

SIGE HOA Board Meeting Minutes

Jan 11, 2013

The December 2012 meeting of the HOA board convened at 1500.

Attendees were Ted Hoeger, Jim Mauldin, Don Mahan, Bill Heil and Richard Kidwell.

- (1) The minutes of the October and December meetings were approved with one small change.
- (2) The final 2012 landscape report shows that we ended \$1400 under the projected budget, even though we had some significant one time tree trimming charges. The board voted unanimously to award a \$700 bonus to Larry. The remaining savings of \$700 will be added to the general fund.
- (3) Paint chart committee has been assembled. The members are Linda Hoeger, Janet Peterson, Jane Knopf, and Lorraine Dernback.
- (4) The GVC has requested that we identify SIGE HOA areas with buffelgrass. It was noted that buffelgrass is common alongside the freeway, and thus will continue to be a problem.
- (5) The financial report was presented by Jim Mauldin, which indicates that the HOA ended the 2012 year with a \$3,352.12 surplus. The board reviewed the HOA account balances, and noted that we should invest in short term CD's, with the anticipation that interest rates are likely to rise. It was noted that we are required to share 25% of the Heights' road maintenance costs. Jim announced that he will be resigning the board, effective after the annual meeting. Jim has been using Peachtree software for our accounting.
- (6) Richard presented the documents that will be mailed out to all residents regarding the voting for the CC&R changes recommended by the board. A few changes were suggested and will be implemented.
- (7) It was noted that Linda Hoeger has been our GVC representative for an extended period of time, and that a replacement should be considered. The GVC meets at Desert Hills on the third Thursday of each month at 0930.
- (8) It was noted that transferring Jim's financial records to the new treasurer may be a significant task, as will the the transfer of the secretarial records. The board decided that two laptop computers will be purchased, one each for the secretary and the treasurer. When assignments of these two offices change, the laptops will be handed to the new assignees, thus eliminate the effort and risks involved with transferring files. A sum of \$1500 was allocated to this purchase.

The next board meeting is scheduled for February 7, 2013.

The meeting was adjourned at 1645.

SIGE HOA Board Meeting Minutes
Feb 7, 2013

The February, 2013 meeting of the HOA board convened at 1500.
Attendees were Ted Hoeger, Jim Mauldin, Don Mahan, Bill Heil and Richard Kidwell.

- (1) The minutes of the January meeting were approved with one small change.
- (2) An irrigation leak that was flooding some common areas has been corrected.
- (3) The property transfer fees were increased 20% to \$72.
- (4) The two laptop computers that were approved at the January meeting, have been purchased and are being configured. The total cost was about \$1200
- (5) Jim Mauldin, turned in his resignation from the board. Richard Kidwell will be assuming the duties of treasurer.
- (6) It was reported that we have gotten a good response from the ballots that were mailed out.
- (7) Carol Digby has been added to the paint committee.

The next board meeting is scheduled for March 26th , 2013.

The annual meeting is scheduled for February 27th.

The meeting was adjourned at 1600.

San Ignacio Golf Estates Homeowners Association
Board Minutes
March 28, 2013

1. The meeting was called to order by President Bill Heil at 3:00 p.m.
2. Minutes of the meeting of February 7, 2013 were approved with one minor change
3. HOA Maintenance
 - a. Maintenance Chair Ted Hoeger raised the issue of parking rules since current CC&R rules limit on-street parking to one and a half hours. Ted suggested that the board review this as parking has been an issue with some homeowners.
Outcome: Board members agreed that the length of time should be extended and this will be discussed at a future meeting.
 - b. Lynn Raby suggested that the HOA install information signs at either entrance of the subdivision with the goal of putting up regular signage about upcoming meetings/events or other relevant information.
Outcome: Board members suggested that we continue to use the existing Neighborhood Watch Sign Boards to announce meetings and perhaps consider creating "sandwich board" signs that could be put out for special occasions with notices. The board also suggested increasing the use of the website as a means of sharing information. It was suggested that the HOA website address be added to the main HOA sign that faces Camino Del Sol.
4. HOA Architecture
 - a. The Paint Committee has begun meeting and is making good progress. The committee plans to have a report and recommendations by fall so that new guidelines and colors can be voted upon in conjunction with the 2014 annual meeting
 - b. Daniel and Diane Kraft wrote to the board asking for an exemption for their flagpole that exceeds height recently approved by HOA members.
Outcome: Board members agreed that the current flagpole was exempt from the new guideline since it had been erected in 2006 prior to the approval of new guidelines. Secretary Tom Wilsted will communicate this to the Krafts
5. HOA Finances
 - a. Financial Secretary Richard Kidwell made the following report:
 - Received transfer fees from three homes that were recently sold
 - Received two delinquent HOA dues
 - Paid Green Valley Council dues for 2014
 - All bills currently paid and up-to-date
 - Working on moving financial accounts to *Quicken* software which will provide greater flexibility in writing checks and maintaining accounts
6. HOA Secretary
 - a. Board members will work on revising the SIGE CC&Rs during 2013-2014.
Outcome: Linda Hoeger has agreed to retype the current CC&Rs so that an electronic copy is available for editing. President Heil will get examples of recently revised CC&Rs from other Green Valley HOAs that can be used as models. Board members agreed that any revised CC&Rs should be reviewed by legal counsel before being presented to the members for voting.
7. HOA President

- a. Tom Wilsted asked when the current trash company will require all HOA homeowners to begin using the larger trash and recycle containers.

Outcome: President Heil agreed to contact the company to get data on this question. It was agreed that if this begins this year that we will try to have this coincide with the arrival of winter homeowners.

8. Upcoming Board Meeting Dates (All meetings begin at 3:00 p.m. and are held in The Heights Casita)
 - a. April 25 – No meeting unless urgent business is raised
 - b. May 30
 - c. June – No meeting
 - d. July – No meeting
 - e. August – No meeting
 - f. September 12
 - g. October 10
 - h. November 7
 - i. December 12
9. The meeting adjourned at 4:00 p.m.

San Ignacio Golf Estates Homeowners Association
Board Minutes
September 12, 2013

1. The meeting was called to order by President Bill Heil at 3:00 p.m.
2. Minutes of the meeting of March 28, 2013 were approved
3. HOA Maintenance
 - a. Ted Hoeger reported that our landscape maintenance hours were currently running 19 hours ahead of the budget projection or approximately \$380 over budget. He indicated this was due to damage caused by the heavy rainstorm on July 5th as well as the higher cost of weeding due to more than 10 inches of rain during the summer.
Outcome: Ted will continue to track maintenance expenses but costs may go over budget this year because of the unexpected weather.
 - b. Ted indicated that a number of houses that are unoccupied have not had their lawns maintained and had weeds and other debris in the yard. He recommended that the board institute a policy of sending two warnings to homeowners who are not maintaining their yards. If they do not respond, he suggested that their yards be cleaned by common area maintenance staff and the homeowner billed for this service.
Outcome: Ted will develop a proposed policy and bring it to the next HOA meeting in October.
4. HOA Architecture
 - a. Jane Knopf, chair of the Paint Committee, made a report on their progress and provided the current home colors under consideration. They have approved twelve sets of new house colors in addition to the existing colors. Each house color has two trim colors that can be chosen as a contrast to the main color.
Outcome: The Board approved the twelve house and trim colors and these will be presented at the HOA annual meeting in February. Homeowners will be able to choose either an existing or a new main house color when they repaint their house. They will be able to choose one of the two trim colors as accents. Garage doors will continue to be painted the main house color and wrought iron can be painted the trim color, the house color or black.
5. HOA Finances
 - a. Financial Secretary Richard Kidwell made the following report:
 - Received transfer fees from nine homes that were recently sold
 - Paid bills for Terminix, Insurance and HOA Incorporation
 - Requested funding for annual back-up of computer data from Carbonite for \$59.
Outcome: Board approved payment
 - Indicated that current HOA assets totaled \$147,500 and \$33,281 is currently in the HOA checking account
6. Other Business
 - a. Casper Weis has agreed to take responsibility for erecting HOA Christmas lights
7. Next Board Meeting (All meetings begin at 3:00 p.m. and are held in The Heights Casita)
 - a. October 10

8. The meeting adjourned at 3:50 p.m.

San Ignacio Golf Estates Homeowners Association
Board Minutes
November 7, 2013

1. The meeting was called to order by President Bill Heil at 3:10 p.m.
2. Minutes of the meeting of October 10, 2013 were approved
3. HOA Maintenance
 - a. Ted Hoeger reported that bids were currently out for the 2014 contract for maintaining SIGE common areas. He expects at least three bids including one from our current vendor. He plans to have all bids available by the December board meeting which will allow the board to finalize the 2014 budget
Outcome: Ted will share information on the contract bids as soon as they are available but no later than the December board meeting.
 - b. The board did one last review of the homeowner's yard maintenance policy. It discussed whether the policy should apply only to front yards or should apply to the entire yard since some house back and side yards were visible from the street. The board agreed that the policy should apply to the entire yard.
Outcome: Ted will make minor changes to the proposed policy and the final document will be distributed to all SIGE property owners by e-mail and block captain distribution.
 - c. Terminex is currently doing outside termite inspections. The company is leaving a note on rear windows indicating that they have visited. The note provides contact information and the SIGE contract number if homeowners wish to have an internal termite inspection
4. HOA Architecture
 - a. Robert Kassenbaum requested approval for the installation of pavers and a fence where he would store his trash cans at the rear of the house.
Outcome: The board approved this change since this will not affect any neighbor's views.
 - b. Work is continuing on the new home colors. Richard Kidwell wants to get together samples of all of the colors so these can be printed for the annual meeting. This requires getting at least one set of colors from a single paint manufacturer.
Outcome: Richard will work with Jane Knopf and Don Mahan to finalize the house color instructions and color samples so these are available by the annual meeting
5. HOA Finances
 - a. Financial Secretary Richard Kidwell made the following report:
 - Approximately \$15,000 is still available in the 2013 budget. Any unused funding will be added to the SIGE reserve fund.
 - Current reserve funding stands at \$117,000. These funds are available when major road maintenance is required or for other emergencies not covered by the current budget.
 - Richard will be working on a 2014 budget for the board's December meeting. This will include a recommendation on whether there needs to be any dues increase.
 - b. The board discussed whether the reserve funding is high enough to cover any major contingencies.
Outcome: Bill Heil will contact the Green Valley Council to see if they have any guidelines that indicate the level of reserve funding in relationship to a Board's annual budget

6. HOA Communication

- a. The board discussed the need to gather as many e-mails as possible and use this as the primary means of contacting HOA members. We currently have e-mail addresses for more than 80% of homeowners.

Outcome: Ted Hoeger will continue gathering a comprehensive list of e-mails. He will work with Tom Wilsted to develop a platform and a location for the list. In the interim all e-mailings will be sent through Ted

- b. Don Mahan had discussed how to better communicate with non-e-mail homeowners. He suggested providing block captains with copies of any documents for distribution. This should not be an imposition since each block captain would only be responsible for 3-5 households.

Outcome: The board approved using block captains to distribute information to homeowners who do not currently have e-mail accounts

- c. The board discussed concerns raised about keeping the website up-to-date. Richard Kidwell suggested talking with the GVR Camera and Computer Clubs about finding a possible webmaster.

Outcome: Richard will contact the GVR Computer and Camera Clubs for the names of possible webmasters and bring a recommendation to the next board meeting.

7. Other Business

- a. The board discussed the need to find additional nominees for anticipated board vacancies in 2014.

Outcome: Tom Wilsted agreed to write a letter soliciting nominees that would be sent out by e-mail and distribution by block captains.

8. Next Board Meeting (All meetings begin at 3:00 p.m. and are held in The Heights Casita)

- a. December 12, 2013

9. The meeting adjourned at 3:55 p.m.

San Ignacio Golf Estates Homeowners Association
Special Board Minutes
December 18, 2013

1. The meeting was called to order by President Bill Heil at 3:00 p.m.
2. HOA Architecture
 - a. Richard Kidwell said his work on the new home color palette sheet had been on hold because of other business. The final sheet will have representative colors along with color numbers.
Outcome: Richard indicated that a final version will be available for view at the January board meeting and this will also be unveiled for all members at the SIGE annual meeting in February.
3. HOA Finances
 - a. Richard brought forward a number of budget items that were discussed.
Outcome:
 1. Board approved an increase of the property transfer fee from \$72 to \$79 as allowed by SIGE bylaws
 2. Approved payment of GVC annual dues of \$810 for 2014
 3. Approved purchase of Carbonite software (\$59 per year) and Quicken software (\$56 one-time)
 4. SIGE Annual Dues invoices will be mailed out sometime during the week of December 23rd
 5. Approved funding of up to \$500 for additional technical support, supplies or publication to the updating and completion of the new SIGE website.
 6. A current IRS Form 990 was not completed at the beginning of 2013. Richard will gather appropriate paperwork and bring our IRS filings up-to-date.
 - b. Richard indicated that work on the website would be ongoing. This will be discussed again at the next board meeting.
Outcome:
 1. An updated version will be ready for review at the next board meeting
 2. The final version will be available and demonstrated at the annual meeting in late February
 3. Richard will attempt to merge the current website addresses. It is hoped that we will retain WWW.SIGEHOA.Org as our only online presence.
 4. The board discussed planned website content. The following is a list of minimum items
 - a. Directories of board and individual members
 - b. Board and annual meeting minutes
 - c. List of coming events with dates
 - d. Resources for SIGE homeowners
4. Communication with SIGE members
The board wanted to remind people about the upcoming meeting as well as encourage people to run for vacant board positions
Outcome: Tom Wilsted will draft a letter to all SIGE members that will go out with the dues notice. It will provide information about the date, content and time of the annual meeting as well as encourage potential board members.

5. SIGE Christmas Decorations

- a. Linda Hoeger and Mary Wilsted have agreed to take over managing SIGE Christmas decorating. They will meet with Don Mahon to discuss current decorations and procedures.

Outcome: The board agreed to provide a budget of up to \$200 for new or upgraded decorations.

6. Next Regular Board Meeting (All meetings begin at 3:00 p.m. and are held in The Heights Casita)

- a. January 9, 2014

7. The meeting adjourned at 4:00 p.m.