

# *Continental Ranch Community Association*

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## **Covenants Committee July 11, 2012 Meeting Minutes**

- I. **Call to Order:** 5:54 p.m. at the **Windmill Park Office.**
- II. **Roll Call:** Present - Bill Cicala, Chair  
Bob Vollbrecht, Vice-Chair  
Arlene Sieckowski  
Peggy Bracken, Board Liaison  
Paula Bellina, Management representative
- III. **Approval of the July 11, 2012 Agenda was approved by Motion** (Bracken/Vollbrecht) and passed unanimously.
- IV. **Approval of the June 6, 2012 Minutes was approved by Motion** (Vollbrecht/Bracken) and passed unanimously.
- V. **Guests:** Mr. Woody Smith.
- VI. **Board Actions from the June 21, 2012 BOD meeting:**

MOTION made/seconded (Pope/Ziegler) to accept Covenants Committee recommendations for \$25.00 and 30-day loss of pool privileges for accounts #20473, 21661, 17800, 19194, 18663, and 18880. A letter to accompany indicating 14 days to correct prior to scheduling a lot clean-up with cost assessed to each account. Accounts #18588 and 18705 to have lot clean-up and pre-emergent application scheduled with costs to be assessed to each. Unanimously approved.
- VII. **Management Report:**
  - A. Show of VMS reports- between 6/7/2012 and 7/11/2012 there was a total of 84 letters sent. 78 first letters and 6 certified second letters sent. Breakdowns of the violations were included in the meetings packet.
  - B. Total calls made to homeowners regarding violations- 38
  - C. Total yellow tag notices placed on trash cans- 57
  - D. Total trash cans observed including the Yellow tags – 168
  - E. Lot cleanups – (2) completed lot cleanups: Account #18588 & #18705. (3) scheduled lot cleanups: Account #18880, #21661, & #20473.
- VIII. **Unfinished Business:**
  - A. Account #20202 (weeds) **MOTION** (Bracken/Sieckowski) to carry over to next month's meeting. Motion was discussed and passed unanimously.
  - B. Account #19631 (weeds) **MOTION** (Cicala/Sieckowski) to recommend to the BOD that management send a letter to homeowner informing them if the weeds are not removed in 14 days, a lot cleanup will be scheduled and the costs will be assessed to the account. Motion was discussed and passed unanimously.

- C. Account #19757 (weeds) **MOTION** (Sieckowski/Vollbrecht) property is now in compliance, committee would like management to send a letter thanking owner for their efforts in removing the weeds. Motion was discussed and passed unanimously.
- D. Account #17891 (gazebo Complaint) **MOTION** (Bracken/Vollbrecht) to close the complaint, as the Committee sees no violation. Management is to send letter to complainant informing them of this decision. Motion was discussed and passed unanimously.
- E. Account #18701 (misc. items complaint) **MOTION** (Vollbrecht/Cicala) to recommend to the BOD that a \$25 dollar fine be assessed to the account and loss of pool privileges for 30 days.
- F. Account #24787 (cactus encroachment) property is now in compliance, this matter has been closed.

#### **XI. New Business:**

- A. 2<sup>nd</sup> letter request to appear before the committee:
  - 1. **MOTION** (Vollbrecht/Cicala) to recommend to the BOD that Account #20571 (weeds) receive a \$25 dollar fine and loss of pool privileges for 30 days. Also Management is to send a letter informing homeowner if the violation is not corrected in 14 days a lot cleanup will be scheduled and costs will be assessed to the account. Motion was discussed and passed unanimously.
  - 2. **MOTION** (Vollbrecht/Sieckowski) to recommend to the BOD that Account #17891 (weeds) receive a lot cleanup and pre-emergent application, costs to be assessed to the account. Motion was discussed and passed unanimously.
  - 3. Account #18999 (trash can) account now in compliance. **MOTION** (Bracken/Vollbrecht) to have management send letter to homeowner thanking them for taking action on removing the trash cans, and to please continue to keep the trash cans out of sight. Motion was discussed and passed unanimously.
  - 4. **MOTION** (Cicala/Vollbrecht) to recommend to the BOD that Account #19178 (trash can) receive a \$25 dollar fine and loss of pool privileges for 30 days. Motion was discussed and passed unanimously.
  - 5. Account #19190 (trash can) account now in compliance. **Consent** by committee to have management send letter to homeowner thanking them for taking action on removing the trash cans, and to please continue to keep the trash cans out of sight.
- B. **MOTION** (Cicala/Bracken) to recommend to the BOD that Account #20030 (weeds) receive a lot cleanup and pre-emergent application, costs to be assessed to the account. Motion was discussed and passed unanimously.
- C. Complaint review: Account #18454 (tree debris). Account is in compliance, complaint has been closed.
- D. Update Covenants Policy: **MOTION** (Cicala/Bracken) to recommend to the Board that the updated covenants policy be approved as read. Motion was discussed and passed unanimously.

- XII. Next meeting date:** August 1, 2012 at 6:00 p.m. at the **Windmill Office.**
- XIII. Adjourned - By Motion at 6:49p.m.** (Sieckowski /Vollbrecht) Motion passed unanimously.

**Continental Ranch Community Association**

**Covenants Policy 2012**

*Updated July 2012*

- A. Review of the Homes
1. Management drives the community twice a month to review the state of the community.
  2. Management photographs homes as needed.
- B. Appointed *Board Member* may review the photos and instruct management how to proceed & on which violations.
1. Review is on Thursday mornings.
  2. *Board member* may choose to go to any property in question for review and then instruct management how to proceed.
- C. Management Tasks
1. Drive the full Community twice a month and take Photos
  2. Meet with *Board Member* each Thursday (if *Board Member* chooses).
  3. Contact residents regarding observed violations.
- D. Follow up Schedule
1. First occurrence/contact
    - a. Call and/or email owners to request cooperation to resolve issue.
    - b. If contact by phone or email is not successful within a reasonable time, make contact by mailed letter.
    - c. If resolved on next drive, issue closed.
  2. Second observation/contact
    - a. Follow up made by mailing letter.
    - b. If resolved on next drive, issue closed.
  3. Third observation/contact
    - a. Letter is sent Certified Mail.
    - b. If not resolved with 14 days, and no appeal has been received to be heard by the Board, management *refers the file to Covenants Committee for review.*
- D. Covenants Review Committee reviews files brought to it by Management. *Committee options are: 1) continue to seek owner cooperation, 2) recommend to the BOD a fine, 3) recommend to the BOD revocation of common area privileges 4) recommend to the BOD a lot clean-up, or any combination thereof.*  
*Fines are set by the Board.*
- E. BOD Suggested Penalties:
- When a penalty is given, home will be monitored by management.*
- a. *Once home comes into compliance the issue is over.*
  - b. *When the home does not come into compliance, the file will be presented to the Committee at its next meeting.*
  - c. *This will continue until the home comes into compliance.*
  - d. *BOD will decide upon any additional penalties.*
- F. Monetary Fine Policy:
- a. *First fine is \$25 and suspension of pool privileges*
    - i. *If the violation is for weeds, the owner is notified of the fine and notified that if the violation stands uncorrected after 14 days, a lot cleanup will be automatically issued and the cost billed to the owner in the form of an assessment.*
  - b. *Monetary fines may rise in \$25 increments if the BOD so chooses.*