

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

Date/time: Monday, December 3, 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

1. Call to Order – the meeting was called to order at 6:31 p.m.
2. Housekeeping – sign in roster, cell phones.
3. Roll call

Board Member/Term Expiration	Present	Absent	Proxy
Brian Bickel 2021	X		
Austin Wesnitzer 2021			X
Douglas Hughes 2021	X		
Aletha Kalish 2020	X		
Pat Tapke 2020	X		
Vacant 2020			
Frank Karnauskas 2019	X		
Vacant 2019			
Vacant 2019			

4. A Quorum was present
5. Next board meeting Monday, January 7, 2019, 6:30 pm. at Catalina Foothills High School, House #1, Seminar Room, Tucson, AZ.

6. APPROVAL OF PRIOR MEETING MINUTES – Motion to accept the Minutes of the November 5, 2018 Board Meetings was made, seconded and passed.

2. PRESIDENT’S COMMENTS – Frank Karnauskas indicated he would save his comments for the Business Process Committee Report.

3. COMMITTEE REPORTS

1. Architectural Control and CC& R Committee (see attached)
  - a. Architectural Control Committee – Frank reported that the committee approved seven (7) Architectural Change requests.
  - b. CC&R Committee – Frank reported that the committee is following up on one situation concerning multiple cars parked in center island in the cul de sac. Legal counsel advised that the Board develop a formal, written parking policy for review by and approval of the board prior to contacting the homeowner. Frank has three (3) sample policies and will prepare a draft by the end of this week to be forwarded to legal counsel for review.
2. Landscape & Roads Committee
  - a. Roads – Brian reported that he contacted someone at Pima County Department of Transportation regarding the possibility of setting up a Title 48, Special Taxing District pursuant to A.R.S. Sec. 48-1406 for repair of our roads and he will continue to follow up.

- b. Landscape -- Irene forwarded Proposal/Contract from Basham Landscaping spraying of pre-emergent at entrances for Brian's signature (copy attached).

3. Business Process Committee

- a. Brian presented via overhead projector, proposed changes to the Amended and Restated By-Laws of The Foothills Clusters Homeowners Association Approved on November 5, 2007. The changes being considered in the draft are intended to eliminate unnecessary, outdated or confusing language, to bring the document into compliance with current law and to allow the directors some latitude regarding administrative matters. Brian will email a copy of the document to members of the board for review prior to the next board meeting.
- b. Frank indicated he would like to send a letter to all members reporting the results of the ballot initiative to raise the annual assessment along with a copy of the 'for discussion only' By-Laws presented this evening by Brian and a copy of the Financial Reports for 2018.
- c. A discussion followed regarding a suitable course of action for the Board to take in order to accomplish the financing for and replacement of our private roads. The Business Process Committee is looking into a possible taxing district, and the need to get more information about why members did not vote and why members voted 'No'. The committee recommends that the Board focus on amending the By-Laws per previous discussion and present these By-Laws to the members with a letter indicating we are still working on roads. The goal is to educate the membership and build trust. There was a discussion involving all members of the board and opened to comments from members in attendance regarding moving forward on changes to the governing documents that will facilitate the financing of the road project.

4. Communications Committee (No report)

5. Finance Committee (Report Attached)

- i. The Treasurer' Report including the Balance Sheet as of November 30, 2018, the Transaction List by Date for November 2018 and the A/R Aging Report as of November 30, 2018 were reviewed.
- ii. Brian indicated he plans to visit Alliance Bank, a bank with a department that specialized in homeowners' associations and will report back to the Board as to whether the Finance Committee recommends moving the Associations' accounts.
- iii. Brian presented a Draft Budget for 2019 and explained that this was based on 2018 actual results. Pat emailed comments and questions to all board members on December 1<sup>st</sup>. Brian had not seen the email and indicated he would follow up.

6. Welcoming Committee –
  - a. The Committee mailed a welcome packet to the new homeowners at 3827 E Gibbon Mountain because they have not moved in yet and will deliver a packet to the new homeowner at 3809 E Gibbon Mountain this week.
  
4. OLD BUSINESS – None
  
5. NEW BUSINESS –
  - a. Private Street Parking – See discussion under CC&R Committee report.
  - b. Frank will continue to search for possible candidates to fill the three (3) vacancies on the board.
  
6. MASTER ASSOCIATION – Dan reported that the quarterly meeting of the Master Association board will be held on Tuesday, January 8, 2019 at 4:30 pm and the Annual Meeting of the Master Association will be held on Tuesday, January 29, 2019. Both meetings will be held at Manzanita Elementary School.
  
7. ADJOURN – Meeting adjourned at 8:07 p.m.