

APPROVED



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

**BOARD MEMBERS PRESENT:** Matt Wood, President; Robert Feltes, Vice President; Joe Affinati, Treasurer; Ryan Hall, Director; Barbara Stough, Director; and Craig Golden, Director

**ABSENT:** Kathleen Hernandez, Secretary

**GUESTS:** Anthony Martin, AZ Project Solutions; Jeff Hatfield and Anthony Munzo from AAA Landscape

**FIRSTSERVICE RESIDENTIAL:** Barbara Daoust, General Manager; and Timothy Holt, 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 Barbara Stough 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 Joe Affinati and seconded by Barbara Stough to approve the June 27, 2024, meeting minutes as presented. The motion was approved unanimously.*

**IV. CONSENT AGENDA ITEMS**

- A. Ratify the Approval of Executive Session Minutes: June 26, and July 15, 2024
- B. Ratify the Approval of the Compliance Committee Results/Fines for July 2024 – Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for July 2024- Recommendations were presented at the Executive Session.
- D. Ratify the Approval of Fine Waiver for July 2024

*A motion was made by Matt Wood, seconded by Barbara Stough to approve the consent agenda items A-D. The motion passed unanimously.*

**V. HOMEOWNER FORUM**

No comments made.

**VI. REPORTS**

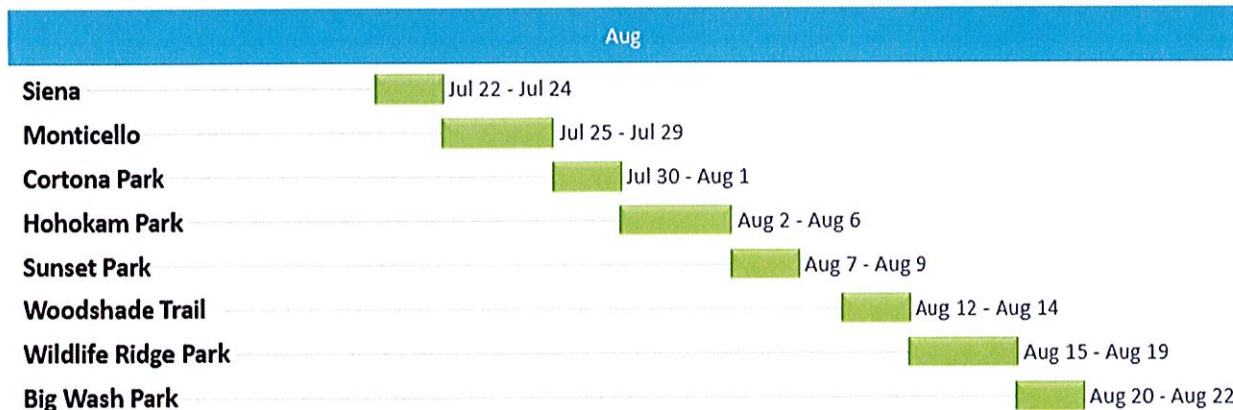
- A. **Management Report** – Written Management report was presented and posted on the association’s website.
- **Board Member Appointment** - Craig Golden was appointed to the board on June 27, 2024, to fill the “Other Than Single Family” voting category until the March 2025 annual meeting.
- **Rancho Vistoso Blvd. Streetlights** - Due to the expense of removing the copper from the streetlight system, the board directed AZ Project Solutions to develop the RFP for the removal and disposal of the streetlights owned by VCA. Once this is completed bids will be solicited for this project.  
Mountain Power Electrician Contractors has been requested to provide hard wire and solar proposals for Las Colinas, Sunset Ridge and Vistoso Highlands monuments that were tied into the streetlighting system.  
The board will be meeting the Town of Oro Valley to discuss conveying the two streetlights along RVB near Honeybee Park.

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- **Entryway Monuments** - The project is expected to commence in July and be completed by the end of August, weather permitting. This includes the east and west monuments located at RVB and Tangerine Rd. The focal point of this project is to reduce water consumption. Low voltage lighting, plantings, granite and boulders will be installed.
- **Capital Projects**

Granite Replenish Project – This project is about 90% completed. At the completion of this project 6,028 tons of granite will be installed on VCA common areas. This will assist in mitigating dust and erosion issues. The following locations were included in this project.

  - 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
  - Big Wash Park
- **Concrete Repairs** – The board selected Concrete Done with Love to address the repairs to the common areas. The project will commence on July 22 and the following schedule has been emailed to VCA members and posted on the website.



- **Tennis Court Resurface Project** – A pre-construction meeting with the contractor is scheduled for the week of July 29. Third Degree Recreation has ordered nets for both courts and windscreens for the east and west side of the court.
- **Playground Equipment** – Wood chips for the playgrounds at Hohokam, Somerset and Sunset Ridge Park will be refreshed. Three playground panels will also be replaced at Hohokam Park.
- **Drainage Projects**
  - Big View Ct. Channel – Two proposals have been received. WLB will provide additional details to bidders to assist in getting proposals to meet the scope and requirements of the project.
  - 27 Mile – The contractor is reviewing the final designs that were approved by the Town of Oro Valley and will update the estimate for the drainage and trail repairs.
  - Bridal Veil – Waiting for an update on the design plans revisions from Bogardus Engineering.

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### ➤ **Builder Transitions**

- The Town of Oro Valley still holds the Pulte bond for the west side of Moore Loop Road. Pulte has begun to work on the drainage area along Moore Loop Rd and inside Valley Vista neighborhood. The association has requested an update from the Town of Oro Valley.

### **B. Financial Report of the Association** – Board Treasurer Joe Affinati 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, 2024.

- The Operating Fund balance as of June 30, 2024, is \$1,028,097. This is adequate to meet current and foreseen cash needs.
- The Reserve Fund balance is \$3,568,633.
- The liquidity of the association is strong to meet ongoing association needs.
- The account receivable balance is \$151,576.
- Total income for the month of June is \$253,818 which is \$52,240 over budget.
- Total expenses for June are \$213,798 which is \$18,678 under budget.
- A monthly contribution of \$66,667 was made to the reserve fund.
- Reserve Investments managed by Morgan Stanley as of June 30:
  - Cash and Equivalents \$ 502,045.92
  - Savings & Time Deposits \$ 142,848.91
  - ETFs and CEFs \$ 413,811.52
  - Government Securities \$ 507,548.40
  - Certificates of Deposit \$ 1,887,367.52
  - Mutual Funds \$ 132,624.78
  - Total \$ 3,586,247.35
- 90% of the reserve fund investments are in fixed income and 10% in equities.
- Siena's operating fund balance year to date is \$6,937 and the reserve fund year to date balance is \$251,398.  
***A motion was made by Matt Wood and seconded by Barbara Stough to accept the June 2024 Treasurer and Financial Reports. The motion was approved unanimously.***

### **C. Landscape Report** – Anthony Munzo from AAA Landscape reported on the following items:

- Irrigation to turf areas is being adjusted weekly to accommodate higher than normal temperatures.
- Spraying weeds is being done daily.
- Crews addressed tree damage from storms on June 27, June 28, July 12 and July 15.

### **D. Project Administration & Proposals** - Anthony Martin, Project Coordinator provided a project update on the following topics:

- Concrete - Project started on Monday, July 22, 2024, and will take approximately 3 weeks to complete weather permitting. Members were notified through email.
- Streetlighting – RFP has been completed and three contractors have been identified to solicit bids from.
- Tennis Courts – A pre-construction meeting is set with the contractor next week.
- Erosion Projects – The contractor for the 27 Mile project is in the process of reviewing the approved design plans to update their estimate.  
WLB has provided additional information to update the RFP. The revised copy will be sent to the bidders. We are waiting for the changes to the design plan for Bridal Veil channel from the engineer that was requested by the Town of Oro Valley.
- Granite Project – Meeting with Brightview is set for tomorrow to discuss the locations for the remaining granite.

## **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

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- E. Nominating Committee – No report
- F. Governing Documents Committee - No questions
- G. Parks & Landscape Committee – No questions

VIII. OLD BUSINESS

There was no old business to discuss.

IX. NEW BUSINESS

A. 2024 Audit/Tax Preparation Engagement Letters

*A motion was made by Matt Wood and seconded by Joe Affinati to approve the Butler Hansen engagement letters to perform the 2024 audit (\$10,975) and to prepare the tax returns (\$1,400). The motion was unanimously approved.*

B. Fall Event

*A motion was made by Joe Affinati and seconded by Barbara Stough to approve the fall event to be held on Saturday, October 26, 2024, from 8:00am until 11:00am at Hohokam Park. The motion passed unanimously. A motion was made by Matt Wood and seconded by Joe Affinati to purchase \$100.00 worth of gift cards, (four gift cards at \$25 each) for the fall event's prizes. The motion passed unanimously.*

C. Revised Amenity Table and Descriptions


*A motion was made by Matt Wood and seconded by Barbara Stough to approve the revised amenity table and descriptions and post revised copies on the association website. Motion was unanimously approved.*

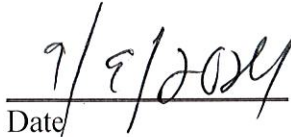
D. Revision to the Architectural & Landscape Review Committee Guidelines – Mailboxes

*A motion was made by Joe Affinati and seconded by Matt Wood to approve the mailbox verbiage to be included in the Architectural & Landscape Review Committee Guidelines as recommended by the ALRC. The motion passed unanimously.*

X. NEXT MEETING – The next meeting is tentatively scheduled for Thursday, August 29, 2024, at 5:30 P.M.

XI. ADJOURNMENT – *A motion was made by Joe Affinati and seconded by Matt Wood to adjourn the meeting at 6:05 P.M. Motion carried.*

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

  
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Date