

# Cielito Lindo de Tubac

## Board of Directors Meeting Minutes

**Date:** 09/11/2017  
**Time:** 5:30 pm  
**Location:** Pool Clubhouse

**CALL TO ORDER AND ESTABLISH QUORUM**-Called to order at 5:35 pm by President, Leo Francis.

### ROLL CALL

Leo Francis – President-Present  
Mike Fay – Vice President-Present by phone  
Cathy Marrero – Secretary/Treasurer-Present  
David Dunham – Member at Large-Present by phone  
Kris Maytorena – Member at Large-Present

Quorum established with all Directors present.

### REVIEW AND APPROVAL OF MEETING MINUTES

- April 10, 2017 Board of Directors Meeting Minutes.
- April 10, 2017 Executive Session Meeting Minutes
- July 24, 2017 Special Board of Directors Meeting
- February 13, Annual Meeting Minutes (as draft for dissemination)

Minutes were reviewed. Leo Francis commented that the Annual Meeting minutes should reflect that the homeowner question raised concerning age restrictions for pool rules was actually in reference to the spa not the pool. **A motion was made, seconded and carried to accept the minutes of the April 10<sup>th</sup> 2017 Board of Directors Meeting; April 10<sup>th</sup> 2017 Executive Session Meeting; July 24<sup>th</sup> Special Board of Directors meeting; and the February 13<sup>th</sup>, 2017 Annual meeting (with the noted edits). (Maytorena/Marrero)**

### REPORTS

- **President Report**

Leo Francis noted that she will personally distribute the laminated guest parking permits to each property. There is 1 permit per Lot. Permits are to stay with the home. Parking rules are summarized on the permits. An application will be required for long term parking needs. It was suggested that an email blast be sent out mid to late October as a reminder the permits are available as homeowners begin to arrive for the winter.

Leo thanked Kris Maytorena for stepping in to fill a vacant position on the Board of Directors. Leo also expressed her thanks to Bob Roberts for his service to the community who recently resigned due to personal reasons.

A worker bee party is planned for November 4<sup>th</sup>. Leo will send a notice as the date approaches.

- **Manager's Report** – Tammy Censky, community manager with Stellar Property Management, LLC informed the board of the process of transitioning files from Cadden Community Management noting that there were many years' worth of information transferred. August financials were recently received and

emailed to the Board of Directors ahead of the meeting. The information is in the process of being entered into the accounting systems used by Stellar. It was noted that Cadden was reporting financials in cash basis accounting rather than accrual as required by the Associations documents. Stellar will use the accrual method so reports may look different than the Board of Directors is used to. It was noted that a change of statutory agent will need to be recorded with the Arizona Corporation Commission. The board was in agreement that Stellar should act as the Statutory Agent for the Association. Documents will be completed and provided to Leo Francis for signature.

- **Financial Report**-Report provided by Cadden Community Management was reviewed. Board questions aging customer balance summary and delinquent accounts. Leo Francis provided information to management concerning one account for follow-up. Other questions raised were in regards to the August electric bill being double its normal monthly amount and the reasoning for the reserve contribution not being made. Management will look into the issues noted and report back to the board.

- **Committee Reports:**

- **DRC**-It was reported that one submittal was received for the installation of a security screen door for lot 15. Submittal was approved. Submittal was sent to the Barrio Master HOA and approved.

There is currently a position open on the Committee. It was requested that an email blast be sent requesting applicants.

- **Painting-Robert Moore**

Color compliance for 144 Calle Barrio de Tubac-Issue discussed. The Board was in unanimous agreement that when it comes time to paint 144 Calle Barrio de Tubac that the Association would inform the homeowner that the home would need to be painted one of the approved colors.

There are eight homes to be painted in the spring of 2018 and include Lots 10, 11, 40, 41, 42, 43, 45, and 52.

- **Landscape**

-Help with Landscape Committee-A request will be made for volunteers to serve on the landscape committee. A new chairperson is needed. Leo Francis is currently the chair but can no longer serve in that capacity.

It was requested that management contact the arborist used by the Association to obtain an evaluation for tree trimming needs for 2018.

- **Pool**

New cushion storage and preservation chest-Chest purchased for \$175 with Board approval. Expenses reimbursed. Sufficient to hold 10 chair cushions. Lounge cushions to be purchased and stored in the pool house for now.

New storage for pool supplies-Raul is currently storing pool supplies off-site. Salt for pool is stored on-site.

Pool vacuum (Hazel) was discussed. It was suggested that some members may not have received the information concerning storing Hazel during pool usage. An email blast will be sent to the membership with photos showing proper storage.

Discussion held concerning painting of the reinforcing anchor plats installed around the pool entry portal. The intention was to paint the anchor plates to match the adobe block. Comments

were made that the black color of the anchor plates looked nice. A motion was made, seconded and carried to leave the anchor plates black. (Francis/Maytorena)

It was noted that the Santa Cruz County Health Department inspected the pool recently and noted two violations. Violations consisted of not having a 16 foot pole for rescues and a rope attached to the life ring. Both are mandatory items. Raul rectified the issue immediately. It was noted that the chemicals in the pool were in good shape.

Discussion held concerning the pool house roof and the need to inspect and clean away any debris. **It was requested that management contact Raul to perform the inspection and any needed cleaning to insure the scuppers do not become clogged with debris.** It was noted that Raul did not include this task in his contract with the Association but will do the work on an hourly basis at a reasonable rate.

Pool trespassing was discussed at length. It was unanimously agreed to purchase no trespassing signs citing the proper Santa Cruz County code as well as the local Sheriff Department phone number to report trespassers. **Management will research code to be noted on the sign and Leo Francis will order signs.**

Leo Francis provided management with the PENTAIR Limited Warranty for the pool pump purchased on 2.9.16 in the amount of \$627.90 for the Association files.

➤ **Communications**

Status of website renovations was discussed. It was noted that Mike Faye continues to update the website. Agendas and minutes are posted. Photos have been requested from homeowners that may add to the aesthetics of the website. Leo commented that new members will be welcomed on the website as well.

**OLD BUSINESS**

- DRC Opening-Discussed under DRC Report.
- Pool Heating Survey Results-Survey results were reviewed. It was noted that participation in the survey was low. Another survey will be conducted in October.
- Collection of aged accounts-Discussed under financial report.

**NEW BUSINESS**

- Insurance review-Management noted that the Associations policy was reviewed with Kara Apsbach, Insurance agent. Coverage's seem to be in good order. It was noted that the policy was reviewed by the board a little over a year ago. Management will determine the renewal date and will discuss obtaining other quotes with the agent when the renewal time approaches.
- Annual Meeting-Management requested the Annual Meeting date be rescheduled due to a conflict. The Bylaws for the Association note that the meeting should take place on the first Wednesday in February which would be February 7<sup>th</sup>. It was agreed to move the meeting to February 7<sup>th</sup>, 2018. David Dunham was appointed to serve as the nominating committee chairperson and to select two more volunteers to assist him.
- 2018 budget discussion-Management discussed the board's budget needs for 2018. As the financial information was just recently received it was not possible to draft a budget for the board's consideration at the September meeting. Historical expenses will be reviewed and contact made with contractors concerning any possible increases for 2018 as well as any upcoming reserve expenditures. A draft will be emailed to the board for review and a special meeting established.
- Formation of a volunteer sub-committee to review CC&Rs with a mind to update them-It was suggested that contact be made with past board presidents who may have knowledge of items they discovered

during their tenure that they may recommend for changes. Kris Maytorena and Mike Faye volunteered to serve on the committee. An email blast will be sent out requesting additional volunteers.

- Evaluation of asphalt maintenance completed by Bates Paving-The Board expressed dissatisfaction with the work that was completed. Management will draft letter to Bates Paving regarding the concerns to be sent with photos. Leo Francis will provide photos to management.
- Review our HOA docs being distributed to new homeowners and what the new process is- Management noted that Condocerts is used to process resale disclosures. Tammy Censky will provide all disclosure documents to Leo Francis for review to insure the package to be provided is accurate. Leo Francis will send the Welcome Packet for new owners to management for inclusion with the documents.
- Maintenance of private irrigation outside of homeowner privacy walls-Issue was discussed. It was noted that a homeowner has questioned the responsibility of the irrigation system outside their courtyard walls. It was noted that the irrigation is connected to the home not common area irrigation. The issue was researched with the past Board President and it was determined that the Association has never taken responsibility for an irrigation system connected to a private home. In fact much of the common area irrigation is no longer functioning. The only areas where the Association maintains the system is at the entryway, at the pool and along the south side of the community outside the rear patio walls. The Board was in unanimous agreement to respond to the homeowner that the Association does not take responsibility of their private irrigation system. A policy will be drafted by management to clarify this issue for the members.
- Status of revised pool rule sign off sheets-Management noted that no such forms have been found in the files as of yet but follow-up will be made with Cadden to obtain any forms that have been returned by members.

#### **NEXT MEETING**

- The next meeting is scheduled for December 11th, 2017 at 5:30 pm, located at pool clubhouse.

#### **ADJOURNMENT-**

There being no further business, a motion was made, seconded and carried to adjourn the meeting. Meeting adjourned at 8:10pm.