

**The Springs at Santa Rita HOA  
Board of Director's Meeting  
January 4, 2011 -1:00 p.m.**

**Board Members Present:** Kaye Gray, President; Phillis Hiraga, Vice President; Carol Schmelz, Secretary; Joe Misinski, Treasurer; Lance Johnson, Director; Bernie Serek, Director, Joan Traylor, Director. Absent: Joe Barton, Director.

**Homeowners Present:** Fourteen

**Call to Order:** President Gray called the meeting to order at 1:00 p.m. The roll of members was taken and a quorum was present.

**MSVA\***: Phillis Hiraga moved to approve the agenda. Bernie Serek seconded the motion.

**MSVA\***: Joan Traylor moved to approve the December 7, 2010 minutes. Joe Misinski seconded.

**Treasurer's Report:**

➤ Checking/Savings Balance:	12/31/09	\$327,332.11	12/31/10	382,020.97
➤ Reserve Fund Balance:	12/31/09	276,868.38	12/31/10	334,032.93
➤ Operating Fund Balance:	12/31/09	50,463.73	12/31/10	47,988.04

**MSVA\***: Bernie Serek moved to file the Financial Reports for audit. Carol Schmelz seconded the motion.

**MSVA\***: Bernie Serek moved that any ballot with more than one vote per candidate will be counted as one vote unless the votes cast total more than three. If there are more than three votes are on the ballot, it will be considered void. Lance Johnson seconded the motion.

**MSVA\***: Lance Johnson moved to extend the deadline to commence late fee charges associated with the annual HOA dues from January 10<sup>th</sup> to 48 hours after the annual membership meeting. Phillis Hiraga seconded the motion.

**MSVA\***: Phillis Hiraga moved to have the ARC issue Certified enforcement letters to homeowners at 957 W. Blue Fox Road, 3808 S. Calle Rambles, and 3773 S.Camino Del Golfista for non compliance issues. If the properties are not in compliance within 30 days, Hot Desert will be contracted to bring them into compliance. Carol Schmelz seconded the motion.

The following reports were presented and will be posted on the Website:

President's      Vice President's      Grounds      ARC

**Adjournment:** The meeting adjourned at 3:05 p.m.

Carol Schmelz, Secretary

**The next regular monthly meeting will be on Tuesday, February 1, 1:00 p.m. in the Kino Room.**

**Remember to check The Springs Web site: <http://www.thespringshoa.org>**

\*MSVA--Motion made, seconded, voted, and approved.

**The Springs at Santa Rita HOA  
Board of Director's Meeting  
Board Reorganization Meeting  
January 25, 2011 -1:00 p.m.**

**Board Members Present:** Carryover members with terms expiring January 2012 - Kaye Gray, Phillis Hiraga, Carol Schmelz, Joe Barton, Joan Traylor: Newly elected members with terms expiring January 2013 - Lance Johnson, Howard Bryan, Susan Olsen.

**Homeowners Present:** One

**Call to Order:** 2010 President Gray called the meeting to order at 1:00 p.m. The roll call of members was taken and a quorum was present.

**MSVA\*:** Joe Barton moved, Phillis Hiraga seconded a motion approving the total number of Board of Director members to remain at seven. Newly elected directors Lance Johnson and Howard Bryan were seated.

**MSVA\*:** Joe Barton moved and Phillis Hiraga seconded a motion to accept with regret the resignation of Carol Schmelz who is selling her house.

**MSVA\*:** Lance Johnson moved and Joe Barton seconded a motion to clarify the length of terms of board members. The four carryover board members' terms will expire in January 2012. The new incoming board members terms and the term just vacated by Carol Schmelz will be a two-year term ending in January of 2013.

**MSVA\*:** Joe Barton moved to appoint Susan Olsen, the third place candidate, to fill the vacancy. Motion seconded by Lance Johnson.

**MSVA\*:** Lance Johnson moved to fill the 2011 Board of Director officers as follows:  
President – Kaye Gray  
Vice President – Phillis Hiraga  
Secretary-Treasurer - Susan Olsen

**MSVA\*:** Lance Johnson moved to set the second Saturday monthly at 8:30 am for the regular Board of directors meeting. Howard Byran seconded the motion. February the location will be the Anza Room at SRS; the rest of the year it will be in the Fiesta Room.

**Adjournment:** The meeting adjourned at 2:00 p.m.

Kaye Gray, Secretary Pro Tem

**NOTE CHANGE OF DATE, TIME & PLACE FOR NEXT MEETING.**

The next regular monthly meeting will be on Saturday February 12, 2011, 8:30 a.m. in the AnzaRoom at SRS. Remember to check The Springs Web site: <http://www.thespringshoa.org>

**\*MSVA--Motion made, seconded, voted, and approved.**

**The Springs at Santa Rita HOA  
Board of Director's Meeting  
February 12, 2011 -8:30 a.m.**

**Board Members Present:** Kaye Gray, President; Phillis Hiraga, Vice President; Susan Olsen, Secretary/Treasurer; Joe Barton, Director; Lance Johnson, Director; Howard Bryan, Director. **Absent:** Joan Traylor.

**Homeowners Present:** Ten

**Call to Order:** President Gray called the meeting to order at 8:30 a.m. The roll of members was taken and a quorum was present.

**MSVA\*:** Joe Barton moved to approve the agenda as corrected. Lance Johnson seconded the motion.

**MSVA\*:** Kaye Gray announced the resignation of Director Joan Traylor. Howard Bryan moved to accept the resignation with regret. Joe Barton seconded the motion.

**MSVA\*:** Phillis Hiraga moved that the Board appoint Sandie Stone to the Board of Directors. Joe Barton seconded the motion. Sandie Stone was seated immediately to fill the remaining year of the vacated term.

**MSVA\*:** Lance Johnson moved to approve both the January 4, 2011 minutes and the January 25, 2011 Reorganization Meeting minutes. Howard Bryan seconded the motion.

**Treasurer's Report:**

➤ Checking/Savings Balance:	12/31/10	\$382,169.99	1/31/11	\$542,911.63
➤ Reserve Fund Balance:	12/31/10	334,414.99	1/31/11	412,419.26
➤ Operating Fund Balance:	12/31/10	47,755.00	1/31/11	130,492.37

**MSVA\*:** Joe Barton moved to file the Financial Reports for audit. Lance Johnson seconded the motion.

**MSVA\*:** Phillis Hiraga moved that the Board purchase QuickBooks software with a "one user; two computer" license to replace/update the current application. Howard Bryan seconded the motion.

**MSVA\*:** Lance Johnson moved to approve the committees as presented to the Board. Phillis Hiraga seconded the motion.

**MSVA\*:** Phillis Hiraga moved to purchase sandwiches for the annual volunteer picnic on April 2, 2011 in lieu of hot dogs this year. Lance Johnson seconded the motion.

The following reports were presented and will be posted on the Website: President's; Vice President's; Grounds; Streets.

Topics brought to the Board's attention with no action taken included: Springs signage; speed bumps; traffic flow on the frontage road; real estate signs, nature trail improvements. Upcoming community events include the upcoming annual garage sale on March 5, the annual volunteer picnic on April 2 and the monthly potluck dinner on February 19, 2011.

**Adjournment:** The meeting adjourned at 10:15 a.m.

Susan Olsen, Secretary/Treasurer

The next regular monthly meeting will be on Saturday, March 12, 8:30 a.m. in the Fiesta Room.

Remember to check The Springs Web site: <http://www.thespringshoa.org>

\*MSVA--Motion made, seconded, voted, and approved.

**The Springs at Santa Rita HOA  
Board of Director's Meeting  
March 12, 2011 - 8:30 a.m.**

**Board Members Present:** Kaye Gray, President; Phillis Hiraga, Vice President; Susan Olsen, Secretary/Treasurer; Joe Barton, Director; Howard Bryan, Director; Lance Johnson, Director; Sandie Stone, Director.

**Homeowners Present:** 25 members plus two representatives from TEP.

**Call to Order:** President Gray called the meeting to order at 8:30 a.m. The roll of members was taken and a quorum was present.

Steven Eddy, representative from TEP, spoke to the audience and answered questions regarding the construction of a substation adjacent to the south side of The Springs HOA prior to any business being conducted by the Board.

**MSVA\*:** The agenda was approved by unanimous vote.

**MSVA\*:** Joe Barton moved to approve the February 12, 2011 minutes. Lance Johnson seconded the motion.

**Treasurer's Report:**

➤ Checking/Savings Balance:	12/31/10	\$382,169.99	2/28/11	\$536,048.55
➤ Reserve Fund Balance:	12/31/10	334,414.99	2/28/11	412,419.26
➤ Operating Fund Balance:	12/31/10	47,755.00	2/28/11	120,174.22

**MSVA\*:** Sandie Stone moved to file the Financial Reports for audit. Joe Barton seconded the motion.

**MSVA\*:** Lance Johnson moved to allocate \$1000 from the Reserve account to renovate Park #21. Joe Barton seconded the motion.

**MSVA\*:** Joe Barton moved that the Ground Committee spend \$1500 to complete a 3-step plan for erosion control on the Wolf Run Wash. Phillis Hiraga seconded the motion.

**MSVA\*:** Joe Barton moved that the Board approve \$1200 for 10 yards of rip-rap for the Rio Fuerte Wash to control erosion from the Frontage Road. Sandie Stone seconded the motion.

**MSVA\*:** Sandie Stone moved to approve the attached forms consisting of initial notifications, letters #1 and #2, and a walk around form as prepared and presented by the ARC Ad Hoc Committee. Joe Barton seconded the motion.

**MSVA\*:** Phillis Hiraga moved to appoint the following volunteers to the Architectural Review Committee: Judith Bouzoun, Chair; Mike Kearns, Bernie Serek, Juanita Kauffman, and Jay Kauffman. Alternates will be Anne Erickson, Sandie Stone, and Tom Kramer. Howard Bryan seconded the motion.

The following reports were presented and will be posted on the Website: President's; Vice President's; Grounds; Streets.

The Board thanked the ARC Ad Hoc Committee volunteers, Sandie Stone, Co-Chair; Tom Kramer, Co-Chair, Anne Erickson, Pat Vincent, Juanita Kauffman, Jay Kauffman, and Judith Bouzoun. The Board discussed a need for a stop sign slowing traffic on Camino del Heroe at Camino del Golfista. The Grounds Committee Chair was requested to post the Master Landscaping Plan for the HOA on the website.

**Adjournment:** The meeting adjourned at 11:20 a.m.

Susan Olsen, Secretary/Treasurer

**The next regular monthly meeting will be on Saturday, April 9th, 8:30 a.m. in the Fiesta Room.**

**Remember to check The Springs Web site: <http://www.thespringshoa.org>**

\*MSVA--Motion made, seconded, voted, and approved.



**The Springs at Santa Rita HOA, Inc.**

**951 West Via Rio Fuerte**

**Green Valley, AZ 85614**

Phone: 520.648.1699

<http://www.thespringshoa.org>

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Dear Springs at Santa Rita Homeowner,

The Architectural Review Committee (ARC) will be walking through your neighborhood the week of \_\_\_\_\_. We will be looking at all homes for maintenance issues. For reference, please refer to the HOA Handbook. Our Arizona climate deteriorates unmaintained stucco and wood trim. We hope to alert homeowners of problems before the sun and monsoon do more damage. If you happen to see us, please feel free to come out and talk with us to discuss any issues or concerns you might have.

The HOA ARC, consisting of unpaid volunteers, exists for the sole purpose of protecting property values in The Springs. To accomplish this objective, the committee conducts periodic surveys of properties to verify and facilitate reasonable compliance with established standards.

Judith Bouzoun  
ARC Committee Chair

# ARCHITECTURAL REVIEW COMMITTEE WALK AROUND

Date: \_\_\_\_\_

## WEATHER DAMAGE TO WOOD STRUCTURES

1. Poles    2. Beams

Front of House \_\_\_\_\_                  Side of House \_\_\_\_\_                  Back of House \_\_\_\_\_

Damage:    A. Minimal    B. Moderate    C. Severe    D. Needs replacement

## LANDSCAPING

1. Trees            2. Shrubs            3. Ground Cover            4. Vines            5. Cacti            6. Weeds

Front Yard \_\_\_\_\_                  Back Yard \_\_\_\_\_                  Side Yard \_\_\_\_\_

- A. Need Pruning                                  B. Correct Overhang  
C. Remove dead, dying, or woody plants                  D. Use appropriate method to eradicate (pull or poison)

## EXTERIOR

1. Stucco Walls- House    2. Garage Door            3. Front Door            4. Security Door            5. Patio Gate  
6. Fences                  7. Stucco Walls-Yard            8. Parapet            9. Presence of termites

Paint

Repair

Repaint- Wrong Color

**NOTES:**

# 1<sup>st</sup> Letter

Date: June 1, 2011

Dear Homeowner: XYZ – ABC Street

As members of the Architectural Committee we assume the responsibility of notifying homeowners of specific concerns regarding the condition of their property. On March 1, 2011 we walked through The Springs on our maintenance check.

In hopes of preventing damage to your property and in an effort to maintain the beauty of your property, we are notifying you of general maintenance needs. Please see the attached ARC Review Committee Walk Around Report (ARC Report) for the specifics. Weather extremes in Green Valley make it necessary to be vigilant.

Each homeowner is obligated to maintain their property in a condition that meets “Community Wide Standards” as outlined in our Governing Documents (CCR&E Article 9.4).

The Association hopes you will take prompt and appropriate remedial action to correct the issue(s) specified in the ARC Report. Upon completion, please fill out and return the bottom portion of this letter. You may drop it in the box at the Association office or mail it to the address at the top of this letter.

Or, email your response to: [hoa@thespringshoa.org](mailto:hoa@thespringshoa.org)

We thank you in advance and appreciate your cooperation.

Person on Committee who observed: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chair:

Signature \_\_\_\_\_

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Homeowner: \_\_\_\_\_ Address: \_\_\_\_\_

Date completed: \_\_\_\_\_

Comments:

## 2<sup>nd</sup> Letter

Date: June 30, 2011

Dear Homeowner: XYZ – ABC Street

On June 1, 2011 we sent you a letter which notified you of a condition(s) that needed correction. A copy of the letter and ARC Report enclosed.

As of this date, the condition(s) addressed in the first letter has not been remedied. And in accordance with article 9.4 of the CCR&E, the Association may: 1) allow more time for just cause; 2) impose daily fine; 3) correct the non-compliance issue at homeowner's expense. In the third case, the owner shall be required to reimburse the Association for all costs and fees.

If you feel you are in compliance and wish to appeal, please provide the Association with a written response sent by mail to:

The Springs at Santa Rita HOA, Inc  
951 West Via Rio Fuerte  
Green Valley, AZ 85614

Or, you may email your response to [hoa@thespringshoa.org](mailto:hoa@thespringshoa.org)

Committee Chair:

Signature \_\_\_\_\_

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Homeowner \_\_\_\_\_ Address \_\_\_\_\_

Date completed \_\_\_\_\_

**The Springs at Santa Rita HOA  
Board of Director's Meeting  
April 9, 2011 - 8:30 a.m.**

**Board Members Present:** Kaye Gray, President; Phillis Hiraga, Vice President; Susan Olsen, Secretary/Treasurer; Joe Barton, Director; Howard Bryan, Director; Lance Johnson, Director; Sandie Stone, Director.

**Homeowners Present:** 15 members

**Call to Order:** President Gray called the meeting to order at 8:30 a.m. The roll of members was taken and a quorum was present.

**MSVA\*:** Phillis Hiraga moved to approve the agenda. Lance Johnson seconded the motion.

**MSVA\*:** Joe Barton moved to approve the March 12, 2011 minutes. Phillis Hiraga seconded the motion.

**Treasurer's Report:**

➤ Checking/Savings Balance:	12/31/10	\$382,169.99	3/31/11	\$526,203.58
➤ Reserve Fund Balance:	12/31/10	334,414.99	3/31/11	409,874.95
➤ Operating Fund Balance:	12/31/10	47,755.00	3/31/11	116,328.63

**MSVA\*:** Phillis Hiraga moved to file the Financial Reports for audit. Lance Johnson seconded the motion.

**MSVA\*:** Lance Johnson moved to increase the funding for the Rio Fuerte Wash erosion control from \$1200 to \$1400. Joe Barton seconded the motion.

**MSVA\*:** Lance Johnson moved to authorize the ARC to schedule a one-hour meeting to review ARC materials with our attorney. Joe Barton seconded the motion.

**MSVA\*:** Sandie Stone moved that a \$250 fine be assessed to a homeowner for their transgression in the common area. Howard Bryan seconded the motion. The motion passed with two abstentions.

**MSVA\*:** Susan Olsen moved to approve mailing of ARC enforcement letters to 992 W Blue Fox Road and 3940 S Calle Viva for failure to stain wood within 365 days. Lance Johnson seconded the motion.

The following reports were presented and will be posted on the Website: President's; Vice President's; Grounds; Streets.

The Board discussed the following items: A notice was received from Saguaro Environmental advising The Springs that the trash will be picked up at 6 am beginning April 18<sup>th</sup>...the HOA will review the original understanding (not earlier than 7am) with Saguaro; the Reserve Study has been completed and a copy will be available in the office for homeowner's review; and it will be necessary to change the evacuation plan for those living on the south side of the SRS Rec Center and this should be finalized sometime after the TEP project is completed; small non-obtrusive Evacuation Route signs will be placed in strategic locations to acquaint/orient homeowners with the approved egress route.

The Board would like to thank Carol Schmelz for her hard work as Neighborhood Watch Chair and look forward to working with her replacement, Lois Vanskike.

**Adjournment:** The meeting adjourned at 11:00 a.m.

Susan Olsen, Secretary/Treasurer

**The next regular monthly meeting will be on Saturday, May 14th, 8:30 a.m. in the Fiesta Room.**

**Remember to check The Springs Web site: <http://www.thespringshoa.org>**

\*MSVA--Motion made, seconded, voted, and approved.

**The Springs at Santa Rita HOA  
Board of Director's Meeting  
May 14, 2011 - 8:30 a.m.**

**Board Members Present:** Kaye Gray, President; Susan Olsen, Secretary/Treasurer; Joe Barton, Director; Sandie Stone, Director. Absent: Phillis Hiraga, Howard Bryan, and Lance Johnson.

**Homeowners Present:** 11 members

**Call to Order:** President Gray called the meeting to order at 8:30 a.m. The roll of members was taken and a quorum was present.

**MSVA\*:** The agenda was approved as presented.

**MSVA\*:** Susan Olsen moved to approve the April 9, 2011 minutes. Sandie Stone seconded the motion.

**Treasurer's Report:**

➤ Checking/Savings Balance:	12/31/10	\$382,169.99	4/30/11	\$516,290.26
➤ Reserve Fund Balance:	12/31/10	334,414.99	4/30/11	410,687.36
➤ Operating Fund Balance:	12/31/10	47,755.00	4/30/11	105,602.90

**MSVA\*:** Joe Barton moved to file the Financial Reports for audit. Sandie Stone seconded the motion.

**MSVA\*:** Sandie Stone moved to accept the changes to the ARC letters recommended by our attorney. Susan Olsen seconded the motion.

**MSVA\*:** Susan Olsen moved to approve a letter by the HOA President entitled "Nature Park Concerns" that will be mailed out to all homeowners regarding unauthorized pruning and tree removal in all common areas. Joe Barton seconded the motion.

**MSVA\*:** Joe Barton moved to appoint Lois Vanskike as Neighborhood Watch Chair. Sandie Stone seconded the motion.

**MSVA\*:** Joe Barton moved to suspend regular meetings of the HOA Board for the months of June, July, and August. Sandie Stone seconded the motion. Should there arise a need for a meeting, it will be announced and posted.

**MSVA\*:** Joe Barton moved to approve installation of a 4-way stop at the corners of Camino Del Golfista and Camino Del Heroe. Susan Olsen seconded the motion.

The following reports were presented and will be posted on the Website: President's, Vice President's, ARC, Grounds, and Streets.

The Board discussed the following items: TEP substation and associated road construction. Sandie Stone announced that there will be a meeting regarding our emergency egress procedures on May 25 at the GVC office in the Green Valley Mall.

**Adjournment:** The meeting adjourned at 11:00 a.m.

Susan Olsen, Secretary/Treasurer

**The next regular monthly meeting will be on Saturday, September 10th, 8:30 a.m. in the Fiesta Room.**

**Remember to check The Springs Web site: <http://www.thespringshoa.org>**

\*MSVA--Motion made, seconded, voted, and approved.