

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: March 7, 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 6:33 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, April 4, 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 February 1, 2016 Board Meeting was made, seconded and passed.

3. PRESIDENT'S COMMENTS

Aletha prioritized three items for discussion at this month's meeting. First, Aletha brought a piece of the broken up road from in front of her house as a physical reminder of the importance of moving forward with the road project. Second, Aletha emphasized the importance of reviewing the Vision Plan for 2016 and indicated it will be the first item on the agenda this evening. Finally, Aletha emphasized the importance of the Finance Committee which is chaired by David Spires. Currently, Jim Forshey and Kirsten Wallace are serving on the committee. Aletha suggested that it would be helpful to have Brian Bickel serve on the Finance Committee also, and recommended that the committee meet regularly and draw up a budget.

4. HOA VISION AND PLANS FOR 2016

- A. A copy of the HOA Plans for 2016 – Draft is attached. The following items were discussed:
 - 1. Calendar
 - a. The dates for monthly board meetings and annual members meeting were reviewed and approved.
 - b. The dates for the spring dumpsters were set at the January, 2016 board meeting. It was agreed to calendar the fall

- dumpsters for the second and third weekends in November, 2016.
- c. The date for the spring yard sale is set for April 9, 2016. Bob will include a request for feedback from members as to whether there is any interest in setting a date for a yard sale in the fall.
 - d. Per the By-Laws a nominating committee is to be appointed by the Board at least 90 days before the annual meeting of members. Pat Tapke and Dave Spires will contact Dave Larrabee, who chaired the committee in 2015 and ask if he would be willing to chair again in 2016.
 - e. The winter newsletter went out in February. The tentative schedule is to have the spring newsletter go out in April; the summer newsletter, go out in July; and the fall newsletter go out in October.
2. AZ Corporation Commission. The Arizona Corporation Commission requires that all AZ corporations file an annual report. Pat Tapke indicated she filed the annual report for 2015 on February 22, 2016. Pat will follow up regarding the date when the 2016 report is due and calendar a reminder.
 3. Bob is requesting the chairperson of each committee prepare a job description of the duties and responsibilities of that committee and set goals for the upcoming year.
 - a. Pat Tapke will chair the Hospitality/Welcoming committee. There are 72 homes in the neighborhood that are occupied by renters vs. the actual homeowner. It would be helpful if the owner of the home would provide the renter's contact information to the board. It was suggested to include an article in the newsletter reminding homeowners who rent their homes, that they are responsible for communicating information related to CC&Rs to their renters.
 - b. Motion to direct each committee chairperson to develop a job description for their committee, set goals for their committee and establish a time line/target date(s) for achieving goals by the April 4, 2016, was seconded and passed.
 4. The status of finding an administrative assistant will be discussed under old business.
 5. Board email use – the Communications committee is working on this.
 6. Best Practices – Bob will contact the attorney and obtain possible dates she would be available to meet with the Board for a discussion of best practice issues.
 7. CC& R enforcement – need documentation in file. Title transfer does not give approval to undisclosed violations.
5. TREASURER'S REPORT (BALANCE SHEET and A/R AGING SUMMARY attached) – Note update to A/R Aging Summary Lot 259 and Lot 304 have now paid their assessment.
 - A. Motion to accept Treasurer's report was seconded and passed.

- B. Motion to allow Brian to meet with Mike Shupe of Goldschmidt & Shupe regarding debt collection procedures was seconded and passed.
- C. Noted that the Master Association assessment was paid in March.
- D. Brian indicated that The Foothills Clusters is currently on a calendar year and provided a Budget Overview for the year 2016 (copy attached).

6. COMMITTEE REPORTS

- A. Architectural Control Committee with CC&R Enforcement:
 - 1. Report attached. Motion to accept Architectural Control Committee report was seconded and passed.
- B. Landscape & Roads Committee:
 - 1. Report attached.
 - 2. The committee has reviewed the report and has asked Psoma to rework some of the numbers related to cost/benefit analysis.
 - 3. The committee has been advised that it is highly unlikely that the County will be in a position to repave Evans Mountain and Ventana Canyon anytime in the foreseeable future, however the committee has learned about and is exploring information related to creating a County improvement district as an option for getting both the county and the private roads repaired and improved. Brian explained that a County improvement district is a special taxing district that the County Board of Supervisors may elect to establish upon petition by property owners within a specific area in unincorporated Pima County. The districts are created under Arizona Revised Statutes Title 48, Chapter 6, as a means of financing the construction or improvement of local public improvements, such as streets, sewer lines, drainage ways, etc. An improvement district is formed basically to provide a means of financing the improvements either by imposing a special assessment on each property or by levying real property taxes to pay for the improvements or maintenance. The costs of the improvements are charged to the property owners within the district based upon the benefit derived from the improvements. For an improvement district to be formed, it should include land subject to the assessment or tax that has a value sufficient to be collateral for bonds to be sold to investors. There are two taxing district options – CIMD and RIMD. The RIMD would allow the taxing district to assume authority for the roads and the work would not have to meet County standards. Essential the county roads and the private road would be owned by the County and The Foothills Clusters. It was noted that with a special assessment as allowed in the governing documents of The Foothills Clusters, the liability is attached to the owner of the property at the time of the assessment. With a taxing district, the liability is attached to the property. Establishing a special taxing district would require 51% of The Foothills Clusters homeowners to sign a petition which would be presented to the Board of Supervisors. The petitioners would determine the size of the Board that would run the taxing district. The members of the special taxing district board would be elected on a ballot from the Board of Elections. The Roads

Committee estimates that the process will take approximately 4 to 6 months and that they could be ready to circulate petitions by August or September, 2016. It was noted that the special taxing district would not affect police enforcement in the area. It was also noted that the private roads are approximately 3.35 miles and the County roads (Evans Mountain and Ventana Canyon) are approximately 1.2 miles.

4. Motion to accept the Roads Committee report was seconded and passed.

C. Business Process Committee: No Report

D. Communications Committee (Report Attached):

1. Motion to approve the report was seconded and passed.

E. Nominating Committee: No Report.

1. As previously noted, Pat Tapke and Dave Spires will contact Dave Larrabee regarding the possibility of Dave serving as chairperson for the nominating committee.

F. Welcoming Committee: No Report

7. OLD BUSINESS

- A. Pat reported that she received one response to the ad that was posted on Next Door for an administrative assistant. It was reiterated that the person filling this position is to be an independent contractor and not an employee of The Foothills Clusters. Joe Mucenski suggested that the Board check the current IRS standards related to Independent Contractor vs Employee. Pat said she would research the issue and if appropriate, move forward with interviewing the sole applicant.

8. NEW BUSINESS – None

9. MASTER ASSOCIATION

- A. Financial reports for the Master Association should be available possibly by April but for sure by May, 2016.

10. The meeting was adjourned at 8:26 PM.

11. ATTACHMENTS: (TBD)