

# Catalina Foothills Estates No. 9 Association

## Meeting of the Board of Directors

### MINUTES

[www.CAT9.org](http://www.CAT9.org)

#### DIRECTORS

Nancy Kay  
Jeff Landers  
Jim Ponzo  
Karin Sawtelle

Conni Struse  
Joyce Su  
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: **December 9, 2024**

Directors and Officers Present: Nancy Kay, Jim Ponzo, Karin Sawtelle, Conni Struse, Joyce Su, Adam Watters

Directors and Officers Absent: Jeff Landers

Owners Present: Fred Fiastro, Jody Ponzo

1. **Call to Order.** A quorum was established, and the meeting was called to order at 7:43 pm by the President, Joyce Su.

2. **Approval of the Minutes.** Nancy made a motion to approve the minutes of the Annual Meeting of the Members on November 4, and the minutes of the Annual Meeting of the Board of Directors on November 4, 2024, seconded by Adam. Unanimous consent.

➤ Motion carried.

2. **Owner Comments.** Fred Fiastro, the liaison with Catalina Foothills Association (CFA), described the efforts of the CFA on behalf of the various neighborhoods in the Catalina Foothills. The CFA annual meeting is January 30, 2025, 6:00 pm, at St. Phillips Church. This information will be posted in the newsletter and on the Facebook page.

### 3. **Reports & Actions**

a. **Treasurer.** Jim presented the financial reports for November 2024. There is \$18,238 in the checking account, and \$6,573 in the savings account, and \$139,178 in the investment account. Investment for the road fund with Edward Jones was made by purchasing a \$15,000 30-month treasury note paying 4%

interest. The 2022 tax return had an incorrect ID number, which Jim attempted to correct. After several phone calls without any resolution, Jim scheduled an in-person appointment to clear it up in January. The fee will be around \$600.

**b. Roads & Landscaping.** Adam will schedule the weekend of January 18 for the next landscape cleanup. Adam will check with a local landscaper to see if he could perform regular maintenance and what it would cost. Jim will be getting quotes for resealing the roads.

**c. Architecture.**

(1) Lot 117, 6541 N. Altos Tercero, Frederick and Beth Scott – Solar installation. The Board asked Jeff to get more information regarding the height of the equipment for approval.

**d. Compliance.** Karin had nothing to report.

**e. Resales.** Conni had nothing to report.

**f. Calendar.** Nancy read the calendar entries for December and January.

**4. Old Business**

**a. Website.** Jim will establish an account with Wix to create the website. Jim made a motion to use the Treasurer’s debit card to open the account with Wix to be created and evaluated in three months. Seconded by Karin. Unanimous approval.

➤ Motion carried.

**b. Locking Mailboxes.** Waiting on the installation information from Jeff’s handyman.

**5. New Business**

**a. Elect Officers and Committee Chairs.** Adam made a motion to keep all officers and committee chairs the same, seconded by Karin. Unanimous approval.

➤ Motion carried.

b. **Board Meeting Dates.** Conni made a motion to hold the Board meetings on the first Monday of every month, seconded by Jim. Unanimous approval.

➤ Motion carried.

c. **Storage Unit Inventory.** Jim and Conni moved mailbox poles, house plans and corporate minutes to the smaller unit.

6. **Adjournment.** Conni made a motion to adjourn the meeting, seconded by Jim. Meeting adjourned at 9:22 pm.

NEXT MEETING: **January 6, 2025**

Submitted on behalf of the Board

*Conni Struse*

Conni Struse, Secretary

ATTACHMENTS:

Financial Reports

Calendar

# FINANCIAL REPORTS

## OCTOBER 2024

CAT9 HOA Budget 2024\_1130.xlsx

CATALINA FOOTHILLS ESTATES #9  
 HOMEOWNERS ASSOCIATION  
 FINANCIAL REPORT FOR:

P.O. Box #36225, Tucson, AZ 85740  
**AS OF 11/30/2024**

EQUITY POSITION	CHECKING 1139	SAVINGS 1269 (Reserve)	INVESTMENT ACCT	TOTAL
AS OF 10/31/2023	\$ 28,003.56	\$ 6,571.12	\$102,051.90	\$ 137,031.82
AS OF 11/30/2023	\$ 27,152.27	\$ 6,571.28	\$103,078.59	\$ 136,626.58
AS OF 12/31/2023	\$ 26,912.67	\$ 6,571.45	\$103,997.77	\$ 136,802.14
AS OF 01/31/2024	\$ 31,437.80	\$ 6,571.62	\$103,997.77	\$ 137,481.89
AS OF 02/29/2024	\$ 53,607.10	\$ 6,571.78	\$103,997.77	\$ 142,007.19
AS OF 03/31/2024	\$ 62,920.58	\$ 6,571.95	\$104,019.43	\$ 164,176.65
AS OF 04/30/2024	\$ 61,220.33	\$ 6,572.11	\$104,946.06	\$ 173,511.96
AS OF 05/31/2024	\$ 31,795.63	\$ 6,572.28	\$136,761.43	\$ 172,738.50
AS OF 6/30/2024	\$ 32,740.93	\$ 6,572.44	\$137,074.35	\$ 176,387.72
AS OF 07/31/2024	\$ 32,651.23	\$ 6,572.61	\$137,074.35	\$ 176,298.19
AS OF 08/31/2024	\$ 32,547.10	\$ 6,572.78	\$137,074.35	\$ 176,194.23
AS OF 09/30/2024	\$ 32,171.94	\$ 6,572.94	\$139,178.82	\$ 177,923.70
AS OF 10/31/2024	\$ 31,382.25	\$ 6,573.11	\$139,178.82	\$ 177,134.18
AS OF 11/30/2024	\$ 18,238.54	\$ 6,573.27	\$139,178.82	\$ 163,990.63

INCOME	DESCRIPTION	SOURCE	AMOUNT
INTEREST		11/29/2024 SAVINGS ACCT	\$ 0.16
			\$ -
			\$ -
		<b>SubTotal</b>	<b>\$ 0.16</b>
<b>EXPENDITURES</b>			
Storage Unit	Store Quest	11/4/2024	\$ 40.21
Check 1100	IRS	11/20/2024	\$ 603.50
			\$ -
			\$ -
			\$ -
Transfers			
Investment	Check 1101, Edward Jones	Nov-24	\$ 12,500.00
Misc			
Maintenance			
Insurance			
		<b>SubTotal</b>	<b>\$ 13,143.71</b>

Monthly Finance Report



CATALINA FOOTHILLS ESTATES NO. 9				
<b>Budget Planned Vs Actual with Balance</b>				
<b>2/1/2024 - 1/31/2025</b>			<b>AS OF 11/30/2024</b>	
Income Category	Planned Income (2023)	Actual Income (2024)	Balance	Notes
Annual Dues - 2022 (\$300 x 130)	\$39,000.00	\$39,000.00	\$0.00	
Late Fees	\$195.00	\$510.00	\$315.00	
Disclosure (Transfer) Fees*	\$750.00	\$900.00	\$150.00	
Bank Interest**	\$0.60	\$1.51	\$0.91	
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	
<b>Total Income (without savings interest)</b>	<b>\$39,945.00</b>	<b>\$40,410.00</b>	<b>\$465.00</b>	
<b>Total Income</b>	<b>\$39,945.60</b>	<b>\$40,411.51</b>	<b>\$465.91</b>	
Expense Category	Planned Expense	Actual Expenses (2024)	Balance	Notes
Taxes + Preparation	\$500.00	\$1,460.32	\$(960.32)	In house Prep 2024
Road Sweeping (Landscaper)***	\$1,166.40	\$0.00	\$1,166.40	No landscaper for 2023
Insurance	\$2,332.00	\$2,267.50	\$64.50	
Professional fees	\$2,500.00	\$0.00	\$2,500.00	
Rent (Storage Unit)	\$1,162.00	\$728.16	\$433.84	
HOA Meeting Room	\$200.00	\$0.00	\$200.00	
Office Supplies	\$100.00	\$26.55	\$73.45	
HOA PO Box rental	\$250.00	\$0.00	\$250.00	
Printing & Postage	\$600.00	\$274.76	\$325.24	
Website	\$102.00	\$94.99	\$7.01	8% for inflation on 2023 actual
Maintenance (signs/posts)	\$1,200.00	\$0.00	\$1,200.00	
Miscellaneous (admin)	\$100.00	\$10.00	\$90.00	AZ Corp Board HOA
<b>Total Expenses</b>	<b>\$10,212.40</b>	<b>\$4,862.28</b>	<b>\$5,350.12</b>	
Transfer to Road Maintenance Repair (Savings or other as approved)	\$29,732.60	\$43,500.00	\$(13,767.40)	Planned Transfer made 05/15/2024. Mid-year transfer made 11/20/2024
<b>Total Expenses + Transfers</b>	<b>\$39,945.00</b>	<b>\$48,362.28</b>	<b>\$(8,417.28)</b>	**

\* Assessment Refunds shown as net \$0 (- to income / + to expenses)  
 \*\* Bank interest not included in budgeted expenses

Budget Plan vs. Actual

# CALENDAR

## DECEMBER 2024 – JANUARY 2025

DEC	<b>Roads &amp; Landscaping</b>	Review road sweeping action plan & 5-year road plan
DEC	<b>Roads &amp; Landscaping</b>	Obtain landscaping and road sweeping bids, as applicable
DEC	<b>Secretary</b>	Review and confirm new meeting dates and coordinate electronic meeting info
DEC	<b>Secretary</b>	Determine post office box key trustee & storage key trustee
DEC	<b>Secretary</b>	Upload November approved minutes to cloud-based storage and website
DEC	<b>Secretary</b>	Draft Agenda and send board package for January meeting

JAN	<b>Board</b>	January Board meeting
JAN	<b>Treasurer</b>	<b>Agenda Item</b> - Provide form of assessment letter for Board review and approval
JAN	<b>Treasurer</b>	<b>Assessments - mail Assessment Letter to owners</b> (CCR Section 7(b)(2))
JAN	<b>Treasurer</b>	Pay Post Office Box lease rent (expires February); check signature cards
JAN	<b>Board</b>	<b>Agenda Item</b> - Board vote on Disclosure Fee amount / increase for resales ARS 33-1806
JAN	<b>Board</b>	<b>Agenda Item</b> - Board vote on 2024 BUDGET and Annual Assessment (CCR Section 7(b)(3))
JAN	<b>Elections</b>	<b>Agenda Item</b> - Name Election Committee Feb 1 - Jan 31
JAN	<b>Newsletter</b>	Brainstorm themes, featured owners and FAQs
JAN	<b>Newsletter</b>	Circulate draft FEB newsletter to board
JAN	<b>President</b>	Notify E&O insurance company of new director list; get updated COI (CCR Section 9)
JAN	<b>President</b>	Sign bank signature cards with officers at bank. Bring COPY of approved minutes naming officers.
JAN	<b>Roads &amp; Landscaping</b>	Review bids and sign contracts for landscaping & road sweeping, as needed
JAN	<b>Roads &amp; Landscaping</b>	Coordinate Roll-off location and provide reminders to owners
JAN	<b>Roads &amp; Landscaping</b>	Sweep roads – January

JAN	<b>Secretary</b>	Upload December approved minutes to cloud-based storage and website
JAN	<b>Secretary</b>	Draft Agenda and send board package for February meeting
JAN	<b>Treasurer</b>	Request new ATM / bank card as applicable
JAN	<b>Treasurer</b>	Pay Post Office Box lease rent (expires February); check signature cards