

# *Cielito Lindo de Tubac*

## Board of Directors Draft Meeting Minutes

Date: December 9th, 2019

Time: 5:30pm

Location: Community Pool House

**1. Call to Order/Establish Quorum/Roll Call-Quorum established with 4 of 5 Directors Present.**

Lois Zettlemoyer – President-Present

James Horn – Vice President-Present

Cathy Marrero – Secretary/Landscape Chair-Present

Jerry Barden – Member at Large/DRC Chairperson-Absent

Hilde McNeil – Treasurer/Newsletter-Present

**2. Approval of Minutes**

A. 9.9.19, Regular Board of Directors Meeting-Minutes reviewed. A motion was made, seconded and carried to accept the minutes as presented. (Horn/McNeil)

B. 10.14.19 Special Budget Meeting-Minutes reviewed. A motion was made, seconded and carried to accept the minutes as presented. (McNeil/Horn)

**3. Presidents Report-Lois Zettlemoyer reported that Cathy Marrero has taken over as the Chairperson for the landscape committee and fellow members include Leo Francis and Robert Moore. Robert Moore to be the main point of contact for the crew. Lois also briefly discussed the tree trimming completed at the pool and noted there are 4 homes for sale in the community.**

**4. Management Report-Provided.**

**5. Financial Report**

A. September through November 2019-The financial report was reviewed, discussed and accepted. A summary financial report was also provided to the members in attendance at the meeting.

**6. Committee Reports**

A. Design Review Committee-Jerry Barden absent. No report.

B. Painting Committee-Robert Moore absent.

- Painting Estimates and Schedule were discussed by Lois Zettlemoyer. Painting estimates received from three contractors: Ayers Painting, The Paint Kings, and L&M Painting. Contractor not yet chosen. Management will send a letter to each home scheduled for painting to inform them of the scheduled work and their option to change their exterior color. Color change requests will need to be in by January 31<sup>st</sup>.

C. Landscape Committee-Cathy Marrero-Written report submitted and attached as part of the minutes.

- 2020 Tree Trimming-see written report. The board requested that management contact the HOA legal counsel concerning property owner rights in trimming trees on common area that extend into their property. Information to be added to the next newsletter informing members how to submit requests for trimming of common area landscape.

D. Pool Committee-Jane Barden-Absent

- Electrical Panel Repair Maintenance Update-It was noted that the electrical work is not yet complete. The board unanimously agreed that the work could be completed during the pool renovation project to occur in 2020.
- Spa Cover Update-Management noted that the spa cover material was ordered by the pool contractor and should be delivered in the next few days.

E. Nominating Committee-Jim Horn

- Nominations for 2020 Election-It was noted that one volunteer is needed for the upcoming Annual Meeting. Jim is working on obtaining the needed volunteer.

F. Newsletter-Hilde McNeil noted that the next newsletter is due out in February. Hilde requested articles from all committee chairs be submitted by mid-January. Hilde was thanked for her exemplary efforts with the newsletter.

## **7. Old Business**

- **Board Training Session**-Management noted that a board training session with the HOA legal representative would be scheduled after the Annual Meeting.

## **8. New Business**

A. Other-Garage sale was discussed. Community garage sale to be held on February 22<sup>nd</sup>. Lois will send out an eblast about the garage sale so that members can plan for the event. Worker Bee session will be held on March 14<sup>th</sup> coordinated by Leo Francis.

## **9. Member Forum**

A. Comments from the Floor-Buz Wortham commented that he would volunteer to help homeowners replace their smoke detectors. It was noted that the local fire station offers the service free of charge. Buzz will contact the local fire station for information and included in the next newsletter.

**10. Adjournment and Next Meeting**-There being no further business, a motion was made, seconded and carried to adjourn the meeting. (Horn/McNeil) Meeting adjourned at 6:50pm.