

# Catalina Foothills Estates No. 9 Association

## MINUTES

Meeting of the Board of Directors

[Cat9.org](http://Cat9.org)

Meeting Date: **December 12, 2022**

Directors and Officers Present: Gary Delmonaco, Tom Horvath, Larry Ivy, Nancy Kay, Jim Ponzo, Anne Segal, Conni Struse, Joyce Su

Directors and Officers Absent: None

Guests Present: Diane Frank

1. Call to Order & Quorum. Joyce called the meeting to order at 7:04 p.m., and a roll call established a quorum.
2. Approval of Minutes of Annual Meetings held November 7, 2022. Larry made a motion to approve the minutes of the 2022 Annual Meeting of the Members dated November 7, 2022, seconded by Tom. Unanimously approved. Larry made a motion to approve the minutes of the Annual Meeting of the Board of Directors dated November 7, 2022, seconded by Tom. Unanimously approved.
3. Owner Comments. None.
4. Reports and Actions
  - a. Financial Reports/Annual Budgets. The checking account balance is \$22,521.37, and the savings account balance is \$6,569.64. The expenses for the month were \$109.69, which included the storage unit rental and the website maintenance. The investments show a balance of \$70,000.00. The tax returns were self-prepared, which saved some money. The landscaping and road maintenance was less than budgeted because Larry and his volunteers provided the maintenance. The proposed budget for 2023 is lower for income because of anticipation of fewer home sales. The proposed expenses did not change much from 2022. Money for investment in 2023 will be \$30,025.00. Anne made a motion to approve the proposed annual budget for 2023, seconded by

Tom. Unanimously approved.

b. Roads and Landscaping. Hughes Sanitation provides a roll-off for ten days twice a year to collect the trimmings. All the streets were landscaped in November in five days. Larry and his volunteers will continue to trim plants along the roads twice a year, spring and fall. The electric blower worked well to clean the roads, which will be done every three months and more often as necessary. Larry will reach out to all homeowners and request volunteers to blow the roads. It takes a half an hour to clean one street with the blower. Regarding the five-year plan for road repair and maintenance, the fund balance is \$76,441. The annual dues increase beginning in 2022 allows the HOA to set aside enough money for future crack repair and resealing of the roads. The cost of maintenance to resurface the roads in 2036 will be \$678,000 - \$878,000. Between 2022 and 2030, the crack repair and resealing is estimated at \$48,000 (2025) and \$54,000 in (2030). The Road Reserves total collected from HOA Dues will be about \$496,000 plus interest by 2036. With \$102,000 needed for crack repair and resealing (2025 and 2030), this will leave about \$394,000 plus interest. As a result, the HOA will be underfunded for road replacement of about \$284,000 to \$484,000, resulting in an assessment of \$2185 per lot.

c. Architecture. Anne reported that there were no new requests for architectural review. Mrs. Hallaq contacted Anne and reported on the progress of their pool house at 2425 E. Calle Los Altos (Lot 74), and all is well.

d. Resales. None to report.

e. Calendar. Nancy announced the tasks for December.

## 5. Old Business

a. Election of Officers, Assignment of Committee Chairs and Special Functions - Anne made a motion to nominate Joyce Su for President, seconded by Larry. Unanimously approved. Anne made a motion to nominate Jim Ponzio as Vice President and Treasurer, seconded by Tom. Unanimously approved. Larry nominated Conni for Secretary, seconded by Anne. Unanimously approved.

## 2023 Officers:

President - Joyce Su  
Vice President - Jim Ponzo  
Treasurer - Jim Ponzo  
Secretary - Conni Struse

## 2023 Committee Chairs and Special Functions:

Architectural Review - Anne Segal  
Calendar and Reminders - Nancy Kay  
CCR Compliance - All Board Members  
Newsletter - Teri Ellen  
Resale & Members - Conni Struse  
Roads & Landscaping - Larry Ivy  
Webmaster - Richard Bryant

b. Board fiduciary duties/overview and the mission of the Board were covered at the last Board meeting.

c. Insurance Renewal - The list of officers and Board members will be provided to the insurance agent who will issue a new certificate of insurance.

d. Identify and Establish New Subcommittees - Anne and Tom suggested that a task force be formed to study the exclusion of homeowners living on streets not owned by the HOA from paying for maintenance and improvements of streets owned by the HOA. This will be addressed at the next board meeting.

e. Select dates for Board meetings in 2023 - Board meetings will be held on the second Monday of each month, except for the annual meeting which is the first Monday in November, and no meetings will be held in July and August.

f. Conni and Larry will inventory the storage unit contents. There are several more trash cans in the storage unit than are needed for future lot development. A previous CAT9 newsletter regarding extra trash cans

did not stir up any interest. Larry suggests that the Catalina Foothills Association include in their newsletter that there are trash cans available for sale.

g. Conni has keys to the PO box and the storage unit. Larry has keys to the storage unit. Gary will give his keys to the PO box and storage unit to Jim Ponzo.

6. New Business.

a. Larry proposed the purchase of an additional battery for the electric street blower. The battery stays charged for about 30 minutes, and recharging the battery takes about 40 minutes. Cleaning the streets would be more efficient if there were a second battery. The cost for an additional battery is \$229. Jim made a motion to purchase a second battery, seconded by Gary. Unanimously approved.

b. Sherri prepared new binders for all Board members and officers. Larry will deliver them when contacted.

c. Anne volunteered to host a neighborhood party in February and will propose a date at the next meeting.

7. Adjournment. Larry made a motion to end the meeting. Anne seconded the motion. Meeting adjourned at 8:28 p.m.

Next Board Meeting is **January 9, 2023.**

Submitted on behalf of the Board,

*Conni Struse*

Conni Struse, Secretary

ATTACHMENTS:

Financial Reports  
Resales Report  
December and January Calendar

# FINANCIAL REPORTS

EQUITY POSITION	CHECKING 1139	SAVINGS 1269 (Road Reserve)	TOTAL
AS OF 10/31/2021	\$ 23,642.83	\$ 46,565.07	\$ 70,207.90
AS OF 11/30/2021	\$ 21,943.98	\$ 46,565.50	\$ 68,509.48
AS OF 12/31/2021	\$ 21,554.10	\$ 46,565.85	\$ 68,119.95
AS OF 1/31/2022	\$ 24,725.56	\$ 46,566.25	\$ 71,291.81
AS OF 2/28/2022	\$ 51,190.03	\$ 46,566.61	\$ 97,756.64
AS OF 3/31/2022	\$ 58,283.68	\$ 46,567.01	\$ 104,850.69
AS OF 4/30/2022	\$ 57,961.11	\$ 46,567.39	\$ 104,528.50
AS OF 5/31/2022	\$ 57,838.41	\$ 46,567.79	\$ 104,406.20
AS OF 6/30/2022	\$ 57,906.71	\$ 46,568.17	\$ 104,474.88
AS OF 7/31/2022	\$ 57,742.01	\$ 46,568.57	\$ 104,310.58
AS OF 8/31/2022	\$ 55,928.81	\$ 46,568.97	\$ 102,497.78
AS OF 9/30/2022	\$ 54,246.67	\$ 46,569.35	\$ 100,816.02
AS OF 10/31/2022	\$ 22,631.06	\$ 6,569.59	\$ 29,200.65
AS OF 11/30/2022	\$ 22,521.37	\$ 6,569.64	\$ 29,091.01

INCOME	DESCRIPTION	SOURCE	AMOUNT
INTEREST	Nov-22	SAVINGS ACCT	\$ 0.05
		<i>SubTotal</i>	\$ 0.05
<b>EXPENDITURES</b>			
Storage Unit Rental	Nov-22	StorQuest	\$ 89.70
Web Domain Renewal	Nov-22	To D Bryant	\$ 19.99
Transfers			
Investment			
Misc			
Maintenance			
Insurance			
		<i>SubTotal</i>	\$ 109.69

BALANCE SHEET			
ASSETS			
Cash and Bank Accounts			
	Checking at Bank of America	\$	22,521.37
	Savings at Bank of America	\$	6,569.64
	<b>TOTAL Cash and Bank Accounts</b>	\$	<b>29,091.01</b>
Other Assets			
	Mail Box posts - 3	\$60/each	\$ 180.00
	Recycling Bins - 0	\$6/each	\$ -
	Trash Cans - 10	\$50/each	\$ 500.00
		<b>TOTAL Other Assets</b>	\$ 680.00
		<b>TOTAL ASSETS</b>	\$ <b>29,771.01</b>
LIABILITIES		[None]	\$ -
		<b>TOTAL LIABILITIES</b>	\$ -

INVESTMENT				
	Edward Jones			
	30 Month T-Notes	\$73,000 purchased @ 95.67142	\$	69,840.14
		Accrued Interest	\$	26.32
		Transaction Fee	\$	4.95
	Net Investment 10/20/22		\$	69,871.41
		Brokerage Fee	\$	128.59
	Total Cash Transferred		\$	70,000.00

CATALINA FOOTHILLS ESTATES NO. 9				
Budget Planned Vs Actual with Balance				
2/1/2022 - 1/31/2023		As of 11/30/2022		
Income Category	Planned Income (2022)	Actual Income (2022)	Balance	Notes
Annual Dues - 2022 (\$300 x 130)	\$39,000.00	\$40,000.00	\$(1,000.00)	Includes \$4000.00 Jan22
Late Fees	\$120.00	\$75.00	\$45.00	
Disclosure (Transfer) Fees*	\$1,040.00	\$416.00	\$624.00	
Bank Interest**	\$5.00	\$9.39	\$1.61	
Other_1 (pmt & refund no rec bin +\$6-\$6)	\$0.00	\$6.00	\$(6.00)	
Other_2 (refund Assessment ov/pmt)	\$0.00	\$(1,000.00)	\$1,000.00	
Other Maint Mail Box (Lot 116)& T Can	\$0.00	\$67.00	\$(67.00)	
<b>Total Income (without savings interest)</b>	<b>\$40,160.00</b>	<b>\$39,564.00</b>	<b>\$596.00</b>	
<b>Total Income</b>	<b>\$40,165.00</b>	<b>\$39,567.39</b>	<b>\$597.61</b>	
Expense Category	Planned Expense	Actual Expenses (2022)	Notes	
Taxes + Preparation	\$500.00	\$67.44	\$432.56	
Road Sweeping (Landscaper)***	\$1,000.00	\$93.76	\$906.24	No landscaper for 2021
Insurance	\$2,000.00	\$1,937.50	\$62.50	971.50 pd 9/30-rec 10/3
Professional fees	\$2,500.00	\$3,034.50	\$(534.50)	Add \$1,300 cashed Sept
Rent (Storage Unit)	\$1,000.00	\$876.36	\$123.64	
HOA Meeting Room	\$350.00		\$350.00	
Office Supplies	\$100.00		\$100.00	
HOA PO Box rental	\$250.00	\$232.00	\$18.00	
Printing & Postage	\$500.00	\$546.70	\$(46.70)	\$275 Sept
Website	\$100.00	\$114.98	\$(14.98)	
Maintenance (signs/posts)	\$1,500.00	\$843.95	\$656.05	
Miscellaneous (admin)	\$100.00	\$15.00	\$85.00	
<b>Total Expenses</b>	<b>\$9,900.00</b>	<b>\$7,762.19</b>	<b>\$2,137.81</b>	
Transfer to Road Maintenance				
Repair (Savings or other as approved)	\$30,260.00	\$30,000.00	\$30,260.00	Transfer made 10/20/2022
<b>Total Expenses + Transfers</b>	<b>\$40,160.00</b>	<b>\$37,762.19</b>	<b>\$32,397.81</b>	<b>**</b>

2022	Annual Fee	Late Fee	
Jan	\$4,000.00		
Feb	\$27,101.00		-\$300 (dbl payment)
Mar	\$7,999.00	\$30.00	Deposited as of 3/8/22
Apr	\$900.00	\$45.00	Last 8,900&Late Fees Apr
May			
June			
July			
August			
Total before adj*	\$40,000.00	\$75.00	* w/o over payments
Total after adjustment	\$39,000.00	\$75.00	Less March

**CATALINA FOOTHILLS ESTATES NO. 9**
**PROPOSED ANNUAL BUDGET: 2023**
**2/1/2023 - 1/31/2024**

	<b>v 2022 Approved</b>	<b>Proposed Budget (To Be Approved)</b>	
<b>Income Category</b>	<b>Planned Income (2022)</b>	<b>Planned Income (2023)</b>	<b>potential funding sources</b>
Annual Dues	\$39,000.00	\$39,000.00	
Late Fees / Assessment	\$120.00	\$195.00	4@\$15, 3@\$30, 1@\$45
Disclosure (Transfer) Fees*	\$1,040.00	\$750.00	20% increase - Feb. 2023 (Max 400) = 3 Sales
Bank Interest**	\$5.00	\$0.60	Lower Balance
Other	\$0.00	\$0.00	
<b>Total Income</b>	<b>\$40,165.00</b>	<b>\$39,945.60</b>	
<b>W/O Bank Interest</b>	<b>\$40,160.00</b>	<b>\$39,945.00</b>	
<b>Expense Category</b>	<b>Planned Expenses (2022)</b>	<b>Planned Expenses (2023)</b>	
Taxes + Preparation	\$500.00	\$570.00	In house Prep 2020-22 - Inflation included
Roads / Landscaping	\$1,000.00	\$1,080.00	Work by L. Ivy's volunteer crews & Outside Landscp
Insurance	\$2,000.00	\$2,160.00	8% for inflation
Professional fees	\$2,500.00	\$2,250.00	Do not expect same need as 2022
Rent (Storage Unit)	\$1,000.00	\$1,157.00	8% for inflation
HOA Meeting Room / Zoom Account	\$350.00	\$350.00	2022 Not invoiced yet
Office Supplies	\$100.00	\$100.00	2022 rolled into printing & stamps
PO Box rental	\$250.00	\$250.00	8% for inflation on 2022 actual
Printing + stamps	\$500.00	\$600.00	Includes election & annual assessment mailing +8%
Website	\$100.00	\$103.00	8% for inflation on 2022 actual
Maintenance (signs/posts)	\$1,500.00	\$1,200.00	2022 Actual will finish lower
Miscellaneous (Admin)	\$100.00	\$100.00	TBD
<b>Total Expenses ( W/O T Notes)</b>	<b>\$9,900.00</b>	<b>\$9,920.00</b>	
<i>Investment (Treasury Notes) - Max</i>	<i>\$30,260.00</i>	<i>\$30,025.00</i>	
<b>Total Expenses ( With T Notes)</b>	<b>\$40,160.00</b>	<b>\$39,945.00</b>	
<b>Approved 12/12/2023</b>			

## A.R.S. 33-1806 Resales

DECEMBER 2022

### ACTIVE LISTINGS 2022

Status	Lot	Address	Owner	List price	Realtor	MLS

### PENDING, CONTINGENT & CLOSED SALES 2022 (FEB 1, 2022- CURRENT)

Closing Date	Lot	Address	Buyer	Seller	Sales price	Fee pd	Title form provide	CAT 9 CCR receipt received	Welcome Letter sent
<b>CLOSED 06/01/22</b>	12	6921 N. Solaz Primero	Barrett Zeinfeld 3143 E Macenroe Lane, Tucson,	Michael and Karen Austin	\$952,000	\$208	Yes	Yes	Yes
<b>CLOSED 2/28/22</b>	116	<b>6521 N. Altos Tercero</b>	Cameron Bedry Tasha Bedry Lane Shinnick	Carrie and Scott Spillane	\$849,000	\$208	Yes	Yes	Yes
	<b>2</b>								

# Calendar - December

DEC	<b>Board</b>	1-December Board meeting	
DEC	<b>Board</b>	Elect officers and chairs	
DEC	<b>Board</b>	Identify and establish any other subcommittees	
DEC	<b>Board</b>	Appoint Inventory Audit team for inventory of storage facility contents	
DEC	<b>Elections</b>	Achieve ballot results and copies (with Secretary)	
DEC	<b>President</b>	<b>Agenda Item</b> - Provide board fiduciary duties reminders, review mission and D&O insurance renewal	
DEC	<b>Treasurer</b>	<b>Agenda Item - Annual Budget kickoff -- Present draft budget for review with financials</b>	
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 Google Drive and website	
DEC	<b>Secretary</b>	Draft Agenda and send board package for January meeting	

# Calendar - January

MONTH	ROLE	TASK / ACTION	
JAN	Board	1-January Board meeting	
JAN	Board	<b>Agenda Item</b> - Board vote on 2022 BUDGET and Annual Assessment (CCR Section 7(b)(3))	
JAN	Board	<b>Agenda Item</b> - Board vote on Disclosure Fee amount / increase for resales ARS 33-1806	
JAN	Elections	<b>Agenda Item</b> - Election Committee Feb 1 - Jan 31	
JAN	Newsletter	Brainstorm themes, featured owners and FAQs	
JAN	Newsletter	Circulate draft FEB newsletter to board	
JAN	President	Sign bank signature cards with officers at bank. Bring COPY of approved minutes naming officers.	
JAN	President	Notify D&O insurance company of new director list; get updated COI (CCR Section 9)	
JAN	Roads & Landscaping	Review bids and sign contracts for landscaping & road sweeping, as needed	
JAN	Roads & Landscaping	Coordinate Roll-off location and provide reminders to owners	
JAN	Roads & Landscaping	Sweep roads – January	
JAN	Secretary	Distribute board book materials and updates + upload to Google Drive	
JAN	Secretary	Upload December approved minutes to Google Drive and website	
JAN	Secretary	Draft Agenda and send board package for February meeting	
JAN	Treasurer	Provide Financial Report and Budget actuals to planned	
JAN	Treasurer	Request new ATM / bank card as applicable	
JAN	Treasurer	<b>Agenda Item</b> - Provide form of assessment letter for Board review and approval	
JAN	Treasurer	<b>Assessments - mail Assessment Letter to owners</b> (CCR Section 7(b)(2))	
JAN	Treasurer	Pay Post Office Box lease rent (expires February); check signature cards	
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	

	<b>DUTIES OF OFFICERS, COMMITTEE CHAIRS AND SPECIAL FUNCTIONS</b>		
<b>ROLE OR COMMITTEE NAME</b>	<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>FREQUENCY</b>	
President	Serve as chief executive officer for association	ONGOING	
President	Preside over and chair all meetings of the Members and Directors, or delegate	MONTHLY	
President	With Resales & Members, notify Title Companies, Realtors, CFA (master), and neighboring associations of election results	DECEMBER	
President	Coordinate insurance contract for general liability and directors & officers insurance (minimum)	SEPT, OCT, NOV	
President	Coordinate contract review for roads, landscaping and professional services	ONGOING	
President	Manage and coordinte any updates to CC&Rs and bylaws	AS NEEDED	
President	Cooordinate with legal counsel for filing property liens plus legal fees. \$15 late fee, \$50 lien fee (total \$65)	ONGOING	
President	Write and submit President's letter for October newsletter	SEPT, OCT	
Vice President	Perform the duties of the President In the President's absence or in the event of his/her death, inability or refusal to act	ONGOING	
Vice President	Perform other duties as assigned by the President or board from time to time	ONGOING	
Treasurer	Payables - Pay Website hosting fees	ANNUAL	
Treasurer	Financial - prepare proposed budget	DEC, JAN, FEB	
Treasurer	Financial -provide year end financial summary to board	DECEMBER	
Treasurer	Taxes - Coordinate annual financial audit at end of fiscal year (if new Treasurer)	DECEMBER	
Treasurer	Taxes - Pay Property taxes (State and Federal) - Roads & common areas	DUE APRIL 15	
Treasurer	Assessments - Send notices of unpaid annual assessments (end February, end March and end April)	FEB, MARCH, APRIL, MAY	
Treasurer	Financial -provide fiscal year end (January 31) financial report and January report to board	FEBRUARY	
Treasurer	Taxes - Hire accountant (as needed)	FEBRUARY	
Treasurer	Taxes - arrange for preparation of annual tax returns	FEBRUARY	
Treasurer	Assessments - Send notice of annual assessment	JAN	
Treasurer	Financial - prepare monthly balance sheet, income/expense statement and equity position. Track disbursements	MONTHLY	
Treasurer	Financial - reconcile proposed budget to actual budget and note adjustments	MONTHLY	
Treasurer	Payables - Pay Stor-Quest	MONTHLY	
Treasurer	Financial - present financial reports (balance sheet, income/expense, equity position and cash flow) at annual meeting	NOVEMBER	
Treasurer	Assessments - receive assessment payments and make deposits into the bank account	ONGOING	
Treasurer	Assessments - Invoice & collect assesement payments, fines and fees	ONGOING	
Treasurer	Assessments - Make all financial records reasonably available to the membership	ONGOING	ARS 33-1805

Treasurer	Make copies of documents reasonably available for examination by any member or member's designated representative	ONGOING	ARS 33-1805 A Association Financial and Other Records
Treasurer	Banking - maintain records of all bank accounts including receipts and disbursements	ONGOING	
Treasurer	Banking - endorse all checks with deposit stamp & lot number if applicable, note reason for receipt	ONGOING	
Treasurer	Banking - deposit all monetary receipts into the bank account; keep appropriate records of sources	ONGOING	
Treasurer	Banking - transfer funds back and forth from savings to checking accounts as needed	ONGOING	
Treasurer	Banking - maintain minimum balance in checking account to avoid service charges	ONGOING	
Treasurer	Banking - arrange for interest bearing and checking accounts as directed by the board and transfer accordingly	ONGOING	
Treasurer	Banking - balance the association bank accounts monthly	ONGOING	
Treasurer	Banking - maintain adequate supply of checks	ONGOING	
Treasurer	Banking - maintain the ATM/bank card for depositing and purchasing	ONGOING	
Treasurer	Banking - keep accurate account records and copies of receipts	ONGOING	
Treasurer	Banking - get new bank card with each new treasurer elected	ONGOING	
Treasurer	Financial - prepare the financial reports for the association in an accurate and timely manner	ONGOING	
Treasurer	Financial - report when Disclosure Fees have been received; provide deed copy to Secretary	ONGOING	
Treasurer	Payables - pay all association expenses as authorized by the Board and/or President	ONGOING	
Treasurer	Payables - secure board approval for large expenditures and expenditure of legal fees	ONGOING	
Treasurer	Payables - maintain and review a calendar of regularly occurring expenses and pay bills on time	ONGOING	
Treasurer	Payables - maintain ATM card for convenience in purchasing	ONGOING	
Treasurer	Payables - keep accurate receipts	ONGOING	
Secretary	Admin - Keep the minutes of the meetings of the Members and Board	MONTHLY	
Secretary	Admin - Pick up mail from post office weekly; open and distribute expeditiously	WEEKLY	
Secretary	Admin - Publish approved minutes to webmaster / website within three weeks of meeting	MONTHLY	
Secretary	Admin - Publish draft minutes no later than three week of meeting; publish with agenda	ONGOING	
Secretary	Admin - Record members and directors present at all meetings	MONTHLY	
Secretary	Admin - See that all notices are duly given in accordance with the provisions of the Bylaws	ONGOING	
Secretary	Admin - Sign post office box signature cards (to be able to pick up certified mail or get mail without a key)	DECEMBER	
Secretary	Corporate - Maintain corporate book (hard copy or electronic) with copies of past association minutes	ONGOING	
Secretary	Corporate - Maintain official correspondence for the Board	ONGOING	
Secretary	Corporate - Cooperate with Board to maintain currency and accuracy of Membership & Property Database for legal notices	AS NEEDED	

Secretary	Corporate - Maintain official record of Lot registrations and electronic copies of deeds or deed references	ONGOING	
Secretary	Corporate - Maintain official record of CC&Rs and Bylaws	ONGOING	
Newsletter	Develop content and publishing plan for newsletter to connect neighbors and owners	ONGOING	
Newsletter	Engage members to solicit input and feedback on newsletter content	ONGOING	
Newsletter	Coordinate with Elections Committee for October profiles and board candidates articles	AUG, SEPT	
Newsletter	On a quarterly basis, assemble articles, news items and other information of interest with Officers and Committees	ONGOING	
Newsletter	On a quarterly / regular basis, publish the newsletter in an email friendly format; printing optional	QUARTERLY	
Newsletter	Draft email notice format and provide with newsletter for webmaster to circulate and post	QUARTERLY	
Newsletter	Coordinate newsletter distribution options in hard copy or electronic format as determined by board	QUARTERLY	
Roads & Landscaping	Manage and update 5-year and multi-year plans for road maintenance and sealing	DEC, JAN, FEB	
Roads & Landscaping	Manage road maintenance and road sweeping schedules and quality controls	ONGOING	
Roads & Landscaping	Obtain bids and execute contracts for road maintenance and road sweeping	DEC, JAN, FEB	
Roads & Landscaping	Obtain bids and execute contracts for landscaping	DEC, JAN, FEB	
Roads & Landscaping	Obtain bids and execute contracts for trash collection	AUG, SEPT, OCT	
Architectural Review	Maintain architectural review guidelines and intake forms	ONGOING	
Architectural Review	Docket architectural review requests and upload attachments to Board Governance Shared Google Drive	ONGOING	
Architectural Review	Perform annual review of guidelines and forms and publish to website	FEB, MARCH	
Architectural Review	In coordination with CCR Compliance, conduct property inspections for requests and approvals	AS NEEDED	
Architectural Review	Coordinate and schedule property inspections with the board's approved inspecting architect	AS NEEDED	
Resales & Members	Send "Welcome Letter" and "Helpful Information" sheet to new owners and renters	AS NEEDED	
Resales & Members	Track list of new owners by month and coordinate quarterly article for Newsletter	QUARTERLY	
Resales & Members	Complete Realtor and Title Company requests for information	AS NEEDED	
Resales & Members	Obtain new owner or renter contact information and share with Secretary, Webmaster, and Board	MONTHLY	
Resales & Members	PER ARS 33-1806, complete and Provide Resale Notification Information (purchaser, realtor, title company)	WITHIN 10 DAYS OF RECEIPT OF NOTICE OF PENDING SALE	ARS 33-1806 A, Resale of Unit; information required; fees;
Resales & Members	Receive and respond to requests for information within ten (10) days of receipt	ONGOING	ARS 33-1805 A, Association Financial and Other Records
Resales & Members	Report to Board on properties entered into or closed escrow (recently and within past two years)	MONTHLY	
Resales & Members	Report monthly on properties listed for sale or for rent	MONTHLY	
Resales & Members	Maintain currency and accuracy of Membership and Property Database (see Tab 3)	ONGOING	