



**Board of Directors Meeting – July 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 Rob Feltes, Director

**GUESTS:** Patrick Renzi from Morgan Stanley; Jeff Hatfield and Hanna Delosantos from AAA Landscape

**FIRST SERVICE RESIDENTIAL:** Barbara Daoust, General Manager; and Priscilla Harris, Assistant Community Manager

**I. CALL TO ORDER** - The meeting was called to order by Board President Matt Wood at 5:30 PM.

**II. ROLL CALL AND ADOPT AGENDA**

*A motion was made by Matt Wood and seconded by Randy Kohout to approve the agenda as presented. Motion was approved unanimously.*

**III. VCA Investment Report**

Patrick Renzi from Morgan Stanley reviewed the VCA investment portfolio with members. The following points were discussed:

- \$350,000 CD coming due on 7/31/23. The VCA will contact Mr. Renzi on amount needed for 27 Mile drainage project.
- CD Maturity dates and ladder were discussed. Every 6 months CDs coming due for next five years.
- \$861,000 will mature by year end.
- \$1.7 Million planned expenditures from the Reserve Study
- Short term Treasury Notes buy at discount and are exempted from taxes.
- Adding Equities cautiously comprising of ETD and Mutual Funds.
- Establishing a good conservative path for the association

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

*A motion was made by Matt Wood and seconded by Randy Kohout to approve the June 29 and July 13, 2023, meeting minutes as presented. Motion was approved unanimously.*

**V. CONSENT AGENDA ITEMS**

- A. Ratify the Approval of Executive Session Minutes: June 28, 2023
- B. Ratify the Approval of the Compliance Committee Results/Fines for July 2023 – Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for July 2023- Recommendations were presented at the Executive Session.

*A motion was made by Matt Wood, seconded by Randy Kohout to approve the consent agenda items A-C. The motion passed unanimously.*

**VI. HOMEOWNER FORUM**

A homeowner from 13392 N Wide View Dr. addressed the board on the property conditions at 13384 N Wide View Dr. The resident was advised that the VCA is working along with the Town of Oro Valley to resolve this matter and a 30-day extension was given to the property owner.

## VII. REPORTS

### A. Management Report – Management reported on the following topics:

- **RVB Street Lights** - Chris Monrad from Monrad Engineering provided an overview of the exiting conditions of our streetlighting and the pilot program that replaced 12 of the inductive fixtures with LED. The conversion will result in a 75% reduction of utility costs.

This highly informative meeting explained the problems with the current system and the options available to address these issues. Mr. Monrad will be putting together a master plan with cost and a preventative maintenance program for the board to consider. Homeowners are encouraged to attend the next meeting on this topic. The board is extremely interested in getting homeowner input on this subject. Meetings are announced on the association website at [www.ranchovistosohoa.com](http://www.ranchovistosohoa.com) and through email blast.

The streetlights from Safeway to Moore went out on Thursday, July 13 and Mountain Power Electrical did trouble shoot the problem and uncovered that the main breaker was tripped and burnt wires were found inside a conduit located in one of the pull boxes. The insulation also was damaged.

- **Entryway Re-Landscape Proposal** - The Landscape and Parks Committee and Finance Committee will be reviewing the revised AAA Landscape proposal to re-landscape the entryways for both Big Wash Overlook Place and Scenic Overlook Place. A temporary nurseway was established during the Wildlife Fencing Project. The Town of Oro Valley did cover the cost of the fence rental for the nurseway. The committee's recommendations will go to the board for consideration.
- **Siena Front Entryway** - AAA Landscape has completed the approved board proposal to replace dead plants to the front entrance and add stone to the fountain area.
- **Entryway Monuments** - Proposals have been received from three landscaping contractors (AAA Landscape, All Terrain Landscape Creations, and BrightView) to refurbish the entrance monuments located on RVB & Tangerine Rd and RVB & Oracle Rd. Submissions will be reviewed by the Parks & Landscape Committee and interviews will be scheduled with each company.
- **VCA Signage** - Installation of the letters for the Vistoso Highlands monument has been completed by Territorial Signs.
- **Capital Projects**

Irrigation – Three out of thirteen contractors' approach have expressed interest in submitting proposals: AAA Landscape, BrightView and Wilder Landscape Architects. Bids are expected by the beginning of August for this project. The project encompasses the common areas along Innovation Drive between Rancho Vistoso Blvd. & Tangerine Rd. and Desert Fairway Dr. between La Canada Dr. and Hidden Springs Dr.

- **Erosion Projects**

Big View Ct. Channel – WLB is near completion in revising the design plans to address the additional erosion uncovered in the drainage channel. Once the updated design is received a copy will be forward to the Town of Oro Valley for approval.

27 Mile – Management is in the process of securing an additional proposal for this project since the original contractor selected decided to step down. WLB is currently working on the revision to the design plan to address the slope grade at the trailhead entrance. Once the design is received a copy will be sent to the Town or Oro Valley for approval.

Bridal Veil – The signed addendum scope of work for this project has been sent to Bogardus Engineering. The revised plans for the Bridal Veil drainage channel are expected by the end of July.

- **VCA Facilities**

Oro Valley Police Department has the authority to patrol and arrest individuals at our community facilities. Hopefully, this will help curtail vandalism that is occurring at some of our parks.

Management has received a complaint about owners leaving their dogs off lease in the Sunset Ridge Park. A notice will be in the next newsletter to remind owners that dogs are to be on lease and to report any infractions to the Town of Oro Valley Police.



- **Architectural Design Plans** - Members of the ALRC did meet with members of the A23 Studios team for the proposed 132-apartment development at the old Vistoso Golf Course location to discuss the design and landscape plans for the project. There will be several more meetings on this project. This project will also be reviewed by the Town of Oro Valley Planning & Zoning Committee for code and general plan compliance. Members can find the documents submitted on this project at the association's website at [www.ranchovistosohoa.com](http://www.ranchovistosohoa.com).
- **Revision to Architectural and Landscape Review Guidelines** - The board will be considering a revision to the Architectural and Landscape Review Guidelines to include language addressing driveway/curb strips.
- **Reserve Study** - Association Reserves has completed an on-site inspection of the community's assets for the master association 2024 report. This is an important tool to assist the association to budget for the replacement and repair of major components of the association. The draft copy should be received by the end of July. The 2023 reserve study is posted on the association's website at [www.ranchovistosohoa.com](http://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 and provided an overview of the cash position of the association as of June 30, 2023.

- The Operating Fund balance as of June 30, 2023, is \$ \$852,372. This is sufficient to meet current and foreseen cash needs.
- The Reserve Fund balance is \$ \$3,515,833.
- The liquidity of the association is strong to meet ongoing association needs.
- The account receivable balance is \$69,983.
- Total income for the month of June is \$165,182 which is \$27,216 under budget due to lower revenues from residential assessment income, late fees, and commercial assessments.
- Total expenses for June are \$211,749 which is \$14,112 under budget. YTD actual expenses is \$1,180,488 which is \$145,337 under budget.
- Monthly contribution of \$79,167 was made to the reserve fund making the YTD contribution at \$475,000.
- A total of \$15,272 was spent out of the reserve fund in June which makes a total of \$107,383 YTD.
- Reserve Investments managed by Morgan Stanley as of June 30:

Cash and Equivalents	\$ 365,572
Municipal Bonds	\$ 38,810
Corporate Fixed Income	\$ 230,982
Government Securities	\$1,417,164
Certificates of Deposit	\$1,363,407
Total	\$3,415,935
- Siena's operating fund balance year to date is \$11,045 and the reserve fund year to date balance is \$218,241.

***A motion was made by Matt Wood and seconded by Joe Affinati to accept the June 2023 Treasurer and 2023 June Financial Reports. Motion was approved unanimously.***

**C. Landscape Report** – Hanna Delosantos from AAA Landscape reported that the crews have been addressing storm damage. A written report has been provided and is on the association website.

**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. 27 Mile Proposals** – The board reviewed the additional proposal provided by Hunter Contracting at cost of \$408,164.75 along with the remaining two proposals received.

***A motion was made by Matt Wood and seconded by Ted Dann to accept the Total Maintenance Erosion Control proposal at \$217,557. The motion was amended by Matt Wood and Ted Dann to allow Management and the Board President to negotiate up to \$250,000 since the bid is dated. The motion was amended a third time by Matt Wood and Ted Dann to approve the proposal from Total Maintenance Erosion Control and to give the General Manager and the Board President discretion to negotiate on the price if needed. Motion carried with six votes in favor and one opposing vote casted by Rob Feltes.***

### 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. E-Statement Promotion

The board discussed in running the E-Statement promotion again for three months and to have a drawing for three \$100 gift cards for members participating.

*A motion was made by Randy Kohout and seconded by Matt Wood to approve the E-Statement promotion for three months and authorized management to purchase three \$100 gift cards for the drawing. Motion was unanimously approved.*

#### B. Proposed Revision to Architectural and Landscape Review Guidelines

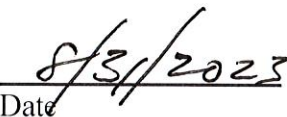
The board reviewed and discussed the revised language provided by the association attorney regarding support strips for driveways.

*A motion was made by Rob Feltes and seconded by Joe Affinati to approve the language to be added to the Architectural and Landscape Review Guidelines. Motion passed unanimously.*

**XI. Next Meeting** – The next General Session Meeting is scheduled for Thursday, August 31, 2023, at 5:30 P.M.

**XII. ADJOURNMENT** – *A motion was made by Dan Sturmon and seconded by Randy Kohout to adjourn the meeting at 6:56 P.M.*

  
\_\_\_\_\_  
Vistoso Community Association Secretary

  
\_\_\_\_\_  
Date