

BOARD MEETING MINUTES
San Ignacio Heights, Inc.

Date: November 16, 2022

Location: SIH Ramada

Roll Call: Don Julien, Dave Fenner, John Plantz, Caroline Reilly, and Denny Skelton present. **Quorum established**

Guests: Al Loomis, Chuck Willie, Jeanne Macauley

Call to Order Don Julien, President; 9:02 am

Review and adoption of the agenda: Motion was made to adopt the revised agenda. **(MSP)**

Approval of October 19, 2022 Meeting Minutes: Motion was made to approve the minutes. **(MSP)**

Approval of November 7, 2022 Special Meeting Minutes: Motion was made to approve the minutes. **(MSP)**

Resident's Time: None

Roads Hearing: Comments and Questions: None

Officer Reports:

President, Don Julien:

(Block Captain Chair) – Julien reported that Pam Beck has resigned her position as Block Captain Chair. Discussion was held to seek a replacement noting that it is necessary to have a captain to coordinate and disseminate information to homeowners. Julien will discuss the issue with the Ramada Committee. Motion was made to accept Beck resignation. **(MSP)**

(Nominating Committee) – Julien stated that we need to have a nominating committee. Reilly volunteered to be the chairperson of the nominating committee. One position (Julien) is up for election. Julien stated that he is willing to run for another term. An email will be sent to homeowners to seek two volunteers to serve on the committee and to encourage any homeowner to submit their name for nomination to serve on the board.

Vice-President, Dave Fenner: No report

At Large, John Plantz: No report

At Large, Caroline Reilly: Reilly raised the issue of referring to our residents as homeowners rather than members. Some part time residents feel homeowner is more appropriate than member. The board consensus is to use homeowner in the future when referring to residents in any matter.

Secretary/Treasurer, Denny Skelton:

Skelton highlighted the financial statements. Motion was made to approve the Treasurer Report. **(MSP)**

Skelton inquired about a residence whose owner has passed and who to send dues notice to as dues notices will be sent out in mid-December. A contact was provided.

Skelton discussed the possibility of forming an Investment Committee which was suggested at the November 7, 2022 Roads meeting. Chuck Willie has volunteered to serve on the committee. Motion was made to form an investment committee. **(MSP)**. Skelton and Willie will serve on the committee and they will recruit a third member.

Committee Reports

Common Grounds/Landscaping Committee: John Plantz

A discussion was held on the size of the landscape committee. The preference is a minimum of three and a maximum of 5. There are currently two members of the committee. An email will be sent asking for volunteers to serve on the committee.

Plantz provided a written report (attached to these minutes) on the following items.

Monsoon cleanup update – Plantz reported that major work is near completion, and we will continue to use a double crew through the end of the year in an attempt to catch up on landscape work.

Firewise Review – Plantz highlighted the Firewise report (attached). The report has recommendations that are beneficial to homeowners and the HOA. The report will be emailed to homeowners. The report indicated that we have a good rating at the high end of low hazard. Our rating is a 46 and the high end is 49. The report contains recommendations to lower our risk of fire spreading.

Desert Jewel Entry cleanup – Plantz reported that the clean up crew working on Desert Jewel are making good progress and have received many compliments. The monument has been repaired and the lamp at the entrance to Desert Jewel has been fixed.

Plantz reported that requests from homeowners on landscaping work needing to be done in common areas behind their property are being addressed. Plantz provided the board with a “to do list” of landscaping work to be completed.

Roads: John Plantz/Al Loomis:

November 7 Hearing Review – Plantz highlighted his written report on the results of the hearing. We received mostly positive comments about the presentation. The biggest issue seems to be the cost for some residents and the manner in which funds would be raised for the project as well as the remove and replace versus repair options.

Architectural: Chuck Willie:

No formal requests have been received, however a homeowner inquired about repairing and painting their garage door and another member had a preliminary discussion about house paint colors.

Old Business

Governing Documents Review Update:

Bylaws change:

Board Meeting Dates – the bylaws are being reviewed to update the board meeting language and to implement an annual board meeting calendar.

Discussion was held to address the Transfer fee versus a Disclosure fee. What we are actually doing is assessing a “Disclosure Fee” and our bylaws need to reflect that as well as our handbook.

The bylaws state that the budget is to be approved by the Audit committee. This is being reviewed as most organizations including HOA’s require the budget be approved by the board only.

Handbook change:

As per the discussion under bylaws, our handbook needs to reflect a disclosure fee rather than a transfer fee. The board also discussed raising the disclosure fee which is paid by the buyer during closing.

A motion was made to change the handbook wording to “Disclosure Fee” and increase the fee according to state law (20%). **(MSP)**

2023 Budget Review:

Julien reviewed an austerity budget indicating what the bottom line would look like for this type of budget. Given the needs of the HOA, it was determined that an austerity budget is not practical at this time.

Skelton reviewed a proposed budget for 2023. The board provided feedback for a few changes and Skelton was instructed to present a revised final 2023 budget at the December meeting.

An estimate was received to install gutters on the Ramada to prevent rain from entering the building. The Ramada received much water in the building from the summer storms and gutters are necessary to minimize this from happening in the future. A motion was made to have gutters installed on the Ramada. **(MSP)**

New Business:

Policy Re: CC&R's Enforcement:

Julien reviewed the current interpretation of the status of our CC&Rs from the Kalway vs Calabria Ranch decision by the Arizona Supreme Court. We have two sets of CC&Rs (1990 and 2007). The current interpretation is that the CC&Rs are a contract and the CC&Rs that apply to a homeowner is the CC&Rs that were in place at the time the property was purchased. In our case we have 35 properties subject to the 1990 CD&Rs.

Julien presented a policy (attached) regarding enforcement of CC&Rs. A motion was made to approve the policy. **(MSP)**

A discussion was held regarding the appeal process of both sets of our CC&Rs. This area will be reviewed and presented at a future meeting.

PIMA County Outdoor Lighting Code:

Julien reported that he researched our governing documents and the Pima County Outdoor Lighting Code as a result of a contact we received from a homeowner of another HOA indicating that we have a homeowner whose patio light interferes with nighttime star gazing. It was determined that the property is in non-compliance with our governing documents and the PIMA County Code. A review will be conducted as well as informing our homeowners of the PIMA County Code. We do live in a dark sky area, so this issue is not HOA driven. It was mentioned to have someone make a presentation on the PIMA County Code at the annual meeting.

Postponed:

Landscape common area criteria list:

Plantz reported that the committee is in the process of completing the list and anticipates presenting it at the December board meeting.

Regulations for Residents' work in Common Areas and clarifying HOA responsibility to respond to clearing requests:

Julien and Plantz will be working on developing a policy to address these issues. Once finalized, an email will be sent to homeowners outlining what alterations they can make in common areas.

Tabled:

Dumpster Rental – Julien and Skelton presented information on the possibility of having a dumpster placed in our HOA. After discussion it was determined to not pursue this further.

Audit Committee – Skelton presented the name of Jerry Ferris to conduct our annual audit. Mr. Ferris has performed audit work for various organizations in Green Valley including HOAs. A motion was made to select Mr. Ferris to conduct our annual audit. **(MSP)**

The following tabled items were not discussed at this meeting.

Volunteer Program & Recognition

Hospitality/Community Building Activities

Next Board Meeting: Wednesday, December 21, 2022 at 9 am.

Events:

Coffee Hour Dec 3, Ramada 9-11 am.

Holiday Dinner: December 10th, 5 pm, Canoa Hills Center.

Adjournment: The meeting adjourned at 12:27 pm.

Respectfully submitted,

Denny Skelton, Secretary