

CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
COMMUNITY CENTER
8881 N. COACHLINE BLVD. TUCSON, AZ 85743
APRIL 29, 2008 AT 7:00 PM

A meeting of the Board of Directors of the Continental Ranch Community Association (CRCA) was held on Tuesday, April 29, 2008, at 7:00 p.m. Board members in attendance were Nicole Glasner, Tom Licht, Carl Junk, John Crist, Randall Damewood and Thom Cope. Dan Lust was excused. Representing Stratford Management were Sarah Lebsack, Community Manager and Jennifer Swarts, Assistant Manager.

I. CALL TO ORDER- President Nicole Glasner called the meeting to order at 7:00 P.M.

II. ROLL CALL -

III. INVITED GUESTS - NONE

IV. VERIFY QUORUM- A total of six Board Members were present which constitutes a quorum.

V. APPROVAL OF PREVIOUS MEETING MINUTES: March 25, 2008 –

Action: A motion was made, seconded and unanimously carried to approve the minutes of the March 25, 2008 Board meeting as submitted. (Cope/Licht)

VI. APPEALS, REQUESTS & WAIVERS - NONE

VII. REPORTS

A. President's Report

- 1. Acknowledge Safeway Agreement-** The Board acknowledged the agreement with Safeway as submitted.
- 2. Start Strategic Planning-** Ms. Glasner reported that Strategic Planning will begin and information regarding the location, date, and time of the meetings will be distributed through management at a later date.
- 3. Liaison Duties-** Ms. Glasner reported that while the attendance to each committee meeting by the Board liaison is encouraged, it is not a requirement. Board members are not expected to attend every meeting and the liaisons are strictly a volunteer position.

B. Finance Committee

- 1. Recommendation to transfer \$48,423.51 from the operating account into the reserve account at Alliance Bank and an additional \$50,417.44 from operating into the reserve account at M & I Bank to bring the reserves up to \$100,000 at each Bank.**

Action: A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Licht/Junk)

C. Manager's Report

- 1. Annual Meeting Schedule-** Ms. Lebsack will confirm with Coyote Trail Elementary School that Tuesday, October 28, 2008 is available for the annual meeting. The official schedule will be included in the Board Books for May.
- 2. Approval of Additional Hours for Ms. Pizzata of Stratford Management**
Action: A motion was made, seconded, and passed to approve the additional hours Ms. Pizzata put forth in her efforts to correct Voyager. (Cope/Licht)
- 3. Dell Computers Ordered-** Ms. Lebsack stated that the computers were ordered and will be installed within the next week by D'Mentions.
- 4. 2008/2009 Budget-** The committee's have been told to begin work on their proposed budgets for the Finance Committee to review in June.
- 5. Website-** Ms. Lebsack reviewed the CC&R's as it relates to hiring a Board Member for services as a result of Mr. Crist's proposal to the Board to design the new website. Ms. Lebsack stated that the disclosure of Mr. Crist's involvement is required and the Board may proceed with hiring Mr. Crist. **Action:** A motion was made, seconded, and carried unanimously to approve Mr. Crist's proposal to design the new website for the community. (Cope/Licht)

6. **Request that Board of Directors change Homeowner Forum on Agenda-** Ms. Lebsack received several requests from homeowners that the Board move the homeowner forum to the beginning of the Agenda. Discussion ensued. Mr. Cope made a recommendation to the President that she move the homeowner forum to the beginning of the Agenda as the President sets the Agenda. Ms. Glasner agreed to take the recommendation under advisement.
7. **Community Center Bathroom Reports of Vandalism-** Ms. Lebsack informed the Board of the recent vandalism in the community center bathrooms.
8. **Bee Hive on Tot Lot in Coventry home area reported by homeowner-** Ms. Lebsack reported that a homeowner contacted the emergency line to report the issue and AAA Bee Removal was called out to resolve the matter.
9. **Donation of Old Computers-**Ms. Lebsack requested Board approval to give the old computers to D'Mensions for donation to a charitable organization. Discussion ensued. A motion was made, seconded, and carried unanimously to donate the old computers to a charitable organization. (Crist/Cope)

D. Pool Committee

1. **April 14, 2008 meeting minutes-** The minutes were accepted with thanks.
2. **Recommendation to approve a new clock at the Community Center not to exceed \$100 Action:** A motion was made, seconded, and unanimously carried to approve the recommendation as submitted. (Cope/Licht)
3. **Recommendation to purchase two lane lines for the Community Center not to exceed the budgeted amount of \$1400. Action:** A motion was made seconded and carried unanimously to approve the recommendation as submitted. (Cope/Licht)

E. Landscape Committee

1. **April 1, 2008 meeting minutes-** The minutes were accepted with thanks.
2. **Recommendation to install plants in three planters along Coachline (\$990) Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Cope/Licht)
3. **Recommendation to grind eight tree stumps throughout CRCA (\$600) Action:** A motion was made, seconded, and carried unanimously to accept the recommendation to also include two tree stumps in the Windmill Park between the ramadas. (Cope/Licht)
4. **Recommendation to appoint Richard Seiwart to Landscape Committee Action:** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted. (Crist/Cope)

F. Covenants Committee

1. **April 8, 2008 meeting minutes-** The minutes were accepted with thanks.
2. **Accept violation recommendations as submitted in minutes- Action:** A motion was made, seconded and carried to accept the recommendation. (Junk/Damewood) (Cope Opposed)
3. **Recommendation to EXPUNGE fines for property 4036- Action:** A motion was made, seconded, and carried unanimously to approve the recommendation. (Licht/Damewood)
4. **Recognize Sandra Shkolnick's Resignation-** The Board recognized the resignation of Sandra Shkolnick, with thanks.

G. Architectural Review Committee

1. **April 9, 2008 and April 23, 2008 meeting minutes-** The minutes were accepted with thanks.
2. **Recognize Sandy Shkolnick's, Shari Saxton's and Walter Ross's resignation –** The resignations of Sandy Shkolnick, Shari Saxton and Walter Ross were acknowledged, with thanks.

H. Activities/Publicity Committee

1. **April 7, 2008 meeting minutes-** The minutes were accepted with thanks.
2. **Recommendations to approve Ricky Tackett to Committee- Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Licht/Damewood)
4. **Recommendation to approve the Scrapbooking event scheduled for July 12, 2008- Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Licht/Cope)

I. Strategic Planning Committee

No meeting held

J. Facilities Committee

1. **April 21, 2008 meeting minutes-** The minutes were accepted with thanks.
2. **Recommendation to accept Abeyta proposal to paint common area walls bordering Twin Peaks Rd., Coachline Rd., and Silverbell Rd. at parcels 19, 47, 69, 43, 42, 29, 40, 39, 37, 36, 23, and 24 at a cost not to exceed \$45,000- Action:** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted. (Junk/Licht)
3. **Recommendation to install clear safety glass security window at Windmill Park office not to exceed \$295- Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Licht/Cope)
4. **Recommendation to install shade structure over WP playground not to exceed \$17,000- Action:** A motion was made, seconded, and carried with five in favor and one opposed to accept the recommendation as submitted. (Junk/Licht) (Crist opposed)
5. **Recommendation to install two additional security lights at a cost not exceed \$400-Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Licht/Cope)
6. **Recommendation to install one additional security camera on the front of the Community Center Building \$1,000- Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Licht/Junk)
7. **Recommendation to accept remote lock, power supply and hallway push button at Windmill Park Office at a cost not to exceed \$500- Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Junk/Licht)
8. **Recommendation to install non-locking door knobs on CC bathrooms- Action:** A motion was made, seconded, and carried unanimously to accept the recommendation as submitted. (Junk/Licht)
9. **Little League Contract- Action:** A motion was made, seconded, and carried unanimously to approve the Little League contract as submitted. (Junk/Cope)

K. Rental Room Task Force (AD HOC)

1. **April 2, 2008 meeting minutes-** The minutes were accepted with thanks.
2. **New Fee Schedule 2nd Proposal and contract- Action:** A motion was made, seconded, and failed to accept the fee schedule as submitted. (Licht/Cope) The Board requested that the proposal be sent back to the Committee for further revisions.

VIII. OLD BUSINESS – There was no old business before the Board.

IX. NEW BUSINESS

1. **Appoint homeowners in good standing to Nominating Committee - Action:** A motion was made, seconded, and unanimously carried to appoint Vija Lipins, Arl Diaz, Jennie Oliver and Holly Wright to the Nominating Committee. (Junk/Cope)
2. **Update Reserve Study Proposal- Action:** A motion was made, seconded and carried unanimously to accept the proposal from Association Reserves for an updated reserve study at a cost not to exceed \$4,000. (Cope/Damewood)
3. **Summer Schedule of Meetings-** Owing to the Memorial Day Holiday, the next Board meeting will be held on Tuesday, May 20, 2008.
4. **Board's expectation regarding Parcel Reps.-**Discussion ensued and the Board requested that the Committee gather their mission statements and propose it to the Board of Directors.
5. **Resolution of President's Message- Action:** A motion was made, seconded, and carried unanimously to resend the President's Message Policy. (Cope/Damewood)
6. **Dress Code Policy- Action:** A motion was made, seconded, and carried unanimously to resend the dress code policy for Board Members. (Cope/Licht)

X. HOMEOWNER FORUM

- A homeowner discussed Sunflower and their trash services. The homeowner also said the Newsletter should be updated to be more reader friendly.
- A homeowner distributed a letter to Stratford Management and the Board offering yard services for homeowners in distress or unique situations as a community service project.
- A homeowner asked what the appropriate steps are to volunteer for a committee.
- A homeowner presented the Board with an idea for more teen involvement in the community during the summer.

XI. FUTURE MEETING SCHEDULE

Board Study Session – TBA
Board Meeting – May 20, 2008, 7:00 p.m.

XII. ADJOURNMENT- A motion was made, seconded, and unanimously carried to adjourn the meeting at 9:30 p.m. (Cope/Junk)