

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: Monday, July 10, 2017 at 6:30 p.m.

Location: Jewish Community Center, Library, 3800 E. River Rd., 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, August 7, 2017, 6:30 pm. at the Jewish Community Center, Board Room, 3800 E. River Road, Tucson, AZ.

2. APPROVAL OF PRIOR MEETING MINUTES

- A. Motion to accept the Minutes of the June 5, 2017 Board Meeting was made, seconded and passed.

3. PRESIDENT'S COMMENTS

Aletha welcomed homeowners in attendance at the meeting and thanked the board for all of their hard work but especially for working together with the process to amend the CC&Rs. Aletha indicated that her term on the board is up in November, 2017 and due to health issues she is unlikely to run for an additional term. Aletha said Laura Sheets, whose term in the board runs through November, 2018, has given notice to the board that she will resign as of November, 2017 because she is moving out of state and there are two additional terms that expire in November, 2017. Aletha indicated that a nominating committee must be appointed by the Board by next month's meeting and she hopes that the committee would be able to recruit some enthusiastic new board members.

4. COMMITTEE REPORTS

- A. Architectural Control Committee
 - i. Frank emailed that there are no new ACC cases since last month. All status quo. Report next month.
 - ii. Irene indicated that she had taken care of coordinating with KSW.
- B. Landscape & Roads Committee
 - i. Roads
 - a. Irene reported that Pima County had completed the pot hole work on county roads.

- b. Pima County will not do anything about upkeep of the island area at the Alvernon entrance.
 - c. Irene will ask Bob Reuss (depending on his availability) look at reported pot hole/road problems on Pidgeon Springs and Marshall Gulch and will report back to the board.
- ii. Landscape
 - a. Pre-emergent will be done on Wednesday, June 14, 2017.

C. Business Process Committee

- i. Status of consent form to amend the CC&Rs is ongoing. The committee met and decided to divide the neighborhood into 7 sections with 3 – 4 streets per section. Each section or block leader will have a signing event at their home and invite anyone in their section who has not yet signed the CC&R amendment consent form. A notary public will be at each event. Irene will host the first event on Saturday, August 19, 2017 from 2 – 3 pm. There are currently 102 signed consent forms and 276 are needed. It was recommended that we do another mailing and Brian volunteered to coordinate that effort.
- ii. Aletha will invite Douglas Everett to our next meeting to discuss things we can be doing with Constant Contact.

D. Communications Committee

- i. Bob Newcomb is accepting articles for the summer newsletter through July 11, 2017.
- ii. Irene emailed with a suggested format for new email addresses. Irene indicated that there have been problems in the past with having a generic board address because the mail at the board address has not been picked up. Irene would like the board to make a decision on this issue and ask the committee to give a timeline as to when the new addresses will be implemented so we can notify our members.

E. Finance Committee

- i. Brian reviewed Treasurer' Report including the Balance Sheet as of June 30, 2017, the A/R Aging Summary as of July 6, 2017 and the Transaction List for June, 2017.
- ii. Brian contacted Capital Reserve Analysis regarding a reserve study and was given a quote of \$950 to perform the work. Brian will forward the Capital Reserve Study proposal and a sample Capital Reserve Study to board members by email and a copy of each is attached.
- iii. Brian attended a meeting covering 2017 Legislation affecting HOAs that goes into effect on August 9, 2017. A copy of HOA Omnibus Bill HB 2411 is attached. The
- iv. In order to straighten out the titling on the FCHOA checking and savings accounts Brian made the following motion: I move that the President direct the Treasurer to communicate with Wells Fargo Bank and have Dale Prescott and Louise Badoux-Ramackers

removed as account owners and replace them with the current officers as identified with the Arizona Corporation Commission. Any future changes to these officers shall result in the same action shall be taken with the bank making the current officers the account owners. The motion was seconded. There was no discussion and the motion was approved unanimously.

- v. Brain presented an engagement letter from Holm & Valenzuela, C.P.A., PC for preparation of financial statements and tax returns for 2016. The engagement letter was signed by the President.
- vi. The committee is working on the following:
 - 1. Certificates of Deposit – currently checking with Wells Fargo to see if there is a short-term CD available that pays more interest than what we receive on the money market;
 - 2. Internal Control policies and procedures.
 - 3. Goals related to financing of the roads and options to increase revenues and decrease expenses.

F. Welcoming Committee (Report attached)

- i. The committee prepared documents to be included in welcoming packet per attached and distributed copies to the board and discussed the design and cost of the cover folder. The folder would have either a picture of the Skyline entrance walls or the website picture. Cost for presentation folders from Vista Print is \$295/100 and cost from Office Max is \$299 color and \$199 black and white for minimum order of 50. Pat was given approval to move forward with this project.
- ii. Pat was given a list of 6 new homeowners who have moved into the subdivision since May and she will stop by these homes sometime before the next meeting and mail a welcome packet to new homeowner on Quartzite Canyon.
- iii. No plans at this time for a fall cookout.
- iv. Pat presented information about Little Libraries and will prepare an article for the fall newsletter.

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. Tabled until August.

6. NEW BUSINESS

- i. Nominating Committee –
The board needs to appoint a nominating committee 90 days prior to the Annual Meeting of members. It was noted that Dave Larrabee and Dena Petersen did an excellent job when they served on the committee several years ago and Pat was asked to contact them about serving on the committee this year.
- ii. Vice President appointment –
A motion was made to appoint Frank Karnauskas vice president. The motion was seconded and passed.

- iii. Policy and Guidelines Regarding Barking Dogs –
An updated draft of the 2002 Policy and Guidelines regarding barking dogs and an alternative draft policy and guidelines prepared by Douglas Hughes were distributed to board member for review. The board supports the adoption of such a policy and supports the alternative plan that calls for earlier intervention by the CC&R committee and more time for correction of the problem. Pat will work with Frank, chairperson of the CC&R committee to come up with a final version for the August meeting. Copies of both draft policies are attached.

7. MASTER ASSOCIATION

- i. Dan Weisz was unable to attend the board meeting but reported that Jeff Sevoss' term on the Master Association Board is up in November, 2017 and Jeff has notified the Board that he will not continue to serve after that time.
- ii. The Master Association continues to discuss the issue of buffelgrass in the common area.
- iii. The next meeting of the Master Association Board has not yet been scheduled.

8. ADJOURN – Meeting adjourned at 7:47 p.m.