

Tonto Hills Improvement Association

President: Michael Jans
Vice President: Ann Dichiara
Treasurer: Mark LaLiberte
Secretary: Diana Cole

Board of Directors Meeting Minutes Wednesday, July 8, 2020 6:30

Due to the pandemic, this meeting was conducted via Zoom webinar.

- I. Call to Order: 6:32 p.m.
- II. Roll Call
 - A. Present – Diana Cole, Ann Dichiara, Jim Gibbs, Jacki Hoagland, George Hoxie, Michael Jans, Mark LaLiberte, Jamie Norris, Bud Tolp
 - B. Guests – Lois O’Neil from Carefree Executive Services was a panelist. 17 residents attended.
- III. Open Forum
 - A. Michael Jans thanked the Tonto Hills Community for their recent kindness as he and Teresa Jans endured COVID-19 infections.
 - B. Tara Laman asked for clarification on when the community could provide input during the meeting. Michael Jans said after a motion has been made and seconded discussion is allowed.
 - C. Jamie Norris suggested that the board investigate other means of community notification when a key vote is taking place at future AGMs.
- IV. Consent Agenda Items:
 - A. Acceptance of Meeting Agenda of 7/8/20
 - i. Michael Jans requested the agenda be modified to move New Business “Additional Services from Carefree Executive Services” to the next item on the agenda. Ann Dichiara made a motion to accept the agenda with this modification. George Hoxie – 2nd. The motion passed.
- V. New Business
 - A. Additional services from Carefree Executive Services
 - i. There was a discussion regarding current and possible needs from CES, and the cost that would incur.
 - ii. Mark LaLiberte will summarize THIA current expenses and hours billed by CES and report back at next meeting. He will also research and advise on any contract with CES.
 - iii. George Hoxie volunteered to contact Lois O’Neil for a list of her services.
 - iv. Jacki Hoagland asked for a current list of job expectations for CES. Mark LaLiberte and Jim Gibbs will follow up.
- VI. Consent Agenda Items (continued)

A. Approval of Meeting Minutes of 6/10/20

- i. Ann Dichiara made a motion to approve the minutes. George Hoxie-2nd. The motion passed.

VII. Reports

A. Treasurer's

- i. Mark LaLiberte gave the Treasurer's report. Diana Cole made a motion to approve. Ann Dichiara – 2nd. The motion passed
- ii. Mark will verify water bills as Bud Tolp reported that the water has been turned off while work was being done.
- iii. Mark reviewed the THIA insurance policy through State Farm. He indicated that the ACC is covered by the policy. Michael Jans asked for a motion to authorize Mark LaLiberte to negotiate our insurance policy. George Hoxie made the motion. Ann Dichiara- 2nd. The motion passed.

B. ACC

- i. Jacki Hoagland reported that no meetings have been held so there is no report.

C. THVFD

- i. Ann Dichiara gave an update on the THVFD. She said the Forest Service has been meeting at the TH Firehouse due to all the local fires.

D. Environmental

- i. George Hoxie volunteered to be the Environmental representative. Ann DiChiara-2nd. The motion passed.

E. Landscaping

- i. Mark LaLiberte will get copies of the current contract with Go 5 Bros to Diana Cole and Jim Gibbs
- ii. Ann Dichiara asked Jim and Mark to confirm that the area around the Kachina is included and is being maintained.
- iii. Jim Gibbs will request a bid from Go 5 Bros to make some improvements to the Deer Valley entrance now that it is paved.

F. Welcome Wagon

- i. Jacki Hoagland reported that 5 new families have been visited.

VIII. Unfinished Business

- A. Code of Conduct (Section 13.0 of THIA Policies and Procedures Approved 1 March 2011 and Revised 2-5-2019)
 - i. Diana Cole, Ann Dichiara, Jim Gibbs, Jacki Hoagland, George Hoxie, Michael Jans, Mark LaLiberte, Jamie Norris, Bud Tolp signified that they have read and will follow the THIA Code of Conduct.
 - ii. Diana Cole requested that the ACC signify at their next meeting that they have read and will follow the THIA Code of Conduct.
 - iii. Mark LaLiberte made a motion to have a committee develop an amendment that would address non-compliance remedies and to report back at the next meeting. Diana Cole-2nd. The motion passed.
 - a. Diana Cole, Jim Gibbs, and George Hoxie will be the committee.
 - iv. Robert Tattle asked if community members could provide input regarding the Code of Conduct and infractions. Michael Jans said to email him or in his absence, Vice-President Ann Dichiara if the need arises.
- B. Draft AGM Minutes – deferred until next meeting
- C. Discussion on Board Direction 2020
 - i. Michael Jans led a discussion on board priorities and possible initiatives for 2020.
 - ii. Mark LaLiberte and Michael Jans will review and make recommendations on
 - a. Clarifying the contract procurement and management process
 - b. Clarifying the THIA financial presentation model
 - c. Reviewing THIA financial controls
 - d. Assuring the financial health of the association
 - iii. Bud Tolp, Jim Gibbs, Michael Jans and Diana Cole will make recommendations for next steps based on the Commercial Lots Whitepaper.

IX. New Business

X. Announcements

- A. The next board meeting is scheduled for Wednesday, August 19 at 6:30 using Zoom
- B. Future Board Meeting topics
 - i. Tom Rawles raised a question regarding whether or not the board would be following the Arizona Open Meeting Law.
 - a. Diana Cole will provide background information on the law and previous attorney comments to the board for discussion at a future board meeting.

XI. Adjournment – Mark LaLiberte made a motion to adjourn at 8:24PM. Bud Tolp 2nd. The meeting was adjourned.

Diana Cole Approved 8/19/20

Diana Cole, Secretary