

Cielito Lindo de Tubac

Board of Directors Draft Meeting Minutes

Date: September 9th, 2019

Time: 5:30pm

Location: Community Pool House

1. **Call to Order/Establish Quorum/Roll Call**-Meeting called to order at 5:35pm. Quorum established with 4 of 5 Directors present.
Lois Zettlemoyer – President-Present
James Horn – Vice President-Absent
Cathy Marrero – Secretary/Treasurer-Present
Jerry Barden – Member at Large/DRC Chairperson-Present
Hilde McNeil – Member at Large-Present
2. **Approval of Minutes**
 - A. 5.13.19, Regular Board of Directors Meeting-Minutes reviewed. A motion was made, seconded and carried to accept the minutes as presented. (Barden/McNeil)
3. **Presidents Report**-Report provided by Lois Zettlemoyer. Lois noted that the board work sessions have been working well. A budget meeting will be held on October 7th to review financial needs for 2020. Meeting dates have been established and will be updated on the community website. A worker Bee day will be planned in February.
4. **Management Report**-Report provided. Management noted that Arizona Statute regarding statements for assessments will change January 1st, 2020. Currently the Association provides payment coupons once per year and the dues are collected on a monthly basis. Arizona Statute will require that each member be mailed or emailed a monthly statement (frequency by which the assessments are collected). Coupons are no longer an option. This will increase the postage and copy charges as well as management time to send out monthly statements. Homeowners can choose to receive statements by email but they would need to opt-in in writing. A letter noting the statute change will be included in the January billing.
5. **Financial Report**
 - A. May through August 2019-Financial report reviewed. Handouts of the Balance Sheet and Budget vs. Actual were made available to the members in attendance.
6. **Committee Reports**
 - A. Design Review Committee-Jerry Barden reported on behalf of the Design Review Committee. Jerry noted that the Design Review Committee and Landscape Committee will work together on submittals that involve landscape requests on the exterior of the courtyard walls. Management will send requests to the Design Review Committee and the DRC will determine and provide to the landscape committee when needed. Jerry also discussed the issue of for rent signs in the neighborhood noting that the community documents do not allow For Rent signs. It was noted that Arizona Statute allows For Rent signage and cannot be prohibited in the community. The issue of short-term rentals was discussed. It was noted that changes to the rental rules in the community would require an amendment to the CC&Rs.
 - B. Painting Committee-Lois Zettlemoyer commented that the landscape committee chairperson is working on obtaining bids for exterior painting. At least 3 bids will be obtained.

- C. Landscape Committee-Lois Zettlemoyer noted that the landscape committee chairperson is obtaining tree trimming estimates from Chula Vista and Juan Barba. The committee would like to see more trimming done than what has been completed in the past. There is a concern that many trees are top heavy resulting in more damage during the monsoon season. There are also a couple of trees that are growing over property owner walls.
- D. Pool Committee-Jane Barden reported on behalf of the Pool Committee.
- Jane commented on the after hours, weekend work that was completed on the electrical panel for the pool equipment. Management will verify actual work completed. It was noted that a trip charge and trouble shooting time was included in the invoice.
 - Jane also discussed a homeowner request that the community be asked not to utilize single use items at the pool and to take any recyclables used at the pool and place in their own recycling bins for pick up. Suggestion to be placed in the next newsletter.
 - Pool Equipment leak in need of repair as there is a good deal of water causing erosion to the concrete pad that the equipment sits on. The pool maintenance contractor is expected to replace the needed part which should fix the leak.
 - Exterior window frame on the north side of the pool house is in need of repair.
- E. Nominating Committee-There will be one position open for election at the 2020 Annual Meeting. Lois Zettlemoyer will talk with Jim Horn about being the Nominating Committee Chairperson.

7. Old Business

- Job Descriptions-Directors and Officers-Management will set up an annual board training session with the Associations legal representative. It was unanimously agreed that Directors and Officer job descriptions are not needed as Officer descriptions are noted in the community documents.
- Pool Equipment Cover-The pool committee will clean out the pool equipment area once per quarter to alleviate the need to construct a cover over the equipment.

8. New Business

- A. Newsletter-Hilde McNeil volunteered to draft a newsletter template for the community and will insert articles provided by other members of the community.
- B. Rentals/VRBO Information-Discussion held under Design Review Committee report.
- C. Other-None

9. Member Forum

- A. Comments from the Floor-Members were given the opportunity to ask questions and make comments related to the Association. Member commented about speeding. It was noted that the Sheriff Department will assist by placing a speed detection device where issues are occurring. Member commented about the signs at the entrances that are faded. Lois Zettlemoyer will look at the signs. Homeowner commented that the pool lights are staying on longer than usual. Buzz Wortham offered to take a look at the timer and also noted that he may be able to replace bulbs in fixtures that are burnt out.

- 10. Adjournment and Next Meeting-**There being no further business, the meeting adjourned at 6:55pm.