

Cielito Lindo de Tubac

Board of Directors Meeting Minutes

Date: 12/11/2017
Time: 5:30 pm
Location: Pool Clubhouse

CALL TO ORDER AND ESTABLISH QUORUM

ROLL CALL

Leo Francis – President-Present
Mike Fay – Vice President-Present
Cathy Marrero – Secretary/Treasurer-Absent
David Dunham – Member at Large-Present
Kris Maytorena – Member at Large-Present by Phone

REVIEW AND APPROVAL OF MEETING MINUTES

- September 11th, 2017 Board of Directors Meeting Minutes.
- December 4th, 2017 Special Meeting Minutes

Minutes of the September 11th and December 4th Board of Director's Meetings were reviewed and discussed. It was noted that corrections should be made to reflect that Rudy is the community pool contractor rather than Raul and Mike Dunn is responsible for updating the website and not Mike Fay. A motion was made, seconded and carried to accept the minutes with the noted corrections.

REPORTS

- **President Report**-Leo Francis reported that there are 7 new homeowners in the community and welcomed them although not all were present at the meeting. Leo noted that a new landscape contractor has begun maintenance of the community as of December 1st noting that the previous contractor moved to Rio Rico and are scaling back bit. Leo is collecting cash donations for pool, landscape and janitorial contractors that have worked for the community over the past year and welcomed any contributions from members who wished to donate.
- **Manager's Report** -Provided.
- **Financial Report**-The financial report through November 30th was included in the Boards packet and a balance sheet and Profit and Loss report was provided to the members in attendance. Information was reviewed and discussed. Management is working on contacting current delinquent homeowners. It was noted that some members are still sending their checks to Cadden and it is believed that Cadden is returning payments. Old owner account was discussed briefly. The Board requested management contact Mike Cadden regarding the outstanding old owner balance as they were informed some time ago that funds were available for the old owner debt.
- **Committee Reports:**
 - **DRC**-Mike Fay reported on behalf of the DRC Committee noting that there were two submittals received and approved in the past month.
 - **Painting**-Robert Moore, chairman, was absent. It was noted that there are 8 homes to be painted in the community as well as the common area wrought iron fencing, sign posts and light poles. Management will send a letter to those whose homes are scheduled for painting asking them to submit their request for a change of color no later than January 31st. Exterior colors are to be chosen from the approved list.
 - **Landscape**-Leo Francis reported that David and Soledad decided it was best that they scale back on maintenance in the area, Creative Landscape began services on December 1st. The contractor

is working on resolving outstanding issues to include irrigation and will return to completing maintenance responsibilities a section at a time. The community will be broken up into four sections with each section being serviced once per month. Pre-Emergent chemicals are included in the contract as well as maintenance of the east end which was once a separate contract saving the Association money. Raul Amezcua was informed that he will no longer need to do the east side of the community. It was requested management find out what day of the week the new contractor will service the community. Homeowners were asked to contact Tammy Censky with any landscape issues they observe.

- **Pool**-Leo Francis reported on behalf of the Pool Committee noting that new “No Trespassing” signs were installed. There were a few issues over the summer with unauthorized individuals utilizing the pool that could be a potential liability for the Association. Kris Maytorena purchased some lounge cushions for the pool as other cushions were chewed by wildlife. Rudy continues to do a great job with the maintenance of the pool. The spa was down for a few days but he was able to get it back up and running fairly quickly. Signed pool rules were discussed. The HOA files did not contain many signed forms. It was questioned as to why they were needed since the pool rules are clearly posted at the pool. It was agreed that management would not continue to track down the information but would rather have the forms available at meetings and request signature from homeowners whose forms have not been found in the files.
- **Communications**-No Report.
- **Nominating**-David Dunham reported that he has two volunteers working with him to solicit members of the community to run for the board at the 2018 Annual Meeting. They have talked with some of the new members and have found that new members require at least another year to get acclimated to the community before they are willing to step up. David asked that those who have resided in the community for a year or more consider volunteering. It was suggested that a brief description of what the Board of Directors are responsible for would be helpful when talking with members of the community. Management will put together a summary. Self Nomination forms must be returned no later than January 31st. Management will send out an email blast requesting volunteers as there are two positions open for election.

OLD BUSINESS

- Landscape Contract Addendum-The addendum to the previously accepted landscape maintenance contract was discussed. It was noted that the addendum provides that pre-emergent is included in the contract twice per year, trees are to be trimmed up to 12 feet and the contract may be terminated after the one year anniversary date with a 30 day notice. (Fay/Dunham)

NEW BUSINESS

- Irrigation Repair-Proposal received from Creative Environments Landscape was reviewed and discussed. It was noted that there are a few homes whose front yards are on common area irrigation but not all resulting in an inequality among members. A motion was made, seconded and carried to discontinue irrigation in front yards of individual homes and ask Steve to add the interior pool area to the irrigation repair bid if repairs are needed in that area this year. It was requested that management talk with the contractor to determine if the 3 plum trees near the pool are still in need of irrigation. Current bid for repairs to the irrigation system as proposed were approved. Management will request a map from the contractor showing where the irrigation lines are to be discontinued so that homeowners can be informed in case they would like to extend their irrigation to any plants in their front yards.
- Exterior Painting-Proposal in Packet-Proposals were reviewed and discussed from L and M Custom painting. A motion was made, seconded and carried to accept the bids as presented and schedule the painting for the first week in March. (Francis/Maytorena) A motion was made, seconded and carried to put the painting contract out to bid every 3 years. (Francis/Maytorena)
- Community Wide Tree Trimming-Proposal in Packet-Estimate from arborist Juan Barba was reviewed and discussed. Estimate totaled \$4,705. Homeowners inquired about have trees on the east side of the community trimmed to open their views. It was noted that any homeowner wishing to have additional

work done to a tree in the common area would need to complete a modification request form to be reviewed by the Design Review Committee. The request would not be approved unless the arborist could verify that the additional modifications for a tree would not harm the tree. Any special requests from homeowners would need to be at the homeowners expense. A motion was made, seconded and carried to accept the tree trimming estimate as submitted. (Fay/Francis)

- 2018 budget Final-In packet-The final 2018 budget was reviewed and discussed. A motion was made, seconded and carried to accept the budget as presented. (Fay/Dunham)
- Reserve Study Update-Quote for reserve study update not received yet. Management will send the quote by email once received for action by the Board.
- Pool Policy-Leo Francis noted that the Board of Directors recently authorized a change in the pool temperature to 82 degrees from 80 degrees November 1st through March 31st therefore the pool policy in the Design Guidelines should be updated to reflect the change. A motion was made, seconded and carried to amend the pool policy to read that the pool is heated to 80 degrees from October 1st to the 31st, 82 degrees from November 1st to March 31st and 80 degrees from April 1st to April 31st. The hot tub is heated to 102 degrees year round. (Fay/Dunham)
- Other

CALL TO AUDIENCE-Call to the audience was made. Homeowner inquired about the large truck with wheel covers that appears to be stored in the pool parking area. It was noted that the vehicle is driven on a regular basis and is the only remaining vehicle that was grandfathered in until the truck has been sold.

NEXT MEETING

- The next meeting is scheduled for February 26th, 2018 at 5:30 pm, Annual Meeting, located at pool clubhouse.

**ADJOURNMENT AND NEXT MEETING-
THERE**