



Board of Directors Meeting – August 29, 2024
Via Webex Platform - GENERAL SESSION MINUTES

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

GUESTS: Anthony Martin, AZ Project Solutions; Jeff Hatfield and Anthony Munzo from AAA Landscape; Milini Simms, Town of Oro Valley

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

One topic was added under New Business, I. Corporate Transparency Act.

A motion was made by Matt Wood and seconded by Joe Affinati to approve the agenda as amended. The motion was approved unanimously.

III. OV Path Forward – Milini Simms, TOV Principal Planner

Milini Simms presented Oro Valley’s next 10-year action plan, the feedback received from residents, vision statement, guiding principles, and resident working groups to create goals, policies and actions.

IV. REVIEW AND APPROVAL OF MINUTES OF PREVIOUS BOARD MEETINGS

A motion was made by Matt Wood and seconded by Kathleen Hernandez to approve the July 25, 2024, meeting minutes as presented. The motion was approved unanimously.

V. CONSENT AGENDA ITEMS

- A. Ratify the Approval of Executive Session Minutes: July 24, 2024
- B. Ratify the Approval of the Compliance Committee Results/Fines for August 2024 – Results were presented at the Executive Session.
- C. Ratify the Approval of Fee Waivers for August 2024- Recommendations were presented at the Executive Session.
- D. Ratify the Decision of Variance Request

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

VI. HOMEOWNER FORUM

- The homeowner of 12146 N Legacy Pl questioned the maintenance of property walls adjacent to the common area. She was advised that the CC&Rs section 5.4.11e clearly identifies that the homeowner is responsible for maintaining and repairing the walls located on the borders between lots and common areas.
- The homeowners of 1013 W Leatherleaf Dr. expressed concern regarding parked vehicles blocking driveways and sidewalks and had questions on raising their block wall. They were advised to contact the police on the parking issues and that VCA staff can guide them on submitting an Architectural Review form for the wall modification.

APPROVED

VII. REPORTS

- A. Management Report** – Written Management report was presented and posted on the association’s website.
- **Rancho Vistoso Blvd. Streetlights** - Bids are being solicited to remove and dispose of the VCA owned streetlights along RVB. Proposals for this project are expected to be submitted by the end of the month. Staff is in the process of gathering additional bids for Las Colinas, Sunset Ridge and Vistoso Highlands monuments that were tied into the streetlighting system. The board has discussed with the Town of Oro Valley the conveying the two streetlights along RVB near Honeybee Park. The association attorney is drawing up an agreement for the town’s review and consideration.
- **Entryway Monuments** - The lighting and irrigation phase of the project at the east and west monuments at RVB and Tangerine has been completed. AAA Landscape has applied another application to kill the turf. Gravel and boulders will be installed within the next weeks.
- **Capital Projects**
Granite Replenish Project – The final phase of this project will be inspected the week of August 19. The project included 6,078 tons of granite that was installed on VCA common areas and right of ways maintained by the master association. 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 – This project is coming to a conclusion as well and will have a final inspection within the next week.

Tennis Court Resurface Project – APEX has been repairing the tennis courts at Hohokam Park. We anticipate that this project will conclude on schedule. Third Degree Recreation will follow to install the tennis court nets and will install the new windscreens and bench shades when they arrive.

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 – Contractors have been requested to update their estimates based on the additional information provided by the association engineer, WLB.
 - 27 Mile – Comparison estimates have been requested since the contractor’s bid was higher than expected as a result in the change of scope.
 - Bridal Veil – Bogardus Engineering has submitted the revised plans to the Town of Oro Valley for review.
- **Builder Transitions** - The Town of Oro Valley still holds the Pulte bond for the west side of Moore Loop Road. Pulte is working on the drainage area along Moore Loop Rd and inside Valley Vista neighborhood and will be addressing some of the public roadways prior to turnover to the town.

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- **Reserve Study Report** - The board will be reviewing the final draft of the reserve study for 2025 completed by Association Reserves at the August 29th meeting.
- **2025 Budget** - VCA staff and finance committee has started to work on the budget for 2025. Adoption of the budget is scheduled for the October 24 board meeting.
- **Fall Events** - The fall yard sale is scheduled for Saturday, October 19, from 7:00am until 2:00pm. The fall event will be held at Hohokam Park from 8:00am until 11:00am on Saturday, October 26. AAA Landscape will be sponsoring this community event.

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 July 31, 2024.

- The Operating Fund balance as of July 31, 2024, is \$746,198. This is adequate to meet current and foreseen cash needs.
- The Reserve Fund balance is \$3,967,719.
- The liquidity of the association is strong to meet ongoing association needs.
- The account receivable balance is \$226,647.
- Total income for the month of July is \$223,534 which is \$16,334 over budget.
- Total expenses for July are \$217,923 which is \$16,923 under budget.
- A monthly contribution of \$66,667 was made to the reserve fund.
- Reserve Investments managed by Morgan Stanley as of July 31:
 - Cash and Equivalents \$ 3,409.19
 - Savings & Time Deposits \$ 906,422.51
 - ETFs and CEFs \$ 432,300.88
 - Government Securities \$ 250,486.65
 - Certificates of Deposit \$ 1,909,777.53
 - Mutual Funds \$ 122,587.13
 - Total \$ 3,624,983.89
- 90% of the reserve fund investments are in fixed income and 10% in equities.
- Siena's operating fund balance year to date is \$9,929 and the reserve fund year to date balance is \$254,330.
A motion was made by Matt Wood and seconded by Kathleen Hernandez to accept the July 2024 Treasurer and Financial Reports. The motion was approved unanimously.

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

- Due to extreme temperatures Hohokam and Sunset Parks turf in shade areas have experienced some problems. These areas will be addressed during overseeding.
- The irrigation and lighting portion to the Tangerine monument project has been completed. Installation of rock and plants will begin in September.
- On site spray technician continues to manage weeds daily throughout the community.
- Crews are addressing low hanging branches and broken limbs caused by high winds.

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

- Concrete – The final inspection was scheduled, and all areas have been completed.
- Streetlighting – Received two quotes and working with the third contractor.
- Tennis Courts – APEX has completed their portion of the project.
- Erosion Projects – WLB has been requested to revise the design for 27 Mile to address the erosion issue only. New bids will be solicited to address this portion of the project.
The revised designs for the Bridal Veil Channel have been sent to the Town of Oro Valley for review.
- Granite Project – This project has been completed.

APPROVED

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 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. Violation/Fine Policy Revision

A motion was made by Rob Feltes and seconded by Joe Affinati to approve the revision to the violation/fine policy to recuperate costs for processing notices. The motion was unanimously approved.

The friendly reminder will not include a charge, all letters afterwards will include a \$20.00 administrative charge. The policy will be reviewed by the association attorney to ensure the language meets the AZ state statute requirements.

B. 2025 Reserve Study Report

A motion was made by Matt Wood and seconded by Kathleen Hernandez to approve the 2025 Reserve Study report as presented by Association Reserves. The motion passed unanimously.

C. Water Fountains for Hohokam and Wildlife Ridge Parks

A motion was made by Joe Affinati and seconded by Barbara Stough to approve the replacement of the water fountains at Hohokam and Wildlife Ridge Parks at a cost of \$6,000.00 for each as recommended by the Parks & Landscape Committee. Motion was unanimously approved.

D. Moore Loop Dog Park Erosion

A motion was made by Matt Wood and seconded by Joe Affinati to approve the AAA Landscape proposal to repair the erosion and install drainage at the Moore Loop Dog Park at a cost of \$3,591.20 as recommended by the Parks & Landscape Committee. The motion passed unanimously.

E. Hohokam Park Curb Preservation

A motion was made by Joe Affinati and seconded by Kathleen Hernandez to approve the AAA Landscape proposal at a cost of \$12,577.80 to repair the curb at Hohokam Park as recommended by the Parks & Landscape Committee. Motion was unanimously approved.

F. Dead Tree Removal

A motion was made by Matt Wood and seconded by Barbara Stough to approve the AAA Landscape proposal to remove five dead trees at a cost of \$4,525.00 as recommended by the Parks & Landscape Committee. Motion passed unanimously.

G. Honeybee Ridge Revised Design Guidelines

A motion was made by Joe Affinati and seconded by Kathleen Hernandez to approve the revised Honeybee Ridge Design Guidelines as recommended by the Parks & Landscape Committee. Motion was unanimously approved.

H. E-Statement Promotion

A motion was made by Matt Wood and seconded by Joe Affinati to approve the E-Statement promotion for two months and to authorize the purchase of two \$100 gift cards by the General Manager for the drawing each month among participating members. Motion passed unanimously.

APPROVED

I. Corporate Transparency Act


A motion was made by Matt Wood and Joe Affinati to authorize the VCA Board Secretary to gather and file the report for the board members and to be reimbursed the \$200.00 filing fee. Motion was unanimously approved.

X. NEXT MEETING – The next meeting is tentatively scheduled for Thursday, September 26, 2024, at 5:30 P.M.

XI. ADJOURNMENT – ***A motion was made by Matt Wood and seconded by Kathleen Hernandez to adjourn the meeting at 6:37 P.M. Motion carried.***



Vistoso Community Association Secretary



Date