

# *Cielito Lindo de Tubac*

## Board of Directors Approved Meeting Minutes

**Date:** 04/09/2018  
**Time:** 5:30 pm  
**Location:** Pool Clubhouse

**CALL TO ORDER AND ESTABLISH QUORUM**-Quorum established with 5 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 Maytorena – Member at Large-Present (by phone)

### RATIFICATION OF APPROVAL OF MEETING MINUTES

- 12.11.17 Board of Directors Meeting Minutes-Minutes reviewed. A motion was made, seconded and carried to ratify the acceptance of the minutes as presented. (Marrero/McNeil)
- 1.25.18 Special Board of Directors Meeting Minutes-Minutes reviewed. A motion was made, seconded and carried to accept the minutes as presented. (Dunham/Marrero)
- 2.26.18 Annual Membership Meeting Minutes as a Draft for Publication-Minutes reviewed. A motion was made, seconded and carried to ratify the acceptance of the minutes as presented. (Marrero/McNeil)

Leo commented that she appreciates all of the Board members responding to emails from the management company with their approvals of the minutes shortly following the meetings so that those minutes approved can be posted to the website for the members to review in a timely fashion.

### REPORTS

- **President Report**-Leo Francis noted that a community wide yard sale would be held on Sunday, April 22<sup>nd</sup>. Leo will send an e-blast about the event.
- **Manager's Report**-Management reported that an old owner balance in the amount of \$862 is not collectable and will need to be written off at some point. It was verified there were no funds available after the foreclosure. Painting nearly complete. One more home left, 14 Circulo Diego Rivera. Leo Martinez was paid the balance of what was owed for the painting. Juan Barba completed tree trimming. Individual invoices requested for personal requests. Gail Drummond's wall repair has been completed. It was determined that the sidewalk repair is not complete. Repairs needed at Bridges and Doppler's. The Bridges may be unaware that he repair is being done as they are new owners. Reserve Study proposal included in the Boards packet for review. Ongoing issues with parking. Friendly first contact seems to be working with most issues. Management inquired about Drummond's variance. David Dunham noted that parking in the driveway is for loading and unloading only such as it is for all members. Homeowner in attendance noted that the homeowner is not parking her vehicle in the driveway for more than eight hours.
- **Financial Report**-Provided.
- **Committee Reports:**
  - **DRC**-David Dunham reported that there were two submittals received. One for landscaping in the front yard which was abandoned by the homeowner and another for changes to scuppers. Both were approved.
    1. Monthly walk-throughs scheduled? Walk-throughs not scheduled. David Dunham indicated that he would be walking around to look for any potential issues within the

next week. David commented that some homeowners have outdoor heaters that are visible above their patio walls. Suggestion made that homeowners should put them away when not in use. It was suggested that language in the CC&rs be reviewed and dealt with appropriately.

2. Garage door stripes extending beyond door-Submittal received and provided to DRC Member.
- **Painting**-Robert Moore Absent. It was noted that the last remaining home is to be painted on April 18<sup>th</sup>. Leo reported that she looked at the painting after the first five homes were completed and felt the work looked pretty good.
  - **Landscape**
    1. Replacement of irrigation-progress report-Management noted that the landscape contractor has delayed the repair work approved by the board due to a squirrel issue. The contractor believes decorative rock will need to be added when the repair is complete. It was requested that the contractor be asked to proceed with the work as originally approved. The Board will consider rock and plant additions at a later date.
    2. New planting after irrigation installed-To be considered after irrigation work is complete.
    3. Xeriscaping and sustainable design-Discussion held. David Dunham provided information concerning Xeriscaping. Information to be shared with homeowners in an email blast.
    4. Tree pruning report-Tree pruning complete.
  - **Pool**-No report. Leo noted that trespassing continues to be an issue. There were also some members who seemed to be ignoring pool rules.
  - **Communications**-No report.
  - **Nominating**-The need for a nominating committee for next year's nominations was discussed. David Dunham offered to serve as the chairperson again and will find two other members to assist.

#### **OLD BUSINESS**

- Reserve Study Update-Proposal reviewed. Estimate with site visit is \$999.00. A motion was made, seconded and carried to accept the proposal with onsite visit. (Francis/Dunham) The Board requested they be notified of the date of the walk around in case anyone wants to walk with the contractor.

#### **NEW BUSINESS**

- Pool Contract-It was noted that current pool contractor provided his resignation. Total Care Services was recommended by current contractor. Board was unclear as to whether or not Rudy's resignation is temporary or permanent due to a conversation with Leo. Management will verify and if permanent will accept the agreement as is or if temporary confirm if the contractor is willing to perform the service while Rudy is away.
- Janitorial Contract-Not needed. Current service is not connected to pool contractor.
- Interior Courtyard Modifications Discussion-Issue discussed. Leo handed out information concerning the pertinent sections of the documents that pertains to interior courtyards and reviewed those handouts. It was noted that over the years the rules associated with interior courtyards has not been vigilantly enforced. There have been some issues concerning items within courtyards that need to be addressed. Leo noted that the board wanted to obtain feedback from its members before the board takes an official stand on the issues. The Association through the board is charged with enforcing the documents and if they are not enforced should be changed. Homeowners were informed this was an issue and would be discussed at the meeting. Homeowners in attendance commented that trying to change the CC&Rs would be potentially problematic. Members bought property with the rules in place. It was noted that plantings inside courtyards that extend above the wall are supposed to be submitted to the DRC for review and approval. View obstructions were discussed. It was noted that while views are not protected or guaranteed, the board has agreed to take views into consideration when they allowed members of the

community to have trees trimmed in common areas to open or restore a view. Management noted that the board agreed to consider requests but should the trimming affect a trees health; the work would not be done.

A motion was made, seconded and carried to send out an email blast reminding members of the rules as they pertain to interior courtyards and inform members that the Design Review Committee would review the community to determine where issues may exist. DRC will first address areas that affect only one member. A second review will be conducted to determine areas that effect more than one property owner. The committee will contact both property owners to review issue and determine a resolution. Any homeowner in disagreement with a decision of the DRC may appeal the decisions to the Board of Directors. (Maytorena/Marerro)

- Compliance Policy-Policy tabled until the next meeting.
- Pool Quiet Hours and Unauthorized Usage-Issues concerning the trespassing at the pool was discussed. The Board requested management obtain information on additional lighting and possible cameras for the next meeting. It was agreed that the Association's complaint procedure should be followed if issues occur.
- Landscape Maintenance Services-Cathy Marrero raised issues with current landscape provider services. It was noted that the landscape maintenance provider maintains a section each week but does not review the community for other areas where work may be needed and have not consistently picked up clippings homeowners have left at the curb. It was agreed that the landscape maintenance provider should be held accountable to the contract. Issues raised were not necessarily part of the contract. Quarterly walk-throughs with the landscape contractor will be established. Leo requested that the Board search for another landscape chairperson. Eblast to be sent out requesting volunteers.
- Other-Hilde McNeil requested that comments, questions and suggestions be added to the start of the meeting so that homeowners do not necessarily have to sit through the entire meeting if not necessary. Discussion held. Management will bring comment forms to the meetings. Homeowner forum to be listed on the agenda at the start of the meeting on future agendas.

**CALL TO AUDIENCE**-No further comments.

**ADJOURNMENT AND NEXT MEETING**--THERE BEING NO FURTHER BUSINESS, A MOTION WAS MADE, SECONDED AND CARRIED TO ADJOURN THE MEETING. MEETING ADJOURNED AT, NEXT MEETING TO BE HELD ON **SEPTEMBER 10<sup>TH</sup>**.