

Tubac Valley Property Owners Association
Board of Directors Meeting-Draft Meeting Minutes
November 5, 2025, 4:00 PM

Minutes:

1. **Call to Order** – Torry Hinder Johnson, President, called the meeting to order at 4pm. Quorum established with 6 of 7 Directors present and included Torry Hinder Johnson, Steve Morris, Connie Schmitz Maggie Steffan, Deborah Rottschäfer and Paul Plett, Karen Sykes was absent. Tammy Censky with Stellar Property Management, community manager was also present as well as several guests.
2. **President's Remarks** – Torry Thanked the Schmitz for hold a very successful social event in the community. She also thanked the road committee for all their efforts related to work completed for the roads as well as continuing to obtain information for work to be completed in 2026. Torry noted there are two positions open on the board and two applications have been received.
3. **Approval of August 13, 2025 Minutes**– Minutes reviewed. One correction noted that and that was to add the name of Connie Schmitz as the other board member not running for re-election in 2026.
4. **Financial Report** – Tammy briefly reviewed the October financial report with the board and the members presented and provided handouts for the members. Motion made, seconded and carried to accept the report as presented. (Plett/ Rottschäfer)
5. **Roads Committee Report/2026 Road Work Approval** – Paul Plett submitted a written report. Report filed with the minutes.
6. **Attorney Retention**-Torry moved that Smith and Wamsley represent the HOA on any future Association issues. Motion seconded by Paul Plett and carried unanimously.
7. **2025 Budget Presentation/Approval** – Draft Budget reviewed. Management discussed the projections for next year based on historical information and figures submitted by the road committee. It was noted that without adjustments, the budget would be short for operating expenses roughly \$20,000. Discussion held. It was agreed to balance the budget to zero by reducing the road repair item as there is a great deal of work planned in 2026 for work that will be paid from reserves as well as adding a \$500 donation to the community center for meeting room space.
8. **Architectural Committee Report** – Steve Morris provided a brief report noting that ARC activity increased quite a bit after the last meeting. Lots 67 and 92 are progressing. A new casita is under construction currently and two more new homes are coming soon. Steve also commented on a well being dug in the

community. Steve read a prepared statement regarding the need to submit for exterior changes to include landscape or architectural to the committee for review and not starting work until formal approval has been granted.

9. **Collection Policy Approval** – Collection policy discussed. It was noted that the Association did not have a formal policy in place should an owner not pay their HOA dues. Management drafted the policy that was included in the board packet. Wendy Ehrlich, Association attorney reviewed and suggested edits which were made. A motion was made, seconded and carried to accept the collection policy as presented. (Plett/Steffan)
10. **Lot 194 Donation** – Torry read email received from Owner of Lot 194 offering to donate lot to the Association. Proposal discussed. Motion made, seconded and carried to accept offer subject to attorney review and advice. (Plett/Schmitz)
11. **Old Business-None**
12. **New Business**
 - C&R updates needed-Discussion held concerning the need to update the C&Rs as they were initially drafted in the 60's. It was agreed that a committee of at least three members would be desired to review and make needed changes for a vote of members. It was agreed to place this item on the agenda for the annual member meeting.
 - Paul Plett raised an issue of concern with the HOA funds being moved to First Citizens bank under the Management Company. It was noted that the President and Treasurer are both signers on the accounts with First Citizens as well as management. Paul to have a discussion with management about the issue for further consideration.
13. **Adjourn**-There being no further business, a motion was made, seconded and carried to adjourn the meeting. Meeting adjourned at 5:07pm.