

# SIGE HOA Quarterly Board Meeting

## Agenda

December 6, 2023

1:00 -3:00 p.m.

1515 W Baltusrol

Green Valley, AZ 85622

Item	Person Responsible	Action
Introductions and call to order	President, Shirley Kassebaum	
Minutes May 12, 2023 and September 24, 2023	President, Shirley Kassebaum	Approve Minutes
HOA Dues Increase	Treasurer, Cindy Taylor	Discussion from May, 2023 – approve 20% increase
Special Assessment Roads - Restricted Fund	President, Shirley Kassebaum	Discussion from May 2023 – approve a special assessment per household to replenish what was spent to repair roads in 2023 and maintain special assessment due in June of each year for 3-5 years
Stellar Property Management Contract	Secretary, Sandy Ward	Approve annual contract with Stellar Property Management
2024 Budget	Treasurer, Cindy Taylor	Approve 2024 Budget
Committee Reports	Landscaping, Mary Grace Werner	
	Architectural, John McKune	

## **SIGE Board of Directors Meeting Minutes**

December 6, 2023,  
1518 W. Belfry Court  
Green Valley, AZ 85622

**BOARD MEMBERS PRESENT:** Shirley Kassebaum, John McKune, Paul Smith, Sandy Ward

**HOMEOWNERS PRESENT:** Tim Morrissey, Richard Scott, Pat Nummi, Mary Grace Werner, Cindy Radford, Judy Maury, Britt Marie Berntsson, Deb and Jim Reed, Carl and Teri Overcast, Ted Hoeger, Susan Sandford, Doug and Keri Leonard, Bob Kassebaum.

**MEETING CALLED TO ORDER:** Board President, Shirley Kassebaum called meeting to order at 1:00 p.m. and welcomed everyone to the meeting and introductions were made around the room.

**MINUTES SIGE BOARD MAY 12 and SEPTEMBER 24, 2023:** Having read the minutes in advance, there were no questions from board members.

**Action:** Sandy Ward moved to approve the SIGE HOA May 12 and September 24, 2023, Board Minutes and Paul Smith seconded; motion carried.

**HOA DUES FOR 2024:** Treasurer, Cindy Taylor presented proposed dues for 2024, which include increased expenses for landscaping. The maximum yearly increase is 20%. It was noted that SIGE is one of the associations in Green Valley with the lowest dues. New dues for 2024 will be \$534 due at the end of January 2024. Homeowners will be advised. It was noted that transfer fees were increased in May 2024 from \$200 to \$240.

**Action:** Cindy Taylor moved to increase HOA dues by 20% for 2024 and John McKune seconded; motion carried.

**SPECIAL ROADS ASSESSMENT – RESTRICTED FUND:** Shirley Kassebaum presented information about the need for a special assessment dedicated to future road repairs and maintenance. Pat Nummi offered his opinion on future needs including adding surface. It is estimated that we will need between \$500,000 - \$1million to complete caring for our geriatric roads, which are 30 years old. It was noted that we spent \$63,000 from reserves to repair roads this year, \$50,000 of which came from a 13-month CD so there is a need to replenish the reserves and plan for future projects.

**Action:** Sandy Ward moved to establish a special assessment of \$500 per household, per year, to be placed in a restricted fund for the next 3-5 years dedicated to future road repairs and maintenance to be due in June of each year beginning in 2024 and John McKune seconded; motion carried.

Note: There was a discussion about homeowners who might need financial assistance to pay the special assessment. Tim Morrissey suggested a 2% architectural review fee could be charged on future projects and placed in the fund and another homeowner mentioned a Go Fund Me campaign or the social committee could hold fundraisers like garage or bake sales. An application for such assistance may be created and would require proof of hardship.

**STELLAR PROPERTY MANAGEMENT CONTRACT:** Sandy Ward presented information about entering into an annual contract with Stellar Property Management, which is an HOA management company that  
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December 6, 2023

comes highly recommended by other HOAs and members of the Green Valley Council Presidents' Group. An issue papers about the benefits of using a management company were presented at the May 2023 meeting and are included in the Minutes from the meeting and posted on the website. The cost per household is between \$8-10 per month and is covered by the dues increase.

**Action:** Sandy Ward moved to enter into a one-year contract with Stellar Property Management for 2024 and that the Board conduct an annual performance review in November of 2024 before renewing and Shirley Kassebaum seconded; motion carried.

**FINANCIAL REPORT:** Cindy Taylor provided the group with a financial report stating there is currently \$103,248.15 in a 13-month CD, which matures in January 2024; \$6,605.93 in checking and \$708.91 in savings. Year-end totals will not be available until January. It is estimated that there will be some additional landscape costs between now and the end of the year. Interest income from the CD was previously noted on the 2023 budget but will not be realized until 2024.

**Action:** Sandy Ward moved to accept the financial report and John McKine seconded; motion carried.

**2024 BUDGET:** Cindy Taylor presented the 2024 Budget to the group, which shows \$62,980 in income and \$61,382 and special assessment income of \$54,000. Budget is attached.

**Action:** Paul Smith moved to approve the 2024 SIGE HOA Budget and Cindy Taylor seconded; motion carried.

#### **COMMITTEE REPORTS:**

**Landscaping:** Mary Grace Werner and Cind Radford, co-chairs of the Landscaping Committee provided a report and thanked the members of the committee who were present. They noted that they have been working well with Mochomo's the current landscape contractor and they feel good about the work that is being done on the golf course side. Next is the interior of the HOA. Mary Grace told the group she has prepared an RFP to send out to potential landscape companies that might want to bid on work here. Also, arborists from Bartlett Trees has toured the HOA and made recommendations on trees that need work and disease control. The landscape committee will get other bids from additional arborists. The committee is also researching weed control in the form of pre and post emergent and will report back. An updated Common Area Tree Policy was read to the group.

**Action:** Sandy Ward moved to accept the new Common Area Tree Policy and John McKune seconded; motion carried.

**Architectural:** John McKune told the group he is working diligently with committee members to come up with updated colors for house paint. Once they are finalized, colors will be posted on the website. There are still houses in the association that need to be painted. Homeowners will have one year to paint. Some homeowners mentioned that they could possibly help neighbors who were having trouble freshening up their paint. Members of the Architectural Committee include John McKune, Jim Reed, Cindy Taylor, Bish Wheeler, and Fred Callender.

**Social Committee:** Shirley Kassebaum reported that the Ladies Luncheons are still happening, and that Jill Eiber and Deb Reed will be organizing more social events. The group expressed a desire for more

social activities like happy hours and coffees. There will be a potluck sometime after the first of the year. Members mentioned how much they enjoyed the social where a food truck was present.

#### **OTHER ITEMS:**

**Board Term Discussion:** The bylaws call for three-year terms. Because we are just getting back to some semblance of normal, there is a need to establish terms. The group decided the Member at Large position would be a one-year term with the ability to be voted in again for another year. The group drew straws and terms effective in 2024 are as follows: Shirley Kassebaum, three years; Sandy Ward, three years; John McKune two years; Cindy Taylor two years.

**Annual General Meeting:** The annual meeting will be something either February 20, 21, or 22, 2024. Date to be determined ASAP. The regular place for meeting is under construction and Shirley will work to get a venue confirmed in the next week or so.

**Regular Board Meetings:** In addition to the annual meeting, regular board meetings will be held in May, October, and December 2024. Exact dates TBA.

**Around the Room:** Paul Smith is now on the Fire Brigade and reminded the group that services such as smoke and carbon monoxide detectors batteries can be replaced by the department and lock boxes for keys can be installed for \$75. Ted Hoeger mentioned that the HOA has 9.6 acres of common area. Everyone was thanked for being there and participating in the meeting.

**Adjourn:** There being no further business, the meeting adjourned at 2:35 p.m.

## SIGE HOA Financial Statement

December 6, 2023

### 13 Month Certificate:

Current balance	\$103,248.15
Interest rate	5.25%
Interest YTD	\$4,157.93

### Checking:

Current balance	\$6,605.93
Interest rate	0.010%
Interest YTD	\$3.18
Checks Outstanding	

### Savings:

Current balance	\$708.91
Interest rate	0.010%
Interest YTD	\$0.07

## SIGE PROPOSED BUDGET FOR FISCAL YEAR 2024

<u>Income:</u>	<u>Budget 2023</u>	<u>Actual 2023</u>	<u>Budget 2024</u>	
Homeowner's Dues	\$ 48,060.00	\$ 48,060.00	\$ 57,780.00	
Interest Income	\$ 6,000.00	\$ -	\$ <sup>4,100</sup> <del>4,600.00</del>	
Transfer Fees	\$ 750.00	\$ 600.00	\$ 600.00	
Total Income:	<b>\$ 54,810.00</b>	<b>\$ 48,660.00</b>	<b>\$ 62,980.00</b>	
<u>Expenses:</u>				
AGM HOA Expenses	\$ 100.00	\$ 488.71	\$ 200.00	
Professional Fees	\$ 400.00	\$ 1,334.99	\$ 15,200.00	1
Storage Rental	\$ 650.00	\$ 660.00	\$ 660.00	
Web Site	\$ 500.00	\$ 377.49	\$ 300.00	
Green Valley Council	\$ 1,295.00	\$ 1,295.00	\$ 1,512.00	
Computer Software	\$ 1,900.00	\$450.00	\$ 450.00	
Insurance	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	?
Landscaping	\$ 32,600.00	\$ 30,538.52	\$ 40,000.00	
Office Supplies	\$ 250.00		\$ 250.00	
Property Tax	\$ 35.00	\$ 35.00	\$ 35.00	
Postage & Delivery	\$ 400.00	\$ 413.09	\$ 475.00	
Repairs & Maintenance	\$ 1,000.00	\$ 176.67	\$ 1,000.00	
Road Maintenance		\$ 63,361.77	\$ -	
Misc. Expenses	\$ 200.00		\$ 200.00	
Total Expenses:	<b>\$ 40,430.00</b>	<b>\$ 100,231.24</b>	<b>\$ 61,382.00</b>	
Restricted Capital Reserve Fund			<b>\$ 54,000.00</b>	2

1. Property Management \$1,3200 + Lawyers Fees \$2,000				
2. It is imparative that we request a Special Annual Assessment of \$500 Starting this June for 4 to 5 years to create a Restricted Capital Reserve Fund for our roads.				