

The Foothills Clusters Homeowner Association
MINUTES - BOARD OF DIRECTORS MEETING

Date/time: Monday, June 5, 2017 at 6:30 p.m.

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

1. CALL TO ORDER/ROLL CALL

- A. Call to Order – the meeting was called to order at 6:32 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, July 10, 2017, 6:30 pm. Aletha will contact the JCC and attempt to arrange meeting rooms for the July and August Board meetings.

2. APPROVAL OF PRIOR MEETING MINUTES

- A. Motion to accept the Minutes of the May 1, 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.

4. COMMITTEE REPORTS

- A. Architectural Control Committee (see attached report)
 - i. The tree items at the top of the list are the new cases during the month of May.
 - ii. KSW owes the board an update on his progress in completing an application and securing a building permit. Frank will attempt to contact him and ask that he sends an email with his comments. The agreement letter stemming from the last board meeting was not sent until last week so the committee asks for some leeway.
 - iii. Some of the older items on the list can come off but the committee first needs to inspect the final work. Frank will arrange for a committee member to follow up.
 - iv. A draft of the updated Architectural Control Policy and Guidelines was presented to the Board for review. The changes are as follows:
 - *Section II, h. add: i. Project must be completed within 6 months after starting unless otherwise agreed with the

committee.

*Add Section i. Approval expires in one year. i. Approvals of projects expire in one year. If an applicant has not begun implementation in that time and still wants to accomplish the project, the owner must submit a new application complete with neighbor signatures.

*V. Structure additions or modifications. Add: a. No two-story Or split-level structures are permitted in the neighborhood. This includes partially or full enclosed rooftop decks.

A motion was made to amend approve the changes to the Architectural Control Policy & Guidelines, was seconded and passed. The new revised document was signed by the President and Secretary and will be posted on the Foothills Clusters website.

v. CC&R violations

1. Frank will start a separate log for CC&R violations after tonight's meeting.
2. A neighbor has contacted the board and the Pima County Health Department concerning the run-down condition of Lot 481. Frank will follow up.
3. The board has received several complaints about the barking dogs and excessive dog waste at 3621 E. Kingler Springs Place. The owner of the adjacent property and another nearby neighbor were in attendance at the board meeting and detailed the measures they have taken to resolve the issue with the neighbor, who rents the home, and the actual owner of the property. The adjacent neighbor indicated that after notifying the owner of the property, the renter seems to be making efforts to clean up the yard and restraining the dogs from barking. A lengthy discussion regarding general issues related to barking dogs (i.e., board policy, Pima County Codes, Pima Animal Control policies, forming a special committee, etc.) and issues specific to this situation followed. Frank in his capacity as chairperson of the ACC/CC&R committee was aware of the ongoing problem and had drafted a letter notifying the homeowner and renter that they are in violation of the CC&Rs and asking them to resolve the problem. The board agreed that the letter was appropriate and should be sent to the homeowner and the renter.

B. Landscape & Roads Committee

- i. Roads (no written report)
 - a. Irene indicated that the committee is essentially on hold until the governing documents issues are resolved.
- ii. Landscape (no written report)
 - 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 will be meeting this month to discuss strategies for

publicizing the matter and creating opportunities for members to sign their consent forms. The committee has identified 7 zones and will appoint block leaders to coordinate signing events.

- ii. 128 members signed up on Constant Contact to receive newsletters by email. We are at the end of our 60 day trial offer. Several board members still have reservations as to the need for this service. A motion was made to continue the service if the cost is less than \$100 for three additional months. The motion was seconded and passed with one dissenting vote.

D. Communications Committee

- i. Bob Newcomb is accepting articles for the summer newsletter. It was suggested that the newsletter include an article about barking dogs and additional information about Amending the CC&Rs and signing events.
- ii. Frank will continue to work on the new email accounts.

E. Finance Committee (see attached report)

- i. In Brian and Kirsten's absence, Pat reviewed Treasurer' Report including the Balance Sheet as of May 31, 2017, the A/R Aging Summary as of May 31, 2017 and the Transaction List for the period May 1 to May 31, 2017.
- ii. The committee is continuing to develop some internal control and accountability procedures.
- iii. The committee continues to work on goals related to financing of the roads, investment options to increase revenues and expense reduction options.
- iv. The committee is working on the following:
 1. Board Reserve Study – currently looking for a resource to conduct this study;
 2. 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;
 3. Audit – requesting an engagement letter;
 4. Account titling – Brian is getting with Wells Fargo to determine what documentation is needed to have the accounts titled to the corporation.

F. Welcoming Committee

- i. The committee did not receive notice of any new homeowners in the month of May but Aletha indicated that five (5) properties did close in May. Pat will follow up with Brian to get the names of any new homeowners who closed on properties in the Foothills Clusters in May and prioritize preparing welcoming packets for new homeowners.

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 July.

6. NEW BUSINESS

None

7. MASTER ASSOCIATION

- i. The next meeting of the Master Association Board will be on Tuesday, July 5, 2017 at 4:30 at the JCC Board Room.

8. ADJOURN – Meeting adjourned at 7:54 p.m.