



Board of Directors Meeting – August 31, 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: Jeff Hatfield and 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 Board President Matt Wood at 5:30 PM.

II. ROLL CALL AND ADOPT AGENDA

One topic was added to IV. Consent Agenda, D. ratify to cease resale inspections and to follow AZ state statute.

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

III. REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS

A motion was made by Matt Wood and seconded by Randy Kohout to approve the July 27, 2023, meeting minutes as presented. Motion was approved unanimously.

IV. 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.
- D. Approval to cease resale inspection and to follow AZ state statute.

A motion was made by Dan Sturmon, seconded by Randy Kohout to approve the consent agenda items A-D. The motion passed unanimously.

V. HOMEOWNER FORUM

- A homeowner from Fairfield requested information about the sod at the front entryway monuments.
- Cathy Polito requested an update on the status of two trees requested.

VI. REPORTS

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

- **RVB Street Lights** - The association will be meeting with Town of Oro Valley representatives to discuss streetlights along the Rancho Vistoso Blvd.
Chris Monrad from Monrad Engineering has provided a written report identifying the conditions of the current lights and providing recommendations and estimates for either replacing or removing the existing fixtures and poles. The board will be having additional meetings on this topic and encourages member input.

- **Entryway Re-Landscape Proposal** - The Landscape and Parks Committee has reviewed and will be recommending to the board for approval at the August 31 meeting the AAA Landscape proposal to re-landscape the entryways for both Big Wash Overlook Place and Scenic Overlook Place.
- **Siena Roadways** - The clean- up efforts to address the recent paint spill on the private roads in the Siena community is expected to be completed by Tuesday, August 22, 2023.
- **Entryway Monuments** - The Landscape & Parks Committee met with three contractors (AAA Landscape, All Terrain Landscape Creations, and BrightView) to discuss their interest in refurbishing the entrance monuments located on RVB & Tangerine Rd and RVB & Oracle Rd. The committee is working on the details of the project and will be providing a recommendation to the board.
- **Capital Projects**

Irrigation – The board will be reviewing proposals from three contractors (AAA Landscape, BrightView and Wilder Landscape Architects) to provide a landscaping/irrigation plan for the common areas along Innovation Drive between Rancho Vistoso Blvd. & Tangerine Rd. and Desert Fairway Dr. between La Canada Dr. and Hidden Springs Dr. The plan is required by the Town of Oro Valley on this project. Management has met with AAA Landscape to get a better assessment of how much irrigation is needed in these areas.
- **Erosion Projects**

Big View Ct. Channel – WLB has provided the preliminary designs for this project. A meeting is being scheduled with the Town Engineer to discuss the plans. Once approval is received from the Town of Oro Valley bids will be solicited.

27 Mile – Management and WLB will be meeting with Total Maintenance Erosion Control to discuss the project the week of August 21. Details of the meeting will be shared at the August 31st meeting.

Bridal Veil – The completion of the Bridal Veil plans is expected the week of October 23, 2023, from Bogardus Engineering.
- **Reserve Study** - Association Reserves has submitted a draft copy of the reserve study for 2024. The report will be reviewed by the board and finance committee. Once the final copy is issued members will have access to a copy on the association's website.
- **2024 Budget** - VCA staff has been working on the 2024 budget. The draft budget for Siena has been submitted to the Finance Committee for review. Additional meetings will be held with the Finance Committee and the Board through the months of September and October to finalize the 2024 VCA budget for adoption at the General Session scheduled for October 26, 2023.
- **E-Statement Promotion** -For the months of October, November and December 2023 VCA will be holding a drawing for members that are participating in the E-Statement program. Three lucky winners will receive a \$100 gift card. For more information on how to sign up for E-Statements please go to the association's website <https://ranchovistosohoa.com> or contact the office either at askvca@ranchovistosohoa.com or call 520-354-2729.
- **Community Events**

The Fall Yard Sale is scheduled on Saturday, October 14 from 7:00 AM until 2:00 PM. If you reside in a Sub-Association, please contact your management agent to confirm that the gates for your community will be open for this event.

The VCA board will be considering holding a Fall Event. More details will be shared later in the meeting.

APPROVED

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 July 31, 2023.

- The Operating Fund balance as of July 31, 2023, is \$ \$958,525. This is sufficient to meet current and foreseen cash needs.
- The Reserve Fund balance is \$ \$3,593,041.
- The liquidity of the association is strong to meet ongoing association needs.
- The account receivable balance is \$221,401.
- Total income for the month of July is \$174,323 which is \$27,300 under budget due to lower revenues from residential assessment income, late fees, and commercial assessments.
- Total expenses for July are \$211,337 which is \$8,012 under budget. YTD actual expenses are \$1,391,824 which is \$153,350 under budget.
- Monthly contribution of \$79,167 was made to the reserve fund making the YTD contribution at \$554,167.
- A total of \$16,560 was spent out of the reserve fund in July which makes a total of \$123,943 YTD.
- Reserve Investments managed by Morgan Stanley as of July 31:
 - Cash and Equivalents \$ 564,815
 - ETFs and CEFs \$ 7,384
 - Municipal Bonds \$ 38,962
 - Corporate Fixed Income \$ 230,921
 - Government Securities \$1,167,995
 - Certificates of Deposit \$1,372,980
 - Mutual Funds \$ 46,793
 - Total \$3,429,849
- Siena's operating fund balance year to date is \$16,437 and the reserve fund year to date balance is \$218,778.
A motion was made by Matt Wood and seconded by Randy Kohout to accept the July 2023 Treasurer and 2023 July Financial Reports. Motion was approved unanimously.

C. Landscape Report – Hanna Delosantos from AAA Landscape reported on the following items:

- Pre-emergent application was started at the new sub-division Valley Vista and should be completed by the end of the month.
- Addressing storm damage throughout the community. A lot of this work was done as added value at no cost to the association.
- The irrigation timer located at Valley Vista was replaced under warranty.
- IPM turf post emergent and pest application was applied at Hohokam Park.

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. Landscape/Irrigation Project- The board reviewed the three bids received to develop a landscape plan for Innovation Park and Desert Fairview Drives which is required by the township. Management presented an alternative plan to repair only the sections of lines that are in dire need of attention. Replacement shrubs will be addressed through major project budget line item over a two-year period. The board reviewed the RFP and the consensus was to move forward to bid this project as presented.

2. 27 Mile Proposals – Management and WLB met with representatives from Total Maintenance Erosion Control to inspect the site. It was recommended to remove the overgrown vegetation to get a more accurate estimate so that the engineer could update the design plan.

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

APPROVED

- 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. Proposal for Big Wash Overlook and Scenic Overlook Place Entryways

The board discussed the proposal submitted by AAA Landscape to replant at a cost of \$1,470 approximately 63 plants from the temporary nursery to the entryways at Big Wash Overlook Place and Scenic Overlook Place. This project has been reviewed by the Parks & Landscape Committee and is recommending approval.

A motion was made by Matt Wood and seconded by Randy Kohout to approve the AAA Landscape proposal to replant the plants at the entryways of Big Wash Overlook Place and Scenic Overlook Place. Motion was unanimously approved.

B. Audits

The board reviewed and discussed the audit and tax return engagement letters from Butler Hansen.

A motion was made by Ted Dann and seconded by Dan Sturmon to approve the proposals for 2021, 2022 and 2023 audit and tax services presented by Butler Hansen for a total of \$34,800. Motion passed unanimously.

C. Fall Event

A motion was made by Matt Wood and Dan Sturmon to approve the Fall Community Event scheduled for Saturday, October 21 at the Moore Loop Park from 8:00 A.M. until 11:00 A.M. and the purchase of \$100 worth of gift cards for winners of a costume contest. Motion was unanimously approved.

D. New Signage for 1850 E Innovation Park

The request meets all guideline requirements and is recommended by the ALRC.

A motion was made by Randy Kohout and seconded by Dan Sturmon to approve the new signage for 1850 E Innovation Park as recommended by the ALRC. Motion passed unanimously.

E. Common Area Rock for Pulte Tranquillo/Vistoso Canyon Estates

A motion was made by Dan Sturmon and seconded by Randy Kohout to approve the common area rock color, Desert Brown and size ¾ for the Pulte Tranquillo/Vistoso Canyon Estates Sub-Association as recommended by the ALRC. Motion was unanimously approved.

F. New Office Builds at Vistoso Commerce Plaza

A motion was made by Dan Sturmon and seconded by Randy Kohout to approve the new office builds at Vistoso Commerce Plaza as recommended by the ALRC. Motion passed unanimously.

G. Moore Loop Park Water Meters

A motion made by Ted Dann and seconded by Randy Kohout to accept the three water meters that service Moore Loop Park from Mattamy Homes. Motion was unanimously approved.

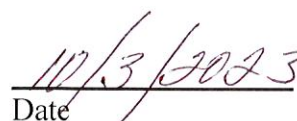
H. Treasury Note Maturity 7/31/23

A motion was made by Ted Dann and seconded by Matt Wood to instruct Morgan Stanley to place the funds from the treasury note that matured on July 31, 2023, into a money market. Motion passed unanimously.

XI. Next Meeting – The next General Session Meeting is scheduled for Thursday, September 28, 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 6:22 P.M.*


Vistoso Community Association Secretary


Date