

SAN IGNACIO HEIGHTS, INC.
Special Board of Directors Meeting
April 5, 2007

Minutes

1. **Members present:** Ralph Hartsock, Jan Paulsen, Bill McGovern, and Marilyn McClellan . Absent: Jo Rogers. Guest present: Gil LeClair.
2. **Call to order:** The meeting was called to order at 3:12 p.m. by Ralph Hartsock.
3. **Approval of Minutes of March 15, 2007:** Jan Paulsen moved, and Bill McGovern seconded a motion that the minutes of the regular Board Meeting of March 15, 2007 be approved as corrected. **Motion passed.**

4. **Treasurer's Report:**

Jan will present the monthly financial statement at the next meeting. She reported that the cost of trimming the palm trees amounted to \$535.00 which represented a saving from the original estimate. She discussed the annual report forms required by the Arizona Corporation Commission and said she would mail the completed forms and the Balance Statement for Dec. 31, 2006 along with a check for \$10.00 to that government agency. She distributed a San Ignacio Heights, Inc. Homeowner List dated 4/1/07.

5. **President's Report:**

Ralph reported that he received a letter dated March 18, 2007 from Jo Rogers tendering her resignation from the San Ignacio Heights, Inc. Board of Directors effective May 1, 2007. He stated his concerns and the need for filling this vacancy soon.

Ralph will be out-of-town beginning April 12 and will miss the regular Board meeting on April 19 and the one in May. Bill will not be able to attend the regular Board meeting on April 19 but will be in town for the May meeting. Jan suggested that she and Marilyn McClellan get together to talk about enforcement of the CCR's and work on the proposed changes in the Bylaws. This work session would be in place of the April 19 meeting. Ralph agreed this would be a good idea. The May Board meeting would be held since there would be a quorum present.

The SAV organization asked Ralph for the name of our Neighborhood Watch chair. Ralph will take care of this matter and inform that group that Howard Zirkle is the chair. Ralph was contacted by a representative from GVR asking for information about our HOA. Ralph will take care of this also.

Ralph reported that he has sent a copy of his original letter sent to the Pima County Department of Transportation on February 10, 2007 attached to his new letter of March 30, 2007. Ralph informed Gil LeClair that he would receive copies of this correspondence for his files as chair of the Roads Committee. Ralph explained that since he will be out-of-town, he has asked Bernie Kuehn to check the mail for any reply from the Pima County Department of Transportation. Bernie will then give this letter to Marilyn.

At this point Marilyn introduced the letter she wrote to KIC Services, LLC informing William K. Koch that his services were no longer required. Copies of this letter were distributed to Board members and to Gil LeClair. The letter was approved and was given to Jan for mailing.

Ralph asked Bill where we stand with the tax filings for our HOA. Bill stated he prepared the 2006 tax

returns and the amended returns for 2003 and 2004. He delivered these to Jan for signing and filing. Copies of these forms are now on file

6. **Standing Committee Reports**

a. **Architectural Committee**

Ralph reported that there were two complaints about satellite dishes. Ralph spoke to Bud Gregory, chair of the committee and Bud has agreed to write letters to the two homeowners who have installed satellite dishes in plain view of their neighbors. He will inform each homeowner that the dish has been placed where it is causing a problem and the homeowner needs to disguise it with a planter or foliage or something acceptable.

Bud has received letters from three homeowners requesting approval of architectural plans for add-ons to their property. Bud is currently out-of-town so these plans will be addressed when he returns.

b. **Roads Committee**

Gil LeClair, chair of this committee answered questions about the proposal from Bates Paving & Sealing, Inc. He stated that the exclusions mentioned in the proposal are pretty standard terms in the industry. In response to Jan's question about the reasons for the failure of the asphalt in the two cul-de-sacs (Anastacia Court and Campina Court), Gil replied: We won't know the reasons until the asphalt is torn up. Our committee has already agreed, that either all or a portion of our committee will be there following all this work. We are particularly concerned with the uphill (west) side and we want it sealed. We want it guaranteed that it will be sealed on the west side of the streets so that when water comes down it will travel across the top of the asphalt down to the nearest exit.

Ralph gave Gil a copy of an Email sent by Bill Allen which contained information on a type of sealant not known to either Gil or members of the Board.

Bill McGovern expressed his concerns about how long this repaving of the cul-de-sacs will last. Jan asked how far down the repairs are made. Gil stated that the workmen will remove the asphalt and re-compact the soil layer below. He assured Jan that there are no pipes in the roadbed. Ralph mentioned that the Green Valley Water District would, if asked, test all the pipes in the area to determine if there are any leaks affecting the ground under the asphalt. Gil reported that there is a damp area below the last lot on the north end of Constancia Court. Gil has asked the homeowner at that end to review the water bills from the Water District to see if more water than usual is being used and is possibly running off from that property to the area below.

Marilyn asked what the time line for repairs to the cul-de-sacs would be. Gil thought that within two weeks of receiving the signed proposal from SIH, Bates Paving & Sealing Inc. would set up a schedule. Ralph stated that we would have to inform all homeowners affected by this contract what the schedule would be so they could move their cars out of the work area. Emails to property owners need to be sent to those homeowners and notices should be posted at the Ramada.

Marilyn suggested that any other forms of communication including by mail, could also be used to make sure that all who need to know about the repair schedule are informed and she stated that timely communication is essential. Ralph asked Gil to prepare a schedule as soon as he hears from Bates and then to give this schedule to Marilyn. Gil highly recommended that we specify three inches of asphalt in the repair areas when we are ready to accept the Bates proposal.

Jan moved, and Bill seconded a motion, that we accept the Bates Paving & Sealing, Inc. proposal for Option #2 Cul-de-sacs at three inches plus asphalt crack sealant for a proposed total of \$37,153.97. Motion passed

Ralph signed the proposal as Board President and added in writing: "Acceptance of Option #2 is noted by this signature authorization." The document was dated as 4/05/07. Gil will phone Bates about our decision and will mail the signed acceptance of proposal to Bates. A duplicate (yellow) copy of the signed proposal will be kept on file at SIH.

Gil will be the daily contact with Bates Paving & Sealing. He assured the Board that his committee will continue to meet and will be putting together a five year plan for work to be done each year. Ralph stated that we need to pursue the roads issue with GVCCC. We need to have them take a broad look at this and form a committee and act. Jan will find out who the 2nd Vice-president of GVCCC is to talk about a Roads Committee. Then people could talk to him. Ralph asked Jan to find out who this person is and Ralph will talk with him. Marilyn said she could attend the next GVCCC meeting on Thursday, April 19 at 9:00 a.m. at the Desert Hills Social Center.

7. **Old Business:**

Jan reported that the GVCCC HOA Officer Training workshop held on March 29, 2007 overall was a good meeting and had good sessions that were well attended. She distributed informational booklets for the Board President, Treasurer and Secretary that were given to her at the workshop. Some important ideas brought back from this workshop include:

- Don't necessarily take the lowest bid
- Don't get too bogged down with Roberts' Rules.
- Motion, discussion, vote – not discussion, motion, vote.
- Be prepared for meetings.
- She got some ideas for enforcing CCR's.
- Use Unfinished Business instead of Old Business on any agenda.

Jan presented an announcement for a homeowners' legal forum of a One-day Workshop for Association Leaders and Homeowners. The workshop is scheduled for Saturday, April 14, 2007 with sessions from 8:00 a.m. - Noon and from 1:00 – 4:00 p.m. at the Desert Hills Social Center. Jan agreed to attend the morning session and Marilyn agreed to attend the afternoon session. Jan will take care of the registration which is due by April 6.

Bill turned in a report on his research of the history of SIH Maintenance of West Median and East Median of Desert Jewel Loop. He looked through all the minutes for 2002 in our file cabinet and all he could find is what he has listed on his report. After adding more information to what was gathered by Bill, Jan suggested that a letter be prepared by San Ignacio Heights, Inc. stating our willingness to meet to resolve issues relating to maintenance of these medians. Ralph suggested we send a letter first to the Golf Course. Ralph told her to put it (all the supporting facts) together in writing and bring her proposed letter to the next Board meeting so we can review it.

Ralph reported that Marilyn's and his signatures on the CCR's were notarized. Bill took the document to Tucson to be recorded. Exhibits already on file in the Pima County office were not added to this document because they are already a matter of record. This document will become part of the package that will be sent to homeowners in our HOA. Bill said it is his belief that our HOA is in compliance with all laws affecting HOA's in general. He reported that Pima County will mail back to us the complete recorded document. Bill will put the one copy of this document he brought back from Tucson on file.

This led to discussion of the dollar amount SIH should set for preparing printing of CCR's, Bylaws, and all necessary disclosure documents for distribution to new SIH homeowners. **Jan moved, and Marilyn seconded a motion to set the dollar amount for the total package of documents for new SIH homeowners at \$100.00. Motion passed.** Bill reminded the Board that every homeowner should receive a complete package of documents. This would take place after the revisions of the Bylaws are approved and after procedures for enforcing the CCR's are developed and approved.

8. **New Business:**

- a. Marilyn distributed her proposed chart showing Standing and Other Committees of SIH. It is subject to revision, including the addition of phone numbers of current committee members. She emphasized that some sort of document like hers should be distributed to every chair of every committee and to every member of these committees in the hopes of fostering better communication in our HOA.
- b. A brief mention of the SIH website was made by Ralph. Bernie Kuehn is the current contact to the webmaster at Benchmark.

9. **Adjournment:** The meeting was adjourned at 5:05 p.m.

Minutes submitted by:

Marilyn McClellan
Secretary, Board of Directors