

San Ignacio Golf Estates Homeowners Association
Board Meeting
January 4, 2018
4383 S. Desert Jewel Loop

Attending: Floyd White, Richard Kidwell, Tom Wilsted, Barbara Knutson and Karen Pickering

1. The meeting was called to order by President Floyd White at 1:00 p.m.
2. The board approved The November 2, 2017 meeting minutes
3. Treasurer report/activity – Ann King
 - a. Treasurer King was unable to attend the meeting due to family health issues. However, she indicated that 32 persons had paid their association dues prior to January 1, 2018.
4. Architecture/maintenance – Floyd White
 - a. President Floyd White investigated the potential costs of employing a company to manage the SIGE HOA. One company indicated that they would charge an annual fee of \$96 per household. However, there would be many additional costs beyond this base fee so they estimated overall costs at \$15,000 or \$150 per household. Employing a management company would still require an HOA board to oversee both the company and HOA affairs.

Action: The board did not think it would be useful to pursue the use of a management company. The board will provide a report on this issue at the annual meeting and continue seeking HOA members to run for open board positions in 2019.

Action: Karen Pickering volunteered to chair a nominating committee and the board suggested several persons who might be willing to run for board positions in 2019.

- b. President White indicated that there is at least one stop sign that has faded and needs replacement and there are others that will need replacement soon.

Action: The board approved the spending of up to \$100 to purchase one or more stop signs for use on HOA roads.

- c. President White indicated that a number of additional electrical outlets were needed on the HOA entrance sign in order to adequately connect the HOA's Christmas lights. Ted Hoeger, an HOA member and licensed electrician, has agreed to do this work without charge with the HOA covering the costs of supplies.

Action: The board approved up to \$250 to cover the cost of wiring, conduit and a new light sensor as part of the HOA entrance sign upgrade.

5. Barbara Knutson provide an update on the Neighborhood Watch Program after attending a program at the Green Valley Council. She indicated that while the program is useful, it requires a number of volunteers and volunteer training.

Action: After some discussion, the board agreed not to pursue becoming part of the Neighborhood Watch Program. It will provide information about security measures and support that are provide by the Sheriff's Department at the Annual Meeting for new HOA members.

6. New Business

- a. Board members discussed the 2018 SIGE Annual Meeting. Our speaker will be a representative of the Green Valley Council who will describe the services that GVC provides to both HOAs and to their individual members. We will also discuss what services are provided by the Green Valley Fire Department for those who are new SIGE homeowners.

The meeting adjourned at 1:45 p.m.

San Ignacio Golf Estates Homeowners Association
Board Meeting
March 28, 2018
4348 S. Desert Jewel Loop

Attending: Board Members Floyd White, Richard Kidwell, Tom Wilsted, Ann King, Barbara Knutson and Karen Pickering and HOA owners Stanley Zachary, Steve Danaher, Katie Danaher, David Pittenturf, and Pat Pittenturf.

1. The meeting was called to order by President Floyd White at 3 p.m.

2. The board approved The January 4, 2018 meeting minutes

3. Election of officers

Action: The board elected the following offices for 2018: Floyd White, President, Richard Kidwell, Vice-President, Thomas Wilsted, Secretary, and Ann King Treasurer. Karen Pickering agreed to continue serving as chair of the nominating committee.

4. Architecture/maintenance – Floyd White

- a. As chair of the Architecture Committee, President White brought a homeowner complaint to the board regarding the replacement of an existing roof-top air conditioner. The Architecture Committee had previously ruled that it believed the air conditioner was in compliance with SIGE HOA CC&Rs. However, the Architecture Committee chair asked to board to review the homeowner's complaint for a final decision. Both the complainant and the owner of the home with the replacement air conditioner attended the meeting and made a verbal and written presentations.

Action: The board (with President Floyd White abstaining) agreed that since the air conditioner was a replacement that it met CC&R rules under Article 13 Section 4 and did not require any screening since it involved the replacement of original equipment in a similar location. Vice-President Richard Kidwell will compose the board response to the two HOA home-owners.

- b. President Floyd White reviewed the current conditions of the SIGE HOA streets and found approximately 33 areas that will eventually require some level of maintenance. He obtained a number of cost estimates for the repair of these areas. Bids ranged from \$8,800 to \$25,000. He also described a new type of road replacement called "green asphalt" that promises to be longer lasting with a longer initial warranty.

Action: President White indicated that none of the contemplated repairs needed to be done immediately. The board voted to delay carrying out any road maintenance in 2018. It asked President White to prepare a paper with various road repair and replacement options and costs for presentation to the 2019 annual meeting to gather HOA input with repair or replacement to be carried out in 2019.

- c. President White indicated that the current paint color chart continues to be a problem both for home-owners wishing to repaint their homes and for the Architecture Committee in interpreting the colors when the home-owner wishes to use a different paint from the Dunn-Edwards paint number listed on the chart. In one case this resulted in a home-owner having to re-paint her house in order to get the correct color match.

Action: The board agreed to pay the home-owner \$300 to cover a portion of the cost to repaint her home. The board also agreed to revisit the current paint chart. Board members Barbara Knutson and Karen Pickering agreed to co-chair a committee to review the current paint chart and establish

approved colors and the manner in which paint can be used. In addition to having a color reference to a specific company color, the chart will also provide Pantone color numbers which are standard across the paint industry. The board asked the Architecture Committee to urge homeowners who are repainting their homes to put a sample of the new paint color on the home before making a final decision on the paint color.

- d. President White raised the issue of bringing together all board policies in one document so that these could be easily shared with new home-owners.

Action: Vice-President Richard Kidwell agreed to draft such a document and share it with other board members for review.

5. Treasurer Report/Activity

- a. The treasurer shared the latest bank balances with the board. She also brought the most recent insurance bill covering SIGE HOA insurance from State Farm.

Action: The board approved the payment of \$1007 to State Farm insurance covering 2018.

- b. The treasurer shared the 2017 audit report with the board. She suggested that Gerald King be used to carry out the 2018 audit report in 2019 when there is a new treasurer.

Action: The board approved the 2017 audit report and the recommendation that Gerald King carry out the 2018 audit report in 2019.

- c. The treasurer commented on the large number of homes sold during the past year and the need to have up-to-date information on where dues notices should be sent at the end of 2018.

Action: The board asked the secretary to send out a reminder to all HOA members to indicate to the treasurer where they want their dues notice sent and indicate if no other address is indicated, the fall-back address will be their HOA address in Green Valley.

6. New Business

- a. President White brought a document to the board's attention that was recently distributed by the Green Valley Council. The document outlines basic information about HOA's in Green Valley and can be specifically tailored to provide information to new homeowners purchasing a property in a specific HOA.

Action: The board approved the use of this document to communicate information to incoming home-owners and inform them about the availability of HOA legal documents as required by Arizona statute. The HOA secretary will finalize the document to include specific SIGE information and the document will be shared with real estate closing companies to share with prospective owners.

The meeting adjourned at 5:30 p.m.

San Ignacio Golf Estates Homeowners Association
Board Meeting
October 12, 2018
1659 W. Baltusrol Drive

Attending: Board Members Floyd White, Richard Kidwell, Tom Wilsted, Ann King (via telephone, and Karen Pickering.

1. The meeting was called to order by President Floyd White at 10:00 a.m.
2. The board approved the March 28, 2018 meeting minutes
3. Treasurer's Report – Ann King
 - a. The treasurer reported the Association's current fund balances: checking - \$43,460, savings – 24,628, certificate of deposit - \$101,877
 - b. President White indicated that he expected there to be major road maintenance in 2019 and estimated the cost at approximately \$35,000. This would include sealing cracks, recoating the roads as well as doing major repairs to sections of the road that were badly deteriorated.

Action: President White will get estimates on the cost of the 2019 repairs. He will also meet with the head of Pima County's road maintenance department to review the quality of the HOA roads to get a better sense of when long term maintenance is required.

- c. The board discussed whether road repairs would require a dues increase or a special assessment. President White indicated that he believed these costs could be covered by existing funds and 2019 dues.

Action: The board agreed that it would not seek a dues increase in 2019. It did approve increasing the HOA property transfer fee from \$135 to \$150.

4. Architecture/maintenance – Floyd White.
 - a. President White reported that work had been carried out to improve and upgrade the HOA entrance. Changes included: Repainting the entry sign - \$400, installing new conduit and electrical outlets behind the entry sign to improve access for Christmas lighting - \$320 and adding gravel near the entrance to improve water drainage - \$300. This work was all done with volunteer labor with the exception of the sign painting.
5. Old Business
 - a. Work continues on bringing together a SIGE HOA policy manual. Vice President Richard Kidwell completed a draft non-compliance policy and President White and Secretary Wilsted had drafted president and secretary job duties documents.

Action: Board members will circulate the draft documents to other board members for continued discussion and revision.
6. New Business
 - a. President White discussed concerns about new San Ignacio County policies that limited access by the HOA landscaper to HOA common property bordering the golf course. This affected his ability to carry out trimming and maintenance.

Action: President White will investigate the possibility of alternative access points to HOA common areas that don't affect golf course property. Board Member Pickering will continue discussion with the golf course to find alternate ways and times for access to HOA properties adjacent to the course.

- b. The board discussed the need to continue recruiting new board members for the upcoming year.

Action: Board members agreed to target new HOA members and announce the need for board candidates at the upcoming informal cocktail gathering later this month.

- c. President White announced that the HOA Annual Meeting will be held on February 20, 2019 at noon at the Canoa Hills Recreation Center.

Action: The board discussed the possibility of having a light lunch in conjunction with the meeting to encourage attendance. Board Member Pickering agreed to investigate this possibility.

The meeting adjourned at 11:15 a.m.

**San Ignacio Golf Estates Homeowners Association
Board Meeting
December 7, 2018
4348 Desert Jewel Loop**

Attending: Board Members Floyd White, Richard Kidwell, Tom Wilsted, Ann King, Barbara Knutson and Karen Pickering.

1. The meeting was called to order by President Floyd White at 10:00 a.m.
2. The board approved the October 12, 2018 meeting minutes
3. Treasurer's Report – Ann King
 - a. The treasurer reported the Association's current bank balances as: checking – \$41,488 savings – \$24,629 and certificate of deposit – \$100,728: checking. 2019 SIGE income is estimated at \$45,595.
 - b. President White indicated that he expected there to be major road maintenance in 2019 and estimated the cost no more than \$40,000. This would include sealing cracks, recoating the roads as well as doing major repairs to sections of the road that are badly deteriorated.

Action: The board approved a 2019 budget of \$72,909 that includes road work to be completed. The additional \$27,315 of expenses over income will come from funds currently in the SIGE HOA checking and savings accounts.

Action: President White will get estimates on the cost of the 2019 repairs prior to the Board's February 1, 2019 meeting. At that meeting the board will discuss and make decisions on road repair options. Also, incoming board members will be invited to attend that meeting to gain insight into issues facing the board and take part in the road repair discussion.

4. Architecture/maintenance – Floyd White.
 - a. President White reported that lawyers speaking at a recent GVC sponsored workshop indicated that there were a number of documents and pieces of information that an HOA is required to provide new homeowners prior to closing on a new property. This information is outlined in Arizona Statute and there a potential penalties for failure to provide this information in a timely fashion.

Action: The board agreed that it would put the information required by the state on the Association's website and make realtors and closing agents aware of where this can be found. This information will include: current association budget, amount of association fiscal reserves, required transfer fees for new owners, association insurance coverage, if there are any current or upcoming assessments, and whether there is any current litigation against the association.

5. Old Business

- a. Work continues on bringing together a SIGE HOA policy manual.

Action: Board members will forward Karen Pickering copies of each section in either WORD or in plain text. She will compile this document and circulate it prior to the next board meeting on February 1 so it will be available to the incoming new board members.

6. New Business

- a. President White discussed concerns about new San Ignacio County policies that limited access by the HOA landscaper to HOA common property bordering the golf course. This affected his ability to carry out trimming and maintenance.

Action: Board member Karen Pickering offered to discuss with the golf course maintenance supervisor the possibility of having golf course employees dispose of trimming made by SIGE landscaper on association property with the association paying for the removal cost.

- b. The board reviewed the three applicants for the Association board.

Action: Board members have gathered the three applicant's vitas and will forward them to Nominating Committee Chair Karen Pickering. She will create a standard format for the three plus a ballot that can be mailed out with SIGE invoices later in December.

The meeting adjourned at 11:15 a.m.