 was spend out of the reserve fund in March.

## APPROVED

- Siena's operating fund balance year to date is \$12,445 and the reserve fund year to date is \$210,236.

***A motion was made by Ted Dann and seconded by Joe Affinati to accept the January, February and March 2023 financial reports noting that the correct January statement will be posted on the website. Motion was approved unanimously.***

It was pointed out that there was not a lot of activity shown on the Project Tracking Tool for the month.

- C. **Landscape Report** – Hanna Delosantos from AAA Landscape provided a written report which was included in the board packet and posted on the website. Discussion ensued on the highly invasive weed, Stinknet. It was reported that Stone Canyon does have it and was brought to their board's attention.

- D. **Project Administration & Proposals** - Anthony Martin, Project Coordinator provided a project update written report to the board and copy was posted on the website.

**1. Painting Proposals** – The board reviewed the two proposals for reserve components #510, #710, #2014 and #1320 submitted by Facelifting Painting (\$8,940) and Wrigs Building Services (\$11,520).

***A motion was made by Matt Wood and seconded by Dan Sturmon to accept the Facelifting Painting proposal. Motion passed unanimously.***

**2. Vendor Processing in VIVE**

Anthony Martin reported that Rockridge was willing to move forward with the board terms to waive the participation in VIVE registration and to sign an agreement presented by VCA.

***A motion was made by Randy Kohout and seconded by Dan Sturmon, be it resolved that the board has reviewed the matter for 27 Mile and directs management to inform Rockridge Construction that the standard requirement of insurance and license verification by a third party through VIVE has been waived and the association will be sending a contract for their signature once approved by VCA counsel. Motion was unanimously approved.***

**3. Redesign of 27 Mile Project**

To have WLB redesign the slope of pathway it will cost approximately \$2,500 to reconfigure the drawing.

A small group (Joe Affinati, Dan Sturmon and Susan Wood) was assigned to meet with WLB to discuss this topic.

***A motion was made by Dan Sturmon and seconded by Rob Feltes to approve the WLB proposal. Motion passed unanimously.***

## 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 questions
- D. **Finance Committee** – No questions
- E. **Nominating Committee** – No questions
- F. **Governing Documents Committee** - No questions
- G. **Parks & Landscape Committee** – No questions

## IX. OLD BUSINESS

**A. Revised Guidelines**

Discussion ensued among the board about the reasonableness of enforcement.

***A motion was made by Dan Sturmon and seconded by Randy Kohout to approve the guidelines as presented. Motion was unanimously approved.***

**B. Vendor Invoice Review**

Matt Wood reported that 300 AAA Landscape invoices for the past three years were reviewed as per the board's request and 99 of them were with question or needed clarification. The invoices were checked for hourly rates and discovered some errors. It did expose a weakness in their invoicing which has since been addressed. AAA Landscape was requested to show their value-added commitment per the contract and found that it exceeded the contract over a three- year period by \$22,000.

***A motion was made by Ted Dan and seconded by Dan Sturmon to accept the AAA Landscape invoice review***

*findings. Motion was unanimously approved.*

**C. Conference Room Use Policy**

Based on the standards set by the Golder Ranch Fire District, the board directed management to modify the conference room use policy in accordance with the occupant load requirement.

**X. NEW BUSINESS**

**A. Agenda Code of Conduct Header**

*A motion was made by Matt Wood and seconded by Dan Sturmon to change the code of conduct header on the agenda to "all persons in attendance please be respectful and courteous to volunteers and staff."*

It was suggested to add the word reasonable and change volunteers and staff to all attendees. Amendments were accepted by Matt Wood and Dan Sturmon. *Motion was unanimously approved.*

**B. Gift Cards for E Statement Promotion**

*A motion was made by Rob Feltes and seconded by Dan Sturmon authorizing the General Manager to purchase three \$100 Amazon gift cards for winners of the E Statement Promotion. Motion passed unanimously.*

**C. Street Sweeping Contract**

The board reviewed the revised contract from Speedy Sweeping that performs street sweeping services for the Siena neighborhood. The contract indicates a \$43.61 increase per quarter.

*A motion was made by Rob Feltes and seconded by Dan Sturmon to approve the revised Speedy Sweeping contract. Motion was unanimously approved.*

**D. Revised VCA Maps**

*A motion was made by Rob Feltes and seconded by Randy Kohout to approve the revised VCA maps as recommended by the Governing Documents Committee. Motion passed unanimously.*

Mounting of the maps will cost approximately \$710 for the office and a link will be placed on the website to view digitally.

Note: Sonia Suri left the meeting at 6:40 P.M.

**E. OVPD Trespass Consent**

The board reviewed and discussed the trespass consent form to allow Oro Valley police to patrol, arrest and prosecute anyone found trespassing on VCA facilities. The VCA will have to post signage at each location.

*A motion was made by Randy Kohout and seconded by Dan Sturmon to approve the Trespass Consent with the Town of Oro Valley Police Department. Motion was approved unanimously.*

**F. Honey Bee Ridge Front Entry Landscape Plan**

The board reviewed and discussed the landscaping plan for Honey Bee Ridge.

*A motion was made by Randy Kohout and seconded by Joe Affinati to approve the plan. Motion passed unanimously.*

**G. Vermillion Entry Gate Design and Landscaping**

The Board reviewed the Vermillion design plans for the entry gate and landscaping.

*A motion was made by Dan Sturmon and seconded by Randy Kohout to approve the entry gate and landscape design plans for the Vermillion at Rancho Vistoso Sub-Association as recommended by the ALRC. Motion was unanimously approved.*

**X. Next Meeting** – The next General Session Meeting is scheduled for Thursday, May 25, 2023, at 5:30 P.M.

**XI. ADJOURNMENT** – *A motion was made by Matt Wood and seconded by Dan Sturmon to adjourn the meeting at 7:08 P.M.*

  
Vistoso Community Association Secretary

  
Date