

AGENDA

BOARD OF DIRECTORS MEETING **Cielito Lindo de Tubac Homeowners Association**

Date: March 24, 2014

Time: 5:30 PM

Location: Cielito Lindo de Tubac Clubhouse

1. **CALL TO ORDER**
2. **ROLL CALL & ESTABLISH QUORUM (3):** Leo Francis, Tom Johnstone, Mary Fay and Catherine Marrero.
3. **APPROVAL OF MINUTES:** January 27, 2014 & March 6, 2014 board meeting
4. **REPORTS:**
 - President Leo Francis
 - Treasurer & Managers Linda Hansen
 - Design Review Committee Leo Francis
 - Painting Robert Moore
 1. Spring painting project to begin April 15th.
 - Pool Colin Steffen, Cathy Duffin & Thom Johnstone
 - Landscaping Catherine Marrero
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
 - a. Bid from Raul-drainage work behind 20 Diego Rivera and between 24 & 26 Diego Rivera.
 - b. Marilyn Lowder's resignation
7. **MEMBER'S OPEN FORUM**
8. **DATE OF NEXT WORKING MEETING:** April 14, 2014, 4:30PM at Clubhouse
9. **DATE OF NEXT BOARD MEETING:** April 28, 2014, 5:30 PM at Clubhouse (Annual Meeting)
10. **ADJOURNMENT**

****An Executive Board meeting will follow the Board meeting****

MINUTES	BOARD of DIRECTORS MEETING CIELITO LINDO de TUBAC HOMEOWNERS ASSOCIATION
----------------	---

DATE: January 27, 2014
TIME: 5:30 P.M.
LOCATION: Cielito Lindo clubhouse
CALL TO ORDER: Ron Kurpius called the meeting to order at 5:30 P.M.

ROLL CALL:

Directors Present:	Ron Kurpius	President
	Tom Johnstone	Vice President
	Marilynn Lowder	Secretary
	Mary Fay	Treasurer
Directors Absent:	Catherine Marreo	Member-at-Large

Management: Linda Hansen, Manager

Homeowners: 8

QUORUM: (3) A quorum was present to conduct an official meeting.

APPROVAL OF MINUTES:

Motion: To approve the minutes of December 23, 2013 Board meeting. Motion made, seconded and passed unanimously.

REPORTS:

President: Ron Kurpius reported AAA will proceed with tree trimming as budgeted with a 10% discount if the project is done in the next 10 days.

Treasurer/Manager: Linda Hansen presented the Financial and Manager's Reports; it was agreed the excess operating funds in the amount of \$4,131.00 should be transferred to reserves.

Design Review: No Report.

Painting: No Report.

Pool: Thom Johnstone reported the quote for the pool cover and electrical work is \$6,023 and is over budget by 10% and does not include the actual cost of the light fixtures. It was decided to wait for final figures including lights fixtures.

It was reported the spa jets were not working. Linda Hansen will contact GV pools to investigate.

Landscaping: No report except for the President's Report.

UNFINISHED BUSINESS:

a. Community Garage Sale: Marilyn Lowder announced the garage sale will be held in the month of March when the weather is warmer.

NEW BUSINESS:

- a. **Leo Francis has volunteered to serve on the DRC:** Leo Francis and Rob Foulkes both volunteered to serve on the DRC. Ron Kurpius said the board will consider the requests from both volunteers.
- b. **Candidates for Board of Director:** There is one position available on the Board of Directors. Interested candidates should submit their bios to Cadden by Jan. 30th.

MEMBERS OPEN FORUM:

- A homeowner commented that when AAA starts trimming the trees, he would like to identify some dead branches near his home.
- A homeowner said there are spikes in the ground that need to be removed where there was once a tree.
- Thom Johnstone announced to keep the fees level, the HOA has scheduled a work day to complete some projects. He asked the homeowners to submit suggestions for projects and to also volunteer for the workday. The workday will be held in mid-march.
- Leo Francis volunteered to keep the project work list. Marilyn Lowder will send a notice to all the homeowners announcing the work days. Rob Foulkes volunteered to rent a pressure washer to wash the sidewalks.

NEXT MEETING: Next Work Session: February 10, 2014, 4:30 P M. The annual meeting is February 24, 2014, 5:30 PM. All meetings at the clubhouse.

ADJOURNMENT: The meeting adjourned at 6:06 P.M. by proper vote.

Minutes submitted by: Linda Hansen, Cadden Community Management

MINUTES	BOARD of DIRECTORS MEETING CIELITO LINDO de TUBAC HOMEOWNERS ASSOCIATION
----------------	---

DATE: March 6, 2014

TIME: 4:30 P.M.

LOCATION: Cielito Lindo clubhouse

CALL TO ORDER: Tom Johnstone called the meeting to order at 4:30 P.M.

ROLL CALL:

Directors Present: Tom Johnstone
Marilynn Lowder
Mary Fay
Catherine Marrero
Leo Francis

Management: Linda Hansen, Manager

Homeowners: None

QUORUM: (3) A quorum was present to conduct an official meeting.

ELECTION OF OFFICERS:

Motion: To elect Leo Francis as president. Motion made, seconded and passed unanimously.

Motion: To elect Tom Johnstone as vice president. Motion made, seconded and passed unanimously.

Motion: To elect Marilynn Lowder as secretary. Motion made, seconded and passed unanimously.

Motion: To elect Mary Fay as Treasurers. Motion made, seconded and passed unanimously.

NEW BUSINESS:

- a. **Legal Advice as it relates to the painted wall between lot 32 & 33:** The board needs to consider obtaining legal advice for two items: 1) Rights and responsibilities as it relates to common walls and 2) how this relates to the common wall painted between lots 32 & 33.

Motion: To hire Carolyn Goldschmidt regarding the common wall issue with a cap of 5 hours of attorney fees. The motion was seconded and passed as follows: Tom Johnstone, Leo Francis and Cathy Marrero in favor and Marilynn Lowder and Mary Fay not in favor. The motion passed.

- b. **Appointment of Committees:**

Design Review Committee: Marilynn Lowder was appointed as the chairperson and the following individuals were considered for appointment: Bob Roberts, Kirsty Blanchard, Marshall Kelin and Bobbie North. Marilynn will contact those individuals to see if they still want to serve.

Landscaping and Roads: Cathy Marrero was appointed as chairperson. Need to schedule a meeting with the AAA supervisor.

Pool Committee: The following individuals were appointed to the Pool Committee: Tom Johnstone, Colin Steffen and Kathy Duffin. Tom will ask Rob Foulkes to participate.

Communications Committee: Leo Francis was appointed as the chairperson and she will ask Bobbie North and Claire Gerus Klein to participate. Leo will send monthly email correspondence to the homeowners outlining the Board actions and direct the homeowners to the HOA website for additional information.

Welcome Committee: Leo Francis stated she would like to pursue establishing an active Welcome Committee.

- c. **Document from Shaw & Lines, LLC:** Tom Johnstone shared a document about governing HOAs and asked that a copy of the document be sent to all the Board members.
- d. **Pool cover:** It was decided to postpone any action for installing the pool cover until next Fall.

NEXT MEETING: March 24, 2014, 5:30 PM at the clubhouse.

ADJOURNMENT: The meeting adjourned at 5:35 PM.

Minutes submitted by: Linda Hansen, Cadden Community Management

Manager's Report

March 24, 2014

CIELITO LINDO de TUBAC
HOMEOWNERS ASSOCIATION

Financials as of February 24, 2014

Ending Balances:

Operating Acct.
Commerce Bank \$ 17,238.02

Reserve Acct.
Commerce Bank \$ 48,090.44

Monthly Income \$ 8,251.51

Monthly Expenses \$ 9,459.35

Net Income \$ (1,207.84)

Delinquent Assess. \$ 1,448.53

Late fees & Interest \$ 88.01

Prepaid
Assessments \$ 5,687.06

Budget Comparison	YTD Actual	YTD Budget	Variance
Income	\$ 16,122.33	\$ 17,110.66	\$ (988.33)
Expenses	\$ 19,548.23	\$ 14,568.16	\$ (4,980.07)*
Net Income	\$ (3,425.90)		

*Variance is the result of \$4,132.00 of excess operating funds transferred to reserves.

1. Contacted Lots 36 & 37 regarding the removal of the trees in the narrow space between their homes in order to install a drainage swale. Both homeowners have agreed to the removals.
2. Lot 43: Tried to call the homeowner unsuccessfully so sent an email indicating the bushes adjacent to their property need to be reduced in height to 8' so they can be managed by the landscapers. I asked them to comment on the height reduction but have not yet had a response.
3. Lot 53: Received email from homeowner requesting the palo verde tree, which blew down during a storm, be replaced. The homeowner was informed her request had been forwarded to the Board President.
4. As per the Association's policy, \$4132.00 of excess operating funds have been transferred to reserves.

New Homeowners

Lot 57 Robert & Esther Binnewies 29 Circulo Diego Rivera

Architectural Requests

Lot 33 Install concrete sidewalk Pending
Lot 38 Install drainage ditch Approved

Statement

DATE

3-19-14

TERMS

TO

Cielito Lindo A Barrio De Tubac

IN ACCOUNT WITH

Raul Amezcua

766 Via Tecovipa

Rio Rico AZ 85648

- drainage work
 behind 20 Diego Rivera
 buildup dirt against
 wall & Slope it to
 Existing drainage & put
 back $\frac{3}{4}$ " to 1" Rock.

- between 24 & 26 Diego Rivera
 dig out Trench 3^{ft} wide
 & 70^{ft} long and Add
 River Rock.

Raul Amezcua

CURRENT

OVER 30 DAYS

OVER 60 DAYS

TOTAL AMOUNT

\$ 1,600.00