

**Tonto Hills Improvement Association**  
**ACC Meeting Minutes**  
**3 June 2021**

President: Michael Jans  
Vice President: Nancy Nelson  
Treasurer: Kathleen Kuchta  
Secretary: Diana Cole

**I. Call to Order, Roll Call, & Attendance**

The ACC meeting was called to order at 6:33 PM. Committee members present via ZOOM were; Robyn Baker, Sam Brandt, Mark Laliberte, Rick Nelson, and Bud Tolp. Steve Rensel was absent. Tonto Hills Association members joining the meeting were; Pamela Gutierrez, Christine Nichols, Rich & Deb Pagel, Doug Roesener, and The Tilley's. The meeting was recorded via ZOOM.

Bud Tolp had no opening remarks and opened the meeting for any public comments or questions by members. Doug Roesener introduced himself and described early plans to build a on Lot 224J..

**II. Approval of Consent Agenda**

Bud Tolp moved to accept the meeting agenda, Rick Nelson 2nd, motion approved 4-0. Rick Nelson moved to accept the meeting minutes of 20 April 2021, Robyn Baker 2nd, motion approved 4-0.

**III. Review of Projects**

Three projects for review were on the agenda, a storage shed proposed by the owners of Lot #148, Lot #151 Perk Test, and a driveway repair project by the owner of Lot #224J (Tract A).

Lot 148 preliminary plans for shed were received and reviewed by all ACC members present. ACC members asked what the finished structural height and height above finished grade would be? Rich Pagel said he would provide a completed set of plans with that information. As no county permits are required for this structure, final ACC approval will be provided after receipt of the completed plans with the answers to the above questions noted. Bud Tolp will draft a letter to the Pagel's informing them of the next step(s).

Lot 151 perk test request was never submitted. The initial work did not receive sign-off from the county. As required by the Architectural Control Committee's Pre-Design Review Process and Procedures; Addendum A of THIA Bylaws - Para 2.4, owners are required to submit a request for a perk test as part of the pre-permit submittal. A request to conduct another test must be approved by the ACC. Bud Tolp will draft a letter to the owners' informing them of this requirement.

Lot 224J driveway repair project

Preliminary plans were previously approved by the ACC and submitted to the county. County review resulted in redlines and changes which have been resubmitted to the county. The existing private driveway provides access to all properties for Tract A. An ease-

ment for all lot owners was established when Tract A was subdivided. Due to the complexity of the building project, the driveway needs to be improved and widened from nine (9) feet to approximately fourteen or fifteen (14 -15) feet. The owner proposed a regrading even with the current asphalt surface but some cut and fill will be required. The owner wants to make sure all the appropriate notifications and approvals are received from the ACC and THIA. Although all Tract A owners have been informed of this proposed effort, the ACC suggests Doug Roesener contact the owners and try to get concurrence on this effort. Or at least notify them that the ACC is reviewing the driveway project. Bud Tolp asked that the owner keep the ACC informed on all the processes and reminded the owner that all permits needed to be in-place before work begins. Initial plans in 11 x 17 will be provided which show the details and location of utility trench (if required), a 60 foot turnaround at the cul de sac (county requirement), and various erosion repairs along the driveway. This work needs to be completed before the house construction can start.

### **III. Discussion on perk test process**

Rick Nelson suggested that part of the procedural requirements for a perk test were sometime unrealistic. A perk test authorization is part of the pre-submittal approval stage. A perk test could be a condition of property sale or loan approval as well as part of a building project. He suggested that the process for perk test approval be a sub-section of the procedures separate from the requirements of the pre-approval meeting or preliminary design. Rick Nelson will draft text on this for review at the next meeting.

### **IV. Review of construction projects tracking worksheet**

The committee reviewed the recent updates to the project worksheet and discussed sources for filling in other fields.

### **V. Next Meeting Date**

The next meeting will be a hybrid in person / ZOOM meeting. The meeting will be held in the education building of Christ the Lord Lutheran Church in Cave Creek Rd. Tentative meeting time and date is 6:30 PM July 8th, 2021

### **VI. Adjourn**

Mark Laliberte made a motion to adjourn, Robyn Baker second, motion pass 4-0. Meeting adjourned at 8:10 PM