

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: Monday, November 6, 2017 at 6:30 p.m.

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

1. CALL TO ORDER/ROLL CALL

- A. Call to Order – the meeting was called to order at 6:35 p.m.
- B. Housekeeping – sign in roster, cell phones.
- C. Roll call

Board Member	Present	Absent	Proxy
Aletha Kalish			X
Brian Bickel	X		
Pat Tapke	X		
Donna Sanders	X		
Laura Sheets		X	
Bob Rosaldo		X	
Frank Karnauskas	X		
Irene Barg	X		
Open			

- D. A Quorum was present
- E. Next board meeting Monday, December 4, 2017, 6:30 pm. at the Catalina Foothills High School, House #1, Seminar Room, Tucson, AZ.

2. APPROVAL OF PRIOR MEETING MINUTES

- A. Motion to accept the Minutes of the October 2, 2017 Board Meeting was made, seconded and passed.

3. PRESIDENT’S COMMENTS

In Aletha absence Frank Karnauskas chaired the meeting.

4. COMMITTEE REPORTS

- A. Architectural Control and CC& R Committee
 - i. Architectural Control Committee
 - a. There were no applications for Architectural changes this month.
 - b. The committee received a question regarding changing a flat roof to a pitched roof. The member was told that there was no problem with making such a change as long as the roof meets the standard in the neighborhood.
 - c. The committee is following up regarding changes being made to the property at 3716 E. Guthrie Mountain without committee notification or approval.
 - ii. CC&R Committee
 - a. The committee continues to work to resolve the issue at 3505 E. Guthrie Mountain as reported at the annual meeting.

- b. The committee continues to work to resolve the issue related to barking dogs as reported at the annual meeting.
 - B. Landscape & Roads Committee (No monthly report – report given at the annual meeting)
 - i. Roads
 - ii. Landscape
 - C. Business Process Committee
 - i. Status of consent forms – we currently have 146 signed consent forms in favor of the CC&R change. The next event will be held at Dena Peterson's. Irene will contact Dena to arrange a convenient time after the holidays.
 - D. Communications Committee (No Report)
 - i. Newsletter
 - a. The deadline to submit articles for the newsletter is Friday, November 10th.
 - b. Frank is writing articles about barking dogs and the situation at 3505 E. Guthrie Mountain.
 - c. There will be an article about the HOA email list.
 - d. There will be an article in the newsletter notifying members of an open position on the Master Association board of directors.
 - ii. Website
 - a. In an effort to improve communications with members, the committee is working on notifying members that The Foothills Clusters website is the official website of the HOA. The committee will work with Doug Everett to get a list of members signed up on Next Door who are not currently signed up on the FC website.
 - b. Frank and Bob Newcomb are working on updating the Foothills Clusters website and will put updated contact information on the website.
 - E. Finance Committee
 - i. The Treasurer's Report including the Balance Sheet as of October 31, 2017, the A/R Aging Summary as of October 31, 2017 and the Transaction List for October, 2017 are attached.
 - ii. Brian made a motion to increase the annual assessment by 5% making the annual assessment for 2018 \$249.00. The motion was seconded and passed.
 - iii. Brian explained the various options and costs for payment of assessment using a credit or debit card and made a motion to implement electronic payment options with the cost to be borne by the member. The motion was seconded and passed.
 - iv. Internal Controls – Suggestions that the association look into possibly buying a laptop for the treasurer to be used exclusively for FC accounting information. It was noted that currently the records are stored on the cloud. Suggested that a former board member who works for Intuit be contacted to get additional information on this subject.

F. Welcoming Committee

- i. The welcoming committee received no notice of new homeowners in the neighborhood this month.
- ii. The committee is still working on getting bids on printing a folder for welcoming packets.

5. OLD BUSINESS

- i. A question was raised at the finance committee meeting as to whether it is within the scope of the association to require a lot survey at the time that property transfers ownership. Frank will check with the attorney and report back on this. The matter was discussed and the question was withdrawn.

6. NEW BUSINESS

- i. Election of Officers
 - a. The election of President and Vice President was tabled until the December meeting.
 - b. Brian Bickel was nominated and elected to serve as Treasurer
 - c. Pat Tapke was nominated and elected to serve as Secretary.
- ii. Frank announced that our annual contract with the law firm of Goldschmidt/Shupe is up in December. Frank indicated that service from Goldschmidt/Shupe has been very erratic and even unresponsive. Frank has been speaking to Mike Shupe about his dissatisfaction with the service since May, 2017 with no improvement. Frank indicated he will contact other legal firms and report back to the board.

7. MASTER ASSOCIATION

- i. The next board of director's meeting of the Master Association is scheduled for January 9, 2018 at 4:30 p.m., and will be held at Manzanita Elementary school and signs will be posted for the specific room.
- ii. The annual meeting of members of the Master Association is scheduled for February 13, 2018 at 4:30 p.m., and will be held at Manzanita Elementary school and signs will be posted for the specific room.
 - a. There will be one director's position to be filled. An article notifying members of this opening and asking for volunteers will be included in the FC winter newsletter.
- iii. Dan Weisz reported that there have been no encroachment issues in the past year.
- iv. Dan indicated that the Master Association is looking at various approaches to removing invasive grasses in the common area.

8. ADJOURN – Meeting adjourned at 7:45 p.m.