



Board of Directors Meeting – January 25, 2024
Via Webex Platform - GENERAL SESSION MINUTES

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

ABSENT: Rob Feltes, Director

GUESTS: Anthony Martin, AZ Project Solutions; Jeff Hatfield and Hanna Delosantos from AAA Landscape

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

I. BOARD PRESIDENT ANNOUNCEMENT AND REMARKS

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. The 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 December 7, 2023, meeting minutes as presented. The motion was approved unanimously.

IV. CONSENT AGENDA ITEMS

- A. Ratify the Approval of Executive Session Minutes: December 7, 2023
- B. Ratify the Approval of the Compliance Committee Results/Fines for December 2023/January 2024 – Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for December 2023/January 2024- Recommendations were presented at the Executive Session.

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

V. HOMEOWNER FORUM

No comments made.

VI. REPORTS

- A. Management Report** – Written Management report was presented and posted on the association’s website.

- **Ranch Vistoso Blvd. Streetlights** - The VCA has met with the Oro Valley Police to discuss crime statistics and found there was no difference in crime activity between lighted and unlighted areas of the community. The board is considering costs and safety factors in replacing or removing the light fixtures.
- **Entryway Monuments** - Management is in the process of finalizing estimates to refurbish the entrance monuments located on RVB & Tangerine Rd and RVB & Oracle Rd based on the Parks & Landscape Committee final design plans.
- **Capital Projects**
 - Irrigation – At the December board meeting, AAA Landscape was awarded the contract to repair approximately 2,100 linear feet of irrigation line along Innovation Drive between Rancho Vistoso Blvd. & Tangerine Rd. and about 2,300 linear feet on Desert Fairway Dr. between La Canada Dr. and Hidden Springs Dr. The tentative start date for the project is March 4, 2024. Notice will be emailed to members.

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Granite Replenish Project – At the January 25 meeting, the board will discuss proposals received from AAA Landscape, BrightView, and Complete Landscaping. The project covers granite replenishment in the following locations:

Common areas bordering Innovation Park Drive between Rancho Vistoso Blvd & Tangerine

Common areas bordering the perimeters of Bella Vista, St Andrews Ph1 & Ph2

Eastern corner of Innovation and Rancho Vistoso Blvd

Common areas tracts at Horizons & Vistoso Heights

Common area tracts bordering streets (W Moore Rd, Rancho Vistoso Blvd, Arrowsmith, and Woodburne Ave.) throughout neighborhood 7

Wildlife Ridge Park

Hohokam Park

Sunset Ridge Park

Woodshade Trail – Sunset Ridge Park to Rancho Vistoso Blvd

2024 Projects- VCA management has met with AZ Project Solution to review and plan the 2024 projects slated for this year. These include 27 Mile, Bridal Veil, Big View Ct drainage channels, granite replenishment, irrigation repairs, asphalt, concrete repairs, and tennis court repairs.

➤ **Erosion Projects**

Big View Ct. Channel – The final sealed designs from WLB have been received. Copies have been forwarded to the Town of Oro Valley for review. Once we receive approval from the town, AZ Project Solution will prepare the RFP to solicit bids.

27 Mile – WLB is in the process of finalizing the design plans for the town's approval. Once this occurs Total Maintenance Erosion Control will be able to provide an updated proposal to repair the channel.

Bridal Veil – The survey has been completed and Bogardus Engineering should have a preliminary plan completed by the beginning of February 2024.

➤ **Builder Transitions**

The Town of Oro Valley is still holding the Pulte bond for the west side of Moore Loop Road near the Valley Vista neighborhood.

Pulte is working with the Town of Oro Valley on the punch list items for the Valley Vista neighborhood. The Town of Oro Valley still holds this bond.

A final inspection of Moore Loop Park was conducted with Mattamy Homes. Representatives of the Town of Oro Valley, Mattamy Homes, AAA Landscape, VCA Board, Parks and Landscape Committee, and FirstService Residential were present. The Town of Oro Valley still holds the bond for this project.

➤ **E-Statement Promotion**

Congratulations to Jacqueline Kold, the winner of the E-Statement Promotion for the month of December.

During the promotion there were 169 additional members that elected to sign up for E-Statements. Currently we have 29.2% of the members participating in the E-Statement platform.

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.

➤ **2024 Elections**

There will be three single -family seats (two 2-year terms until 2026 and one 1-year term until 2025) and one commercial seat (2-year term until 2026) available. Board Application Forms were due by 5 PM on January 12, 2024. The Nomination & Election Committee will be introducing the slate of candidates at tonight's meeting. There are four candidates for the single-family voting category and one candidate for the commercial category. Members attending will have an opportunity to ask the candidates questions.

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 December 31, 2023.

➤ The Operating Fund balance as of December 31, 2023, is \$596,729. This is sufficient to meet current and foreseen cash needs.

APPROVED

- The Reserve Fund balance is \$4,071,191.
- The liquidity of the association is strong to meet ongoing association needs.
- The account receivable balance is \$186,280.
- Total income for the month of December is \$159,949 which is \$32,437 under budget due to lower revenues from residential assessment income, late fees, and commercial assessments.
- Total expenses for December are \$200,447 which is \$20,789 under budget. YTD actual expenses are \$2,457,902 which is \$166,711 under budget.
- A monthly contribution of \$79,167 was made to the reserve fund making the YTD contribution at \$950,000.
- Reserve expenses for the month of December were \$11,550 which makes a total of \$139,743 YTD.
- Reserve Investments managed by Morgan Stanley as of December 31:
 - Cash and Equivalents \$ 12,507
 - Savings & Time Deposits \$ 38,019
 - ETFs and CEFs \$ 22,882
 - Municipal Bonds \$ 39,453
 - Corporate Fixed Income \$ 194,844
 - Government Securities \$ 1,552,105
 - Certificates of Deposit \$ 1,795,302
 - Mutual Funds \$ 107,931
 - Net Unsettled Purchases/Sales \$(241,279)
 - Total \$ 3,521,766
- Siena's operating fund balance year to date is \$1,642 and the reserve fund year to date balance is \$234,124.
- The Board Treasurer commented that 2021 and 2022 audit has been completed and the VCA is anticipating an unqualified audit.

A motion was made by Matt Wood and seconded by Joe Affinati to accept the November/December 2023 Treasurer and 2023 November/December Financial Reports. The motion was approved unanimously.

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

- Overseeded turf areas are established and irrigated twice per week.
- Repaired four-inch main line by the Town of Oro Valley Water Department Monument.
- Post-emergent is being applied to common areas.
- Cleaned up vehicle damage along Woodburne Ave. Proposal submitted to replace three trees that were damaged.

D. Project Administration & Proposals - Anthony Martin, Project Coordinator provided a project update which the written report is posted on the association's website.

1. Gravel Replenishment Proposals – Anthony Martin presented the three proposals from AAA Landscape (\$599,944), BrightView Landscaping (\$507,964), and Complete Landscaping (\$584,136).

A motion was made by Matt Wood and seconded by Randy Kohout to approve the BrightView Granite Replenishment Proposal for \$507,964. The motion passed unanimously.

VII. COMMITTEE REPORTS

Committee Chairs provide 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

VIII. OLD BUSINESS

A. Streetlights

Matt Wood commented that the VCA will be meeting with Town of Oro Valley officials to discuss the ownership, maintenance, repair and shutting the lights off.

The board discussed the replacement of two fixtures by Honeybee Park. Two new LED fixtures have been provided through Monrad Engineering. The Town of Oro Valley performed an analysis of the present lamps and has recommended that these two fixtures remain on if the association decided to turn the streetlights off. Also, the VCA will have to address the common area master monuments lights along RVB that are illuminated through the streetlight system.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the Mountain Power Electrical Contractor proposal (\$5,480) to install and wire to the two new fixtures near Honeybee Park. Motion was approved unanimously.

IX. NEW BUSINESS

A. Park Rules & Regulations

The board reviewed the revised rules and regulations for the VCA Parks.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the revised park rules and regulations as recommended by the Government Documents and Parks & Landscape Committees. Motion was approved unanimously.

B. Woodburne Stump Removal Proposal

The Board discussed the Woodburne tree stump removal proposal (\$2,385) presented by the AAA Landscape. Management was directed to request AAA Landscape to survey the community to identify other stumps that are safety concerns and to have them provide a proposal for their removal.

A motion was made by Matt Wood and seconded by Randy Kohout to approve the AAA Landscape proposal to remove 4 stumps on Woodburne as presented and recommended by the Parks & Landscape Committee. Motion passed unanimously.

C. 2021 Audit

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the 2021 Audit Report as presented by Butler Hansen. Motion was unanimously approved.

D. Carpenter Hazlewood Public Street Regulation

The board reviewed the Carpenter Hazlewood proposal to assist with HB2298 in drafting the meeting notice and ballot to owners to record a resolution if the vote passes.

A motion was made by Matt Wood and seconded by Joe Affinati to approve the Carpenter Hazlewood Public Street Regulation package to assist in the voting requirements and record resolution if the vote passes. Motion passed unanimously.

E. Janitorial Service Agreement

The board reviewed the Vanguard's Cleaning Services contract.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the Vanguard Cleaning Services increase effective February 1, 2024. Motion was unanimously approved.

F. Yard Sale Dates

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the 2024-yard sale dates for Saturday, April 13 and Saturday, October 19. Motion passed unanimously.

G. Pima Eye Institute Sign

A motion was made by Dan Sturmon and seconded by Randy Kohout to approve the signage for Pima Eye Institute as recommended by the ALRC. Motion was approved unanimously.

H. Sunterra Entry Monument Metal Art

A motion was made by Dan Sturmon and seconded by Matt Wood to approve the metal art for the Sunterra entry monument as recommended by the ALRC. Motion passed unanimously.

APPROVED

I. Tree Removal Behind 700 W Regulation Pl

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the AAA Landscape proposal to remove and stump grind the tree located behind 700 W Regulation Dr. at a cost of \$1,275 as recommended by the Parks & Landscape Committee. The motion was approved unanimously.

J. Water Meter #81747540

The water meter #81747540 serves the master association's common area; however, the meter service was placed under the Ridgeview HOAs name.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve transferring water meter #81747540 to the VCA. Motion passed unanimously.

X. Introduction of 2024 Board Candidates

Dan Sturmon announced the 2024 board candidates:

Commercial Voting Category:

Rob Feltes

Single Family Category:

Joe Affinati

Ryan Hall

Kathleen Hernandez

Barbara Stough

Each candidate provided their background and interest in serving on the board. Members present had an opportunity to ask questions.

Sonia Suri announced that she will tender her written resignation from the board due to personal reasons. This position will be placed on the 2024 ballot for the single-family voting category.

XI. Next Meeting – The next General Session Meeting is scheduled for Thursday, February 29, 2024, at 5:30 P.M.

XII. ADJOURNMENT – *A motion was made by Matt Wood and seconded by Dan Sturmon to adjourn the meeting at 7:06 P.M.*


Vistoso Community Association Secretary


Date