

Tubac Valley Property Owners Association

Board of Directors Meeting

August 13, 2025, 4:00 PM

Agenda:

1. Call to Order – Torry
2. President's Remarks – Torry
3. Secretary Report, last meeting minutes – Karen
4. Financial Report – Tammy
5. Roads Committee Report – Paul
6. Architectural Committee Report – Steve
7. Collection Policy – Tammy
 - a) Retaining Wendy Erlich, Attorney, PLLC
8. Old Business
9. New Business
10. Adjourn

TUBAC VALLEY POA

Board Meeting – April 16, 2025

Tubac Community Center

Attendance: Torry Johnson, Paul Plett, Debbie Rottschafer, Connie Schmitz, Maggie Steffen, Karen Sykes. Absent: Steve Morris

Also in attendance: Tracy Johnson, Nan Fitzpatrick

President Torry Johnson called the meeting to order at 4:03PM. She thanked the Social Committee, headed by Michael and Allysa O'Rourke, for organizing a lovely social gathering at the home of JR and Theresa Twiford.

Torry announced that we will be contracting with Tammy Chensky at Steller Property Management to be our community manager effective June 1, 2025. Reasons for working with a professional community manager include, staying current with HOA laws, accounting, continuity, and assistance with resident compliance to HOA rules. Tammy will attend board meetings and take notes. Tracy Johnson will stay on as our web master.

Motion to approve the minutes from the February 14, 2025 board meeting by Paul, second by Connie. All approved.

Treasurer's Report for 1/1/25 to 3/31/25 was presented by Debbie. Cash flow report showed \$73,454.41 in income and \$70,901.65 in expenses. We have \$109,077.71 in CD's and \$291,334.73 in our operating account. Paul suggested we invest an additional amount in CDs. **A motion to invest \$100,000 in short term CDs was made by Connie, second by Maggie. All approved.** Our current CD expires in June, so the funds will come due on a "rolling" schedule.

Motion to approve the Treasurer's Report by Paul, second by Connie. All approved.

Roads Committee Report - Paul said Circulo de Anza is receiving a 3-part treatment this year. Phase 1, which filled in road cracks has been completed.

This summer black tar will be applied, and later in the fall it will be topped with gravel. Other work completed are three speed humps, repair at the Circulo de Anza and Otero intersection, and other road edge repairs including the seams at the dips on Belderrain.

Paul said it is expensive for the road crews to come to Tubac, so they are trying to minimize trips. He said another benefit of a community manager is they have a line on good vendors.

Architectual Committee Report. Steve was absent but sent a report on project activity, C&R enforcement activity, fire mitigation information sent to homeowners, and a reminder to property owners about contacting the Architectural Committee before proceeding with projects.

Homeowners are responsible for fire mitigation on their property. The common area lots are tended twice a year. Owners of vacant lots are asked to clear overgrowth. Nan will include fire mitigation information in the upcoming newsletter.

Torry said most residents were against the idea of a gate at Esplendido and Belderrain. A couple of volunteers have stepped forward to count cars going to/from the community to the north. It unclear if/when this study might take place. No further action by the Board.

Motion by Paul to make a \$500 donation to the Tubac Community Center for our use of the building, second by Karen. All approved.

Torry will send out an email asking Board members for their available dates for the 3rd and 4th quarter meetings.

Respectfully submitted,

Karen Sykes

Tubac Valley Property Owners Association

Balance Sheet For 7/31/2025

Assets

100110 - First Citizens Operating	\$191,217.57
100220 - FC MM Reserve	\$110,958.97
120020 - SW Heritage CD2	\$100,576.53

Total Assets

	\$401,989.48
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Equity

300010 - Opening Balances	\$280,095.25
300030 - Profit for all Prior Years	\$120,317.19

Total Equity

\$400,412.44

Income

405000 - Net Income	\$1,577.04
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Total Income

\$1,577.04

Total Liabilities / Equity

\$401,989.48

Tubac Valley Property Owners Association

Statement of Revenues and Expenses 7/1/2025 - 7/31/2025

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
401001 - Dues Revenue	1,950.00	-	1,950.00	73,166.35	103,275.00	(30,108.65)	103,275.00
401002 - Architectural Review	-	540.00	(540.00)	(1,000.00)	3,780.00	(4,780.00)	6,500.00
401003 - HOA Resale Packages	-	83.33	(83.33)	1,000.00	583.31	416.69	1,000.00
401004 - Interest	1,883.27	23.00	1,860.27	2,555.28	161.00	2,394.28	275.00
401005 - Other Revenue	-	-	-	6,595.35	-	6,595.35	-
401006 - Sales Discounts	-	-	-	(1,336.34)	-	(1,336.34)	-
401007 - Uncategorized Income	-	-	-	30.00	-	30.00	-
420000 - Late Fees	100.00	-	100.00	400.00	-	400.00	-
Total Income	3,933.27	646.33	3,286.94	81,410.64	107,799.31	(26,388.67)	111,050.00
Total Income	3,933.27	646.33	3,286.94	81,410.64	107,799.31	(26,388.67)	111,050.00
Operating Expense							
Expenses							
500010 - Admin Support/Supplies	779.38	750.00	(29.38)	10,243.70	5,250.00	(4,993.70)	9,000.00
500020 - Early Bird Discount	-	-	-	-	4,575.00	4,575.00	4,575.00
500030 - Payment Processing Fees	-	-	-	78.89	3,111.00	3,032.11	3,111.00
500040 - Professional / Attorney Fees	694.00	2,250.00	1,556.00	694.00	4,500.00	3,806.00	4,500.00
500050 - Architects Fees	2,737.50	1,000.00	(1,737.50)	5,212.50	7,000.00	1,787.50	12,000.00
500060 - D&O Insurance	-	-	-	377.00	3,400.00	3,023.00	3,400.00
500070 - Road repairs	-	-	-	26,772.51	30,000.00	3,227.49	30,000.00
500080 - Road constuction (Chip Seal)	-	-	-	33,895.96	-	(33,895.96)	9,500.00
500090 - Road signs	-	-	-	100.00	-	(100.00)	1,000.00
500100 - Common Area Trimming/Weeding	-	5,000.00	5,000.00	-	10,000.00	10,000.00	10,000.00
500110 - Roadside Trash Pickup	-	900.00	900.00	450.00	1,800.00	1,350.00	1,800.00
500120 - Wash Cleanup	-	-	-	-	500.00	500.00	500.00
500130 - Internet/Web site	-	108.00	108.00	746.72	760.00	13.28	1,300.00
500140 - Post Office Box	-	-	-	-	125.00	125.00	125.00
500150 - Property Taxes on Common Areas	-	-	-	150.00	25.00	(125.00)	25.00
500160 - Taxes	-	-	-	197.00	750.00	553.00	750.00
500170 - Other	-	10.00	10.00	861.56	70.00	(791.56)	120.00
660100 - Administration:660100 - Bank Service Charges	-	-	-	53.76	-	(53.76)	-
Total Expenses	4,210.88	10,018.00	5,807.12	79,833.60	71,866.00	(7,967.60)	91,706.00
Total Expense	4,210.88	10,018.00	5,807.12	79,833.60	71,866.00	(7,967.60)	91,706.00
Operating Net Total	(277.61)	(9,371.67)	9,094.06	1,577.04	35,933.31	(34,356.27)	19,344.00
Net Total	(277.61)	(9,371.67)	9,094.06	1,577.04	35,933.31	(34,356.27)	19,344.00