

BOARD MEETING MINUTES
San Ignacio Heights, Inc.

Date: September 21, 2022

Location: SIH Ramada

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

Quorum established

Guests: Virginia & Keith Siebers Donna & Tom Geoghegan, Al Loomis, Jeff Bruce, and Daniel Wilking.

Call to Order Don Julien, President; 9:00 am

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

Approval of May 18, 2022 Meeting Minutes: Motion was made to approve the minutes. **(MSP)**

Resident's Time: Member comments included damage to the monument sign, tree trimming/removal, sink hole, weed whacking/spraying and general overgrowth of bushes, weeds, etc. in several areas. The board will be addressing landscape issues. Comments were also received about the financial reports and investment of funds.

Officer Reports:

President, Don Julien:

Don thanked Gin/Denny Skelton for the work they performed during the summer months to clean up and clear blind spots at intersections.

Don highlighted areas of the agenda to be discussed at this meeting, including board emails, golf course clean-up invoice, dues, landscaping, termite service and a member to member view issue.

Vice-President, Dave Fenner: No report.

Secretary/Treasurer, Denny Skelton:

Denny provided an update on secretary administrative duties performed and reviewed the financial statements. Denny also shared some correspondence.

Denny presented a very preliminary budget draft and requested that board members and committees submit funding requests to him. An updated draft of the budget will be presented at the October board meeting. Motion was made to approve the financial reports. (MSP)

At Large, John Plantz: No report.

At Large, Caroline Reilly: No report.

Committee Reports

Roads: John Plantz/Al Loomis:

Al and John provided a highlighted review of the roads study report. The Committee recommendation is to do a complete remove and replace of our roads and guest parking areas subject to funding.

Don requested that the committee develop a simplified description (plan) of the project including a couple of options and funding along with the committee recommendation.

See ‘Old Business’ for further discussion on roads.

Member comments were received on this subject and will be taken into consideration as the simplified plan is being developed.

Common Grounds/Landscaping – John Plantz:

John gave an update on the landscape work being done by our contractor. John handed out a Landscape Common Area Criteria List to be discussed with the contractor as to our expectations. John requested board members review the list and provide feedback. John also handed out a Landscape Accountability Checklist for the contractor to use on a weekly basis.

There was a discussion for updating the landscape request form to include a section for members to notify the committee of common ground areas that need attention.

A discussion was held to perform repair work on the monument and to send an email to members seeking assistance on the repair work to be done.

The board also discussed to make it clear to all members that they are not authorized to perform any work in the common areas without first obtaining approval from the Landscape Committee.

Architectural: Chuck Willie:

Don reported on behalf of Chuck. Don presented a paint request to the board where the swatch is not on our approved list but is close. Motion made to approve the paint request **(MSP)**.

Don reported that we have received a solar panel request and flagpole installation with a decision to be made pending further information.

Old Business

CC&Rs:

Don presented an update on the status of the CC&Rs: It was determined that Don will contact legal counsel on how to proceed. It was discussed that we develop a “handbook listing items that are valid under the 1990 CC&Rs and the 2007 CC&Rs”. The intent of the handbook is to merge the two documents to make it easier for the membership to know which set of CC&Rs are to be followed pertaining to any particular subject matter.

Don presented information on our current Handbook of Rules and Regulation stating that much of what is contained in this document is a repeat of items contained in the CC&Rs. The handbook should be revised to further detail policies and procedures for various aspects of our HOA operations including how committees manage requests, budgeting guidelines, etc.

Bylaw Amendment – board meetings – Article VI; Section 6.01:

The board also discussed the need to amend our bylaws to make them consistent with our CC&Rs and to update them to conform with current practices. For example, the section relating to when the board meetings are held need to be updated.

Reschedule Hearing Meeting on Roads & distribution to members of funding options:

A discussion was held to reschedule the meeting for late October or early November to present the roads options and recommendation to the members. It was discussed to make Zoom available for the meeting.

A motion was made to secure a Zoom subscription at John’s discretion for future board meetings. **(MSP)**

After further discussion it was recommended that the board pursue funding of the roads project at \$1.6 million for the remove and replace option or \$1.1 million based on the roads report from Frank Civil Consulting.

A motion was made to seek \$1.6 million in a roads assessment to remove and replace all roads and guest parking areas. **(MSP)**

New Business:

Summer email communications:

Don noted that during July and August there were several emails between board members on various issues that need to be retained as official minutes because the emails involved at least three members of the board. Don provided a copy of the emails and will be maintained and filed by the Secretary.

Review Landscape demands from monsoons & budgeting for 2023:

A discussion was held to authorize more work to be done by our contractor for the remainder of 2022 and to increase the budget for 2023. It was noted that the current contract of work makes it difficult for the landscape crew to keep up with the work that needs to be done.

It was determined that we would continue to budget for an emergency fund for unexpected issues like storm damage, etc.

A motion was made to authorize a four man crew from our landscaper for the months of October, November, and December. **(MSP)**

Review Landscape Contract for expanding services for 2023:

It was determined that the current landscape contract will expire at the end of this year and John was requested to start contract negotiations with the contractor. John was asked to find out the costs under a new contract and also the cost if we double the contract from a two man to a four man crew per week.

Denny was directed to double the 2023 landscape preliminary budget for now.

Review pest control service for 2023:

A discussion was held as to whether we should continue with the termite inspection service for 2023 to help control overall budget increases.

A motion was made to retain pest control services (termite inspection) for 2023. **(MSP)**

Authorization for committee expenditures of budget-approved services without further approval of the board:

It was discussed that items contained in the budget do not need further approval from the board for expenditures. Also, A discussion was held pertaining to authorizing expenditures for any individual category above the budgeted amount. It was discussed that the budget is a “fluid” budget and unused funds in one category can be used in other categories without board approval provided the expenditures do not exceed the total budget.

Remove from Table:

Dues Increase/Disclosure fees:

Don and Denny will research the disclosure fee issue and come back to the board with a proposal at a future meeting.

After a discussion on dues and the income needed to support the budget, a motion was made to increase dues by 20% for 2023. **(MSP)**

Tabled: Time constraints did not allow for discussion on the tabled items.

1. Volunteer Program & Recognition
2. Hospitality/Community Building Activities
3. Regulations for Residents' work in Common Areas, and clarifying HOA responsibility to respond to clearing requests:
4. Audit Committee (September or October)

Next Board Meeting: Wednesday, October 19, 2022 at 9 am.

Events:

Holiday Dinner: December 10th. This event will be catered by Sweet Pea.

Adjournment: The meeting adjourned at 12:43 pm.

Respectfully submitted,

Denny Skelton, Secretary