

**BOARD MEETING MINUTES**  
**San Ignacio Heights, Inc.**

**Date:** September 20, 2023

**Location:** SIHHOA Ramada

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

**Residents in attendance:** Dave Oliver, Hal Mansfield, Al Loomis, Torey McCully, Don Caudill, Norma Baker, Judi Quinn, and Jeff Bruce

**Review/Adoption of the Agenda:** Motion was made to adopt the September 20, 2023 agenda. **M/S/P**

**Approval of May 17, 2023 Minutes:** Motion was made to approve the May 17, 2023 minutes. **M/S/P**

**Resident's Time:**

Don explained the processes and protocols regarding Resident's comments. State law requires that members are to be given an opportunity to comment on an issue after Board discussion and before Board action. Hence he requested that if any residents were attending in order to comment on an issue on the agenda, they will be given an opportunity at that time.

In the past, committee reports and Board discussion and actions were separated, requiring residents to sit through much of the meeting to comment on a specific agenda item brought forward in a committee report. As a courtesy to attending residents & committee members, action items shown as Old or New Business will be moved to the applicable Committee Report.

**Norma Baker:** Norma brought the issue of the neighbor above her on Campina that had a clothesline and other items that should be in storage in their backyard. She also brought up the issue of weeds growing out of control on the property. **Judi Quinn** was able to confirm those allegations.

**Jeff Bruce:** Suggested that Old and New Business noted on the agenda might be incorporated into the applicable Committee Report. (See below)

**Don Caudill:** Noted his approval of the email sent out on scam by door-to-door solicitors in the neighborhood. His comments were seconded by **Hal Mansfield**.

**Torey McCully:** Thanked the Board for their guidance and assistance.

**Officer Reports:**

**President, Don Julien:** All correspondence received over the summer break was Committee related and forwarded to the appropriate committee. Don attended a Goldschmidt/Shupe Zoom seminars regarding CC&R amendments. There were no significant changes.

**Vice President, Dave Fenner:** No report ‘

**Secretary/Treasurer, Dennis Skelton:**

- HOA Financial reports were sent to residents during the Board hiatus as previously agreed.
- The September Financial Statements were reviewed and explained. \$1,900 interest has been earned on our CD's. Denny explained that the \$100K reserve is in a regular savings account – rather than the CD. The \$135.00 expense was for repainting curbs within the HOA and are comprised of materials costs only.
- Motion made to approve the May, June, July, and August Financial Statements. **M/S/P**
- An estimated 13-14 homes have been sold this year.

**At Large, Caroline Reilly:** No report

**At Large, John Plantz:** No report

#### **Committee Reports:**

**Architectural Committee, Chuck Willie:** Chuck's written Architectural Committee Report was submitted. **Fleta Brewka** has submitted an Architectural Improvement Request form to add a removable wrought-iron fence to the lower portion of her back wall, to keep their large dog from jumping the wall. **Norma Baker** suggested that the Board check out a similar (and more attractive) alternative at Golf Estates. She also suggested invisible/electric fencing. Don recommended that the Board reserve the right to review materials and colors. Denny reminded the Board about the potential for setting precedents (due to other/prior fences that have been built). A motion to table the decision was made until the resident returned. **M/S/P**

**Common Grounds/Landscaping Committee, John Plantz:**

- Per John, only 2 or 3 landscaping requests were received, and there were no problems or issues with the requests. A lot of spraying and weed whacking has been done recently, due to the monsoon rains.
- John is continuing to work on the Landscaping Criteria List.
- \$500 payment announced for palm tree cleanup.
- Would like to increase Felix Landscaping hours and schedule to 2 workers, 2 days per week.
- John is requested a motion for costs for a Reserve Study regarding projects and expenses for Common Grounds and Landscaping for the HOA. This would be a professional review of capital assets, their condition, cost of maintenance or replacement, funds available & funding

alternatives. There was a great deal of discussion and comments about the pros and cons of such a study by all members of the Board.

- A motion was made to approve the Liability Waiver for Homeowner/Volunteer work in Common Areas, the Homeowner & HOA Landscape Guidelines in Common Areas, and the Common Area Landscape Request Form with the caveat by Denny Skelton that these are working documents that can be revised as needed. **M/S/P.** (The Landscape Criteria List is still being worked on by John, see above.)
- The issue of Palm and Mesquite tree messes and trimming was discussed. Per John, there are three palm trees at the entrance of the HOA that cause a lot of debris and mess. Dave felt we should further discuss the trimming of existing trees. There was discussion of the “defining features” and the lack thereof in the HOA. **Torey McCully** suggested an “Adopt a Tree” program. A motion was made to table the discussion of trimming the palm trees until the October meeting. **M/S/P**
- The tree removal on Circulo de la Pinata was discussed. Two quotes have been received: One by Ivan for the tree only – and one by Felix Landscaping, which would cover both the tree and any potential wall repair. Motion to approve the Felix quote. **M/S/P**
- Additional work hours for Felix Landscaping mentioned above have been incorporated into the 2024 Budget, which will be discussed further in the meeting. There will possibly be a renegotiation of the existing Felix contract.

**Roads Committee, Al Loomis:** Reviewed Al’s 2023-2024 Roads Recommendations. There was \$60K already approved last spring. Al is recommending that we use the \$36K identified as proposed 2023 Budget Expenditures. A motion was made to approve up to \$40K for the recommended improvements for those streets in a “better state of condition. Two bids are to be secured and the Board will select the recommended bid from the Roads Committee by email between now and the October meeting. **M/S/P**

**Ramada:**

- Per Don, the Holiday Dinner originally scheduled for December 9<sup>th</sup> at Canoa Hills has been canceled due to construction at the Center. The dinner may be postponed until next year. More details to follow.
- Repairs: The **screens** have already been repaired. Two quotes were received for **roof repairs**. Don explained the difference between the two quotes. A motion was made to approve up to \$4,800 for roof repairs/replacement. Both Torey McCully and Jeff Bruce offered comments and suggestions regarding roof repairs, based on their personal experience. After discussion, a modification was made to the motion. A clarification to the quotes, (materials being used and warranty for workmanship and materials) would be submitted to the Board, who

would vote via email, as soon as possible. **M/S/P.** The issue of the drains will be added to a future agenda.

**Reserve Funding Study for HOA needs:** Continuing on with the previous discussion from the Landscaping Committee report, Don explained that the study would cover ALL common areas: landscaping issues, roads, and the Ramada. After much discussion, such as a proposal to schedule the Reserve Study at a cost of \$1,500, it was moved to table any action related to the study until the October meeting, Don further explained what a Capital Replacement Reserve Study/Analysis is: What we have; what is the condition of what we have; what would be the cost to repair and maintain what we have. Caroline will check with HOA Management companies to find out more information on this type of study. Don will check with the Green Valley Council's President to President's meeting.

**M/S/P**

**CC&R Enforcement:** Our current governing documents state that we will respond only to written & signed violation complaints. However, enforcement must be fair and uniform. As such, regular community inspections are necessary to ensure that one homeowner is not singled out for enforcement when there are other similar and obvious violations of the same nature.

This requires creating an enforcement policy that incorporates organizational changes (an Enforcement Committee?), regular inspections, violation follow-up, and formal enforcement notifications and procedures. The action items discussed were: Should this be a new/separate committee, or something handled by a Management Company? Don and Denny are going to identify issues. Caroline will talk with different management companies to inquire about their services and what they charge. Denny suggested a general letter to the HOA members to explain about CC&R Enforcement.

**2024 Budget Review:** Denny explained his proposed budget for 2024 and answered questions about it. There was discussion on what to do about the Bill's Home Service contract and the ramifications should we not include the termite inspection service to homeowners.

**Adjournment:** Meeting adjourned at 1:17 pm