

Catalina Foothills Estates No. 9 Association

Meeting of the Board of Directors

MINUTES

www.CAT9.org

DIRECTORS

Jessica Andrews Greg Sciabica
Nancy Kay Anne Segal
Jeff Landers Conni Struse
Jim Ponzo Joyce Su
Karin Sawtelle Adam Watters

OFFICERS

PRESIDENT: Joyce Su
VICE PRESIDENT: Jim Ponzo
TREASURER: Jim Ponzo
SECRETARY: Conni Struse

SPECIAL ASSIGNMENTS

Newsletter: Teri Ellen
Webmaster: Dick Bryant

Meeting Date: **February 12, 2024**

Directors and Officers Present: Nancy Kay, Jeff Landers, Jim Ponzo, Karin Sawtelle, Anne Segal, Conni Struse, Joyce Su

Directors and Officers Absent: Jessica Andrews, Adam Watters, Gregg Sciabica

Guests Present: Diane Frank, Dick Bryant, Jody Ponzo, Craig Sawtelle

1. **Call to Order.** A quorum was established, and the meeting was called to order at 7:12 pm by the President, Joyce Su.

2. **Approval of the Minutes.** Nancy made a motion to approve the minutes of the Board of Directors Meeting on January 8, 2024, seconded by Jeff. Unanimously approved.
➤ Motion carried.

3. **Owner Comments.** None.

4. **Reports and Actions**
 - a. **Treasurer's Reports.** Jim reported that there is \$31,437.80 in the checking, and \$6,571.62 in the savings account. Out of 130 lots, 67 members have paid their annual assessment, and \$20,100 has been collected.

 - b. **Roads and Landscaping.** Committee chair not present.

 - c. **Architecture.** Jeff checked on a jackhammering noise in the area but was unable to find it. Jeff will make the current architecture review form a fillable PDF document and send it to the webmaster for posting.

 - d. **Compliance.**
 1. Lot 80, 6741 N. Placita Manzanita – Trash bins: Karin sent a letter to the owner on January 17 and drove by the property to confirm compliance.

2. 6921 N. Solaz Primero – Airbnb: Karin researched case law regarding the rights of HOA’s to prohibit property owners from listing their home for rent on Airbnb. Arizona courts have not yet dealt with this, but the precedent for a number of other states is that unless there is a specific time frame for rental of homes written in the CC&Rs, the use as short-term rental cannot be denied. Conni will change the new owner Resale Acknowledgment form to remove the paragraph referring to short-term rental exclusions.

The issue led to a discussion regarding the need for review of the forms used by the HOA, and to create an index of documents with date created, who owns it, date of Board approval, etc.

- d. **Resales.** Nothing to report.
- e. **Calendar.** Nancy reviewed the calendar.

5. Old Business

a. **Zoom meeting recordings.** After discussion, a vote was taken for each option for zoom recordings:

(1) Record Meetings	(2) Keep Recordings Indefinitely	(3) Keep Recordings 3 Months
Anne no	Anne yes	Anne indefinitely or no
Conni yes	Conni no	Conni yes
Jeff yes	Jeff yes	Jeff indefinitely or no
Jim yes	Jim no	Jim yes
Joyce no	Joyce no	Joyce yes
Karin yes	Karin no	Karin yes
Nancy yes	Nancy no	Nancy yes

➤ Voting results favor keeping meeting recordings for three months.

The agenda for future meetings will reflect that the zoom recordings of the meetings will be kept for three months. Jim and Joyce will prepare a policy for meeting protocols.

6. New Business

a. **Website Status.** Dick Bryant presented the history of the website which was created in 2001. Jonathan Wang is the backup for Dick for the website. It costs \$100 per year. The format is in html with no proprietary code and can be easily transferred. Jeff is experienced with websites and can create one for the HOA with more interactive capabilities that will cost an additional \$100 per year. He can train someone for backup in a few hours. Jeff made a motion to survey the homeowners whether they are happy with the existing website. Seconded by Jim. All Board members voted yes with one abstention by Anne.

➤ Motion carried.

Anne will prepare the survey questions for approval by the Board.

(1) Additional Duties re Emails. Dick receives communications to the HOA at its email address and sends blast emails to the neighbors from an independent database. Dick will be writing to homeowners regarding email updates and which addresses will be considered the primary and whether they want their messages sent to an additional address.

- b. **Storage Unit.** To be discussed at the next meeting.
 - c. **Corporate Transparency Act.** To be discussed at the next meeting.
7. **Adjournment** – Meeting adjourned at 9:10 pm

NEXT BOARD MEETING: March 11, 2024

Submitted on behalf of the Board,

Conni Struse

Conni Struse, Secretary

ATTACHMENTS:

January Financial Reports
February and March Calendar

FINANCIAL REPORTS

JANUARY 2024

CATALINA FOOTHILLS ESTATES #9
 HOMEOWNERS ASSOCIATION
 FINANCIAL REPORT FOR:

P.O. Box #36225, Tucson, AZ 85740
AS OF 01/31/2024

Total Assets = \$ 141,088.01

EQUITY POSITION	CHECKING 1139	SAVINGS 1269 (Road Reserve)	TOTAL
AS OF 12/31/2022	\$ 22,331.67	\$ 6,569.70	\$ 28,901.37
AS OF 1/31/2023	\$ 27,793.44	\$ 6,569.76	\$ 34,363.20
AS OF 2/28/2023	\$ 50,155.74	\$ 6,569.82	\$ 56,725.56
AS OF 3/31/2023	\$ 59,156.04	\$ 6,570.02	\$ 65,726.06
AS OF 4/30/2023	\$ 58,340.28	\$ 6,570.13	\$ 64,910.41
AS OF 5/31/2023	\$ 29,210.58	\$ 6,570.29	\$ 35,780.87
AS OF 6/30/2023	\$ 29,120.88	\$ 6,570.45	\$ 35,691.33
AS OF 7/31/2023	\$ 29,281.18	\$ 6,570.62	\$ 35,851.80
AS OF 8/31/2023	\$ 29,441.48	\$ 6,570.79	\$ 36,012.27
AS OF 9/30/2023	\$ 29,509.50	\$ 6,570.95	\$ 36,080.45
AS OF 10/31/2023	\$ 28,003.56	\$ 6,571.12	\$ 34,574.68
AS OF 11/30/2023	\$ 27,152.27	\$ 6,571.28	\$ 33,723.55
AS OF 12/31/2023	\$ 26,912.67	\$ 6,571.45	\$ 33,484.12
AS OF 01/31/2024	\$ 31,437.80	\$ 6,571.62	\$ 38,009.42

INCOME	DESCRIPTION	SOURCE	AMOUNT
INTEREST		12/29/2023 SAVINGS ACCT	\$ 0.17
Assessment			\$ 4,800.00
			\$ -
		SubTotal	\$ 4,800.17
EXPENDITURES			
Storage Unit Rental	StorQuest	1/3/2024	\$ 89.70
Office Max	Assessment Printing & Supplies	1/17/2024	\$ 87.62
Office Max	Assessment Printing & Supplies	1/19/2024	\$ 51.46
Office Max	Assessment Printing & Supplies	1/19/2024	\$ 18.50
Office Max	Assessment Printing & Supplies	1/22/2024	\$ 27.59
			\$ -
Transfers			
Investment			
Misc			
Maintenance			
Insurance			
		SubTotal	\$ 274.87

CATALINA FOOTHILLS ESTATES NO. 9

Budget Planned Vs Actual with Balance

2/1/2023 - 1/31/2024

AS OF 01/31/2024

Income Category	Planned Income (2023)	Actual Income (2023)	Balance	Notes
Annual Dues - 2022 (\$300 x 130)	\$39,000.00	\$39,000.00	\$0.00	
Late Fees	\$120.00	\$210.00	\$90.00	
Disclosure (Transfer) Fees*	\$1,040.00	\$750.00	\$(290.00)	
Bank Interest**	\$5.00	\$1.93	\$(3.07)	Reduced due to Transfer
Other 1 (pmt & refund no rec bin +\$6-\$6)	\$0.00		\$0.00	
Other 2 (refund Assessment ov'pmt)	\$0.00		\$0.00	
Other Maint Mail Box (Lot 116)& T Can	\$0.00		\$0.00	
Total Income (without savings interest)	\$40,160.00	\$39,960.00	\$(200.00)	
Total Income	\$40,165.00	\$39,961.93	\$(203.07)	

Expense Category	Planned Expense	Actual Expenses (2023)	Balance	Notes
Taxes + Preparation	\$500.00	\$50.00	\$450.00	In house Prep 2023
Road Sweeping (Landscaper)***	\$1,000.00		\$1,000.00	No landscaper for 2023
Insurance	\$2,000.00	\$2,097.50	\$(97.50)	
Professional fees	\$2,500.00	\$590.00	\$1,910.00	
Rent (Storage Unit)	\$1,000.00	\$1,091.40	\$(91.40)	
HOA Meeting Room	\$350.00	\$149.90	\$200.10	
Office Supplies	\$100.00		\$100.00	
HOA PO Box rental	\$250.00	\$248.00	\$2.00	
Printing & Postage	\$500.00	\$471.40	\$28.60	
Website	\$100.00	\$94.99	\$5.01	
Maintenance (signs/posts)	\$1,500.00	\$1,076.75	\$423.25	
Miscellaneous (admin)	\$100.00	\$10.00	\$90.00	AZ Corp Board HOA
Total Expenses	\$9,900.00	\$5,879.94	\$4,020.06	
Transfer to Road Maintenance Repair (Savings or other as approved)	\$30,260.00		\$30,000.00	Transfer made 05/15/2023
Total Expenses + Transfers	\$40,160.00	\$5,879.94	\$34,020.06	**

* Assessment Refunds shown as net \$0 (- to income / + to expenses)

** Bank interest not included in budgeted expenses

Calendar February and March 2024

FEB	Architecture	Review intake forms and Architecture Guidelines for updates and refinements
FEB	Architecture	Publish annual reminder to owners on Intake steps, guidelines and contact info
FEB	Board	1-February Board meeting
FEB	Newsletter	Publish FEBRUARY Newsletter
FEB	Secretary	Check PO box for corporate annual report form (past due by May 28 + late fee)
FEB	Secretary	Upload January approved minutes to Google Drive and website
FEB	Secretary	Draft Agenda and send board package for March meeting
FEB	Treasurer	Assessments - send reminder and invoices-- payment due by March 1
FEB	Treasurer	End of Fiscal year January 31; Beginning of Assessment period (Feb 1) (CCR Section 7.d)
FEB	Treasurer	Agenda Item - Finalize year end Financial Reports and plan for taxes
FEB	Treasurer	Appoint Audit team for audit of finances, if needed; required if new Treasurer
MAR	Board	1-March Board meeting
MAR	Treasurer	Assessments - Send Past Due Notices + itemized accounting (add \$15 late fee per month)
MAR	Board	Review trash collection contract performance; obtain bids or renew contract
MAR	Secretary	Upload February approved minutes to Google Drive and website