

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

Date/time: Monday, March 4, 2019 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 6:30 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, April 1, 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 February 4, 2019 Board Meetings was made, seconded and passed.

2. PRESIDENT’S COMMENTS – Vice President, Aletha Kalish, chaired the meeting.

3. COMMITTEE REPORTS

1. Architectural Control and CC& R Committee (Report attached)
  - a. Architectural Control Committee – The committee processed and approved one ACC applications in February. The committee has had no response from the homeowner on Burro Creek regarding application not approved in January.
  - b. CC&R Committee –
    - 3856 E. Diablo Canyon – Car with no muffler. Board members agreed that the proposed resolution of the committee was an acceptable solution and no further action should be taken. Aletha will communicate with Frank.
    - 3545 E Ventana Canyon – barking dogs; First Notice violation letter sent.

- 3719 E. Lizard Rock – First Notice violation letter will be sent after approval of Parking Policy.

2. Landscape & Roads Committee

- a. Roads – Brian indicated that Austin is preparing a road proposal.
- b. Landscape – Irene Barg reported by email that she had cancelled the February 25<sup>th</sup> cleanup of the entrances because it is unnecessary at this time. Pre-emergent will be applied again in June.

3. Business Process Committee – No Report

4. Communications Committee – No Report

5. Finance Committee (Report Attached)

- i. The Balance Sheet as of February 28, 2019 was reviewed. Brian reported that he mailed 84 statements for outstanding 2019 assessments and late fees for 2018. Four (4) homeowners' assessments are over one (1) year delinquent. I final notice letter is being sent to these homeowners by Priority Mail. A/R Aging Report as of February 28 and Transaction List by Date for February 2019 were not provided and are not attached due to excessive length.
- ii. Brian has all the documentation required to transfer the Association accounts to Alliance Bank of Arizona (Western Alliance Bancorporation) and has scheduled a 30-minute call with the Alliance Bank 'boarding team' to ensure an efficient transfer. Brian will move the savings account first and allow the checking account at Well Fargo to remain open until he is comfortable that all automatic deductions for disbursements to vendors (i.e. TEP) and possible assessment deposits have been completed.
- iii. Brian is reworking the Draft Budget for 2019 to include an estimate of interest income.

6. Welcoming Committee –

- a. The Committee was notified of two (2) new homeowners. Upon review it was noted that one of these homeowners had moved in in November and a welcome packet was delivered in December. A welcome packet will be delivered to the new homeowners at 6865 N. Cascade Springs Place in March.

4. OLD BUSINESS –

- a. Motion to approve the Vehicle and Parking Policy and related Resolution was made, seconded and passed.
- b. Discussion regarding filling three (3) vacancies on the Board of Directors was tabled until April.
- c. Proposed Amendment to By-Laws – Brian will draft a proposed revisions to the By-Laws using language similar to the language in the Amendment to Declaration of Covenants, Conditions and Restrictions Clusters Association, Article IV, Section 4 which

reads: “In addition to the annual assessment authorized above, the Association may levy, in any assessment year, a special assessment applicable to that year only for the purpose of defraying, in whole or in part, the cost of any construction, reconstruction, repair or replacement of a capital improvement upon the Limited Common Area, provided that any such assessment shall have the assent of two-thirds (2/3) of the votes of each class of members who are voting in person or by proxy at a meeting duly called for this purpose.”. This draft is to be forwarded to Board and to the attorney by Frank for review prior to the April 1<sup>st</sup> Board meeting.

- d. 2019 Plan of Action – There was a brief discussion about amending the CC&Rs to reduce the requirement to amend from 75% to Two-thirds and holding a special meeting to amend the By-Laws. Further discussion was tabled until the April 1<sup>st</sup> meeting.
- e. Governing Documents Receipt Confirmation – Brian indicated that pursuant to A.R.S 33-1806 copies of all governing documents are provided to the title company for delivery to the purchasers of homes in the Foothills Clusters. Brian will draft a letter to the title company confirming receipt of these documents to be forwarded to the attorney for review.

5. NEW BUSINESS –

- a. Rental Property Control – After discussion the Board agreed to drop this matter and remove this item from the agenda.
- b. Proposed website notice regarding Pima County Laws Governing Dogs – After discussion it was agreed that posting signs was relatively ineffective and that a better option would be to post the Pima County Laws Governing Dogs on the website and send a concise email to all homeowners on the Foothills Clusters email list advising/reminding them that dogs need to be on leash in the Common Area and Limited Common area and referring them to the Pima County Laws Governing Dogs posted on the website. Pat will draft a proposed email and send it to the Board and include a copy of the Pima County Laws Governing Dogs in the Welcome Packet. Brian will get in touch with Foothills Clusters’ insurance carrier and ask for suggestions. And Dan is following up with the Master Association attorney.

6. MASTER ASSOCIATION – Dan reported that the Master Association has identified three areas for invasive grass removal. Invasive grass has been removed by volunteers from an area at Burro Creek and Evans Mountain and the Campbell Wash near Cascade Springs. A resident of Foothills II who inadvertently removed vegetation from the common area has agreed to help remove invasive grass in the Common Area near his property. The next meeting of the Master Association Board is set for Tuesday, April 9 at 4:30 at Manzanita Elementary School.

7. ADJOURN – Meeting adjourned at 8:14 p.m.