

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: Monday, April 3, 2017 at 6:30 p.m.

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

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	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		
Tim Strong		X	

- D. A Quorum was present
- E. Next board meeting Monday, May 1, 2017, 6:30 pm, at Catalina Foothills High School, House #1, Seminar Room.
- F. Status of Board Member Tim Strong. Aletha will email Tim and determine if he has resigned from the Board.
- G. Aletha indicated the location for the June, July and August, 2017 Board meetings will be at Village Inn located at 6251 N. Oracle Road.

2. APPROVAL OF PRIOR MEETING MINUTES

- A. Motion to accept the Minutes of the March 6, 2017 Board Meeting was made, seconded and passed.

3. PRESIDENT’S COMMENTS

Aletha welcomed homeowners in attendance at the meeting and thanked board members for their participation and efforts. Aletha indicated she is working with Frank composing a letter to be mailed with the consent form. Aletha emphasized the importance of getting the change to the CC&Rs passed. There was a discussion regarding requirement of notarization of homeowner’s signatures on consent form.

4. COMMITTEE REPORTS

- A. Architectural Control Committee (see attached report)
 - i. It was noted that on the property at 3854 E. Gibbon Mountain Pl., the attorney sent a second notice of violation letter on March 31, 2017, and the temporary structures at 3845 Mt. Kimball Pl. have been taken down.
- B. Landscape & Roads Committee
 - i. Roads

- a. Irene indicated that the committee is essentially on hold until the governing documents issues are resolved.
 - b. Irene will mark potholes on Evans Mountain and Ventana Canyon for the county to repair.
- ii. Landscape (no report)

C. Business Process Committee

- i. Frank reported that the consent form will be mailed out on Tuesday, April 4th or Wednesday, April 5th with a cover letter from the President of the Board and the article from the newsletter. Members are being asked to return the consent form by May 15, 2017. A card will be included with the mailing asking members to notify the committee if the member wants to bring their consent form to a Board meeting so we can make sure to have enough notaries available to quickly process the signings. It was suggested that a notary public be available at the April 22nd cookout. Pat Tapke will be at the cookout with her notary public seal.
- ii. Discussion regarding purchase of Constant Contact, an on-line marketing resource to help with processing surveys of the members and marketing and communication issues. Doug Everett indicated the cost would be approximately \$16- \$20 per month. He was asked to get a firm bid and get back to the Board in May. Doug indicated that it was important to get members to sign up and suggested offering an incentive such as a raffle to encourage members to sign up. A quick on-line search of the Constant Contact website indicated a free 60-day trial was being offered and Aletha said she would sign up.

D. Communications Committee

- i. Bob would like to get the spring newsletter out by the end of April. Submission deadline will be April 17th.
- ii. Frank will be working on the new email accounts.

E. Finance Committee (see attached report)

- i. In Kirsten's absence, Pat reviewed Treasurer's Report including the Balance Sheet, the A/R Aging Summary and the Transaction List for March 31, 2017.
- ii. Motion was made, seconded and approved to accept the Budget Overview for year 2017.
- iii. The committee is beginning to develop some internal control and accountability procedures.
- iv. The committee continues to work on goals related to financing of the roads, investment options to increase revenues and expense reduction options.

F. Welcoming Committee

- i. The Community Cookout will be held on April 22, 2017 starting around 2:00 p.m.

- ii. The committee did not receive notice of any new homeowners in the month of March; however, Aletha indicated that there are contracts pending on two properties in the Clusters.

5. OLD BUSINESS

- i. Speed management – tabled until May.
- 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 May.

6. NEW BUSINESS

- i. Per the Architectural Control Committee report included in the January, 2017 minutes, letters were sent to homeowners whose roof colors are not currently in compliance with the CC&Rs allowing an extension to bring the roofs into compliance. Frank presented a Resolution of the Board of Directors regarding White or Near White Roofs that each of the member who is not in compliance will sign formalizing the agreement. Motion was made, seconded and approved to adopt the resolution. A copy of the resolution is attached.

7. MASTER ASSOCIATION

- i. The next meeting of the Master Association Board of Directors will be held on Tuesday, April 4, 2017 at 4:30 in the Boardroom at the Jewish Community Center on River Road. Dan Weisz reported the items on the agenda are (1) Invasive grass in the common area; and (2) Formalizing guidelines related to dealing with encroachment issues. Steve Hanns, one of the representatives to the Master Association Board from Foothills II will be leaving the Master Association Board. The next meeting of the Master Association Board will be on Tuesday, July 5, 2017. The time and location will be announced.

8. ADJOURN – Meeting adjourned at 7:44 p.m.