



Board of Directors Meeting – June 29, 2023
Via Webex Platform - GENERAL SESSION MINUTES

BOARD MEMBERS PRESENT: Matt Wood, President; Dan Sturmon, Vice President; Randy Kohout, Secretary; Joe Affinati, Director; Sonia Suri, Director; and Rob Feltes, Director

Absent: Ted Dann, Treasurer

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 5:32 PM.
- II. **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.
- III. **REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS**
A motion was made by Randy Kohout and seconded by Dan Sturmon to approve the May 25 and May 30, 2023, meeting minutes as presented. Motion was approved unanimously.
- IV. **CONSENT AGENDA ITEMS**
 - A. Ratify the Approval of Executive Session Minutes: May 24, 2023
 - B. Ratify the Approval of the Compliance Committee Results/Fines for June 2023 – Results were presented at the Executive Session.
 - C. Ratify the Approval of Fee Waivers for June 2023- Recommendations were presented at the Executive Session.*A motion was made by Matt Wood, seconded by Joe Affinati to approve the consent agenda items A-C. The motion passed unanimously.*
- V. **HOMEOWNER FORUM**

A homeowner from Siena addressed the board on the New Business, Item D., Entryway Landscaping Proposal for Siena and advised the request entailed the removal of plants at the Siena entryway and median be replenished.
- VI. **REPORTS**
 - A. **Management Report** – Management reported on the following topics:
 - **RVB Street Lights** - The VCA Board President and General Manager met with Town of Oro Valley Mayor Joe Winfield to discuss the streetlights along Rancho Vistoso Blvd within the Sun City neighborhood. The TOV has held this topic until the new Town Manager takes his seat. There was a commitment to include VCA in these discussions. The VCA Board will meet with Chris Monrad from Monrad Engineering regarding the pilot project, including the recent installation of 12 fixtures along RVB.
 - **Wildlife Fencing Project** - AAA Landscape shall provide a proposal to re-landscape the entryways for Big Wash Overlook Place and Scenic Overlook Place. The VCA was required to remove plants during the Wildlife Fencing Project, establishing a temporary nursery. The Town of Oro Valley covered the fence rental cost for the nursery.

- **VCA New Office Signage** - Territorial Signs completed the new office signage on the front door and the marquee. Territorial signs fabricated two letters missing from the Vistoso Highlands Monument sign at RVB and Vistoso Highlands.
- **Capital Projects**
 - Irrigation** – Management is soliciting bids for this project, including the common areas along Innovation Drive between Rancho Vistoso Blvd—& Tangerine Rd. and Desert Fairway Dr. between La Canada Dr. and Hidden Springs Dr.
 - Painting** – Facelift Painting has completed the painting projects scheduled for this year, which include 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.
- **Erosion Projects**
 - Big View Ct. Channel** – At the May 25, 2023, meeting, the board approved the scope of work to address the additional erosion uncovered in the drainage channel. Once received, WLB will forward the updated design copy to the Town of Oro Valley for approval.
 - 27 Mile** – The board has authorized WLB to address the slope grade at the trailhead entrance. Once received, WLB will forward the updated design copy to the Town of Oro Valley for approval. The VCA presented a contract to Rockridge Construction. The contractor indicated they would not commit to a date or sign the agreement. Management is presently soliciting additional bids for this project.
 - Bridal Veil** – On May 30, 2023, the board met with VCA Engineer Tracy Bogardus, FirstService representatives, and Town of Oro Valley Engineer John Spiker to discuss the design options to repair the drainage channel at Bridal Veil, located in the Horizon neighborhood. The board will consider an addendum to the work scope previously approved by the VCA Board for Bogardus Engineering at the June 29th meeting. The channel design will end at the VCA property line.
- **VCA Facilities**

The association has agreed with OVPD to permit police officers to patrol and arrest individuals at our community facilities. The appropriate signage has been ordered and will be installed shortly at all VCA parks and trails.
- **Entryway Monuments** - The association requests proposals to refurbish the entrance monuments on RVB & Tangerine Rd and RVB & Oracle Rd. The expectation is to reduce water usage while giving maximum appeal to the community entrances. The Parks & Landscape Committee will review the proposals and then go to the board for consideration.
- **Architectural Design Plans** - Conceptual design & landscape plans have been submitted to the VCA for a 132-apartment development at the old Vistoso Golf Course location. The Architectural and Landscape Review Committee is reviewing the plans. Representatives of the Planning Group advised that many items needed to conform with the VCA guidelines. The Town of Oro Valley Planning & Zoning Committee will also review this project for code and general plan compliance. Members can find the documents submitted on this project at the association's website at www.ranchovistosohoa.com.
- **Reserve Study** - Association Reserves will conduct an on-site inspection for the master association 2024 report. The Reserve Study is an essential tool to assist the association in budgeting for the replacement and repair of major components of the association. The draft copy should be ready during July in time for budget preparation. Members can find a copy of the 2023 study on the association's website at www.ranchovistosohoa.com.
- B. **Financial Report of the Association** – Board Treasurer Ted Dann provided a written report that can be found on the association website. Board President Matt Wood provided an overview of the cash position of the association as of May 31, 2023.
 - The Operating Fund balance as of May 31, 2023, is \$ \$803,728. This is sufficient to meet current and foreseen cash needs.
 - The Reserve Fund balance is \$ \$3,550,927.
 - The liquidity of the association is very strong to meet ongoing association needs.
 - The account receivable balance is \$192,871.
 - Total income for the month of May is \$164,107 which is \$28,291 under budget due to lower revenues from residential assessment income, late fees, and commercial assessments.

APPROVED

- Total expenses for May are \$196,986 which is \$11,888 under budget. YTD actual expenses is \$968,738 which is \$131,226 under budget.
- Monthly contribution of \$79,167 was made to the reserve fund making the YTD contribution at \$395,835.
- A total of \$16,809 was spent out of the reserve fund in May which makes a total of \$75,302 YTD.
- Siena's operating fund balance year to date is \$10,030 and the reserve fund year to date balance is \$215,257.

A motion was made by Matt Wood and seconded by Randy Kohout to accept the May 2023 treasurer report. Motion was approved unanimously. A motion was made by Joe Affinati and seconded by Randy Kohout to accept the May 2023 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. AAA Landscape installed a new backflow at Big Wash Overlook to supply the existing drinking fountain. The VCA is compliant with The Town of Oro Valley water ordinance.

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. Additional Engineer Costs for Bridal Veil Erosion Project – The board reviewed the additional costs (\$1,920) from Bogardus Engineering to revise the plan to update the Bridal Veil drainage channel design.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the additional engineering costs to update the Bridal Veil drainage channel design as presented by Bogardus Engineering. 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 report currently
- F. Governing Documents Committee** - No questions
- G. Parks & Landscape Committee** – No questions

IX. OLD BUSINESS

No old business discussed.

X. NEW BUSINESS

A. Communication Committee Charter Revision

The proposed language change addresses newsletters and email blasts, and the make up of the committee.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the revised charter as presented. Motion passed unanimously.

B. Governing Documents Committee Charter Revision

It has been recommended to add "Architectural and Landscape Review Guidelines" to the first paragraph of the charter.

A motion was made by Matt Wood and seconded by Randy Kohout to approve the revised charter as presented. Motion passed unanimously.

C. Golf Casitas Paint Palette

A motion was made by Matt Wood and seconded by Dan Sturmon to accept the ALRC recommendations to approve the handrails and square pop outs paint colors for the Golf Casitas I. Motion passed unanimously.

D. Entryway Landscaping Proposal for Siena

A motion was made by Matt Wood and seconded by Randy Kohout to accept the AAA Landscape proposal for the Siena entryway landscape. Motion passed unanimously.

APPROVED

XI. Next Meeting – The next General Session Meeting is scheduled for Thursday, July 27, 2023, at 5:30 P.M.

XII. ADJOURNMENT – *A motion was made by Matt Wood and seconded by Dan Sturmon to adjourn the meeting at 6:05 P.M.*



Vistoso Community Association Secretary



Date