

**THE FOOTHILLS CLUSTERS HOMEOWNERS ASSOCIATION- BOARD OF
DIRECTORS MEETING
Meeting Minutes**

Monday, November 8, 2021 at 6:30 PM
Location: Zoom Video Conference

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 6:32.

Board Member/Term Expiration	Present	Absent	Proxy
Brian Bickel 2024	x		
Doug Hughes 2024	x		
Austin Wesnitzer 2024	x		
Aletha Kalish 2023	x		
Michael Katz 2023		x	
Donn Stoltzfus 2023	x		
Frank Karnauskas 2022	x		
Linda Jaworski 2022		x	
Ron Steffens 2022	x		

2. WELCOME TO THE NEWLY-ELECTED DIRECTORS.

The President announced the results of the election that concluded on November 7 and congratulated the newly-elected Directors.

3. APPROVAL OF PREVIOUS MONTH'S MINUTES

Motion to accept with revisions was approved unanimously.

4. PRESIDENTS COMMENTS

The President thanked the Board for its work in the past year and noted the importance of the upcoming year with the proposed road replacement project.

5. ELECTION OF OFFICERS

Nomination of Doug Hughes for President. Motion seconded, approved unanimously with the abstention of the candidate.

At this point, Doug Hughes took over leadership of the meeting.

Nomination of Aletha Kalish for Vice President. Motion seconded, approved unanimously with the abstention of the candidate.

Nomination of Brian Bickel for Treasurer. Motion seconded, approved unanimously with the abstention of the candidate.

Nomination of Donn Stoltzfus for Secretary. Motion seconded, approved unanimously with the abstention of the candidate.

6. DISCUSSION/ESTABLISHMENT OF COMMITTEES AND COMMITTEE CHAIRS

Nomination of Austin Wesnitzer to chair the Roads Committee. Motion seconded, approved unanimously with the abstention of the candidate.

Nomination of Ron Steffens to chair the Landscape Committee. Motion seconded, approved unanimously with the abstention of the candidate.

Mr. Karnauskas announced his preference to create separate Architectural Control and CC&R Enforcement Committees.

Nomination of Linda Jaworski to chair the Architectural Control Committee. Motion seconded, approved unanimously.

Nomination of Donn Stoltzfus to chair the CC&R Enforcement Committee. Motion seconded, approved unanimously with the abstention of the candidate.

Nomination of Frank Karnauskas to chair the Communications Committee. Motion seconded, approved unanimously with the abstention of the candidate.

Nomination of Irene Barg to chair the Welcoming Committee. Motion seconded, approved unanimously with the abstention of the candidate.

Nominating Committee - selection of a chair tabled.

Brian Bickel stated that the Caliber software had the capability to accept information about Architectural Control approvals and CC&R Enforcement actions in the individual property records. He invited the chairs of those respective committees to learn how to do so at some future date.

7. COMMITTEE REPORTS

- a. Architectural Control Committee with CC&R Enforcement
 - I. Architectural Control report

Presented by Donn Stoltzfus.

6460 N. Burro Creek Place: Pima County permit information received. Homeowner notified of final approval.

3760 E. Lizard Rock Place: Application for house painting reviewed and approved.

6760 N. Cascade Springs: Application for driveway pavers and landscaping project approved.

ii. CC&R report

3757 E. Marshall Gulch Place: Pending CC&R action under committee review regarding failure to meet agree upon terms of Architectural Change Application for atypical solar project.

3500 E. Nugget Canyon Place: Unsightly Nuisance Complaint regarding two temporary pop-up type shade structures in the driveway. Debris also noted upon site drive-by. Notice sent. Shade structures were present during a second site drive-by on 10-10-21. First Notice of Violation pending.

b. Landscape and Roads Committee

I. Road Replacement Project report

Presented by Austin Wesnitzer.

Pima County recently selected KS&G Construction for pavement replacement projects in our area in 2022, including Skyline, Alvernon, and Evans Mountain Road. The work on Evans Mountain is likely to begin in April or May of 2022 and be completed in 2 weeks. Austin will contact KS&G to ascertain if they are interested in preparing a bid to replace pavement in the Clusters concurrent with the Evans Mountain project.

Discussion followed of various project details, including cul-de-sac treatment, roadside vegetation removal up to at least 14 feet in height where overhanging the road, the preferred replacement with a minimum of three inches of new pavement if funds allow, and the process for installing suitable pavement protection at the Campbell Wash crossing. At the conclusion of the discussion Austin left the meeting.(7:15)

ii. Landscape report

Presented by Ron Steffens

Ron noted that the green waste removal was successful and ongoing.

c. Business Process Committee

I. Roads Finance Subcommittee

Presented by Brian Bickel.

Brian reviewed the Balance Sheet Comparison Report and noted that the Association reserves had increased to \$816k, with a total balance of \$909k.

Michael Katz joined the meeting at 7.22

Motion to increase the annual HOA assessment from \$288 to \$302 per lot was seconded and passed unanimously.

Brian discussed several considerations to be taken into account in determining how much of the reserves to use to reduce the amount of the loan that will be required to complete the pavement replacement project, including interest rate offered, maintaining a cushion for future debt service, and contributing to a new reserve fund for future road maintenance and repaving. The timing of the request to the homeowners for authorization to borrow funds was also discussed. It was suggested by several members that the majority of the December meeting be devoted to the pavement replacement project planning.

d. Communications Committee

No report. Frank Karnauskas said that he had some ideas to present in the future. Brian Bickel noted that his records lacked an email address for many homeowners.

- e. Finance Committee - Treasurers Report
 - i. Balance Sheet Comparison Report
 - ii. Annual Budget status

Information previously presented and discussed under Business Process Committee. Brian noted that a draft annual budget had been distributed for review and comment.

8. OLD BUSINESS

- a. Update to the Architectural Control Guidelines

Donn Stoltzfus noted that this was ongoing and hopefully would reach the Board for discussion and perhaps approval at the December meetings.

- b. Sand removal and pothole repair in the area of Campbell Wash and North Cascade Springs Place

No action taken.

c. Schedule for pickup of residents green waste

Another pickup could be scheduled in March/April prior to the pavement replacement project.

9. NEW BUSINESS

Discussion of the possibility of contracting with a single solid waste removal firm to service the entire neighborhood. Several members stated it was their understanding that it would require a contract between the Association and the firm, with the Association billing the homeowners. No action taken.

10. MASTER ASSOCIATION REPORT

Dan Weisz noted that invasive grass removal efforts in the common area would resume in the spring.

11. COMMENTS AND INFORMATION FOR THE GOOD OF THE COMMUNITY

Donn Stoltzfus offered, with the Boards permission, to research what if anything the Association could do to protect the integrity of the new pavement in future years when utility lines needed to be placed and the pavement cut. No objection from the Board, some felt the primary issue was the cable companies with shallow placement.

12. ADJOURN

Motion to adjourn the meeting was seconded and approved unanimously at 8:16.