

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
ANNUAL MEETING – TWIN PEAKS ELEMENTARY SCHOOL
TUESDAY, 22 OCTOBER 2013 – 7:00 P.M.**

The annual meeting of the Continental Ranch Community Association convened on Tuesday, 22 October 2013 in the Twin Peaks Elementary School multi-purpose room at 7:01 p.m. Six directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice President, Ms. Marilyn Stimpson, 2nd Vice President; Ms. Connie DeLarge, Secretary; Mrs. Kari Westphal, Treasurer; Mr. Robert Vollbrecht, Director. Also present: HOA Management Solutions Owner, Ms. Mabelle Gummere; HOA Management office staff--Mr. Josh Seng, Community Manager; Mr. Stephen Henchcliffe, Project Manager; Ms. Aime Solinas, Accounts Manager; Ms. Paula Bellina, Homeowner Covenants Liaison; Ms. Jocelyn Canovali, Office Assistant; and approximately 50 residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the 2013 Annual Meeting to order at 7:01 p.m. in the Twin Peaks Elementary School auditorium.

II. ROLL CALL/QUORUM:

All members of the current Board of Directors were in attendance. A minimum of four members is required to conduct business.

III. VERIFICATION OF BALLOTS:

According to CRCA Bylaws, a required quorum count of 10% of the membership for elections was met—3,444 CRCA homeowners, 967 Sunflower Community Association homeowners, 35 commercial properties representing 829 votes, minus 323 CRCA homeowners with delinquent assessments not entitled to vote, for an authorized total of 4,917. Ten percent quorum count: 492.

IV. PROOF OF NOTICE OF MEETING:

Mr. Lambert indicated that ballot package information had been mailed by HOA Management to all CRCA members, Sunflower Community Association members and commercial properties in September 2013, verified by postal cancellation date, and within the date of record timeframe, as required in the bylaws of the Association.

V. MINUTES OF THE 2012 ANNUAL MEETING MINUTES:

MOTION made/seconded (DeLarge/Stimpson) to dispense with reading of the 2012 Annual Meeting minutes and approve same as presented. Unanimously approved.

VI. BOARD OF DIRECTORS' REPORTS:

A. MS. DeLARGE, SECRETARY: Served as liaison to the Landscape Committee and thanked the entire committee for their dedication and responsive approach to making the community more attractive.

B. MS. BRACKEN, 1ST VICE PRESIDENT: Served as liaison to the Covenants Committee and thanked the entire committee for a respectful approach to sometimes difficult situations. She feels the Association is going in the right direction.

(Note: Mr. Lambert interrupted to announce the last call for balloting at 7:18 p.m. The ballot box and assigned personnel left the room to complete the election report.)

C. MS. STIMPSON, 2ND VICE PRESIDENT: Served as liaison to the Architectural Review Committee, and noted that everything possible was done to satisfy community requests. She thanked the committee for their service throughout the year.

D. MR. VOLLBRECHT, DIRECTOR: Served as liaison to the Pool Committee and noted they were doing a good job.

E. MRS. WESTPHAL, TREASURER: Read the balance sheet report from 30 September 2013 as reported in the 17 October 2013 minutes of the regular Board Meeting: Operating cash--\$247,761.50; Total Cash Reserve--\$904,153.61; Restricted Sunflower Mitigation Fund--\$13,680.23; Accounts Receivable--\$84,057.04; Other Assets--\$1175,511.96; Prepaid Income Tax--\$6,076.00; Prepaid Insurance--\$2,832.00; Total assets as of 30 September 2013--\$1,434,072.45.

She reported that the Reserve Study is 103% funded—well over what is required; the Association is under budget at the end of the fiscal year; and is financially stable.

F. MR. LAMBERT, PRESIDENT: Thanked the boy scouts and the several volunteers who worked on the walkway at Windmill Park recently. Materials, labor and lunch had been donated by Titan Landscape. He noted that the overall landscaping throughout the community looks good. Mr. Lambert thanked Ms. Canovali for her leadership role in the annual Easter Egg hunt, serving 500 children within the community, and for the food truck round-ups at the monthly block parties. He thanked Mr. Bill Cicala, the Covenants Committee and Ms. Bellina, Homeowner Covenants Liaison, for good reports from homeowners; to Mr. Chuck Valade and Mr. Kermit McCutchan and the pool committee. The pools have been maintained and the chemicals moved to a separate building at one pool. He noted good work by Mr. Nick Westphal as Finance Committee Chairman and Ms. Solinas as accounts manager, noted work of Mr. Dave Lawrence as Chairman of ARC, to Mr. Henchcliffe as office Project Manager, and to Mr. Seng as Community Manager. The entire office staff works well with the community; there has been no raise in dues, and there are funds available to keep the Reserve Study funded above requirement.

VII. COMMITTEE REPORTS:

A. LANDSCAPE—MR. ROB PALFREYMAN, CHAIRMAN:

Mr. Palfreyman thanked the community for allowing him to serve on this committee. He

acknowledged the work being done by Titan Landscape, with several projects completed or ongoing throughout the past year: Twin Peaks irrigation; Windmill Park, the park monument; the new walkway, refurbishing areas throughout the community, tot lots refurbishing, the Twin Peaks median, tree removal, upkeep at the Community Center, irrigation repairs, etc.

B. COVENANTS—MR. BILL CICALA, CHAIRMAN:

Mr. Cicala noted that at the start of the year, there were three members on this committee, and now there are seven. He thanked them for their interest in the community and indicated residents are attending their committee meetings, giving them a better understanding of the procedures being followed. He spoke of the new phone call approach to a resident with a possible violation, followed by a 1st and 2nd letter, as needed, and finally, the recommendation of the committee. He acknowledged the work in the office of Ms. Bellina, who dealt with about 2,500 violation phone calls during this year and resolved the majority of them prior to the need of written and signed violation complaints to come before the committee for handling. He thanked all the committees and volunteers who are serving the community.

C. POOL—MR. CHUCK VALADE, CHAIRMAN:

Mr. Valade explained that repair items were a little over budget this year, but major projects were under budget, so the overall balance is close to the budget allocation. He spoke of a recent act of vandalism with a broken glass bottle requiring additional clean-up in the pool area, and complimented Oasis Pool Service for prompt response and continuity in keeping the pools in good condition. The water is warm and he encouraged attendance at the Windmill Pool throughout the winter season. The system of imposing pool suspensions for misuse of the pool and surrounding area is working well. The kiddie pool at the Center will be drained soon and re-plastered to remove the discoloration noted.

D. ARCHITECTURAL REVIEW—MR. DAVE LAWRENCE, CHAIRMAN:

Mr. Lawrence noted that paint palette availability and use of improved guidelines over the past two years are flourishing and producing complimentary upgrades throughout the community. He encouraged attendance at the ARC meetings—1st Thursday at 7 p.m.; 3rd Thursday at 2 p.m.. He thanked the office staff for their support.

E. FINANCE—MR. NICK WESTPHAL, CHAIRMAN:

Mr. Westphal thanked the four members of the committee. The annual audit has been reviewed and minor recommendations noted for the future. The Reserve Study is 103% funded, so there was no recommendation necessary to raise dues for the coming year. As we near the close of the fiscal year, the Association is currently under budget.

VIII. UNFINISHED BUSINESS: None.

IX. NEW BUSINESS:

ELECTION OF BOARD OF DIRECTORS FOR 2013-2014:

Mr. Doug Childress, Election Committee Chairman, presented the following vote counts received by the eight candidates. There was no breakout of total ballots received from CRCA, SCA or commercial properties, and no total of disqualified ballots.

Ms. Peggy Bracken	924
Ms. Dorothy Bruce	301
Mr. William Dawes	900
Mr. Larry Lemieux	354
Mrs. Sandy Padilla	283
Mr. Richard Roberts	304
Ms. Marilyn Stimpson	851
Mr. Nick Westphal	943

Ms. Peggy Bracken, Mr. William Dawes, Ms. Marilyn Stimpson, and Mr. Nick Westphal were therefore duly elected to the Continental Ranch Community Association Board of Directors for a two-year term beginning 31 October 2013.

Mr. Lambert thanked the Election Committee for serving the community.

X. HOMEOWNER FORUM:

Ms. Nan Phillips, Summer Sky, had several comments: 1) Suggested a better atmosphere for healthy debate at regular Board meetings, noting that suggestions from the audience were easily dismissed. 2) Commented on a neighbor's property with dead branches in the yard for an extended period of time; wondered about calling the homeowner rather than a renter. 3) Asked about the CC&Rs and the need for signing a complaint against a neighbor—a recently approved approach by the committee; 4) Asked about finances, and rental fees for use of the Community Center. Response was that everyone was to pay their "fair share." Later, Ms. Phillips questioned a street paving situation and was told to contact the Town of Marana.

Mr. John Abraham, Palm Brook, thanked the Board and volunteers, and noted that we were fortunate to have Mr. Seng and his office team handling routine affairs of the Association.

Mr. Terry Paschen commented that two and a half months of looking at a neighbor's property needing clean-up was excessive. It was explained that the process of the initial phone call plus two letters at designated intervals would often take up to several weeks. The "Neighbors Helping Neighbors" program was suggested for consideration.

Mr. Bill Cicala, Covenants Chairman, added the recent procedure of some violations recurring after a three month period of time would go directly to committee for action. He also reiterated the high number of covenants phone calls received in the office as mentioned earlier, with only a small percentage actually brought to committee as written complaints and requiring action. Mr. Lambert added that good results are being achieved from the initial phone call to the resident.

XI. ADJOURNMENT:

With no further business on the agenda, **MOTION was made/seconded (DeLarge/Stimpson) to adjourn at 7:45 p.m. Unanimously approved.**

No announcement was made regarding a Reorganization meeting for election of officers within the new Board of Directors. Meeting date/time/place will be posted according to procedures.

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-In Sheets

Agenda

Ballot Mailing Package

Treasurer's Report

Election Committee Report

Secured Ballots and Worksheets

Any Other documentation pertaining to this meeting.

(Minutes by Edna M. Coburn)