

---

---

**Las Palomitas Association**  
**Board Meeting Minutes**  
**December 13<sup>th</sup>, 2016**

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

---

***Board: Present***

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

***Staff:***

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

- I. A Quorum was established and the meeting was called to order by Las Palomitas Board President, Bill Falsgraf at 4:02 PM.**
- II. Homeowners Input**  
No homeowners in attendance.
- III. Approval of Minutes**  
**A motion was made and seconded (Davis/Manning) to approve the November 15, 2016 Meeting Minutes as amended in Section VIII. Next Meeting to read "the next Board Meeting" and not "the next association meeting." All approve. Motion passes.**
- IV. Financial Report** (Ray Soule)  
November was a very simple month, the first in a long time.  
November 2016 Financials:  
Operating Account \$116,650.06 (includes painting payments)  
Reserve Account    \$ 66,471.03  
Total Assets        \$183,121.09
- Little changed in the Liabilities and Equities.  
No expenditures were taken out of Reserves.  
In 2017 there will no longer be four accounts under Capital Reserves, but one Reserve aggregate account.
- Exceptions are as follows:  
4000 – Dues Income - \$4,080.40 dues paid in November  
5050 Insurance - \$9,544.00 Policy premium renewal to include the policy premium down payment of \$7963 + \$1,034 for the umbrella policy & \$544 for the fidelity coverage.  
6070 Landscape Service \$0.00 – did not receive bill in time for November payment, will be reflected in December.  
6570 – Trash service \$1935.10 transition delay in billing. This payment includes last month's payment of \$1217.35 + \$717.75 (November's new rate).  
Utilities – All of our other Utilities are running under budget YTD by about \$4,000.
- A motion was made and seconded (Manning/Davis) to approve the November 2016 Financials as presented. All approve. Motion passes.**

**V. Reports**

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

The next Master Association Meeting is scheduled next Tuesday, December 20<sup>th</sup>. Monica asked the Board to allow her permission to speak on their behalf concerning two issues:

1. The Master Association will be announcing their decision on the Westin issue regarding the resort guests using the La Paloma property for running/walking at their Annual Meeting in late March, 2017. She proposed that the Las Palomitas Board recommend that the decision be made earlier. Since this is a security issue, a delay of four months is not reasonable.
2. Monica proposed that the Master Association have the gate staff notify UPS and other couriers to ring the doorbells of homeowners whenever they leave a package at the door.

Permission by the Board was granted.

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

The committee will meet this Thursday, December 15<sup>th</sup> at 8:30 AM. There are no issues related to our HOA.

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

**Financials:**

Ray went over the exceptions in the November financials. It will be easier as we go into the new year having financials from just one software service.

**Painting Update:**

43 homes have paid in full, 41 homes have been painted. Four more homeowners have paid and they will be placed on the painting schedule after the holidays.

**Pool and Spa:**

On Thursday, December 1<sup>st</sup> we had Classic Pools come and install the items approved at the October board meeting. During the installation of the equipment they discovered the venting from the pool heater was not up to code (single insulated versus double insulated). They installed correct vent stack. Everything was coupled correctly and it looked like a well done job.

The door to the equipment room is not lockable due to damage to the locking mechanism. A new solid core door has been ordered for \$125 plus the cost of hardware.

**Blue Point Pool Service** was given a 30-day notice and December 31<sup>st</sup> will be their last day. Davey Pools & Spas will start in January, 2017. Ian Davey suggested that both the pool and the spa be drained and refilled every other year because of heavy chemical buildup. It would probably take 3 days to drain, refill and heat up. Donna will get this scheduled for the first week after the holidays. The cost will be approximately \$400-\$500. But there should be a water savings due to shutting off several water meters. Donna will post a notice on the pool gate plus send out a community email notifying residents about the pool and spa drain and refill. Also, too much chlorine in the water necessitates another chemical put in to balance it out. Using an automatic chlorine tower will result in a more effective use of pool chemicals. Donna will have a price for automatic chlorine towers for the pool and spa at the next Board meeting.

**Cleaning Company:**

We now have Award Building Maintenance cleaning the pool area. On Friday, December 2<sup>nd</sup> Donna met with them to go over our expectations on the level of cleanliness. They did an inventory and assessment of the supplies they have and what was needed.

**Asphalt Repair:**

On Monday, December 5<sup>th</sup> the asphalt patch was remediated (a requirement from the irrigation project) and looks appropriate.

**Sidewalk Replacement:**

The sidewalk was replaced on 4056 Via del Buho on Tuesday, December 6<sup>th</sup>.

**Notice of Annual Meeting and Nomination Forms:**

A community email was sent to all owners on November 21<sup>st</sup>.

**Notice of Dues Increase and 2017 Approved Budget:**

An email was sent to all owners with a copy of the approved budget on November 29<sup>th</sup> this satisfies the required 30 day notification requirement for any increase in dues. No comments yet from homeowners. The Approved 2017 Budget is also posted on the website.

**Annual Meeting:**

We have reserved the Catalina Foothills High School for the Annual Meeting on January 24<sup>th</sup> at 6:00 pm. The Annual Meeting package will be mailed before the end of the year. Bill and Monica will receive proofs next week.

**La Paloma Gate Access Survey:**

On November 17<sup>th</sup> Donna sent an email to Pierre Renault, the Master Association manager, reporting the unanimous decision of Las Palomitas Board that guests not be allowed to use La Paloma paths. She copied all of the La Paloma property managers. She received three responses that their Board of Directors are also in agreement on this issue and feel it is irresponsible for the Master Association to not take action until the Annual Meeting. She did not hear from Pierre.

**Landscape Rock:**

Due to lack of communication with 3R Tucson Landscaping regarding landscape rock proposals for the pool area, Donna has contacted another vendor for a proposal on getting landscape rock in this area. (Monica suggested asking 3R if they are interested in design work or only in maintenance.) He has very good prices for rockwork. She would like permission to have landscape rock around the pool entrance and to the north of the pool area as well. The vendor would like permission to take out the cassia bushes around the entrance to the pool, and leave all the other desert landscaping there. The landscape rock would be half-inch Coronado brown. His cost would be \$2,200 to do the front entrance area to the mailboxes and in front of the wall where the parking lot is, and inside the entire pool area (with the exception of the south wall where the new plants are). Donna also asked for a separate bid to do the rock circle at the main entrance to Las Palomitas. The cost would be \$700 per each side and take 5 tons of Coronado brown rock. The surface now is just dirt. There would be a discount of \$200 if all jobs were done together. Monica suggested checking with DRC about the color of the rock that will be out front, so Donna will submit a DRC to the Master Association for their meeting on Thursday.

**3R Tucson Landscaping:**

Donna talked to Jesus about landscaping maintenance responsibilities at the town homes and at the patio homes. They only go up to the gate on the patio homes. They are starting to clean up some of the open common space areas.

Donna has emailed some homeowners who are quick to let her know about landscaping issues about meeting with the landscapers once a week. She received one response and the person declined. Monica will send out an email encouraging people to do this.

**Wall Damage Issue – 5932 N Via de la Tarenga:**

The side wall has sustained damage from tree roots encroaching under the wall. In addition, there is a trunk of a very large tree leaning against the wall (located inside wall in owner's back yard), which may be complicating the issue. Donna suggested the wall can be repaired without cutting down the tree, with the understanding that any other repairs would be Jim's responsibility.

**VI. Old Business**

**A. Landscape Oversight/Proposed Landscape Committee Charter**

Monica would like to formally adopt having a Landscape Committee and the Charter for it. Right now no one is formally managing 3R Landscaping.

**Proposed Landscape Charter:**

Provide guidance to landscape maintenance crew, meeting with the crew when they come on the property each Tuesday morning;

Have identified areas of focus where there is most need;

Be willing to report at monthly Board meetings (either in person or by submitting a report); and

Help identify winter projects (identified by priority) of "open space" common areas to clean up.

In the future the committee may want to recommend new plantings or changes to the Plant Approval List.

**A motion was made and seconded (Meynard/Davis) to create a Landscape Committee with that Charter. All approve. Motion passes.**

**B. Painting Amendment Discussion** (carried over from the last meeting)

Ideas were offered on how to improve the Painting Amendment focusing on clarity.

Following extended discussion, the Board decided to defer further action until the current painting project is completed.

**C. Define "Maintenance" for Front Yard Landscaping**

The board seeks to clarify and define the scope of landscape maintenance that falls under Association expense:

- The Association will maintain the plants currently in the landscaped area of each lot.
- The Association will maintain and repair any irrigation issues related to the landscaped area of each lot.
- The homeowner will be responsible for replacing plants or installing new plants (with ARC & DRC Approval) on their lot.
- The homeowner will be responsible for any costs associated with enhancing and or remediating the landscaped areas of their lot (erosion control, drainage issues with neighboring lots, enhancing landscaped rock).
- The homeowner is responsible for irrigating plants in pots, etc.

Donna would like to include this in the Information Packet or the Rules and Regs so homeowners know that "maintenance" is just maintaining what is there. This information will also be included on the website. Cassandra suggested including a hyperlink to the list of approved plants. And including information about the approved rock, so that all information is in one place. Donna can send out a community email in the spring, highlighting what was discussed here and provide links to the Approved Plants Link.

**A motion was made and seconded (Manning/Soule) to adopt the language in the Management Report with the Five Bullets clarifying the scope of landscape maintenance as it falls under Association expense. All approve. Motion passes.**

**C. Discussion of the "Reserve" Function of Your Budgets**

The best approach is to have one formal comprehensive Reserve, not several accounts specifically designated for roads, pool, etc. Then there would only be two accounts: an Operating Account and a Reserve Account. (Arizona does not have a law as to when reserve studies must be done, but when a home is sold the date of the last Reserve Study must be stated, and this includes updates.) In 2017 the Reserve Study will be

updated. Donna has given Ray two or three Reserve Study companies. They will work together to look into vetting these companies and make a recommendation in the near future.

**VII. New Business**

**A. Preparation for Annual Meeting**

1. The meeting will be held at Foothills High School, seminar room
2. The ballot will not include write-ins.
3. No ballot signatures will be required. Donna explained the process to keep all ballots secret. The return address on the absentee ballot envelope will indicate Lot #.
4. The Painting Amendment will be explored in the future.
5. The Board's exploration of teleconferencing of Special Meetings will be reported.

**VIII. Next Meeting**

**The next Board meeting will be on Tuesday, January 10<sup>th</sup>, 2017 at 4:00 PM.**

**The Annual Meeting will be Tuesday, January 24<sup>th</sup>, 2017 at 6:00 PM.**

**IX. Adjournment**

**There being no further items of business, a motion was made and seconded (Davis/Manning) to adjourn the meeting. All approve. Motion passes. The meeting ended at 5:26 PM.**

<b>Las Palomitas Board Members</b>	<b>Phone</b>	<b>Email</b>
<b>William Falsgraf</b> , President	520-615-3189	<a href="mailto:wfalsgraf@aol.com">wfalsgraf@aol.com</a>
<b>Monica Manning</b> , Vice President	520-638-5514	<a href="mailto:mmanning@umn.edu">mmanning@umn.edu</a>
<b>Raymond Soule</b> , Secretary/Treasurer	520-615-5232	<a href="mailto:ray@hootcreek.com">ray@hootcreek.com</a>
<b>Cassandra Meynard</b> , Member at Large	520-979-5014	<a href="mailto:c.maynard@yahoo.com">c.maynard@yahoo.com</a>
<b>James Wolf</b> , Member at Large	703-898-7476	<a href="mailto:gpawolf87@aol.com">gpawolf87@aol.com</a>
<b>Terry Davis</b> , Member at Large	520-299-3814	<a href="mailto:davisdt@telus.net">davisdt@telus.net</a>
<b>Donna Wood</b> , CMCA, AMS	520-298-2146	<a href="mailto:donna@pinehurstproperties.net">donna@pinehurstproperties.net</a>