

**The Foothills Clusters Homeowner Association**  
**MINUTES - BOARD OF DIRECTORS MEETING**

Date/time: December 7, 2015 @ 6:30 p.m.

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

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1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:35 p.m.

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		

Quorum was present.

The next board meeting will be held on Monday, January 4, 2016 at 6:30 p.m. at CFHS, House #1, Seminar Room.

2. APPROVAL OF NOVEMBER MINUTES

Motion to accept the November 2, 2015 and November 15, 2015 Board Meeting Minutes was seconded and passed.

3. PRESIDENT'S COMMENTS

Aletha Kalish addressed feeling rushed and stressed especially at this time of the year and called for continued cooperation. She acknowledged and thanked everyone for their hard work on behalf of Foothills Clusters and wished everyone a great holiday season.

4. GUEST SPEAKER FROM SOUTHERN ARIZONA BUFFELGRASS COORDINATION CENTER

Erin Sol, Outreach Coordinator of the Southern Arizona Buffelgrass Coordination Center was introduced by Jeff Servoss.

Erin began with background information that buffelgrass is a non-native grass introduced to Southern Arizona by the Arizona Department of Transportation

as a means of soil conservation and controlling erosion. Buffelgrass and its cousin, fountain grass which has been used as an ornamental plant in landscaping, spread aggressively and compete with native plants for nutrients and water. By 1990 it was determined that buffelgrass and fountain grass caused more frequent, bigger and faster moving brush fires in Arizona. Pictures of buffelgrass and fountain grass were made available to those in attendance and discussion about identifying and eradicating these invasive grasses ensued. Beat Back Buffelgrass Day is January 23, 2016. More information about Beat Back Buffelgrass Day, buffelgrass and fountain grass is available at [www.buffelgrass.org](http://www.buffelgrass.org).

5. REVIEW AND DISCUSSION OF HOA VISION AND PLANS FOR 2016  
Item I – Overview and Item II Board goals for the year 2016 were reviewed with some discussion.

Under Overview

1. Suggestion that we adopt theme that we are a green community and encourage white roofs and solar energy.
2. Bob proposed that, if we attempt to amend/change our CC&Rs, that we do it piecemeal rather than as an all-or-nothing proposition. That is, enable people to vote on separate items independently instead of approving or denying the entire package or changes.
3. If the community indicates that we want to continue enforcing prevention of white roofs, we can then publish a plan describing our notification and timing for replacing white roofs with approved colors.
4. Welcoming committee – provide an intro to the neighborhood, provide relevant documents (CC&Rs, etc.). Highlight main points, remind people to go through Architectural Control Committee before making changes. Provide information to both owners and renters.
5. Pat has info from previous Welcoming Committees. This includes the concept of getting coupons from local businesses.
6. Tim Strong suggested that we consider a monthly social gathering open to everyone, not just new residents.
7. Discussion about getting input from members regarding modification of CC&Rs – especially related to White Roofs and Block Walls. Consensus that if CC&Rs need to be changed to meet the current needs of members, that should be addressed but the CC&Rs should not be ignored.
8. Suggestion that any effort to change the CC&Rs should be coordinated with road financing effort. Possibly send a post card soliciting opinions about roads, white roofs, solar and walls.
9. Brian to send a mock-up of suggested By-Law and CC&R changes to Board members prior to January, 2016 meeting.
10. Discussion of HOA VISION AND PLANS FOR 2016 from **In January 2016 – things to discuss/decide/implement within the board** on, was tabled until the January 4, 2016 meeting.

6. HOUSEKEEPING

1. It is recommended that all Board members use the FHCHOA email instead of their personal email for communication with board members. The FHCHOA Gmail e-mail system was established to provide a central and permanent record of communications that will be available to future boards.
2. It was recommended that directors decide independently on whether to have Gmail forward board mail to their private email accounts. They should let Bob know if they would like him to set up forwarding.
3. Irene suggested we have one person handle email upgrades.
4. Bob agreed to give Pat the password to the [fhchoa.board@gmail.com](mailto:fhchoa.board@gmail.com) .

7. TREASURER'S REPORT (BALANCE SHEET, TRANSACTION DETAIL BY ACCOUNT and A/R AGING SUMMARY attached)

1. Motion to accept Treasurer's report was seconded and passed.
2. Brian advised the Board that the Master Association had assessed a fee of \$17 per lot for a total of \$6,239.00 which Foothills Clusters paid on September 14, 2015 and asked for input from the Board as to whether the Master Association Assessment should be passed on to the members of Foothills Clusters and added to the Foothills Clusters 2016 annual assessment which is to be mailed out in December, 2015. The 2016 assessment approved by the Board on November 15, 2015 is \$226.00. Adding the \$17.00 would bring the assessment to \$233.00. It was determined that in past years the Master Association assessment had not been passed on to members. The consensus of the board was not to add the Master Association assessment to the 2016 Foothills Clusters dues invoice and that if Foothills Clusters receives an assessment from the Master Association in the future to notify the members in advance that it will be passed on to homeowners on the next annual assessment.
3. Brian will suggest we go into executive session next month (January) to discuss collections.
4. Brian asked Bob to verify with our attorney that our subscription with her included a one-hour meeting per year with the board (he expects her to visit a board meeting). He would like to get her opinion before we take legal action against past-due members.
5. Brian asked Bob to request a renewal contract from our attorney, since it's close to renewal time.
6. Brian asked the board for permission to solicit an engagement letter from Holm & Valenzuela CPAs to do an audit.
7. Regarding spring dumpsters, Brian pointed out that Easter is March 27 and asked whether we want to have the dumpsters delivered March 13 & 20 or April 10 & 17, asking the board to think about this for next month.

## 8. COMMITTEE REPORTS

Architectural Control Committee with CC&R Enforcement  
(ARCHITECTURAL CONTROL COMMITTEE REPORT attached):

1. Enforcement Policy from attorney tabled until January 4, 2016 meeting.
2. Motion to approve architectural change application related to solar panels submitted by owner of Lot 251, 3776 E. Nugget Canyon was seconded and passed.
3. Table discussion about scheduling guest speaker from Pima County Planning until January 4, 2016 meeting.
4. Bob and Brian agreed that the Architectural Control Committee will meet with him to resolve the current non-compliance of his wire fence.

Landscape & Roads Committee (LANDSCAPE & ROADS REPORT attached):

1. Motion to proceed with removal of weeds, buffelgrass, bushes, cacti, dead or dying plants and trim mesquite trees (at east entrance) at both entrances for a cost of \$280 including dump fee was seconded and passed.
  - a. Motion to spray pendulum pre-emergent at both entrances for a cost of \$111.62 was seconded and passed.
  - b. Items A. 3 and 4 were withdrawn for the present time.
  - c. County right-of-way
    1. Irene would ask the County to clean up right-of-way, but their easement includes areas that people have landscaped and she worries that the County would come through and remove everything.
    2. Irene had requested that the County clean out the culvert but has seen no action. She will submit her request again.

Business Process Committee: No Report

Communications Committee (COMMUNICATION COMMITTEE REPORT ATTACHED):

- a. Frank Karnauskas volunteered to join the Communications Committee.
- b. We need to discuss, at some point, what information to make public vs. keep private on the web site (e.g. contract info, committee names).

Nominating Committee: Keep on Agenda

## 2. OLD BUSINESS

- a. Administrative Assistant: Discuss hiring an administrative assistant to help the Board members with clerical duties and take notes at meetings. Table until January 4, 2016 meeting.
- 3. NEW BUSINESS
- 4. MASTER ASSOCIATION
  - a. See Architectural Control Committee Report item V. Legality of transferring title of land from the Common Area for discussion about Article 2 property rights in Master Association CC&Rs per discussion with attorney.
- 5. The meeting was adjourned at 9:10 PM.
- 6. ATTACHMENTS: (TBD)