

# *Cielito Lindo de Tubac*

## Board of Directors Meeting Agenda

**Date:** 1/28/2019  
**Time:** 5:30 pm  
**Location:** Pool Clubhouse

**CALL TO ORDER AND ESTABLISH QUORUM**-Meeting called to order at 5:30pm. Quorum established with 4 of 5 directors present.

### ROLL CALL

Leo Francis – President-Present  
Hilde McNeil – Vice President-Present  
Cathy Marrero – Secretary/Treasurer-Present  
David Dunham – Member at Large-Present  
Kris Maytoarena – Member at Large-Present

**Call to the Audience**-Call to the audience made. No comments. Homeowners were informed they would be given the opportunity to comment prior to action by the board

### RATIFICATION OF APPROVAL OF MEETING MINUTES

12.10.18 Regular Board of Directors Meeting-A motion was made, seconded and carried to ratify the approval of the December 10<sup>th</sup>, 2018 Board of Directors Meeting Minutes. (Marrero/McNeil)

### REPORTS

- **President Report**-Leo Francis commented on the need for job descriptions for the Board members, DRC Committee and various Committees. The board requested that management provide the job descriptions for the board and Design Review Committee for the March meeting. Leo will draft a job description for the communication Committee, Ron Kurpius will provide a description for the landscape committee and it was believed that a job description for the pool committee was already in place. Leo asked if a maintenance committee is needed that would assist by tracking maintenance needs.

Leo briefly discussed Green Asphalt offered by Tucson Asphalt. Management will contact Tucson Asphalt for a possible presentation of their Green Asphalt product.

Worker Bee day is scheduled for February 23<sup>rd</sup>.

Community garage sale is planned for March 9<sup>th</sup> and 10<sup>th</sup>.

It was requested that manage verify that the complaint form is included on the community website.

- **Manager's Report**-Written Report attached.
- **Financial Report**-November through December 2018-Financials reviewed and accepted. A motion was made, seconded and carried to catch up the reserve contributions from the previous year in the amount of \$11,549.41 and make the final reserve contribution for 2018 in the amount of \$4801. (Francis/Marrero)
- **Committee Reports:**
- **DRC**

- Interior Courtyard Modifications-David Dunham reported regarding interior courtyard modifications noting that the DMR's management pulled from the historical files were reviewed. The committee separated the homes into 3 categories to include homes with no vegetation above walls, homes with vegetation above walls only visible to that homeowner and homes where vegetation is visible above walls that may be visible by a neighbor. After reviewing the historical data, the committee noted that 6 homes submitted DMR that mentioned landscape and of those 6 only 3 mentioned landscape above the wall. David noted that the documents list rules that members must follow, and the board is required to enforce the rules. David noted that he could find no language that prohibited vegetation above the wall and therefore believes that the committee has no further action to take. It was noted that the Design Review Committee have requested a meeting with the Board of Directors to discuss the issue. A meeting will be established. The issue was referred back to the committee for further action.
- Monthly Walk-About-David Dunham commented that all members have a responsibility to report violations seen in the community and asked that members review their documents so as to have an understanding of the rules and mention items they see to their fellow homeowners or contact the management company. David noted that the committee completed a walk around and noted a few items concerning flags, parking, satellite dishes and propane heaters and umbrellas in interior yards. David noted that the Association cannot restrict flying of the American flag as well as certain others. He also suggested that clarification may be needed regarding non-permanent items in interior yards that extend above the wall. Issues that have been raised previously concerning weeds in interior courtyards, gates, and equipment visible in interior yards have been addressed by either talking with a property owner or allowing management to follow up with a phone call or letter.
- DRC Committee Responsibilities-Management to draft document noting DRC Committee responsibilities for review at the March Meeting.
- The welcome packet for the community was discussed as a good way to inform members of the rules. It was noted that a packet is in existence. Leo Francis has taken the time to hand deliver the packet when possible and has provided the information to local realtors and property managers. It was requested that management review the condocerts portal to insure the packet is distributed to new buyers during the disclosure process.
- **Painting**-Robert Moore commented that extra time will be taken when reviewing homes to be painted now that the time between painting has been extended. Each home is considered on a case-by-case basis and extra time is taken during the review. Wood element maintenance is of particular concern. Robert noted that Lot 44, scheduled to be painted in March has some extensive repairs that will need to be made prior to painting. Management has emailed and sent a letter to the owner concerning the upcoming painting and will continue make contact.
- **Landscape**
  - Xeriscape presentation-Ron Kurpius commented that a representative from Chula Vista visited the property and completed a presentation concerning xeriscaping in the community. A walk around was conducted, and transplant options were discussed. Pre-emergent has been completed and the crew has gone back to their 4-week schedule for now. Ron noted that javelina are causing a good amount of damage at the main entry to the community and provided a proposal to add wrought iron fencing in those areas that would cost approximately \$3600. Alternatives to deter javelina's were discussed. It was mentioned that packrats are becoming an issue and another homeowner noted that she has seen a skunk near her home. The board suggested that a survey be sent out to the members inquiring about packrat activity around their homes and Animal Experts be contacted to trap animals. It was also requested that members be asked not to put out poison as the poison remains active in the dead animal and then poisons anything that eats it.
- **Pool**

- Revised Reservation Form-The revised reservation form was reviewed and discussed. It was requested that the word Pool be removed from the title of the form, deposit be refundable upon satisfactory inspection of the area, reference to a minimum number of guests be removed, and that a member of the pool committee or Board of Directors sign the form on behalf of the Association. Reservation forms received will be sent to all Board members and the pool committee when received. A motion was made, seconded and carried to approve the form with the noted edits. (Francis/McNeil)
- **Communications**-No report.
- **Nominating**-David Dunham noted that there are two positions open for election at the Annual Meeting to be held on February 25<sup>th</sup> and two candidates running and include Jim Horn and Jerry Barden. Management will obtain their self-nomination forms for mailing with the Annual Meeting notice. Lois Zettlemoyer requested a self-nomination form. Timing for the Annual Meeting was discussed. Language will be reviewed in the bylaws and discussed at the next meeting. It was noted that the date of the Annual Meeting was changed from the regular schedule due to a conflict with management.

#### **OLD BUSINESS**

- **Compliance Policy**-Compliance Policy was reviewed. It was noted that the policy was first presented to the board in September of 2018. Discussion held. Leo Francis proposed modifications to the form. Leo will send requested edits to management and a final review of the policy will be conducted at the March meeting. Policy tabled until the March meeting.

#### **NEW BUSINESS**

- **Annual Meeting**
  - **Review Draft Meeting Notice**-The draft meeting notice was briefly discussed, Leo noted one correction. Management plan to mail the notice to the members the first week of February once all self-nomination forms have been received.
- **Maintenance**-It was noted that Raul was to start on the drainage project approved by the board at the last meeting today. Due to recent illness and other family matters the project has been slightly delayed. Mike Fay noted that he still plans to complete the stenciling approved by the board at the last meeting but needs to order the stencil.
- **Other**-Member commented about insuring the Association's street light fixtures are Dark Skies compliant. Leo Francis noted that they are and that a fellow homeowner is rallying support for the Master Association park to become Dark Skies compliant as well. Another member commented on the need for rock replacement throughout the community. Issue briefly discussed. No action taken.

**Adjournment and Next Meeting**-There being no further business, a motion was made, seconded and carried to adjourn the meeting. Meeting adjourned at 8:15pm. (Hilde/Marrero)