

Cielito Lindo de Tubac

Board of Directors Meeting Agenda

Date: 12/10/2018
Time: 5:30 pm
Location: Pool Clubhouse

CALL TO ORDER AND ESTABLISH QUORUM

ROLL CALL

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

Call to the Audience-Call to the audience made. No comments.

RATIFICATION OF APPROVAL OF MEETING MINUTES

- 7.9.18 Special Board of Directors Meeting-Minutes were reviewed. A motion was made, seconded and carried to accept the minutes as presented. (Dunham/McNeil)
- 9.10.18 Board of Directors Meeting Minutes- Minutes were reviewed. A motion was made, seconded and carried to accept the minutes as presented. (Dunham/McNeil)
- 10.29.18 Special Board of Directors Meeting- Minutes were reviewed. A motion was made, seconded and carried to accept the minutes as presented. (Moreno/McNeil)

REPORTS

- **President Report**-Leo Francis provide a brief report noting there are 9 new members in the community,
- **Manager's Report-Management provided a brief report concerning the completion of action items from the last meeting.**
- **Financial Report-September through October 2018-Financial report reviewed and discussed. Report accepted as presented.**
- **Committee Reports:**
- **DRC**
 - Interior Courtyard Modifications-David Dunham reported that he conducted a walk through of the community concerning homes with vegetation growing above the wall and believes that the documents do not prohibit vegetation above the wall. It was noted that the committee was charged with reviewing the community to determine if those with vegetation growing above the wall received Architectural approval. Management pulled all ARC requests found in the community records and provided the information to the committee at the meeting. It was requested that the issue be sent back to the committee for review and follow up.
 - Scheduling Monthly Walk-About: see Dave's report attached to this return e-mail.
- **Painting**
 - Due to the ever-improving quality and durability of paint products, the Board agreed to lengthening the interval between house paintings to nine (9) or ten (10) years depending upon continued annual inspections. Woodwork elements of our homes will need more frequent attention and will be painted as needed. Homeowners will continue to be responsible for exterior repairs to their homes before and between paintings. If there are any questions about

repairs to your home, please contact Tammy Censky and she will make sure the situation is properly evaluated.

- NOTE: Homeowners must inspect the caulking above their doors and windows every year to ensure its integrity. Reapply the caulking as needed. This is the weakest element of our homes' waterproofing.
- 2019 Schedule-It was noted there are two homes that L and M Painting determined should be painted in 2019 and included 10 and 11 Circulo Diego Rivera. One of the homes is currently painted a color no longer used in the community and will need to be repainted another color. The other homeowner has requested a color change and the information is currently waiting for DRC approval.

➤ **Landscape**

- Keep or switch maintenance services-Ron Kurpius proposed that the association maintain its contract with its current landscape provider Chula Vista. Discussion held concerning the process to find another contractor over the summer after the last contractor cancelled services. A motion was made, seconded and carried to continue contract unless a better price can be obtained by signing an agreement for a term of 3 years.
- Xeriscape presentation- Ron will contact Chula Vista and schedule a presentation for anyone interested in the community.

➤ **Pool**

- Light repairs and replacement-Discussion held concerning lighting at the recreation facility and pool. A motion was made, seconded and carried to authorize Leo Francis to purchase two flood lights at \$185 each and one battery operated light for the gate area at a cost of \$27 to be installed by Raul Azmuca. (Francis/Dunham) A motion was made, seconded and carried to have Raul Azmuca troubleshoot electrical issues and repair if possible or advise if an electrician should be contacted. (Francis/Dunham) It was noted that the flood lights are of a type that reset themselves in case of a power outage. This will save the association money in the long run as it will not be necessary to contact a handyman to reset the lights.
- Addressing trespassing issues-Modifications to the gates seem to be enough to keep those without a key from reaching over and opening the gate for access.
- Closed vs. Open Parties-Discussion held concerning pool reservations and whether access to the pool is prohibited to members of the community when a homeowner reserves the area for a private function. It was agreed by the board that the reservation form should be modified to make it clear that members of the community cannot be restricted from access to the pool. When the area is reserved it is for the community room and kitchen facilities only, not the pool. Notices should be placed at each entrance a week prior to the event to inform members of the community. Management will specify information on the reservation form.
- Under aged kids in the Spa-A reminder will be sent out to all members reminding them of the pool and spa rules as they pertain to underage individuals in the spa and unaccompanied at the pool as this could become an issue during the holidays.

➤ **Communications**-No report.

➤ **Nominating**-David Dunham noted that he is still seeking a second volunteer to run for the board. At this time, Jim Horn has agreed to run. He will continue to knock on doors in the community.

OLD BUSINESS

- 2019 Budget-Budget was reviewed and discussed. The board requested that the two assessments for Cielito Lindo and the Barrio Master HOA be broken out on the budget, General Maintenance be increased to \$2500, reserve contribution be increased to be in line with what the new reserve study indicated the contribution should be and an increase in the management fee of an additional \$500 for extra meetings. A motion was made, seconded and carried to accept the budget with a 20% increase in the Cielito Lindo Assessment rate. (Francis/Marrero) Management will draft the initial letter for the notification of the increase and send it to the Board for final review prior to mailing.

- Reserve Study Update Final-The latest version of the reserve study was reviewed. The only change made from the previous draft was removing painting from the reserves. This reduced the recommended 2019 contribution from \$45,000 to \$20,000 to get us to 30% funded. A motion was made, seconded and carried to accept the revised study. (Francis/Marrero)
- Compliance Policy-Tabled.

NEW BUSINESS

- Annual Meeting-Annual Meeting set for February 25th.
- Maintenance-
 - Raul's bid for installation of flood ditches-Leo Francis discussed bids from Raul Azmuca for flood control between lots 32 and 33 and 36 and 37. Bids totaled \$2200. A motion was made, seconded and carried to accept the quotes to be paid from the general maintenance fund in the 2019 budget. (Francis/Marrero)
 - Pool house roof inspection-Management noted that RAD Roofing was contacted to inspect the pool house roof. Rad roofing was to have visited the property, the report is expected in soon.
 - Pool house roof cleaning-Management to have Raul Azmuca remove debris from the roof before the end of January.
 - Street repairs-Street repairs were discussed. Homeowner scraped surface of asphalt resulting in a small area of asphalt damage. Management contacted three asphalt contractors who all indicated that the asphalt damage was not significant enough to warrant a repair. It was agreed to tend to the area at the next community wide street maintenance project.
- Guest Parking Management
 - Space indicators-Leo Francis suggested painting lines on the curb to indicate parking spaces in the two areas for guest parking near the pool. It seems some owners will take up more than necessary space limiting parking for other vehicles. In addition, trucks and larger vehicles have been parking on the far south end of the † guest parking area on Calle Barrio de Tubac resulting in a much reduced visibility, safety problem. A motion was made, seconded and carried to paint the far south spot with a stencil indicating that area for compact cars only to alleviate the safety concern. Mike Fay volunteered to take care of the stenciling.
- Management
 - Frequency of meetings: is it working?
 - Publishing minutes in timely fashion?
 - Monthly coordination?

Discussion held concerning frequency of meetings and publishing of minutes. It was again requested that board members respond to email from management containing draft meeting minutes so that the minutes can be approved for publication to the members in a timely fashion. Management requested that one person be designated to solicit input on the minutes from each member and provide management will final approved draft. It was agreed that more meetings are needed as there is a lot of business that needs to be attended to between quarterly meetings and one of those quarterly meetings is the annual meeting at which no business can be conducted. It was suggested that meetings be held during the months of January, March, April, September, October and December with the Annual Membership meeting to be held in February. Additional funds allocated in the budget management services for additional meetings.

ADJOURNMENT AND NEXT MEETING-THERE BEING NO FURTHER BUSINES, A MOTION WAS MADE, SECONDED AND CARRIED TO ADJOURN THE MEETING. MEETING ADJOURNED AT 8:02PM.