

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: February 1, 2016 at 6:30 p.m.

Location: Catalina Foothills High School, House #1, Seminar Room

1. CALL TO ORDER/ROLL CALL

- A. The meeting was called to order at 6:35 p.m.
- B. Roll call

Board Member	Present	Absent	Proxy
Aletha Kalish	X		
Bob Newcomb	X		
Brian Bickel	X		
Dave Spire	X		
Donna Sanders	X		
Irene Barg	X		
Laura Sheets		X	
Pat Tapke	X		
Tim Strong	X		

- C. A quorum was present.
- D. The next board meeting will be held on Monday, March 7, 2016 at 6:30 p.m. at Catalina Foothills High School, House #1, Seminar Room.

2. APPROVAL OF PRIOR MONTH MINUTES

- A. Motion to accept the Minutes of the January 4, 2016 Board Meeting was made, seconded and passed.

3. PRESIDENT'S COMMENTS

Aletha focused her comments on the importance of moving forward with the planned road improvements in the neighborhood. She shared personal encounters with other realtor, residents of Foothills Clusters and perspective home buyers who have indicated that the current condition of the roads in the subdivision (both the private cul-de-sacs and the county roads) is a deterrent to new home buyers. Aletha reiterated the need for cooperation from the community.

4. TREASURER'S REPORT (BALANCE SHEET attached)

The treasurer indicated that he did not include a Transaction Detail by Account Report with his reports this month because the activity related to the annual assessment made the report quite lengthy. He reported that payment had been received from 293 homeowners and that reminder statements were mailed to the remaining 74 homeowners. There will be no service charge if payment is received by February 29, 2016. One homeowner has contacted Brian to arrange a payment plan. There are still six (6) homeowners with outstanding balances from previous years. Brian indicated that we should be careful not to use the words dues and assessment interchangeably and clarified the distinction that dues are voluntary, and an assessment is a legal obligation.

- A. Motion to accept Treasurer's report was seconded and passed.
- B. Brian will contact a CPA firm related to the annual compilation report.
- C. Debt collection procedures will be addressed at an executive committee meeting with The Foothills Clusters' attorney along with other procedural issues related to internal controls and best practices.

5. COMMITTEE REPORTS

A. Architectural Control Committee with CC&R Enforcement:

- 1. Report attached.
 - a. Lot 339 – solar panels. Motion to approve was made, seconded and passed.
 - b. Lot 331 – paint house. Motion to approve was made, seconded and passed.
 - c. Lot 241 – wire fence. Brian Bickel will submit an Architectural Change application before the next board meeting. No action by the Board at this time.
 - d. Lot 377 – solar panels. Owner to resubmit Architectural Change application with neighbor signatures. No action by the Board at this time.
 - e. Lot 251 – solar installation and roof deck. Certified letter to be mailed to homeowner. No action by the Board at this time.
 - f. Lot 335 – white roof. Bob verified that the roof has been repainted tan. No action by the Board is required.
 - g. Lot 319 – re-shingling roof. No action by the Board is required.
 - h. Lot 338 – metal roof. Motion to approve was made, seconded and passed.
 - i. Application types. Motion to approve was made, seconded and passed.
 - j. Questionnaire to the neighborhood. No action by the Board is required at this time.
 - k. Guest speaker from Pima County Planning Department – timing would be better later in the year. Keep on the agenda.
 - l. White roofs. Bob will write to our attorney requesting guidance.
 - m. Lot 516 – retroactive approval of remodel. Motion for the committee to look at the residence, note any violations, then write a letter of approval when everything is in compliance with caveat that we are not assessing the land ownership changes that have occurred nor the retaining wall that has apparently been built within the flood zone was made, seconded and passed.

B. Landscape & Roads Committee:

- 1. Report attached.
- 2. Goal to have a special membership meeting with Psoma Engineering by the end of April.
- 3. Discussion regarding the importance of assessment payment options being available to members

4. Discussion regarding whether the Roads Committee should make a decision based on Psoma report versus offering options to members.

C. Business Process Committee:

1. The committee is working on amending and restating the By-Laws and Declaration of Covenants Conditions and Restrictions of the Foothills Clusters and they hope to have draft documents ready for Board review by spring.

D. Communications Committee (See Report Attached):

1. All article and committee reports need to be submitted to the Bob Newcomb by February 8, 2016.
2. Motion to approve the report was made, seconded and passed.

E. Nominating Committee: No Report.

1. It was suggested that Dave Larrabee be asked to chair this committee again this year.

F. Welcoming Committee

1. Pat Tapke volunteered to chair this committee and asked for volunteers to assist.

6. OLD BUSINESS

- A. HOA VISION AND PLANS FOR 2016 was tabled until March.
- B. Irene Barg will post the ad for administrative assistant on Next Door.

7. NEW BUSINESS – None

8. MASTER ASSOCIATION

1. Dan and Joe Mucenski from the Master Association were in attendance at the meeting. Dan clarified that the assessment billed to The Foothills Clusters in December, 2015 was for 2016 dues and that the dues billed in September, 2015 were for 2015 dues. Dan will check the records and provide a history of dues billings and payments.

9. The meeting was adjourned at 8:45 PM.

10. ATTACHMENTS: (TBD)