

**San Ignacio Golf Estates Homeowners Association**  
**Board Minutes**  
**January 9, 2014**

Attending: Board Members Bill Heil, Don Mahan, Ted Hoeger, Richard Kidwell, Tom Wilsted and SIGE Homeowners John McKune, Earl Schaller, George Brewer and Tom Philipich

1. The meeting was called to order by President Bill Heil at 3:00 p.m.
2. HOA Landscaping/Maintenance
  - a. Ted Hoeger reported that the landscape contractor did not use all the hours allocated for the 2013 contract. However, because of some storm damage repairs, our landscaping costs for the year were slightly over budget.
3. HOA Architecture
  - a. Don Mahon reported that the Christmas decorations had been taken down for the year and that Linda Hoeger and Mary Wilsted would be responsible for decorations in the coming year. He indicated that the sign walls and lettering needed repainting and walls patched but that this could probably be done by a SIGE work party.
  - b. John McKune requested a meeting with the board to ask for a paint color variance. However, after he saw all of the new colors, he found two that were very close to his preferred colors. He agreed to use the colors from the preferred SIGE color palette.
4. HOA Finances
  - a. Richard Kidwell reported on current financial totals. Current SIGE assets total \$131,078 in its checking, money market and CD accounts.
  - b. Richard is still working on the color palette document for the SIGE annual meeting
5. Other Business
  - a. SIGE members attending the meeting raised concerns about the future viability of the San Ignacio Golf Club and whether it would remain open in the future. Various ideas were discussed including the possibility of lower golf fees, meal discounts or other items to encourage Club use. Board members felt that it was important to encourage association members to use the course and the restaurant.

**Outcome:**

    - **Bill Heil will talk to GVC to see if there can be a meeting of all the HOAs which border on the San Ignacio Golf Club to see if there can be a coordinated effort to encourage club usage.**
    - **Ted Hoeger will be with SIGC manager Rick Ellis to see if he will attend the SIGE Annual meeting to find ways that the association and the club can cooperate and support one another.**
  - b. SIGE members attending the meeting expressed concerns about the fact that all homes in the association have polybutylene piping that is prone to breaking and leaking unless it is replaced. They were interested in seeing whether any plumbers might give discounts if a number of homeowners installed new piping at the same time.

**Outcome:**

    - **The board agreed that it would send out a letter informing members of the association that a group was investigating this issue and refer members to this group.**

- **When the letter has been drafted, it will be reviewed by the board for approval and then circulated by e-mail.**
- c. The next regular board meeting will be called following the SIGE Annual Meeting on February 27, 2014.
6. The meeting adjourned at 4:20 p.m.

**San Ignacio Golf Estates Homeowners Association**  
**Board Minutes**  
**February 28, 2014**

Attending: Board Members Outgoing President Bill Heil, Ted Hoeger, Richard Kidwell, Tom Wilsted, Lynn Raby and Floyd White

1. The meeting was called to order by Outgoing President Bill Heil at 4:00 p.m.
2. HOA Offices - 2014
  - a. The board welcomed the two newly elected board members – Lynn Raby and Floyd White
  - b. The board voted in the following officers for 2014:
    - I. President – Ted Hoeger
    - II. Vice-President – Lynn Raby
    - III. Secretary – Tom Wilsted
    - IV. Treasurer – Richard Kidwell
    - V. Member at large/Grounds – Floyd White
  - c. Other offices/committee chairs
    - I. Social Committee co-chairs – Bev White and Carol Digby
    - II. Webmaster – Julie McCallen
    - III. Green Valley Council Representative – Linda Hoeger
    - IV. Architecture Committee – Ron White and Bob Kassebaum
    - V. Block Captains – Stan Baldwin
3. Retiring Board Members
  - a. The new board expressed their thanks to retiring board members Bill Heil and Don Mahan for all their efforts over the past three years. During their tenure, the bylaws were re-written, new paint colors were approved and the Association has become much more active and welcoming.
4. Age Verification for Housing and Urban Development
  - a. Richard Kidwell reported the HUD requires an association to receive age verification from at least 80% of its residents. 93 houses have returned this form so we have passed the 85% level. This form will be distributed in 2014 with the annual dues notice.
5. Financial Items
  - a. The board approved a transfer fee for 2014 of \$86. Currently SIGE transfer fees are significantly smaller than other Green Valley HOAs but state laws limit the annual increase to 20%
  - b. The concrete/stucco entry sign into SIGE is in need of repair and repainting. Floyd White recommended carrying out repairs and brought a quote of \$200 for repairing cracks and repainting the sign. The board approved this amount. A committee chaired by Floyd White will choose new sign colors
  - c. Several properties have not paid their 2014 HOA dues. However, it was unclear whether they had received their dues notice.  
**Action: Ted Hoeger will contact individuals and make sure they received their invoice or get a replacement if necessary**
  - d. Richard Kidwell requested that the board approve up to \$150 to purchase website manuals for Julie McCallen. This amount was approved by the board
  - e. Ted Hoeger will be added as an approved second signatory to all SIGE Bank Accounts

6. SIGE Communication

- a. Ted Hoeger and Tom Wilsted will discuss who will collect and keep up SIGE member addresses, summer addresses, and e-mail addresses
- b. Richard Kidwell, Tom Wilsted, webmaster Julie McCallen and consultant Gary Kattge will meet the week of March 3 to make plans for revising and consolidating the SIGE website
- c. Tom Wilsted will draft a letter for all SIGE homeowners providing minutes of the annual meeting, an updated financial report, listing of officers and contact information and copies of the new house color chart and instructions.

7. Upcoming Events

- a. The SIGE Block Party will be on March 23, 2014 at 3 p.m. at the home of Bob & Carol Digby
- b. The next regular board meeting will be on April 3 at 2:00 p.m. at the home of Lynn Raby, 4341 S. Desert Jewel Loop
- c. The 2015 Annual Meeting is tentatively scheduled for February 27 at 1 p.m. at the Canoa Hills Recreation Center

8. The meeting adjourned at 5:15 p.m.



**San Ignacio Golf Estates Homeowners Association**  
**Board Minutes**  
**April 5, 2014**

Attending: Board Members Ted Hoeger, Richard Kidwell, Tom Wilsted, Lynn Raby and Floyd White

1. The meeting was called to order by President Ted Hoeger at 10:30 a.m.
2. Approval of February 28, 2014 Board Minutes – Moved by Floyd White/Seconded by Lynn Raby
3. Landscaping/Maintenance – Floyd White

- a. The Association received a complaint from Stanley Zachary that a palm tree in the SIGE common area was blocking the view from his patio. Floyd White reviewed this with Mr. Zachary and had the lower fronds of the tree trimmed to improve the view.

**Action; Mr. White will continue to assess this situation since the board does not want to remove any healthy trees on common property.**

4. Treasurer Report – Richard Kidwell
  - a. Presented a current income and expense statement. Budget items are now on track or below planned expenditures
  - b. He indicated that the Association's Indemnity/Errors and Omissions Insurance Policy now required renewal.

**Action: Mr. White will review the policy with the insurer, State Farm, to ensure that coverage levels are adequate. He will also see if State Farm has the most competitive rate currently available.**

5. SIGE Website
  - a. Richard Kidwell updated the board on his efforts to find a company to create a website using Word Press software. He presented a bid from Laura Bowly Design of Livermore, CA at a total cost of \$3,700. While the board was impressed with her work, it felt that the cost was too high. By a vote of 5-0 it agreed not to accept her bid.
  - b. He also asked the board for its opinion on which Internet domains it preferred of those which are available. The preferred name was SIGEGV.ORG. If that is not available, the second choice was SIGE-HOA.ORG

**Action: Mr. Kidwell will purchase a domain name for the association following the board's preferred listing of names.**

- c. The board discussed ways of moving forward to get a new website up and completed. They agreed on the following:
  - i. Board members would attempt to get at least 2-3 additional bids, hopefully at lower costs, from appropriate vendors

**Action: Lynn Raby will contact an individual who created a website for another Green Valley HOA. Tom Wilsted will contact Wendy Kopera in Tucson who has done other websites in Green Valley and he will also contact Tanya Bennion who created a professional website for Mr. Wilsted**

- ii. Board members will ask potential vendors whether they use or can use Word Press as the underlying website software or, if not, what software they can use.
- iii. Tom Wilsted will revise the website categories based on input from board members and others.

iv. The board will make a decision on website vendors at their May meeting.

6. Review of SIGE regulations and appointments

- a. The board appointed committee chairs for 2014-2015:
  - i. Architecture – Floyd White, Ron White – co-chair
  - ii. Maintenance – Floyd White
  - iii. Audit – Richard Kidwell
  - iv. Nominations – Lynn Raby
  - v. Representative to Green Valley Council – Linda Hoeger, Alternate – Lynn Raby
  - vi. GVR Phone Book Distribution – Doug Teter
- b. Although SIGE approved the quorum number of 10% for its annual meeting, the addendum to the bylaws was never re-written.

**Action: Tom Wilsted will re-write the addendum and share it with the board for comment and approval at the next meeting**

- c. The documents that were created as part of the owner yard maintenance requirements need to be re-written as an addendum to the bylaws. Once these are reviewed by the board, they need to be voted on by the entire SIGE membership

**Action: Tom Wilsted will write the addendum and share it with the board for comment and approval at the next board meeting. Once a final version is approved, it will be voted on as part of the annual election process.**

- d. The board discussed whether a code of conduct for board members was necessary based on comments heard at the GVC Legal Affairs Seminar. The board agreed to develop a draft for discussion and review.

**Action: Tom Wilsted will take a draft code of conduct that he developed for Green Valley Recreation and rewrite it for SIGE use and this will serve as a beginning discussion point.**

- e. The board expressed concern about finding a better method of announcing SIGE events as well as letting people know about Board and Annual Meetings. Various methods were considered and actual signs were suggested as the best mechanism

**Action: Lynn Raby suggested that her husband create two sandwich boards that could be used for notices and indicated he could complete this before they return to Canada.**

7. Next Board Meeting – the next board meeting will be on Wednesday, May 14, 2014 at Tom Wilsted's house, 4369 Desert Jewel Loop, at 1:30 p.m. Lynn Raby will participate by SKYPE.

8. The meeting adjourned at 12:00 noon.

**San Ignacio Golf Estates Homeowners Association**  
**Board Minutes**  
**May 14, 2014**

Attending: Board Members Ted Hoeger, Lynn Raby (via Skype), Richard Kidwell, Tom Wilsted and Floyd White

1. The meeting was called to order at 1:30 p.m. by Board President Ted Hoeger.
2. Approval of Minutes – The minutes of the last meeting were approved with the corrected spelling of Douglas Teeter's name.
3. HOA/Board Insurance – Casey Santoro, an agent for State Farm Insurance, visited the board and provided details and an overview of the Board's liability and board protection coverage. He recommended a complete review of the policy to check on coverage levels and the appropriate type of policy that was designed for a homeowner's association. He indicated that this might slightly affect the HOA's current premium either downward or upward.

**Action: The board asked Mr. Santoro to carry out a review of the Association's coverage and premium and report back to the board on any recommended changes.**

4. Chase Bank Account – Alma M. Corrales, Assistant Vice President from the Chase Bank, visited with the board and provided an overview of services that Chase could provide to the board as one of its customers. Some of these services included a corporate credit card, the automated payment of association dues and other account options. The board took note of these options but did not take any action at this time.
5. SIGE Website – The board review a website proposal made by Professional Presence Web Design. The website would be created using Weebly software. The web designer, Wendy Kopera, offered two cost option, a total price of \$400 or an hourly rate of \$20 per hour.

**Action: The board approved hiring Professional Presence Web Design. They allocated \$400 for the website, \$100 for any training involved in a SIGE web manager and monthly fee of \$20 (\$240 per year) to maintain the site. Richard Kidwell will contact Ms. Kopera and arrange for her to meet with people providing web content. The board also approved \$200 to pay for the website name and hosting on GoDaddy.**

6. Trash Company Report – Tom Wilsted reported on his visit to the GVC Open House to meet with Trash Companies who provide service in Green Valley. He provided information on the four companies and suggested that SIGE remain with our current company. However, he raised a concern about when or if they may require the use of company provided large containers since some SIGE homeowners may not want to use these or find the size difficult to manage.

**Action: The board agreed to stay with the current company. However, the board agreed to get input from Association members on this issue at the SIGE Annual Meeting in February, 2015.**



7. Update on SI Golf Course- The San Ignacio Golf Course is closed for public play beginning in May. It should reopen in mid-September or early October. Membership play is allowed Tuesday through Saturday. The restaurant is closed for the entire summer. During the closed period, maintenance staff will be reconfiguring the irrigation system and making some changes to the course layout.
8. GVC Buffel Grass – The SIGE Board agreed to participate in the GVC grant effort to eradicate Buffel Grass. Staff who are carrying out this effort will contact Floyd White to arrange for access to common areas where Buffel Grass is growing and it will be eradicated.
9. Financial Report – Treasurer Richard Kidwell provided an up-to-date budget showing spending in various accounts. SIGE's current account balances are as follows: Checking – 38,957.11, Savings – \$6,641.51, CD/Reserve - \$114,388.17.
10. Landscaping/Maintenance – Floyd White indicated that he received three bids to replace gravel with river rock at the side of the viaduct on the bottom of Desert Jewel Court. This gravel continues to erode and he recommended that it be replaced before monsoon season. The low bidder was Larry Gutman at \$500.

**Action: The Board approved the expenditure of \$500 to remove the remaining gravel on the side of the Desert Jewel Court viaduct and replace it with river rock**

11. The meeting adjourned at 3:10 p.m. The next SIGE Board Meeting will be on Wednesday, September 17, 2014 at 1:30 p.m. at the home of Tom Wilsted.

**San Ignacio Golf Estates Homeowners Association**  
**Board Minutes**  
**October 15, 2014**

Attending: Board Members Ted Hoeger, Lynn Raby (via Skype), Richard Kidwell, Tom Wilsted and Floyd White

1. The meeting was called to order at 3:30 p.m. by Board President Ted Hoeger.
2. Approval of Minutes – The minutes of the last meeting were approved.
3. Financial Report – Treasurer Richard Kidwell indicated that most items were on-budget. Landscaping is somewhat over-budget due to heavy summer rain but is expected to come closer to the final budget as we get to the end of the year.
  - The board discussed any major financial concerns for the upcoming FY 2015. It was agreed that we would carry out full crack sealing of the roads including along gutters as well as re-coating. It was agreed that this cost would come out of the FY2015 budget plus any additional funds from the SIGE reserve.

**Action: Floyd White will get written quotes on crack sealing and recoating for the next board meeting.**

- The board discussed whether there needed to be an increase in association dues to cover the road work. There was also discussion about whether any additional funds should start a separate road reserve fund.

**Action: The board agreed that dues would not be increased in FY 2015. However, they agreed to revisit the budget for FY 2016 in the coming and the need for whether a road reserve is needed once final road costs were gathered.**

4. Landscaping/Maintenance

- Floyd White presented a request from Bob and Carol Digby to clear weeds from SIGE common property behind their home between their wall and the golf course. The Digbys proposed removing any weeds and vegetation at association costs and they would cover the ground with cloth sealer covered by rocks to improve the view and lower maintenance costs. The board expressed concerns as to whether this would indeed lower costs since weeds will still grow and must be removed by hand or killed by chemical spray. There was also concern about setting a precedent that would affect other owners living on the golf course and future costs and expectations for the association.

**Action: The board did not agree to this proposal. It will continue to provide regular landscaping services and suggested that the homeowners could use weed spray to lower weed growth if they feel there is a need.**

- Mr. White reported that a number of homeowners were concerned about mosquitoes around their homes. He noted that the county does not provide any mosquito abatement services and that this has never been an association responsibility



**Action – Mr. White will communicate that this is a homeowner responsibility. Several members indicated that electronic bug killers might alleviate the problem on an individual owner's lot.**

5. Social Committee Update – Lynn Raby announced that the SIGE fall Potluck will be held on Saturday, November 22, at 5 p.m. at the Canoa Hills Recreation Center. An announcement has gone out to all members.
6. SIGE Website – All board members were pleased with the new website. They expressed pleasure at the ease of working with webmaster Wendy Kopera and the speed with which she responds when changes or additions are required.
7. Trash Pick-up Fees and Options – The board discussed the increase in trash pick-up fees and whether to go from two trash pickups plus recycling to one trash pickup plus recycling. While there was general consensus among board members to go with the once a week option, they felt owner input was needed.

**Action: The question of once or twice a week trash pickup will be addressed through a ballot to be sent out with the annual dues notice in December**

8. Green Valley Recreation (GVR) Report – Richard Kidwell reported that the most controversial issue before GVR is a discussion to expand the current GVR boundaries to include a number of other Green Valley subdivisions. While this could bring in additional revenue, it may also impact the amount of facility use. This is currently under discussion and GVR is asking for member input. The other major issue is the need to expand Pickle ball facilities while finding a location that does not disturb neighbors. Again, a committee is investigating this and public input is requested.
9. Green Valley Coordinating Committee (GVC) Report – Floyd White noted that GVC is still expanding their Preferred Vendor program. They are also seeking funding to continue their Buffel Grass remediation program for the coming year.
10. Golf Course Update – Work appears to be started on the San Ignacio Golf Course but no firm opening date has been set.
11. The meeting adjourned at 5:00 p.m.

**San Ignacio Golf Estates Homeowners Association**  
**Board Minutes**  
**November 19, 2014**

Attending: Board Members Ted Hoeger, Lynn Raby, Richard Kidwell, Tom Wilsted, Floyd White and SIGE members Douglas Teeter and Barbara Knutson

1. The meeting was called to order at 3:00 p.m. by Board President Ted Hoeger.
2. Approval of Minutes – The minutes of the October 15, 2014 meeting were approved.
3. Financial Report – Treasurer Richard Kidwell indicated that most items were at or below budget for FY 2014.
4. Landscaping/Maintenance
  - Floyd White provided bids for landscaping from four different firms. Bids ranged from \$21,200 to \$36,380 per year. Bids were based on a two year contract.

**Action: The board approved the bid from Gutman Landscaping for \$21,200 per year. Mr. Gutman is our current vendor and the board agreed that his work met expectations.**

- Mr. White presented bids from six different firms for road crack-sealing and seal coating. The bids ranged in price from \$15,808 to \$43,880. There were significant variations from bid to bid on such issues as taxes and whether curb sealing was included

**Action – The board approved the bid from Ace Asphalt for \$15,508 for crack sealing and seal coating. Mr. White will communicate with Ace and try to get them to repair cracks in January which is the recommended time for this service and then carry out seal coating later in the spring when homeowners have begun to leave for summer.**

- Mr. White received a request from Mr. Les Haugen, 1453 Desert Jewel Court, to remove a tree that was in the SIGE common area to improve his view.

**Action – The board discussed this and disapproved this request. Trees in common areas cannot be removed to improve member views although the board can consider trimming if the tree will not be damaged.**

- Christmas decorations will be installed at the SIGE entrance on Saturday, November 29<sup>th</sup> and Mr. White indicated that assistance will be needed with this task.

**Action – Secretary Tom Wilsted was instructed to contact members and invite them to participate in setting out decorations on Saturday, November 29<sup>th</sup>.**

Golf Course Update – The golf course has not opened. Operations have reverted to the owner, Green Valley Golf Holdings. Work has begun on reseeding and fertilizing the course. The owners will try to have the course open by January 1. There is no word on whether or when the restaurant will reopen.

5. New Business

- Vice-President Lynn Raby suggested to the board that it consider installing several benches at strategic locations within the Association to allow walkers to rest or to stop and talk with neighbors.

**Action – The Board agreed to pursue this suggestion. Treasurer Richard Kidwell will investigate the cost of concrete benches and Vice-President Lynn Raby will look for potential bench locations within SIGE boundaries.**

- As chair of the SIGE nominating committee, Vice President Lynn Raby announced that three SIGE members – Ann King, Douglas Teeter and Barbara Knutson – have agreed to run for board positions at the upcoming election in 2015.

6. The meeting adjourned at 4:30 p.m.