

***Draft Agenda of the 2021 Annual Membership Meeting***

April 17, 2020 @ 5910 E Hunter Creek Ct, sign-in @ 3:50, meeting starts 4:00.

*Note: There will be a Call to Membership after each Board Motion that is properly seconded, discussed, and prior to any Board Vote as well as an Open Call to Members with a time limit of 3-minutes for each subject.*

**Call to Order:**

**Establish Board Quorum (2/3):**

**10% Member Quorum (5/42):**

**Officers:**

**Committee Members:** Architectural, Internet

**Approval of Annual Meeting Agenda:**

**Acceptance of Minutes from Previous Annual Membership Meeting:**

**Election of Board Member for New Term**

- Board member Clark Bloom's term is up – thank you for your time on the board.
- Nominations received by the Nominating Committee: None
- Nominations from the floor:
- New board member takes their seat.

**Open Call to Membership:**

**Adjournment:**

Your current Board of Directors and Officers are:

Lynn Mattingly, President, (520-266-3103), [vdohoapresident@vistadeloro.org](mailto:vdohoapresident@vistadeloro.org), term ends 2022 Annual Meeting

Mark Doyle, Vice President, [vdohoavicepresident@vistadeloro.org](mailto:vdohoavicepresident@vistadeloro.org), term ends 2023 Annual Meeting

Clark Bloom, Board Member at Large, [vdohoadirector@vistadeloro.org](mailto:vdohoadirector@vistadeloro.org), term ends 2021 Annual Meeting

Officers: Secretary Diana Doyle, [vdohoasecretary@vistadeloro.org](mailto:vdohoasecretary@vistadeloro.org); Treasurer DeeDee Hoeft, [vdohoatreasurer@vistadeloro.org](mailto:vdohoatreasurer@vistadeloro.org)

Our current representative on the 3-Canyons HOA Board: Lynn Mattingly, [3C20WestRep@gmail.com](mailto:3C20WestRep@gmail.com) (Section 20West)

Note: VDO Board member terms are 3-years; new board members are voted on by the membership for the Annual meeting; Officers are voted on yearly by the board at the first meeting of the new board. Board meetings are tentatively scheduled for mid-April & mid-October.

## **Draft Agenda of the Semi-Annual Board of Director's Meeting**

April 17, 2021 @ 5910 E Hunter Creek Ct, sign-in for the Annual Meeting is @ 3:50, Semi-Annual Board meeting starts immediately following the Annual Meeting.

*Note: There will be a Call to Membership after each Board Motion that is properly seconded, discussed, and prior to any Board Vote as well as an Open Call to Members with a time limit of 3-minutes for each subject.*

### **Call to Order:**

### **Board Members Quorum: (2/3 Req'd)**

### **10% Member Quorum (5/42 Req'd):**

### **Acceptance of Agenda:**

### **Selection of Board Officers by the board:** (President, VP, Secretary, Treasurer, Internet / Webmaster)

### **Architectural Committee:** (Arrigoni's, Scott Sticha, Lynn Mattingly Chair?)

### **Nominating Committee:** (Board?)

### **Financial Review Committee:** Minimum of two members to review 2020 year-end financials and report to the board, post on website. (ARS 33-1810) (Thank you to Sarah Sticha & Greg Valentine, already reviewed & posted.)

### **Acceptance of Minutes from Previous Board Meeting, October 17, 2020:**

### **President's Report:**

- Landlords - alert your tenants of association rules as enforcement actions go against you.
- Most exterior improvements to home or yard need to be submitted to the Architectural committee. It is free & fillable forms are on the website, as well as the Design Guidelines and CCR's everyone agreed to as a requirement of ownership. (And the cost of not receiving prior approval can be costly!)
- Leash pets and don't leave anything behind to track on my wife's carpets.
- A rough estimate of \$20,000 (concrete) was obtained to grade & concrete the mailbox drive area.
- A paving contractor inspected our roads and suggested that we allocate funds for some additional repairs needed at the next sealcoating – discuss \$ at Fall Board Meeting.

Your current Board of Directors and Officers are:

Lynn Mattingly, President, (520-266-3103), [vdohopresident@vistadeloro.org](mailto:vdohopresident@vistadeloro.org), term ends 2022 Annual Meeting

Mark Doyle, Vice President, [vdohovicepresident@vistadeloro.org](mailto:vdohovicepresident@vistadeloro.org), term ends 2023 Annual Meeting

Clark Bloom, Board Member at Large, [vdohoardirector@vistadeloro.org](mailto:vdohoardirector@vistadeloro.org), term ends 2021 Annual Meeting

Officers: Secretary Diana Doyle, [vdohosecretary@vistadeloro.org](mailto:vdohosecretary@vistadeloro.org); Treasurer DeeDee Hoefft, [vdohotreasurer@vistadeloro.org](mailto:vdohotreasurer@vistadeloro.org)

Our current representative on the 3-Canyons HOA Board: Lynn Mattingly, [3C20WestRep@gmail.com](mailto:3C20WestRep@gmail.com) (Section 20West)

Note: VDO Board member terms are 3-years; new board members are voted on by the membership for the Annual meeting; Officers are voted on yearly by the board at the first meeting of the new board. Board meetings are tentatively scheduled for mid-April & mid-October.

### **Treasurer's Report:**

- Financial Review – 2020 year-end, 2021 first quarter.
- Assessments & unpaid fines for Lot 12 to be written off as a bad debt due to foreclosure by the bank. (1st lienholder, per Az Revised Statutes.) Welcome to new member Skyview Properties.

### **Committee Reports:**

- Architectural: 13 approvals for 2020, 4 in 2021, one Notice of Violation, multiple 'friendly reminders'.
- Nomination: (Board)
- Internet / Webmaster: (Mark Doyle, Chair)

### **Old Business:**

- Renewal of Assessment Policy with added wording related to the refundable deposit on the HOA owned internet equipment, as determined in the 10/17/20 Board Meeting.
- Renewal of the mowing & maintenance contract with Lee Olson, no change in scope or price for 2021.
- No volunteers for helping with website / CenturyLink when Mark is away, will attempt to handle remotely.

### **New Business:**

- Appeal to the board of a Notice of Violation, Lot 34. (Firle)
- A reminder that the efforts of the few much appreciated volunteers that help manage the HOA staves off the high cost of hiring a management company.

### **Open Call to Membership:**

### **Adjournment:**

**Assessments Policy**

- Assessments are due 28-February yearly, and considered late if unpaid 15 or more days after its due date. (ARS 33-1803 A)
- Assessment Late Fee: 10% of Current Assessment (ARS 33-1803 A)
- Interest on Unpaid Assessments: 12% per Annum, per CCR 6.8.1.
- Transfer Fee: \$200.00 per CCR 6.12.
- A \$300 refundable Internet deposit to be collected (typically, via the Title Company) upon the sale of a home, fully refundable to exiting Member if the CenturyLink modem, box, cables, and a valid unaltered connection and password are in place. (10/17/20 Board Meeting)
- Members who are 15 days or more in arrears or who have a Notice of Violation in effect are not eligible to vote. (CCR 5.12)
- Policy for Non-Payment of Assessments: •

Arizona Revised Statutes provide that the Association's lien for unpaid assessments and related charges is automatic and arises immediately once any charges go unpaid. A Notice of Lien is not required to establish the lien. The recording of the Declaration is notice of the lien and the lien is a snapshot of the amount owed at any given time. The recording of a Notice of Lien is most effective when done in accordance with a standard procedure adopted by the Board providing for a series of escalating communications and actions geared to create the necessary incentive for an owner to pay a delinquent account.

**Procedure:**

- 1) A friendly reminder after the assessment becomes due but before a late fee is charged
- 2) A second reminder after the late fee is charged.
- 3) A pre-lien demand letter, giving the owner until a particular date to decide to pay before a Notice of Lien is recorded.
- 4) Recording a Notice of Lien (this is something that VDO Counsel can do for a flat fee). The Association would send a copy of the Notice of Lien to the Owner.
- 5) A pre-collections letter – sent as a final opportunity for the owner to pay before the account is referred to the attorney for collection action after the annual assessment is at least 6 months delinquent.
- 6) Referral to attorney for demand letter [once the matter has gone this far, the Board can then have a dialogue with the attorney to determine whether seeking a money judgment or pursuing lien foreclosure is the most effective remedy under the specific circumstances. Foreclosure proceedings can only be pursued when late by 1-year or an amount greater than \$1,200.00.

Currently used for HOA Counsel:  
Goldschmidt / Shupe PLLC  
6700 North Oracle Road, Suite 240  
Tucson, AZ 85704  
(520) 265-4462; [www.gshoalaw.com](http://www.gshoalaw.com)

**Cochise Vista Del Oro Homeowners Association**  
**Profit & Loss Budget vs. Actual-Fiscal Year**  
 January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Modem return	150.00			
Donation	0.00	0.00	0.00	0.0%
Interest Fees	37.54			
Internet Assessments	240.00	0.00	240.00	100.0%
Late Fees	6.00			
Transfer Fees	1,200.00	400.00	800.00	300.0%
VDO Assessments	26,610.00	27,240.00	-630.00	97.7%
VDO Code Violations	0.00			
<b>Total Income</b>	<b>28,243.54</b>	<b>27,640.00</b>	<b>603.54</b>	<b>102.2%</b>
<b>Gross Profit</b>	<b>28,243.54</b>	<b>27,640.00</b>	<b>603.54</b>	<b>102.2%</b>
<b>Expense</b>				
3 Canyons Assessments	1,245.00	1,300.00	-55.00	95.8%
Az Corporation Commission	0.00	10.00	-10.00	0.0%
Bank Service Fees	0.00	15.00	-15.00	0.0%
Income Tax	0.00	10.00	-10.00	0.0%
Insurance	749.00	750.00	-1.00	99.9%
Legal Fees	216.00	775.00	-559.00	27.9%
<b>Maintenance</b>				
Grass Cutting	1,890.00	2,000.00	-110.00	94.5%
Landscaping	100.00	750.00	-650.00	13.3%
Monument Area	1,674.45			
Road Maintenance/Repair	0.00	750.00	-750.00	0.0%
Trash Pick up	0.00	150.00	-150.00	0.0%
<b>Total Maintenance</b>	<b>3,664.45</b>	<b>3,650.00</b>	<b>14.45</b>	<b>100.4%</b>
<b>Office Expense</b>				
Printing Costs	78.00	100.00	-22.00	78.0%
VDO Web Page	210.14	250.00	-39.86	84.1%
<b>Total Office Expense</b>	<b>288.14</b>	<b>350.00</b>	<b>-61.86</b>	<b>82.3%</b>
<b>Postmaster</b>				
Post Office Box	84.00	60.00	24.00	140.0%
<b>Total Postmaster</b>	<b>84.00</b>	<b>60.00</b>	<b>24.00</b>	<b>140.0%</b>
<b>Property Taxes</b>	<b>7.52</b>	<b>10.00</b>	<b>-2.48</b>	<b>75.2%</b>
<b>Road Maintenance Reserve</b>	<b>5,660.00</b>	<b>5,660.00</b>	<b>0.00</b>	<b>100.0%</b>

**Cochise Vista Del Oro Homeowners Association**  
**Profit & Loss Budget vs. Actual-Fiscal Year**  
 January through December 2020

	<u>Jan - Dec 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Utilities</b>				
Electricity	541.24	600.00	-58.76	90.2%
Internet Fees	10,848.53	14,040.00	-3,191.47	77.3%
Water	315.89	400.00	-84.11	79.0%
<b>Total Utilities</b>	<u>11,705.66</u>	<u>15,040.00</u>	<u>-3,334.34</u>	<u>77.8%</u>
<b>VDO Internet</b>	<u>986.23</u>			
<b>Total Expense</b>	<u>24,606.00</u>	<u>27,630.00</u>	<u>-3,024.00</u>	<u>89.1%</u>
<b>Net Ordinary Income</b>	3,637.54	10.00	3,627.54	36,375.4%
<b>Other Income/Expense</b>				
Other Income				
Interest Income	<u>1.73</u>			
<b>Total Other Income</b>	<u>1.73</u>			
<b>Net Other Income</b>	<u>1.73</u>	<u>0.00</u>	<u>1.73</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>3,639.27</u></u>	<u><u>10.00</u></u>	<u><u>3,629.27</u></u>	<u><u>36,392.7%</u></u>

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 04/11/21  
 Cash Basis

**Cochise Vista Del Oro Homeowners Association  
 Profit & Loss Budget vs. Actual-Fiscal Qtr  
 January through March 2021**

	Jan - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Transfer Fees	200.00	600.00	-400.00	33.3%
VDO Assessments	24,213.21	27,240.00	-3,026.79	88.9%
<b>Total Income</b>	<u>24,413.21</u>	<u>27,840.00</u>	<u>-3,426.79</u>	<u>87.7%</u>
<b>Gross Profit</b>	24,413.21	27,840.00	-3,426.79	87.7%
<b>Expense</b>				
3 Canyons Assessments	0.00	1,300.00	-1,300.00	0.0%
Az Corporation Commission	0.00	10.00	-10.00	0.0%
Bank Service Fees	0.00	15.00	-15.00	0.0%
Income Tax	0.00	10.00	-10.00	0.0%
Insurance	755.00	775.00	-20.00	97.4%
Legal Fees	0.00	800.00	-800.00	0.0%
<b>Maintenance</b>				
Grass Cutting	0.00	2,000.00	-2,000.00	0.0%
Landscaping	0.00	550.00	-550.00	0.0%
Monument Area	0.00	500.00	-500.00	0.0%
Road Maintenance/Repair	0.00	650.00	-650.00	0.0%
Trash Pick up	0.00	100.00	-100.00	0.0%
<b>Total Maintenance</b>	0.00	3,800.00	-3,800.00	0.0%
<b>Office Expense</b>				
Printing Costs	0.00	65.00	-65.00	0.0%
VDO Web Page	0.00	250.00	-250.00	0.0%
<b>Total Office Expense</b>	0.00	315.00	-315.00	0.0%
<b>Postmaster</b>				
Post Office Box	0.00	80.00	-80.00	0.0%
<b>Total Postmaster</b>	0.00	80.00	-80.00	0.0%
<b>Property Taxes</b>	0.00	15.00	-15.00	0.0%
<b>Road Maintenance Reserve</b>	0.00	5,660.00	-5,660.00	0.0%
<b>Utilities</b>				
Electricity	142.26	620.00	-477.74	22.9%
Internet Fees	2,958.69	14,040.00	-11,081.31	21.1%
Water	81.41	400.00	-318.59	20.4%
<b>Total Utilities</b>	<u>3,182.36</u>	<u>15,060.00</u>	<u>-11,877.64</u>	<u>21.1%</u>
<b>Total Expense</b>	<u>3,937.36</u>	<u>27,840.00</u>	<u>-23,902.64</u>	<u>14.1%</u>
<b>Net Ordinary Income</b>	20,475.85	0.00	20,475.85	100.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Interest Income	0.52			
<b>Total Other Income</b>	0.52			
<b>Net Other Income</b>	0.52	0.00	0.52	100.0%
<b>Net Income</b>	<u>20,476.37</u>	<u>0.00</u>	<u>20,476.37</u>	<u>100.0%</u>

Operating Account 3/31/21: \$33,119.89  
 Savings / Road Account: \$21,818.78  
 Receivables: \$2,970.00 (2<sup>nd</sup> half assessments, 9 @ \$330.00)