

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
MONTHLY MEETING DRAFT MINUTES
COMMUNITY CENTER
8881 N. COACHLINE BLVD. TUCSON, AZ 85743
AUGUST 26, 2008 AT 7:00 PM**

A meeting of the Board of Directors of the Continental Ranch Community Association (CRCA) was held on Tuesday, August 26, 2008, at 7:00 p.m. Board members in attendance were John Crist, Dan Lust, Carl Junk, Randall Damewood, Angela Wagner-Gabbard, John Lambert and Debbie Budd. Representing Stratford Management were Sarah Lebsack, Community Manager and Jennifer Swarts, Assistant Manager.

I. CALL TO ORDER

President John Crist called the meeting to order at 7:00 P.M.

II. ROLL CALL

John Crist, Dan Lust, Randall Damewood, Carl Junk, Debbie Budd, Angela Wagner-Gabbard and John Lambert were all in attendance.

III. INVITED GUESTS

Les Krambeal, Stratford Management and Clyde Woods, Oasis Pools

HOMEOWNER FORUM

- A homeowner discussed the assessments that Sunflower pays to Continental Ranch and the possibility of Sunflower receiving more in return for their assessment payments.
- A homeowner discussed a house that had a construction trailer in the front yard.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made, seconded and unanimously carried to approve the July 29, 2008 Meeting Minutes with the correction of the first paragraph to add Debbie Budd and John Lambert in attendance. (Damewood/Junk)

V. APPEALS, REQUESTS & WAIVERS

None

VI. REPORTS

VII. President's Report

- **Photo submissions for the website** – John Crist requested the homeowners to get involved and send some fresh pictures in to the management office to post on the website.
- **Roof completion** – John Crist spoke about the completed Community Center roof.
- **Windmill Park shade structure** – John Crist encouraged the homeowners to come by Windmill Park and take a look at the newly added shade structure.
- **Board procedures** – John Crist reminded all of the Board Member's to refrain from contacting vendors on behalf of the Board.
- **John Crist Acknowledged homeowners concerns for added value to the Sunflower participation to Continental Ranch.** The Board assigned Angela Wagner – Gabbard to be the liaison/representative to meet with Sunflower.

B. Finance Committee

1. **August 19, 2008 Meeting Minutes** – No Quorum

2. The Board reviewed the proposed 2008/2009 budget and asked questions regarding the capital items with the Committee Chairs.
3. Proposed to hold a study session on September 17, 2008 pertaining to any last minute budget questions/concerns/etc. Management suggested to hold a Special Meeting immediately following the Study Session to approve the 2008/2009 budget.

C. Manager's Report

- After this meeting we only have one more regular Board meeting for the 2007/2008 fiscal year for the Association. We hold the regular Board Meeting in September and the Annual Meeting will be held on October 28, 2008 at Coyote Trails Elementary School at 7:00 P.M.
- I received a complaint from a Board Member regarding the article in the newsletter from the Town of Marana reporting that Waste Management had teamed up with the town and will match the canned food donations that Marana receives. I received an email and request from Marana to place the article in the newsletter. The office staff was told from the first day we started that Marana will send the office articles and information that need to put into the Newsletters, email blasts, etc. to get the information out to the community.
Gerrie Crawford of Stratford Management and I met with the Finance Committee and discussed the C.D.'s that will be maturing in the next two weeks. On behalf of the Finance Committee Management recommends that the C.D. in the amount of \$100,000 with Chase Bank be redeemed and placed into a six month C.D. bearing a 2.71% interest rate at Community Association Bank. Chase is currently offering a 1.98% interest rate for a six month C.D. The second C.D. in the amount of \$123,000 at maturity with Washington Federal is has been recommended to roll \$100,000 into another six month C.D. bearing an interest rate of 3.48% at Washington Federal and deposit the remaining \$23,000 into the Alliance operating account to cover the Community Center Roof expense. **Action:** A motion was made, seconded and carried unanimously to place the \$100,000 CD at Case Bank into a six month CD bearing 2.71% at Community Association Bank. They also approved to roll \$100,000 back into Washington Federal but redeem \$23,000 and put it in the operating account to cover the roof. (Budd/Junk)
- I met with Edna Coburn, Chair of the previous Election Committee, and Carl Junk to discuss the ballot procedures and Annual Meeting preparation. Ms. Coburn is of great assistance and I very much appreciate her insight. There are several deadlines arriving for the Annual Meeting that are extremely crucial and time consuming. There are several items on the agenda that need to be voted on and discussed regarding activities for the Annual Meeting.
- A recommendation was made by the Landscape Committee and approved by the Board last month regarding inserting the "Plant List" into the August newsletter with a suggestion form requesting homeowner's feedback. The plant list did not get into the August newsletter for several reasons that were not discussed at the Landscape Committee level, the Board level, the Activities Committee level and the Management level. There is no excuse from me regarding the lack of thought that I did not put into the process of inserting a six page list into a newsletter and for that I sincerely apologize. Lexie begins to format the newsletter on the 15th of the month. The newsletter is completed the day after the Board meeting when I turn in the Board Meeting Recap. The newsletter is then edited and mailed out to the homeowners. I spoke to Alphagraphics regarding the additional postage and printing. It was discovered that adding the Plant List would double the size of the Newsletter which would double the cost of postage and printing. In addition the Newsletter would have been too thick to fold in half and mail and as a result would require a large envelope. If the Board would like to give direction to Management to send out the plant list in the newsletter it will have to be included in the October newsletter and management would respectfully request that the Board approve the additional expense of \$3500 for printing and postage.
- The reserve study update is complete and can be reviewed in the Management Office.

D. Pool Committee

1. **August 11, 2008 Pool Meeting Minutes** - The Board acknowledged the minutes with thanks.

2. **The Board acknowledged Mary Puckett's resignation with thanks.**
3. **Recommendation to turn off the pool heaters at the Community Center pool completely until the pool closes in October for the winter. Action:** A motion was made, seconded and carried to turn off the pool heaters at the Community Center pool closes in October for the winter. (Junk/Wagner-Gabbard) (Dan Lust opposed)
4. **Recommendation to request a legal opinion regarding the potential hazard of the energy efficient light bulbs in the event a bulb breaks and hazardous materials are released on the ground was denied. Action:** A motion was made, seconded and carried unanimously to ask the City to come out and educate the Board on the city ordinances. (Wagner-Gabbard/Damewood)
5. **Recommendation to approve turning down the pool temperature at the Windmill Park pool so it stays between eighty-two and eighty-four degrees at all times. Action:** A motion was made, seconded and carried unanimously to keep the temperature at Windmill Park pool between eighty-two and eighty-four degrees at all times. (Wagner-Gabbard/Budd)
6. **Recommendation to approve the necessary maintenance to be performed on the water fountain at Windmill Park pool. Action:** A motion was made, seconded and carried unanimously to approve the necessary maintenance to be performed on the water fountain at Windmill Park pool. (Budd/Lambert)
7. **Recommendation to approve Oasis Pools to install the BTR140 sand filters, commercial filter system, at the Windmill Park pool in the amount not to exceed \$7,164.92 and to be installed as soon as possible to allow the Community Center pool to be open during installation. Action:** A motion was made, seconded and carried unanimously to approve to install the BTR140 sand filters, commercial filter system, at the Windmill Park pool in the amount not to exceed \$7,164.92 as soon as possible to allow the Community Center pool to be open during installation. (Wagner-Gabbard/Junk)
8. **Recommendation to appoint homeowner Barbara Kochel to the Pool Committee. (Junk/Damewood)**
9. **Recommendation for Management to purchase new pool furniture for both the Windmill Park pool and the Community Center pool, including the tot pool at a cost not to exceed \$17,000. Action:** A motion was made, seconded and carried unanimously to approve Management to purchase new pool furniture for both the Windmill Park pool and the Community Center pool, including the tot pool at a cost not to exceed \$17,000.00. (Wagner-Gabbard/Junk)

E. Landscape Committee

1. **August 5, 2008 meeting minutes-** The Board acknowledged the minutes with thanks.

F. Covenants Committee

1. **August 12, 2008 meeting minutes-** The Board acknowledged the minutes with thanks.
2. **Approve fines as recommended. Action:** A motion was made, seconded and carried unanimously to approve the fines as recommended by the Covenants Committee. (Wagner-Gabbard/Junk)

G. Architectural Review Committee

1. **August 6, 2008 Minutes, August 20, 2008 Minutes** - The Board acknowledged the minutes with thanks.
2. **The Board acknowledged Jan Goodall for her time served as Chair of the Committee with thanks.** Jan will remain on the Committee as a member, just not the chair.
3. **Recommendation to appoint Nancy Lambert to Chair the ARC. Action:** A motion was made, seconded and carried unanimously to appoint Nancy Lambert as Chair of the ARC. (Wagner-Gabbard/Damewood)

H. Activities/Publicity Committee

1. **August 4, 2008 meeting minutes**-The Board acknowledged the minutes with thanks.
2. **Recommendation to appoint Mike Phillips to the Committee. Action:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Junk/Wagner-Gabbard)
3. **Recommendation to schedule the Halloween Party on Saturday, October 25, 2008 at Windmill Park from 10 A.M. to 3 P.M., in the amount not to exceed \$300. Action:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Wagner-Gabbard/Junk)
4. **Recommendation to change the Fall Festival date from November 15th, 2008 to November 8th, 2008. Action:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Junk/Budd)

I. Strategic Planning Committee

1. **August 14, 2008 meeting minutes**- The Board acknowledged the minutes with thanks.

J. Facilities Committee

1. **August 18, 2008 Meeting Minutes** – No Quorum

K. Rental Room Task Force (AD HOC)

No meeting held.

L. Parcel Representatives (AD HOC)

1. **August 13, 2008 Meeting Minutes** - The Board acknowledged the minutes with thanks.

VIII. OLD BUSINESS

1. **Covenants Additional Employee. Action:** A motion was made, seconded and carried to hire an additional employee for the Covenants position. (Junk/Damewood) (Opposed - Lambert/Lust)
2. **Attorney to review Waste Management Contract. Action:** A motion was made, seconded and carried unanimously to appoint two representatives from the Board, Angela Waggner-Gabbard and John Lambert, along with Management to schedule an appointment to review the contract that Continental Ranch currently has. (Lambert/Damewood)
3. **Legal opinion on proposal to add a Grandfather Clause to the CC&R's. Action:** A motion was made, seconded and carried unanimously to hire Johnathan Olcott, who did the Grandfather Clause for Sunflower, to provide his opinion on adding a Grandfather Clause to Continental Ranch Documents. (Lambert/Wagner-Gabbard)
4. **Tennis Courts.** Management was asked to get the information that attorney David McEvoy sent to them regarding the tennis courts. John Lambert is to retrieve the information for the Board.

IX. NEW BUSINESS

1. Volunteer Luncheon date of October 4, 2008 was discussed.
2. Board Liaisons for the Committee were discussed.

3. **Appoint the 2008 October Election Committee. Action:** A motion was made, seconded and carried unanimously to appoint the 2008 October Election Committee. (Damewood/Junk)
4. **Waste Management picnic. Action:** A motion was made, seconded and carried unanimously for Waste Management to hold their picnic on September 27, 2008 at Windmill Park. (Wagner-Gabbard/Junk)
5. **Annual Meeting “Give Aways”, refreshments at the meeting and record date. Action:** A motion was made, seconded and carried unanimously to have refreshments at the Annual Meeting, but to not have any “Give Aways” to hand out. (Lust/Junk)
6. **Request from Rattle Snake Ridge and Twin Peaks Elementary Schools to utilize the Community Center parking lot for their Halloween carnival for parking and bus shuttle to and from the school. Action:** A motion was made, seconded and carried unanimously to have Rattle Snake Ridge and Twin Peaks Elementary Schools to utilize the Community Center parking lot for their Halloween carnival for parking and bus shuttle to and from the school. (Junk/Damewood)
7. Petition to add Dan Lust to the 2008 Ballot for the Board of Directors was discussed.

XI. FUTURE MEETING SCHEDULE

Board Study Session – Wednesday, September 17, 2008, 6 P.M.
Special Meeting – Wednesday, September 17, 2008, 7 P.M.
Board Meeting – Tuesday, September 30, 2008, 7 P.M.

XII. ADJOURNMENT

A motion was made, seconded and carried unanimously to adjourn the meeting at 9:50 P.M.
(Wagner-Gabbard/Damewood)

Respectfully Submitted,
Jennifer Swarts
Jennifer Swarts, Assistant Community Manager
Stratford Management
For Continental Ranch Community Association