

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: Monday, August 7, 2017 at 6:30 p.m.

Location: Jewish Community Center, 3800 E. River Rd., Tucson, AZ

1. CALL TO ORDER/ROLL CALL

- A. Call to Order – the meeting was called to order at 6:31 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, September 11, 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 July10, 2017 Board Meeting was made, seconded and passed.

3. PRESIDENT'S COMMENTS

Aletha welcomed homeowners in attendance at the meeting and explained that the Board welcomed input from members, however, in order to effectively deal with the business of the association, the board can only recognized member comments at appropriate times and comments must be limited to three (3) minutes.

4. COMMITTEE REPORTS

- A. Architectural Control Committee (Report attached)

- B. Landscape & Roads Committee

- i. Roads

- a. Irene has spray painted pot holes and edgework areas of the private roads that need to be repaired. Irene will meet with the Roads Committee this coming month and will bring recommendations for repairs with estimated costs to the board meeting in September.
 - b. Members are encouraged to report any pot holes on county roads to Pima County Transportation Department

- ii. Landscape

- a. Irene will contact Basham Landscaping to remove the yucca plant from the island on Cascade Springs that has toppled over.

C. Business Process Committee

- i. Status of consent forms – we currently have 105 signed consent forms in favor of the CC&R change and 1 against. Signing events have been scheduled and the dates will appear in the summer newsletter. Irene ordered door hangers which are due to be delivered on August 10, 2017.

D. Communications Committee

- i. The board was sent a draft of the summer newsletter for review. Some minor changes are needed and the newsletter should go out in the next few weeks.
- ii. Constant Contact – Aletha reported that Doug Everett wants the Communications Committee to initiate an action plan and state objective regarding use of Constant Contact for communications with membership. Pat is to contact Frank and ask him to work with Doug on the following: professional webpage, consistent email, consistent framework for communication with members, initiate surveys.
- iii. Irene will work with Frank to set up and establish a procedure regarding g-mail accounts.

E. Finance Committee

- i. Brian reviewed Treasurer's Report including the Balance Sheet as of August 3, 2017, the A/R Aging Summary as of August 3, 2017 and the Transaction List for July, 2017.
- ii. Brian forwarded the Capital Reserve Study proposal and a sample Capital Reserve Study to board members by email. A reserve study is a long-term budgeting tool that will help the board with decisions related to asset maintenance and financing. Several title companies have asked for the association to provide a Capital Reserve Study for home sales. Motion to enter into an agreement for a Capital Reserve Study for \$950.00 was made, seconded and passed.
- iii. In the future the Vice President will receive a copy of the Wells Fargo bank statements.

F. Welcoming Committee (Report attached)

5. OLD BUSINESS

- i. Donna Sanders was appointed chairperson of the Nominating Committee.
- ii. 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 September.

6. NEW BUSINESS

- i. Dumpsters – Brian will make arrangements for dumpster placement the weekends of November 3 to 5, and November 10 to 12, 2017.
- ii. A member asked if the Board could post the agenda for upcoming meetings on the website. There were no objections and Pat will contact Doug Everett and arrange for this.
- iii. Brian was given permission to identify and relocate the storage unit where the Association records are kept to a more convenient site.

7. MASTER ASSOCIATION

- i. The next board of director's meeting of the Master Association is scheduled for October, 2017 at the JCC.

8. ADJOURN – Meeting adjourned at 7:32 p.m.