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**Las Palomitas Association**  
**Board Meeting Minutes**  
**Tuesday, December 12, 2017**

**Catalina Foothills Church, 2150 Orange Grove Rd, Room 401-3**

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***Board: Present***

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| <b>X</b> | <b>Cassandra Meynard</b> , President                 |
| <b>X</b> | <b>Monica Manning</b> , Vice President               |
| <b>X</b> | <b>Ray Soule</b> , Treasurer                         |
| <b>X</b> | <b>James Wolf</b> , Member at Large <i>via phone</i> |
| <b>X</b> | <b>William Falsgraf</b> , Member at Large            |
| <b>X</b> | <b>Terry Davis</b> , Member at Large                 |

***Staff:***

|          |  |
|----------|--|
| <b>X</b> | <b>Donna Wood</b> , Managing Agent     |
| <b>X</b> | <b>Laurie Velger</b> , Meeting Minutes |

***Homeowners:***

|          |                                    |
|----------|------------------------------------|
| <b>X</b> | <b>Richard Underwood</b> , Lot 172 |
| <b>X</b> | <b>Jeff Van Maren</b>              |

**I. President Cassandra Meynard called the meeting to order at 4:06 PM. All Board Members were present (one via telephone), constituting a quorum.**

**II. Homeowner Input**

Richard Underwood, Lot 172, owner of AAA Landscape, was present to discuss his plan for landscaping the front area of his home. As Mr. Underwood lives next to a wash, he would like to landscape and maintain that common area as well. His landscape architect, Jeff Van Maren, was present to answer questions from the Board. (Mr. Van Maren had submitted a diagramed plan to the Las Palomitas Board which was approved in October and then forwarded to the Master Association DRC for this project. They reviewed the plan and then referred this request back to the Las Palomitas Board, asking for clarification for landscape maintenance of the common area in the event Mr. Underwood sells his home.) The total landscaped area (private front yard & common area) is approximately 25' x 25'. (An area between Lots 171 and 172.) All proposed plants are arid adapted plants from the Middle East, are non-invasive, and are on the Approved Plant List. Mr. Underwood agrees to maintain this landscaped area. He will install drip irrigation. And if he ever sells his home, the HOA can keep the garden or he will rip it out when he leaves or give the new owner the option to maintain the area. The water for any irrigation to the common area will come from Mr. Underwood's home. Discussion ensued about the Board viewing Mr. Underwood's plan as a pilot project "demonstration area" that would allow residents to see what re-landscaping the common areas might look like. Other demo areas might also be considered. Since Mr. Underwood's agreement should be revised, Mr. Van Maren suggested that the most efficient way to proceed was to have the Board formulate what needs to be done, write the agreement, and have Mr. Underwood sign it. The Board agreed. Donna will prepare the revised agreement so that it can be submitted to the Master Association DRC at their next meeting on December 21<sup>st</sup>. The area will be described as a "demonstration installation" rather than a "demonstration area or garden."

[**Note:** Richard Underwood and Jeff Van Maren left at 4:53 PM.]

**III. Approval of Minutes**

- **A motion was made and seconded (Manning/Davis) to approve the November 14, 2017 Meeting Minutes. All approve. Motion passes.**

**IV. Financial Report (Ray Soule)**

**A. Approve November 2017 Financials:**

|                      |                     |
|----------------------|---------------------|
| Operating Account    | \$ 36,372.08        |
| Reserve Account      | \$ 81,607.92        |
| CD Alliance Bank     | \$ <u>27,420.87</u> |
| Reserve Assets Total | \$109,028.79        |
| Total Assets         | \$145,400.87        |

- 1) Current Liabilities are \$2,361.09 (Prepaid Income).
  - 2) Retained Earnings are \$119,384.84.
  - 3) Net income is \$23,654.94.
  - 4) Administrative Expenses YTD are \$5,000 over budget. Most of that was due to the Reserve Study, legal fees, and insurance.
  - 5) Maintenance is over budget YTD by \$1,400 in 3R landscape services for the cleanup of the common area (one man 8 hours/day for 5 days).
  - 6) Utilities were over budget by \$446 for this month, yet are under by \$955 YTD.
  - 7) Reserves: In November, \$6,059 was transferred into Reserves.
  - 8) \$46.20 was made in interest income.
  - 9) Ray suggested that President Meynard present a concise analysis of the transactions for the painting project at the Annual Meeting. We did pay \$2,500 for the painting of one unit.
  - 10) Four of the 7 delinquent homeowners paid (and another paid since November).
- **A motion was made and seconded (Soule/Davis) to approve the November 30, 2017 Financials as presented, and to approve the transfer of \$6,059 from the Operating Account into the general Reserve Account. All approve. Motion passes.**

**V. Reports**

**A. Master Association Report (Monica Manning)**

The LPPOA Board met on November 21, 2017. Several topics of note were addressed:

1) The Board briefly discussed the current Reserve Study, indicating it is 92% funded but acknowledged that is because of the availability of the funds from the Catalina Foothills School District Settlement. Since these are non-recurring funds, they will be drawn down to pay for Reserve Study big ticket items. 2) CAP benefits (health insurance for Gate Staff) were approved maintaining 100% employer funding but noting that the employees' deductible or co-payment would be higher. Seven of the people are full-time and receive benefits. The basis for the decision was the importance of maintaining continuity of quality employees. 3) Recognizing that the November 2016 direction to Perry that Gate Staff remind delivery drivers regarding speed limits and the requirement to ring doorbells had not been followed, the Board directed Geoff Obral to address this issue with Gate Staff. 4) At the October meeting the LPPOA Board had responded to a homeowner's inquiry that they are not subject to the statutory limitation of executive session topics because LPPOA is a property owners association, not a homeowners association. With the Board's approval, Monica revisited this question, asking for an explanation of why POAs were not restricted when HOAs were restricted. At first, they gave her kind of a broad, "oh, it's a loophole" that POAs weren't included in the HOA statute on executive session. They said their attorney knew more about it. Monica told them she couldn't take that response back to her Board. She asked them if they would ask their attorney to put in writing what the loophole is that means their executive sessions are not regulated.

The chair, Bill Bowen, said they would do that. On December 11<sup>th</sup>, Monica emailed Geoff Obral to see if they had a response. He said the Board would "provide a response following the next Board meeting on December 19<sup>th</sup>. (Monica believes he meant *at* the next Master Board meeting.)

**B. Design Review Committee (DRC) Report** (James Wolf)

The DRC met on November 30, 2017 and Jim was able to call-in.

- 1) The re-submission of the landscape plan from Richard Underwood was discussed.
- 2) The issue on the pepper trees was withdrawn.
- 3) Signs were discussed. There have been some requests from homeowners to have exit signs installed so that guests can navigate their way out of the community. Discussion ensued relating to sign placement and appearance, which then evolved to discussion of speeding drivers within the community. The DRC will provide input to the Master Association as to if and what signs are needed to address this problem. (Donna mentioned that another HOA installed a solar-powered sign that automatically clocks a vehicle's mph.)
- 4) Three items from our HOA will be discussed at the next meeting: The HOA-agreed revision to the letter from Mr. Underwood; Sarah Dockery's request for approval of the mastic tree; and the lighting at the pool area.
- 5) The next meeting is scheduled for December 21, 2017.

**C. Management Report** (Donna Wood)

**New Homeowners:** There are no new homeowners since the last meeting.

New tenants have moved into the Schneider residence at 4037 E Via del Vireo: Hans Klaudt & Judith Noiseux.

**Financials**

As of 11.30.2017

|              |                   |
|--------------|-------------------|
| Operating:   | 36,372.08         |
| Reserves     | <u>109,028.79</u> |
| Total Assets | 145,400.87        |

**Administrative:** Our insurance premium was paid in October \$9,021.00. Since our new insurance policy renews in November, it looks like we will be about \$1,800 over budget for the year. Also, our Rural Metro payment was \$152 more than budgeted. All other administrative expenses were in line or under budget.

**Maintenance - Landscaping:** We were somehow one month behind on paying the monthly landscape services. It will balance out at year end. We finally received the bill for the LARGE cleanup required from the Master Association on our common area along Via Palomitas, the dead tree removal and tree trimming overhanging the Paloma Primera monument sign at the south end of Verdemar.

**Maintenance – Janitorial:** two months were paid in November, plus paper supplies for the bathrooms.

**Maintenance – Lighting:** When we changed the service to replace the light bulbs/solar cells, we had some connectivity issues with five homes where the solar sensor on the roof actually had to be rewired. We also pre-ordered 15 of the solar sensors at \$12.00 each.

**Signage:** We moved the "No Parking/Towing" sign in front of Judy Ranzer's home and reinstalled the concrete (cost \$100). Approved by the Board.

**Water:** Water is over budget by \$411.

**Reserves:** Transferred \$6,059 into the Reserve account. We paid \$257 for landscape improvements out of Reserves. Plants were replaced that did not have large enough emitters to them.

**La Paloma DRC:** The La Paloma DRC is requesting a statement from the Las Palomitas Board of Directors on the landscape maintenance of Richard Underwood's improvements in the common area by his home in the event his home is sold to a new owner. This statement will need to be submitted to the DRC for their meeting on December 28<sup>th</sup>.

**Lighting:** I have submitted the lighting for the Board's approval so we can forward to the DRC for final approval.

**Pool Area:** No issues with the pool.

**Landscaping:** We need to start initiating some winter cleanup in the larger common areas. Donna has contacted 3R Tucson Landscaping to start (map attached). Ray & Donna met with Jeff Van Maren on November 28th to help them devise a 3-year master landscaping plan to update our most visible common areas. That would include our main entrance, the common area strips along Via Palomitas, and across from the pool. The goal is to give Las Palomitas an update that would really have a whole new visual curb appeal. The main entrance would be updated first, perhaps the installation of plants and maybe a sign or lighting as well. Ray suggested that adding benches and a pathway would be a nice touch at the little circle area out front.

**Miscellaneous Issues:**

**Annual Meeting:** Nominations are in: Jim Davis & Ray Soule and other Board members have submitted their nominations to run for the Board with the exception of Monica Manning. The Annual Meeting package is scheduled to be sent to the printer on January 15th and will be mailed the following week.

**Outdoor Furniture:** Two 9' forest green umbrellas were purchased for the pool area (they were 20% off and about \$650 for both umbrellas). They are in the storage/ equipment room and we will bring them out as it gets a little warmer. We currently have the one orange umbrella still out at the pool. Donna is still in search of the coordinating counter chairs at the appropriate height.

[**Note:** During the Management Report, it was mentioned that there are erosion issues at the circle when it rains that need to be dealt with.]

**VI. Old Business**

**A. Outdoor Furniture**

This issue was already discussed by Donna.

**B. DRC Submission – Underwood Residence, Landscaping Maintenance**

This issue was already addressed by Mr. Underwood.

**VII. New Business**

**A. Preparation for Annual Meeting**

Room Arrangement, Refreshments, Topics of Discussion:

- 1) The Annual Meeting packet will have a #9 ballot envelope that goes inside a #10 return envelope. In order for the ballot to be valid, Arizona law now requires a signature. The return envelope will have the Lot number and the ballot will have the signature. Hard copies of the Annual Meeting packet will be mailed to all homeowners and the absentee ballot will be included.
- 2) Bill and Donna will work on refreshments. Some homeowners will bake cookies.
- 3) Monica suggested the Board look for new and exciting things to encourage homeowners attend.
- 4) The diagramed plan for the demonstration installation by Jeff Van Maren can be put onto a bigger board and displayed on an easel out in the foyer for all homeowners to see.

- 5) Jim suggested having a President's Report and President Meynard requested input from the Board. Donna will put together a list of the Board's 2017 accomplishments, such as the tree work and the painting project. The Board can review and add to this list.
- 6) Annual Meeting topics: President's Report of 2017 Accomplishments; 2018 Planned Projects; and Painting Project Report. Also, Ray will give the 2017 Financial Report and the 2018 Budget Report.
- 7) 2018 Board Slate: Vice President Manning will be retiring. All other current Board members will be running again (Terry Davis; Bill Falsgraf; Cassandra Meynard; Ray Soule; and Jim Wolf) plus new nominee Jim Davis.

[**Note:** Monica left at 5:32 PM.]

**B. DRC Submittal for Lighting Upgrade**

- 1) This issue was already discussed.
- 2) The Board decided that the two concrete pillars at the entranceway will remain and have the new updated lights put on them.
- 3) New posts for the lights will be installed that are architectural bronze color.

**VIII. Next Meeting**

- A. The next Board meeting will be held on Tuesday, January 9<sup>th</sup>, 2018 at 4:00 PM at the Catalina Foothills Church.**
- B. Annual Meeting - Wednesday, January 24<sup>th</sup>, 2018 at 6:00 PM at the Catalina Foothills Church. (New location)**

**IX. Adjournment**

**There being no further items of business, a motion was made and seconded (Falsgraf/Soule) to adjourn the meeting. All approve. Motion passes. The meeting ended at 5:36 PM.**

| <b>Las Palomitas Board Members</b>         | <b>Phone</b> | <b>Email</b>   |
|--|--------------|--|
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