

**San Ignacio Heights Homeowners Association (SIHHOA)**  
**Annual Membership Meeting**  
**Thursday, February 16, 2023**  
**Canoa Hills Recreation Center**  
**Minutes – Draft**

**CALL TO ORDER/WELCOME AND INTRODUCTION OF BOARD/COMMITTEE CHAIRS:** The meeting was called to order at 1:43 pm by HOA President, Don Julien. Don made the following opening remarks:

- Introduced the board of directors, committee members and others who volunteer their time in serving our HOA.
- Requested that anyone who has not yet turned in their board election ballot to please do so.

**ESTABLISH QUORUM:** (Owners of sixteen, or 10%, of lots required for a quorum.) There were 62 members household present and a total of 92 residents. There were a sufficient number of residents in attendance constituting a quorum.

**APPROVAL OF 2022 MINUTES:** Motion was made to approve the minutes. **M/S/P**

**PRESIDENT’S REPORT – DON JULIEN.** Don provided highlights of board and HOA activities during 2022 including: (Don’s President report is attached to these minutes)

- Recognized the passing of Andy Miller and his contributions and value to our HOA. Andy will be missed.
- Monsoon season storm damage.
- Felix Landscaping Contract.
- Buffel grass, weed and erosion control issues.
- Thanked Gin and Denny Skelton and other helpers on their landscape work on Desert Jewel, sightlines at intersections and other work throughout the common areas.
- Announced that the Landscape committee is down to two members, and we are looking for volunteers with knowledge of gardening and working with desert plant to serve on the committee.
- Caroline Reilly was appointed as “Garbage Czar” to research the pros and cons of having an exclusive contract with Titan or Republic or maintain Homeowner choice.
- We had communication issues with members in 2021 due to Covid. In 2022 we made great strides in improving our communications with members and complying with open meeting law requirements.
- A vital part of our communications is through our block captains. Pam Beck has served us well for several years and has decided to resign her position of Captain of the Block Captains. As a result, we are looking for someone to step forward and volunteer to fill this position.
- We are continuing to work on our governing documents as a result of the Kalway vs Calabria Ranch court decision. We have about 40 members who are subject to our 1990 CC&R’s and the remainder who are subject to our 2007 CC&R’s.
- We are in the process of reviewing our bylaws which are outdated for needed changes. The purpose of the review is to ensure compliance with state law and our current bylaws. Our counsel is currently reviewing our documents.

- The condition of our roads continues to be a consuming issue for the board, roads committee and members. Our work on this issue will continue during 2023. We need more people to serve on this committee.
- An ad hoc Investment Committee was formed in 2022.
- We continue to work on written policies so Homeowners and future Boards can have clearer expectations for HOA operations.
- I offer my sincere appreciation to Pam Beck and John Plantz for their service to our HOA.
- John Plantz’s term runs for one more year so please contact a board member if you are interested in serving on the board of directors.
- We are incorporating into our language the term “RFP” (Request for Proposal) to distinguish between estimates and bids to help resolve confusion between the use of those two words.

**TREASURER’S REPORT – DENNY SKELTON:** Denny reviewed the 2022 balance sheet and end of year profit and loss statement. It was noted that the method of accounting was changed in 2022 from a cash/accrual basis to a cash basis. A “Roads Reserve” was set up in the equity section of the balance sheet and according to SIHHOA practices, any net income at the end of the year is transferred into the Road Reserve.

Denny reviewed the 2023 budget and highlighted key points of interest. Denny also reported that a financial review (audit) was performed on 1-6-2023. The finances were in order and the budget was approved by the financial review. Denny also reported on the establishment of an Investment Committee for the HOA.

After fielding questions and comments: A motion was made to approve the Treasurer’s report. **M/S/P**  
A motion was made to approve the 2023 budget. **M/S/P**

## **BOARD COMMITTEE REPORTS**

### **ARCHITECTURAL – CHUCK WILLIE**

Chuck reported that five requests were submitted and approved. Chuck reviewed the procedures for submitting requests to the committee for work to be performed. There was a question on how to add additional paint colors to the approved chart. Members should submit a request to the committee to have colors added.

### **RAMADA/SOCIAL – KAREN PITTS/CAROL WILLIE**

There was no report from the Ramada/Social Committee. Don thanked the committee for their efforts this past year.

### **NOMINATING COMMITTEE/BOARD ELECTION – CAROLINE REILLY**

Caroline reported that Don Julien (incumbent) and Kate Leal (Write in candidate) received votes. Caroline reported that there were 72 ballots received and 15 of them were invalid because members did not put their address on the ballot. The invalid ballots did not affect the outcome of the election. Don Julien was declared elected to a second term to serve on the board of directors.

## **GROUNDS AND LANDSCAPING REPORT**

Don Julien reported on behalf of the committee and presented information from a written report provided to him by John Plantz:

- Monsoon season caused our focus to change from normal cleanup and trimming to cutting grasses (overgrowth) before drying up and becoming a fire hazard.
- Board provided for extra workers in the budget to help with clean-up efforts.
- We completed work on 15 requests from members.
- There are 8 requests still pending for various reasons.
- Sidewalk grinding and repair was completed.
- The monsoon storm also required above normal tree removal and clean-up.
- The Arizona Department of Forestry and Fire Management completed a community assessment which will be used to complete a common area landscaping criteria guide.
- The criteria guide is being developed to provide volunteer workers and our landscape contractor on work to be done in our common areas for a pleasing look and safe environment.
- John's report thanked the board, committee members and residents for their support during his time on the board and the landscape committee.

**Need a copy of john's report to fill in the highlights.**

The written report is attached to the minutes.

## **ROADS REPORT – AL LOOMIS**

Al Loomis and Dennis Lytle provided an overview of the research that has been conducted to date on the condition of our roads including:

- Contracting with Frank Civil Consulting to perform a study on the condition of our roads.
- The study was received from Frank Civil Consulting which included the conditions of our roads, recommendations for the work that should be performed, the time frame for that work and estimated costs.
- Member input on the roads has been solicited by the committee and board during this past year and has continued right up to this annual meeting.
- A roads survey was sent out to all members. As of the time of this meeting, 95 surveys have been returned and tabulated. 53 returns indicate we should do something with our roads and 42 indicate we should do nothing. (Twenty survey forms were turned in at the meeting and had not yet been tabulated.)
- It was noted that sufficient funds have not been collected and put away over the years to help fund any roads need project.

## **OPEN ROADS Q & A AND COMMENTS**

Following opening remarks, Al and Dennis fielded questions and comments from the audience. The comments and suggestions were recorded and will be tabulated with the survey results. Some of the general themes include:

- The cost of any road project
- The timing of a roads project in this economy
- Aging homes and anticipated repairs which may make it difficult for some members to afford a roads assessment.
- No absolute consensus on the conditions of our roads and the necessity of anything needing to be done.
- Obtaining studies from other sources. Will County and State standards, codes and specs be considered?
- Researching what other HOAs have done recently in our area.
- Will Pima County take over are roads? Do we want them to?
- How long will it take for any work to be done and what level of inconvenience can we expect?
- Are their provisions for the possibility of water main breaks?
- Impact on value of homes if we repair roads versus not repairing roads.
- Will a roads project turn potential buyers away?
- Various comments received on different work that can be done versus a complete mill and replace.

#### **MEMBER PARTICIPATION TIME**

Julien fielded questions and comments made pertaining to landscaping issues and erosion control needs. There are some homeowners that have concerns on how erosion issues are impacting their properties and this issue should be made a priority of the board over the roads issue. Don stated that this issue will be looked into to determine the severity of the erosion and what can be done.

A comment was received about the need for residents doing volunteer work in common areas sign a waiver of HOA liability should a worker get injured. Don stated that a waiver document is currently being discussed and worked on.

#### **Wrap-up Comments and Reminders**

Don Julien thanked the members for attending the annual meeting and for the questions and comments.

Don reminded the members of the coffee at the Ramada on Saturday, February 18<sup>th</sup> at 9:00 am. Anastacia Court hosts this coffee.

Don asked members to please consider volunteering to serve on some of our committees, especially the roads and landscaping committees.

#### **ADJOURNMENT**

There being no further business President Don Julien declared the annual meeting of San Ignacio Heights, Inc adjourned at 3:25 pm.

**SAN IGNACIO HEIGHTS, INC**  
**ROADS NOTES, COMMENTS AND QUESTIONS**  
**FROM THE 2023 ANNUAL MEETING**  
**FEBRUARY 16, 2023**

Al Loomis, Dennis Lyte presented information on the Roads project and then along with Don Julien fielded questions and comments.

Following are the comments, suggestions, questions and responses received at the annual meeting pertaining to the Roads report. Comments and/or questions are stated first by a homeowner followed by a response (if any):

**Roads:**

Comment: I don't believe the conditions of our roads are in bad shape.

Question: Have we identified a road contractor or solicited actual bids for a roads project?

Response: No bids have been solicited at this time. We have an estimate of projected costs as part of the Frank Civil Consulting Study.

Question: Has the Frank Civil Consulting study been validated?

Response: Yes.

Question: Have we visited or talked to other HOA's in our area who recently had some road work completed?

Response: We did have contact with a couple including Desert Hills II who recently had their roads done.

Comment: The Frank report projects a three year project but indicates it could be a 10 year project.

Response: We have not asked for estimates on a 10 year project at this time.

**Landscaping:**

Discussion was diverted to some comments and questions related to landscaping.

Comment: Constancia Road issues have not been made a priority and there are erosion issues in that area that contribute to the road conditions. A request was made three years ago about doing something with erosion control issues in that area.

Response: Don acknowledged that there are some erosion issues and possible issues with railroad ties and will be looked into.

Comment: There are landscaping issues behind my house (Kate Leal) including drainage issues and similar erosions at a property across the street.

Comment: Our landscaping needs a lot of work. There are areas that haven't been touched in years.

Comment: Issues exist affecting views and many areas are overgrown with weeds.

Comment: I thought we were paying a landscape company to take care of our common areas.

**These comments delved into a discussion about what we can afford to pay the landscape company, the differences of opinion on how our common areas should look, erosion, etc.**

Comment: People doing landscaping in our common areas should be signing a liability waiver.

Response: A liability waiver document is being worked on.

Comment: Dave Fenner noted that we are here to talk about roads and that we need to get back to the road discussion.

**Roads comments resumed:**

Question: Will county and state standards be considered?

Response: When and if the roads project is put out for RFP's, county and state standards will be included in the RFP.

Comment: Be sure to cover compaction issues in the cul-de-sacs.

Question: Will the county take over our roads if brought up to specs?

Response: That is a possibility as long as our roads meet county code and specs.

Comment: The GVC will be holding a meeting in March to discuss county road issues with further meetings in the October/November timeframe.

Response: Representatives from the board and roads committee plan to attend.

Question: How will the roads be done and how will they affect our access to them and our homes during the project? Trust me, there will be major inconvenience and disruption of life during any roads project.

Response: Michael Frank indicated during the November meeting that any disruption would be minimal (one or two days per road).

Comment: The board needs a plan outlining how long it will take to do each road.

Response: This would be a question in the RFP for potential contractors to answer.

Question: Are their provisions for possible water main breaks during the road work?

Response: The Frank Report has provisions built into it for this possibility.

Question: One consulting study was done and you are basing the \$\$ on one survey study. Are there options from Pima County to consider? Do we want another consulting company to do a study?

Response: How many studies should be done at \$5,000 (approximately) each? We don't have those kinds of funds. The Frank study has been reviewed in depth and some preliminary conversations were held with the county and some contractors.

Comment: It is my understanding that Desert Hills II did a complete mill and replace and Canoa Seca did a polychip and some HOAs did green asphalt.

Comment: I don't want to write a big check. We should go 8 years and then continue to collect funds for future needs. Have the county evaluate what exactly it will take for them to take over our roads.

Comment: Doing the roads over 8 years is a better buy.

Comment: It is my understanding we will need to fill cracks 12-18 months after a mill and replace.

Response: The Frank Report indicates that seal coating would need to be done every 3 to 5 years due to the impact the desert heat has on roads.

Comment: We can do a mill and replace or keep wasting money on what has been done in the past. Eventually all roads will need to have a complete mill and replace.

Comment: We need to define the number of years to do the work. Perhaps three to four years.

Comment: Selling your house may cost you if our roads are not in good shape.

Comment: Consult with Green Valley Water for spots that need fixing now.

Question: Why haven't we put funds aside for the last 25 to 30 years?

Response: That is a question for previous board members.

Question: Should current owners' foot the bill for future owners?

Comment: I'm not going to be here for the long term and don't want to spend this kind of money on roads.

Comment: In 5 years we would have \$800,000 in a fund based on \$700 per year per homeowner.

Comment: Home values – Roads can affect home sales but don't prevent people from buying a home. I have never looked at the conditions of the roads for any home I have ever bought.

Comment: Historically, funds were put away over the years to perform smaller (patch work) road projects.

Question: What time of year would the work be performed?

Response: Depending on when we would have the funds in hand to do the work, the work to be performed would need to be completed before the monsoon season or wait to do them after the monsoon season.

Question: Why don't we just do an over seal?

Response: Due to the alligator cracking and delaminating of a previous sealcoat, an over seal wouldn't seal properly and would be a waste of money.

Question: Why weren't reserves established years ago? That wasn't done.

Response: That is a question for previous board members.

Comment: Time is money. The longer we wait to repair our roads, regardless of what those repairs consist of, the more, most likely, it is going to cost us.