

APPROVED



Board of Directors Meeting – September 29, 2022
Via Webex Platform - GENERAL SESSION MINUTES

BOARD MEMBERS PRESENT: Gayle Lopez, President; Matt Wood, Vice President; David Light, Treasurer; Dan Sturmon, Secretary and Joe Affinati, Director

ABSENT: Ted Dann, Director and Robert Feltes, Director

GUESTS: Hanna Delosantos and Rob Barnett 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 Gayle Lopez at 5:30 p.m.

II. BOARD PRESIDENT ANNOUNCEMENTS AND REMARKS

Gayle Lopez announced that Jim Dobbin stepped down from the Communication Committee and being the Webmaster for the association's website. She thanked him for his dedication and service to the community. Tim O'Keefe, a Communication Committee member has taken over the role.

Ms. Lopez reminded participants when recognized to speak to turn their video on, state their name and address. Each member will have three minutes to speak, and the discussion will alternate between opposition to support of the motion on the floor.

III. ROLL CALL AND ADOPT AGENDA

Two topics were added to the agenda under IX. New Business, F. Street Light Repair and G. Architectural Submittal Process.

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

IV. REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS

A motion was made by Matt Wood and seconded by Joe Affinati to approve the minutes as presented. One change was made to the September 1, 2022, minutes to revise the call to order time to 10:00am. Motion was revised by Matt Wood and seconded by Joe Affinati to amend the motion to approve the August 25, September 1 as amended and the September 15, 2022, meeting minutes. Motion was approved unanimously.

V. CONSENT AGENDA ITEMS

- A. Ratify the Approval of Executive Session Minutes: August 24 and September 1, 2022
- B. Ratify the Approval of the Compliance Committee Results/Fines for September 2022 – Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for September 2022- Recommendations were presented at the Executive Session.

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

VI. HOMEOWNER FORUM

No comments made.

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VII. REPORTS

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

- **RVB Street Lights** -Chris Monrad from Monrad Engineering has completed the RFP for the Demo Project of installing 10 new light fixtures along RVB (starting at Safeway) as per the board's direction. He currently is in the process of soliciting bids for this project.
Mountain Power Electric did complete the inspection of the string of streetlights that are still out and finished cleaning pull boxes 151-197, 132-154 & 168-198. They recommend replacing one of the main breakers since it keeps tripping. Chris Monrad reviewed their report and agreed that the breaker should be replaced. The board will be reviewing the proposal at tonight's meeting.
- **Sunset Ridge Park Swing** - At last month's meeting the board decided to replace the damaged gliding swing at Sunset Ridge Park with a traditional belted swing set. The set is currently on order.
- **Park Furniture Replacement** - Park furniture for Big Wash, Sunset Ridge, Wildlife Ridge Parks and Lost Coyote & Woodshade Trails is currently on order.
- **Shade Sails** - The shade sails for Wildlife Ridge, Hohokam and Sunset Ridge Parks are in the process of being installed. One of the shades for Torreno Park was angled wrong from the factory and is getting fixed. Also, someone tried to remove the new shade at Torreno Park. This has been reinstalled by Third Degree Recreation and reported to the police department.
- **Wildlife Fencing Project** - This project was initiated by residents during the widening of Oracle Rd (SR 77) several years ago. The original wildlife fencing was about 10 ft. tall and to run along the west side/back of the homes. Essentially it is meant to keep wildlife from crossing the highway. The intent is for wildlife to cross under the highway via a large culvert between Scenic Overlook Pl and Big Wash Overlook Pl. The project is funded by the RTA and being administered by the Town of Oro Valley.
Construction plans were distributed to VCA members. They include a depiction of the gates and block walls that will be at both streets, a cattle guard at the north site and some fencing relocations. The schedule was update 8-31-22. The clearing and grubbing work and fence removals are complete. The contractor (Sellers and Sons) will be potholing to locate utility lines. Once the utilities are located work for the wall footings, cattle guard and electrical service will take place. The last items to be installed will be the gates and the 2 ft. high decorative fencing on top of the block wall. Work is tentative to be complete mid-November.
The TEP service locations have been confirmed. The location on Big Wash Overlook Pl was changed from the location on the plans. Sketches were included in the email that went to VCA members on the confirmed locations. The service line will be trenched from the existing transformer box to the new meter location. The meter requires an easement to TEP to be able to access it. The Town of Oro Valley is working with their contractor to get the paperwork and the HOA will need to sign/approve them (one at each gate).
- **Onsite Office** - The landlord for the new office location has applied to the TOV for a permit. Once the permit is obtained, they will begin renovations on the suite. Management has received the flooring samples. Board President Gayle Lopez, Vice President Matt Wood and management will meet to make paint color and flooring selections. FirstService Residential staff received two proposals for wiring the new location for our technology needs. This topic is on the agenda for further discussion by the board.
The VCA furnishings are currently being stored at the AZ Self Storage facility. Once we are ready to move in Expert Movers Arizona will move the association to the new location.
- **Capital Projects** - The board will be discussing painting proposals at the September 29 meeting.
- **Erosion Projects** - John Spiker, Town of Oro Valley Engineer has directed the association to provide a design plan to address the erosion for the N Big View Ct drainage area. Anthony Martin from FirstService Residential has solicited proposals from Tracy Bogardus, Bogardus Engineering and John Wise from WLB.
- **Reserve Study Update** - The association has received the reserve study from Association Reserves on September 19. Copy has been distributed to the board for review.

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- **Community Events** - The community yard sale is scheduled for October 8 from 7:00am until 2:00pm. This event will be advertised.
At the September 29 meeting, the board will be discussing a fall community event to be held at the Moore Loop Park.
- **2023 Budget** - Management and the Finance Committee has been working on the proposed budget for 2023. The committee will be meeting with the board to review & discuss the draft budget in early October and the board is expected to adopt the budget during the October 27 meeting.
- B. **Financial Report of the Association** – Board Treasurer David Light provided a written report on the July 2022 Financial Statements. He pointed out that the Printing/Postage/Misc. line item is over budget, and he will be looking into the expenses that are charged to GL code 5040.

Note: Dan Sturmon joined the meeting at 5:51pm.

A motion was made by Matt Wood and seconded by Joe Affinati to accept the August 2022 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.
- D. **Project Administration & Proposals** - Anthony Martin, Project Coordinator provided a project update written report to the board and is posted on the website.

1. Painting Project

The board reviewed and discussed the painting proposals received.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the proposal submitted by Facelift Painting. Motion passed unanimously.

2. Engineering Proposals for the Erosion Project off of N Big View Ct

Anthony Martin reviewed the engineering proposals received from WLB and Bogardus Engineering with the board.

A motion was made by David Light and seconded by Matt Wood to approve the WLB proposal. Motion was approved unanimously.

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** – Since David Light wanted to address an item, the board will come back to this topic later in the meeting.
- E. **Nominating Committee** – No report
- F. **Governing Documents Committee** - No questions
- G. **Parks & Landscape Committee** – No questions

VIII. OLD BUSINESS

A. Board Meeting Protocol

Matt Wood presented the draft meeting protocol.

A motion was made by Matt Wood and seconded by Dan Sturmon to accept the meeting protocol as written.

Language was suggested to be included such as parliamentary procedure, provision for members, board members code of conduct and procedures to expand the meeting time.

After discussion, Matt Wood and Dan Sturmon agreed to table the motion.

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IX. NEW BUSINESS

A. Fall Community Event at Moore Loop Road Park

The board discussed the event to officially open and name the park.

A motion was made by Gayle Lopez and seconded by Matt Wood to approve holding the event. Motion carried unanimously.

B. Finance Committee Revised Charter

This topic was tabled until the correct charter is relined for board review.

C. Comcast Business Account

The board reviewed the Comcast agreement for the new office location.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the Comcast agreement for the new office. Motion unanimously passed.

D. Technology Set Up for New Office

The board reviewed proposals for setting up the IT for the new office location.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the Corporate Technology Solutions proposal. Motion was unanimously approved.

E. School Field Trip Access to Common Areas

Innovation Academy is requesting access to the association's common area park and trails to conduct a nature field trip for third and fourth graders on October 2, 4 and 6. A certificate of insurance has been submitted.

A motion was made by Matt Wood and seconded by Dan Sturmon to approve the request. Motion carried unanimously.

F. Street Light Repair

The board reviewed and discussed the proposal from Mountain Power Electric to repair the breaker for the 15 lights that are out.

A motion was made by Dan Sturmon and seconded by Matt Wood to approve the Mountain Power Proposal. Motion passed unanimously.

G. Architectural Submittal Process

The board did discuss whether to pass the application cost of \$20 onto the homeowner for the submission of architectural modifications or the association to absorb the cost. Currently staff processes 620 applications per year.

A motion was made by Joe Affinati and seconded by Matt Wood to have the association absorb the cost. Motion was unanimously approved.

Finance Committee Report

David Light presented the recommendation of the Finance Committee to remove the cash analysis report from the finance statements and replace with a standard cash flow statement.

A motion was made by David Light and seconded by Gayle Lopez to remove the cash analysis report and replace with a standard cash flow statement instead. The motion passed unanimously.

X. NEXT MEETING DATE – The next open session meeting is scheduled for Thursday, October 27, 2022, at 5:30 p.m. via zoom.

XI. ADJOURNMENT – *Motion made by Matt Wood, seconded by Dan Sturmon to adjourn the meeting at 7:13 p.m. Motion carried unanimously.*



Vistoso Community Association Secretary

10/31/2022
Date