

Tubac Valley Property Owners Association

Board of Directors Meeting

November 5, 2025, 4:00 PM

Prior to start of regular Board of Directors Meeting an Executive Session will be held beginning and 230pm for purpose of discussing legal advice. This session is open to Directors only.

Agenda:

1. Call to Order and acceptance of Agenda – Torry
2. President's Remarks – Torry
3. Approval of August 13, 2025 Minutes– Tammy
4. Financial Report – Tammy
5. 2025 Budget Presentation/Approval – Tammy
6. Roads Committee Report – Paul
7. Architectural Committee Report – Steve
8. Collection Policy Approval – Tammy
9. Lot/Land Combination Policy
10. Lot 194 Donation – Torry
11. Old Business
12. New Business
13. Adjourn

Tubac Valley Property Owners Association
Board of Directors Meeting-Draft Meeting Minutes

August 13, 2025, 4:00 PM

1. Call to Order – Torry Hinder Johnson, President, called the meeting to order at 4pm. Quorum established with 4 of 7 Directors present and included Torry Hinder Johnson, Steve Morris, Karen Sykes and Connie Schmitz. Maggie Steffan, Deborah Rottschafer and Paul Plett were absent. Tammy Censky with Stellar Property Management, new community manager was also present as well as several guests.
2. President's Remarks – Torry introduced Tammy Censky with Stellar property management as the new community manager. Torry provided a brief background and the reasons for hiring a management company.
3. Secretary Report, last meeting minutes – Karen Sykes-Motion made, seconded and carried to accept the meeting minutes as presented. (Schmitz/Morrison)
4. Financial Report – Tammy Censky reviewed the July financial report provided in the board of directors meeting packet.
 - It was noted that a portion of 2025 dues collected were collected in 2024 causing a variance in the amount of dues collected versus what was budgeted for the year.
 - \$60,000 spent on road work; reallocation to reserves improves financials.
 - New financial software implemented; reports can now be available for homeowners.
 - First Citizens operating account: \$191,000; reserve account: ~\$111,000; \$100,000 CDR CD; \$100,000+ Southwest Heritage CD (3.85% interest).
5. Roads Committee Report – Paul-See written report filed with the minutes.
 - Repaired Otero (north and south), Balerrain West, and edge of Villaescusa.
 - Installed 2 speed bumps on Otero, 1 on Anza; planned bump for eastern Balerrain and repair on Villaescusa.
 - Completed 2-3 treatments on north-south Anza; final resurfacing by Sunland scheduled for September/October.
 - George prepared a comprehensive road repair and maintenance schedule; to be refined and shared with board in fall.
 - No negative feedback received regarding speed humps; community consulted prior to installation.
6. Architectural Committee Report – Steve Morrison
 - Minimal architectural committee activity since April.
 - No substantial remodels, additions, or large landscaping projects this quarter.
 - Lot 67 and Lot 92 construction continues to progress.
 - Regular drive-throughs conducted to identify non-compliance; notification and enforcement letters sent as needed.
 - High cooperation from property owners; most issues resolved without escalation.

7. Collection Policy – Tammy

a) Retaining Wendy Ehrlich, Attorney, PLLC

- Bylaws from 1960 lacked a collections policy; new draft created for board review.
- Dues billed January 1, due within 30 days; late after January 30; late fee applied February 15.
- Late fee set at 10% of dues (currently \$42.50); no interest charged.
- Three-letter process: 30, 60, 90 days late triggers escalating notices; after 90 days, case may go to collections and attorney.
- Attorney review required before adoption; Wendy Ehrlich proposed at \$300/hour, estimated 3+ hours for review. Motion made, seconded and carried to authorize management to contact Wendy Ehrlich to review collection policy and community bylaws to ensure policy meets requirements per Arizona Law.
- Motion made, seconded and carried to accept the agreement with Wendy Ehrlich and have Wendy review the collection policy and bylaws to ensure compliance with Arizona Laws. (Morris/Schmitz)

8. Old Business-None

9. New Business

A. Board Recruitment-

- Maggie Steffens and another member to step down at end of year; need to recruit 2 replacements.
- Proposed strategies: proactive announcement, email blast, personal outreach, announcement at fall event (late October/November).
- Emphasis on recruiting younger volunteers
- Direct, one-on-one conversations considered most effective for recruitment.
- New management system implemented to improve accessibility and clarify responsibilities.

B. Updating CCRs and Bylaws-Discussion held concerning needed updates:

- HOA CC&Rs (Covenants, Conditions & Restrictions) are outdated and lack key provisions (e.g., noise, pets, maintenance).
- Arizona law requires two-thirds homeowner approval to amend CC&Rs; proxies not allowed, absentee ballots permitted.
- Legal review needed to ensure amendments are reasonable, foreseeable, and compliant with state law.
- Bylaws and collection policies also require review and possible amendment for clarity and enforceability.
- Cannot have separate CC&Rs for new and existing owners; all amendments must apply uniformly.

10. Adjourn-There being no further business, a motion was made, seconded and carried to adjourn the meeting. Meeting adjourned at 5:02pm. (Sykes/Morris)

Tubac Valley Property Owners Association

Balance Sheet For 9/30/2025

Assets

100100 - SW Heritage Operating	(\$763.59)
100110 - First Citizens Operating	\$121,760.43
100220 - FC MM Reserve	\$10,970.11
120020 - SW Heritage CD2	\$101,452.34
120030 - FCB CD - 5101	\$100,000.00

Total Assets

\$333,419.29

Total Assets

\$333,419.29

Liability

200100 - Prepaid Assessments	\$2,250.00
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Total Liability

\$2,250.00

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	(\$69,243.15)
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Total Income

(\$69,243.15)

Total Liabilities / Equity

\$333,419.29

Tubac Valley Property Owners Association

Statement of Revenues and Expenses 9/1/2025 - 9/30/2025

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
401001 - Dues Revenue	-	-	-	74,016.35	103,275.00	(29,258.65)	103,275.00
401002 - Architectural Review	-	540.00	(540.00)	(250.00)	4,860.00	(5,110.00)	6,500.00
401003 - HOA Resale Packages	-	83.33	(83.33)	1,000.00	749.97	250.03	1,000.00
401004 - Interest	883.60	23.00	860.60	3,456.59	207.00	3,249.59	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	-	-	-	485.00	-	485.00	-
Total Income	883.60	646.33	237.27	83,996.95	109,091.97	(25,095.02)	111,050.00
Total Income	883.60	646.33	237.27	83,996.95	109,091.97	(25,095.02)	111,050.00
Operating Expense							
Expenses							
500010 - Admin Support/Supplies	2,235.58	750.00	(1,485.58)	13,629.28	6,750.00	(6,879.28)	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	2,300.00	-	(2,300.00)	2,994.00	4,500.00	1,506.00	4,500.00
500050 - Architects Fees	-	1,000.00	1,000.00	8,775.00	9,000.00	225.00	12,000.00
500060 - D&O Insurance	-	-	-	3,009.60	3,400.00	390.40	3,400.00
500070 - Road repairs	-	-	-	26,772.51	30,000.00	3,227.49	30,000.00
500080 - Road constuction (Chip Seal)	60,610.29	-	(60,610.29)	94,506.25	-	(94,506.25)	9,500.00
500090 - Road signs	-	-	-	100.00	-	(100.00)	1,000.00
500100 - Common Area Trimming/Weeding	-	-	-	-	10,000.00	10,000.00	10,000.00
500110 - Roadside Trash Pickup	-	-	-	1,350.00	1,800.00	450.00	1,800.00
500120 - Wash Cleanup	-	-	-	-	500.00	500.00	500.00
500130 - Internet/Web site	-	108.00	108.00	746.72	976.00	229.28	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	90.00	(771.56)	120.00
660100 - Administration:660100 - Bank Service Charges	-	-	-	69.29	-	(69.29)	-
Total Expenses	65,145.87	1,868.00	(63,277.87)	153,240.10	75,602.00	(77,638.10)	91,706.00
Total Expense	65,145.87	1,868.00	(63,277.87)	153,240.10	75,602.00	(77,638.10)	91,706.00
Operating Net Total	(64,262.27)	(1,221.67)	(63,040.60)	(69,243.15)	33,489.97	(102,733.12)	19,344.00
Net Total	(64,262.27)	(1,221.67)	(63,040.60)	(69,243.15)	33,489.97	(102,733.12)	19,344.00