

Cielito Lindo de Tubac

Board of Directors Meeting Agenda

June 8th, 2020 5:30pm

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Access Code: 452-118-533

Draft Meeting Minutes

1. Call to Order/Establish Quorum/Roll Call-Meeting called to order at 5:30pm.

Lois Zettlemoyer – President-Present

James Horn – Vice President-Present

Cathy Marrero – Secretary

Kevin Baker – Member at Large/DRC Chairperson-Present

Hilde McNeil – Treasurer-Present

2. Ratify Approval of Meeting Minutes

A. 4.13.20, Regular Board of Directors Meeting-Minutes reviewed. A motion was made, seconded, and carried to accept the minutes as presented. (Zettlemoyer/Baker)

B. 5.8.2020 Special Meeting- A motion was made, seconded, and carried to accept the minutes as presented. (Baker/Marrero)

3. Presidents Report

A. Pool Open-renovation and repair work completed-Pool opened. Contractors have been paid. Covid-19 Protocols posted on entrance doors. People are signing in as requested.

B. Reviewed removal of "hazel" from pool during use, to protect against user entrapment. Confirmed by Leslie Pools

C. Volunteers for Co-Chairing Pool Committee- A motion was made, seconded, and carried to appoint Maggie Steffen and Lynn Baker as cochairs for the pool committee. (Hilde/Baker)

D. Interviewed Past Presidents for Newsletter-Article was included in most recent newsletter.

4. Management Report-Report provided. Site tours are conducted every other week. Currently addressing one homeowner issue concerning debris left in courtyard. Area to be reviewed this week to verify that clean-up has been completed.

5. Financial Report

A. April and May 2020-Management reviewed the financial report. It was noted that there are no current delinquencies in the community. It was also noted that the Master HOA dues are being paid quarterly at the end of each quarter as that is how the Master is currently billing the Association. Reserve transfers are also being made at the end of each quarter.

6. Committee Reports

A. Design Review Committee-Kevin Baker noted there is one ramada project currently underway. It was requested that homeowners contact the Association when they have completed projects and provide a photo for association records. Management will inform members when submittals are received to contact the HOA when complete.

B. Painting Committee-Robert Moore-Lois noted that the paint committee will do a walk around in the fall to determine whose homes need to be done next and will also check the wood elements on the homes. Robert will contact each homeowner to inform them if he finds anything that needs attention. It was noted that the inside of courtyard walls is the responsibility of each individual homeowner as well as pergolas. It was suggested that there may be homes that need less than a full paint job when they come on the schedule next and may receive a partial paint application when feasible.

C. Landscape Committee-Cathy Marrero/Leo Francis-Cathy reported she and Robert Moore are working with landscapers to adhere to certain standards such as working in more than one section at a time when they can. Several dead trees and shrubs have been removed. Two homeowner requests for tree trimming have been received. Mesquite beetles are causing concern and will be discussed later in the meeting.

D. Pool Committee-Maggie Steffen/Lynn Baker-Maggie Steffen noted that all work on the pool for this year has been completed. Pool is in great shape. Not a lot of folks using it currently. Pool committee has a schedule of volunteers helping to clean the pool area and have volunteers lined up through June.

E. Newsletter-Hilde McNeil-Next newsletter will come out in October. Hilde would like articles and reports in by mid-September. Val Simms offered to be a proof-reader and more writers would be much appreciated.

F. Nomination Committee-Jim Horn

- 2 positions open for 2021-Cathy Marrero and Hilde McNeil-Remaining on Board? Jim reported Hilde has decided not to run for the board next term. Jim will return in November and will canvas the community for volunteers.

7. Old Business

A. Answers to questions proposed to Mike Shupe following training session-Answers were provided to the board prior to the meeting but not discussed.

B. Need quote for rewiring circuit breaker box for pool in the Fall. \$1,000 approved on May 8th, 2020 Special Meeting-Will need a quote for circuit breaker box-Management will obtain quote for repairs for review at the meeting to be held in September.

- C. Job Descriptions: set date for board to review job descriptions-Lois suggested that the board get together in July to discuss job descriptions. Date set for July 27th. Lois will send descriptions out ahead of time.

8. New Business

- A. Communication Policy: Request attorney, Mike Shupe, to assemble for the Board. Requires Board Vote-A motion was made, seconded, and carried to have attorney, Mike Shupe, draft a communication policy for Board and Committee communication to homeowners. (Baker/McNeil) Discussion held. It was unanimously agreed that a policy would be beneficial for the Association to ensure the Board and Committees are speaking in one voice to the members. Motion carried unanimously.
- B. Establish Road Committee: Asphalt repair and seal coat in 2021 reserve budget-\$16,824 allotted-Colin Stefan and Bob Roberts volunteered to assist the community by volunteering on a committee to review options. A motion was made, seconded, and carried to appoint Colin Steffen and Bob Roberts to the Road Maintenance Committee for 2021. (Horn/Baker) Lois plans to meet with both members at the end of the month at the pool. Lois will send out an email in case anyone wants to attend. Committee meeting set for June 30th at 9am at the pool.
- C. DRC Parking Motion: Lois Zettlemoyer called for a motion to reset all current parking variances as of October 15th. The motion was made and seconded and Discussion held (Marrero/Horn)-Kevin noted that the Design Review Committee met recently by Zoom to discuss the issue of parking variances. It is unclear how many parking variances may have been granted without an end date. It was suggested that a reset be done on October 15th. All variances would cease as of October 15th and anyone needing a variance would need to reapply. Kevin commented on the need for the ability to make reasonable accommodations. It was recommended to remove the phrase "no exceptions" from the current language. Variances should have a start and an end date. A vote was taken for the motion. Motion passed with a vote of 4 to 1. Cathy voted against. Management will send a letter and eblast out to entire membership informing them of the Board's decision.
- D. Other-Mesquite Beetles have been an issue in the community. Lengthy discussion held. Lois suggested an expert from the U of A be contacted for information. Cathy will contact an entomologist with the U of A. Cathy will report back to the board and the board will decide how to proceed.

9. Member Forum-No further comments.

- 10. Adjournment and Next Meeting**-Motion made, seconded, and carried to adjourn. (Horn/Baker) Meeting adjourned at 7:05pm.