

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: April 4, 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, May 2, 2016 at 6:30 p.m. at Catalina Foothills High School, House #1, Seminar Room.

2. APPROVAL OF PRIOR MEETING MINUTES

- A. Motion to accept the Minutes of the March 7, 2016 Board Meeting was made, seconded and passed.

3. PRESIDENT'S COMMENTS

Aletha announced that Irene Barg has informed the Board that due to personal reasons she is resigning from the Board as of May 2, 2016. Irene indicated she would like to continue to serve on the Roads Committee but will be unable to serve as chairperson for the committee. A copy of her resignation is attached. Aletha expressed gratitude to Irene for all that she has done for the community and especially for the work she has done on the Roads committee. Irene has given hundreds of hours and her contribution toward moving the road project forward in a reasonable, collaborative, professional and appropriate way is immeasurable. She will be missed and we wish her only the best.

Aletha's opening remarks focused on the necessity for the Board and committees to be vigilant about doing the right thing and following through on procedures related to documentation in the members files. Aletha gave an example of problems create when a home in our neighborhood was sold and an encroachment issue was raised on the resale notification to the title company. Fortunately, documentation was available in the file that resolved the issue. Aletha reiterated that the information furnished on resale notifications related to violations on the property should come only from the property file and that it is extremely important to ensure that change requests and notification of violations to the declarations be documented in the file.

4. TREASURER'S REPORT

(BALANCE SHEET as of 3/31/16, A/R AGING SUMMARY as of 4/3/16 and CHECK DETAIL for March, 2016 attached)

- A. Motion to accept Treasurer's report was seconded and passed.
- B. The A/R Aging Summary was reviewed and a motion to turn over the receivable balance to attorney for collection on Lots 423, 481, 484 and 556 was made, seconded and passed.

5. 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:

PSOMAS ROADS REHABILITATION/RENOVATION PROJECT MEMO, SUMMARY OF PSOMAS REPORT and IMPROVEMENT DISTRICTS – PIMA COUNTY reports attached.

- 1. The committee reviewed the summary of the Psomas report. Discussion and questions from the floor regarding the 30 year comparison of options followed.
- 2. Irene will follow up to determine if Options 3 and 4 meet County road requirements. Support was expressed for meeting the county requirements if the cost is reasonable.
- 3. The engineer will write the specs to meet soil report.
- 4. Irene will follow up regarding time line and cost to get bid specs created.
- 5. Motion to move forward with bid specs for options 3 and 4 if the cost is not in excess of \$3,000 was made, seconded and passed.
- 6. Brian reviewed the details on improvement district (special taxing district). Because our cul-de-sacs do not meet county requirements we would need to pursue the RIMD option which allows the taxing district to assume authority over and maintain the roads. Benefits of the improvement district option are that the financial responsibility goes with the property versus an assessment where the financial responsibility goes with the owner. Brian will contact the county and try to get an idea how long the process would take.
- 7. Motion to allow Brian to proceed with approaching the county regarding improvement district was made, seconded and passed.
- 8. It was reported that the lights at the Skyline entrance to the subdivision are being replaced.

C. Business Process Committee: No Report

D. Communications Committee (Report Attached):

- 1. Review of the Communications Committee report was tabled until the May, 2016 meeting, however Bob announced that the spring newsletter was in process and articles for the newsletter needed to be submitted by April 15, 2016.

- E. Nominating Committee: No Report.
 - 1. Pat will work on a job description for this committee.
- F. Welcoming Committee:
 - 1. Pat reported she is working on a job description for this committee and hopes to have a draft by the May, 2016 meeting.
- G. Finance Committee:
 - 1. Review of the 2016 Budget is tabled until the May, 2016 meeting.

6. OLD BUSINESS

- A. Questionnaire – Bob and Tim will work on this. Irene indicated a Survey Monkey questionnaire was circulated on Next Door in 2015. She will forward a copy to Board members after the meeting.
- B. Administrative assistant – Pat made inquiries at several temporary employment agencies without success. It was suggested that she check Pima Community College and HOA management companies which she agreed to do.
- C. Pat was asked to check the minutes of previous board meeting to see if there was a motion to allow committees to spend a small amount of money without prior board approval.

7. NEW BUSINESS – None

8. MASTER ASSOCIATION

- A. Master Association has not yet had a meeting.

9. The meeting was adjourned at 8:50 PM.

10. ATTACHMENTS: (TBD)