

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

Date/time: Monday, January 8, 2018 at 6:30 p.m.

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

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1. CALL TO ORDER/ROLL CALL

- A. Call to Order – the meeting was called to order at 6:30 p.m.
- B. Housekeeping – sign in roster, cell phones.
- C. Roll call

Board Member	Term Expiration	Present	Absent	Proxy
Brian Bickel	2018	X		
Donna Sanders	2018	X		
Douglas Hughes	2018	X		
Irene Barg	2019	X		
Frank Karnauskas	2019	X		
Bob Rosaldo	2019		X	
Aletha Kalish	2020	X		
Pat Tapke	2020	X		
Scott Simpson	2020		X	

- D. A Quorum was present
- E. Next board meeting Monday, February 5, 2018, 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 December 4, 2017 Board Meeting was made, seconded and passed.

3. PRESIDENT’S COMMENTS – The President welcomed visitors.

4. COMMITTEE REPORTS

- A. Architectural Control and CC& R Committee (Report Attached)
  - a. Architectural Control Committee
  - b. CC&R Committee
    - a. Note correction to first item on CC&R Enforcement Report – the correct address is 3460 E. Nugget Canyon, not Lizard Rock Pl.
- B. Landscape & Roads Committee
  - a. Roads
    - a. Rip-rap project on Ventana Canyon at south side of the wash and across from Cascades Springs Pl. has been completed.
  - b. Landscape
    - a. Roadway Vegetation Maintenance Report is attached.
    - b. Irene investigated a report that the lights at the Skyline entrance to the subdivision were out. She believes the problem could be the result of vandalism and will keep an eye on the situation.
    - c. The **Stop Sign** at the Evans Mountain entrance, the **Evans Mountain Sign** east of the Evans Mountain

entrance to the subdivision which indicates that Evans Mountain is the next street, and the **20 MPH Sign** just below Marshall Gulch (near Alvernon) heading toward Skyline are all down. Irene will make a report to Pima County.

C. Business Process Committee

- a. Status of consent forms – we currently have 149 signed consent forms in favor of the CC&R change. The next signing event will be held at Dena Peterson's later in January.

D. Communications Committee

a. Website

- a. Frank was able to enlist the help of a friend to facilitate the design and implementation of the new (overhauled) website which is now completely operational. Frank's friend charged a minimal fee of \$400 and asked that the fee be paid to a charity.
- b. As explained in the Fall, 2017 Newsletter, in the interest of getting important news to members more quickly, the association is replacing quarterly Newsletters with email alerts. The committee is continuing the effort to get members signed up is continuing. The committee is working with Next Door to promote the sign up.
- c. The new board email accounts are set up and active. Frank provided a list of new email addresses and an explanation of how the various accounts are disseminated and instructions related to individual responsibility.
- d. Frank plans to hold 'Listening Sessions' on his front porch in January. The sessions will be held on Thursdays, Fridays and Saturdays from 10-11 am and 2-3 pm.

E. Finance Committee

- i. The Treasurer' Report including the Balance Sheet as of December 31, 2017, the Transaction List for December, 2017 and the A/R Aging Report as of December 31, 2017 are attached.
- ii. Invoices for the annual assessment were mailed as of December 31, 2017.
- iii. Brian has not heard back from Capital Reserve Analyst, the firm he was working with to have a reserve study prepared. Brian will look into other options.
- iv. Internal Controls – No progress on contact with former board member who works at Intuit to get additional information regarding cloud storage and transitional access to records.
- v. The records at Wells Fargo Bank and signatory authorization cards have been updated to allow the following board members authority to sign on the association accounts: Brian Bickel, Frank Karnauskas and Aletha Kalish. A copy of the bank statement is mailed to the association and picked up by Brian and emailed to Frank Karnauskas.

- vi. Brian provided a copy of the engagement letter Holm & Valenzuela, CPAs, the firm that will handle preparation of the association compilation Financial Statements for period ending December 31, 2017

F. Welcoming Committee

- a. Brian will update the committee with names and addresses for new homeowners since November, 2017.
- b. Frank will forward the photo appearing on the website to Pat and Pat will move forward with having Welcome Packet folders printed.

5. OLD BUSINESS

- a. New Storage Unit – the new storage unit is located at 121 W. Orange Grove Rd. and all files and boxes have been moved from the old location to the new location.
- b. Legal Review of Enforcement Policy – Frank provided a copy of an **Advice Letter** which he received from our attorneys Carpenter Hazelwood regarding Developing a Fine Schedule After Turtle Rock III. Frank also provided a copy of our current **Enforcement Policy** and a draft **Resolution** to adopt a General Violation Fine Schedule and a draft **Resolution** to adopt a First Supplement to the General Violation Fine Schedule. Board members are asked to review these documents and come to the February board meeting prepared to discuss and take any necessary action.
- c. Homeowners Survey – Frank is working with Bob Rosaldo to develop a survey of homeowners' views about important issues that affect the neighborhood.
- d. Change Arizona Corporation Commission Statutory agent – Frank mailed the Annual Report to Jason Smith at Carpenter Hazlewood requesting his signature as the new statutory agent in section 2 of the report.
- e. A copy of the signed General Representation Agreement between Carpenter Hazlewood and Foothills Clusters HOA is attached.

6. NEW BUSINESS

- a. Frank will purchase a file cabinet and chairs for the storage unit.

7. MASTER ASSOCIATION

- a. 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.
- b. 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.

8. ADJOURN – Meeting adjourned at 7:23 p.m.