

Cielito Lindo de Tubac

Board of Directors Draft Meeting Minutes

Date: April 13, 2020

Time: 5:30pm

Location: Conference Call (1-872-240-3212) Access Code (764-693-485)

1. Call to Order/Establish Quorum/Roll Call

Lois Zettlemoyer – President-Present

James Horn – Vice President-Present

Cathy Marrero – Secretary-Absent

Kevin Baker – Member at Large/DRC Chairperson-Present

Hilde McNeil – Treasurer-Present

2. Approval of Meeting Minutes

- A. 12.9.19, Regular Board of Directors Meeting-It was noted that the minutes of the 12.9.19 meeting were approved by unanimous consent outside of a meeting and posted to the community website.
- B. 1.20.2020 Special Meeting-Minutes reviewed. A motion was made, seconded and carried to accept the minutes as presented. (McNeil/Horn)
- C. 2.5.2020 Organizational Meeting-It was noted that the minutes of the 2.5.2020 Organizational Meeting were approved by unanimous consent outside of a meeting and posted on the community website.

3. Presidents Report-Lois Zettlemoyer reported that the pool and community center were closed on March 23rd in response to the Corona Virus for the safety of all members. Since the closing, a few maintenance items have been addressed to include repairing and repainting of the pool house parapets, replaced outside faucet, replaced outside shower head, replaced cracked glass in pool house window and replaced doorknobs. Lois also noted that the newsletter was sent out recently as well as an informational email apprising members pool issues and other maintenance related items.

4. Management Report-Provided.

5. Financial Report

- A. January through March 2020-Report included in the Boards packet was reviewed and accepted.

6. Committee Reports

A. Design Review Committee-Kevin Baker

- Suggestion on monthly walk around vs. encouraging community to watch, talk, and report if necessary-Kevin Baker noted that a year-round resident serving on the Committee will perform monthly walk around. Homeowners were encouraged to report any concerns to the Design Review Committee and Management.
- Update: Online fill-in form for DMR request is currently in final stage of drafting and will be available on the website soon.

B. Painting Committee-Robert Moore, Committee Chairperson absent.

- Completed: Contact homeowners to review satisfaction with completed work-Lois Zettlemoyer reported that painting has been completed. All homeowners seem pleased with the work. There have been no issues or concerns reported.
- 9-Year Painting Schedule-It was noted that the board discussed in previous meetings moving to a 9-year painting rotation, but no formal action was taken. The paint schedule has been updated to establish a 9-year schedule. A motion was made, seconded and carried to formally approve a 9-year schedule noting that homes will be reviewed every nine years for painting needs although wood trim needs will be reviewed more often. (Zettlemoyer/Baker)

C. Landscape Committee-Cathy Marrero/Leo Francis

- Written Report Submitted and attached as part of the minutes.
- Management requested clarification regarding special maintenance requests on individual lots on areas of Association responsibility. Lot 25 requested that the HOA landscape company only blow the front yard area during regular maintenance and leave other maintenance issues to their personal landscaper. It was noted that with the exception of homeowners who opt out of weed abatement through chemical usage, all exterior landscaping falls under the HOA's responsibility. Issues were raised about the current landscapers history of trimming noting haphazard practices. The Landscape Committee will work on addressing issues with the landscape maintenance contractor.

D. Pool Committee-Jane Barden Absent

- Quotes for pool equipment vision and repair work-Proposals not yet available for review. A special meeting will be established to review estimates when all are received.
- Pool is being cleaned on Wednesdays by Dean's Pool Service until further notice.
- Is it possible to decrease running time of pump? Lois noted that after speaking with a couple of different contractors the consensus seems to be that because the pool is semi-public, pumps should be operating 24/7.
- Continuous monitoring of pool to see if one day a week is sufficient-Service needs continue to be monitored to ensure chemicals are remaining at sufficient levels.
- Pool Committee continues to clean pool deck and sidewalk areas 4 days per week
- Advice received indicating the pool vacuum should remain in the pool when in use and the spa cover should not be left on the spa. Lois commented that there is a type of liquid that can be used in the spa to retain heat. More information to be provided at a later date.
- Back plate needed to protect the paint and stucco behind the grill. Currently the area behind the grill is dirty and discolored. More information to be provided at a later date.

E. Newsletter-Hilde McNeil requested volunteer proof-readers for the newsletter. Hilde thanked Lois Zettlemyer and Sharon Pierce for their work on the newsletter. The deadline for articles for the next edition is May 15th.

7. Old Business

A. Board Training Session-A Board training will be set up with the association attorney through video conference. Management will arrange date and time and get back to the Board.

8. New Business

A. Parking

- Refer parking issues to a single contact person who will have an overall view. Issues to be reported to management. Management will inform Board of Directors and Design Review Committee as complaints received will need to be verified before alleged violators are contacted.
- If we have a handicapped parking space, it should be designated. This will decrease our parking spaces. Who will monitor it and fine the person parking there? Handicapped parking discussed. It was unanimously agreed not to designate a handicapped space.
- Attached: Updated sheet to be placed on illegally parked vehicles. Information provided by Lois Zettlemyer was reviewed and accepted. Letter to be placed on vehicles reported to be in violation of parking regulations.
- Do all owners still have their orange parking cards? Homeowners who may not longer have their parking placards can contact Lois Zettlemyer to obtain a new one.
- Discussion held concerning parking regulations and working contained in the Covenants, Conditions and Restrictions. Management noted that the Board and Design Review Committee may want to consider separating their rules and regulations and Design Guidelines into two separate documents and updating them. It is unclear why the Design Review Committee is responsible for parking enforcement when it seems that enforcement of rules should fall to the Board of Directors. Issue to be given further consideration.

B. Other-None

9. **Member Forum**-No further comments.
10. **Adjournment and Next Meeting**-There being no further business, a motion was made, seconded and carried to adjourn and move into Executive Session.
11. **Executive Session**-Compliance Hearing Parking.