

**CONTINENTAL RANCH COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS**  
**MINUTES OF A BOARD MEETING**  
**COMMUNITY CENTER**  
**8881 N. COACHLINE BLVD. TUCSON, AZ 85743**  
**JUNE 24, 2008 AT 7:00 PM**

A meeting of the Board of Directors of the Continental Ranch Community Association (CRCA) was held on Tuesday, June 24, 2008, at 7:00 p.m. Board members in attendance were John Crist, Dan Lust, Carl Junk, Randall Damewood and Thom Cope. Representing Stratford Management were Sarah Lebsack, Community Manager and Jennifer Swarts, Assistant Manager.

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by John Crist

**II. ROLL CALL**

John Crist, Thom Cope, Carl Junk, Randall Damewood and Daniel Lust

**III. INVITED GUESTS**

No guests were invited.

**IV. VERIFY QUORUM**

Five of the seven Board Members were in attendance, which constituted a quorum.

**V. APPROVAL OF PREVIOUS MEETING MINUTES**

**Action:** A motion was made, seconded and carried unanimously to approve the minutes of the May 20, 2008 Board meeting and the minutes of the Special Meeting of the Board of May 27, 2008. (Junk/Lust)

**VI. APPEALS, REQUESTS & WAIVERS –**

**A. Request for Long Term Rental of CC- New Dimension Ministries**

**Action:** A motion was made, seconded and carried unanimously to approve New Dimension Ministries to utilize the front room of the Community Center on Wednesday evenings from 7 p.m. to 8 p.m. and on Sunday mornings from 8 a.m. to 1 p.m. beginning July 1, 2008 through October 31, 2008, subject to availability. (Cope/Damewood)

**B. Request from homeowner to waive late fees for delinquent account. (Please do not say the homeowners name in the meeting). ACTION:** A motion was made, seconded and carried unanimously to waive all late fees for delinquent homeowner so long as payments are made in full and submitted by the dates outlined in the payment agreement. (Cope/Junk)

**VII. REPORTS**

**A. President's Report**

- 1. Domain name of continentalranchca.com** - Mr. Crist recommended to the board of Directors to keep the old domain name, continentalranchca.com, for one year at a cost of \$10 to direct users to the new website. **Action:** A motion was made, seconded, and carried unanimously to approve a \$10 fee to keep the old domain name for one year. (Cope/Damewood)
- 2. Action in Lieu** - The Board acknowledged the action in lieu to approve the proposals from Rock Roofing to re-roof the flat roof at Windmill Park in the amount of \$2,800 and to re-roof the community center tile roof in the amount of \$1,600 and the flat roof in the amount of \$2,800.
- 3. Suggestion Feature on Website** - Mr. Crist said that there is a new item on the new website that allows homeowners to post suggestions and/or comments for their convenience.
- 4. Teen/Tween Pool Party** - Mr. Crist announced the tween/teen pool party and encouraged homeowners to allow their teen/tween to participate in the event.

**B. Finance Committee**

- 1. June 17, 2008 meeting minutes** - Ms. Lebsack said that the Finance Committee minutes were not completed prior to the meeting. Therefore, the minutes will be included on the July Board books. Ms. Lebsack updated the Board on the financial matters and noted that the Finance Committee approved the financials.
- 2. Recommendation to the Board of Directors for a car allowance for the covenants assistant at a cost not to exceed \$10,000 per year** - A motion was made, seconded, and unanimously carried to deny the recommendation and requested that the Finance Committee provide exact figures for a car allowance as well as the cost to purchase a vehicle for the Association for review by the Board at the July meeting. (Cope/Damewood)

C. Manager's Report

1. **A special thanks to Thom Cope for his dedication to the community.**
2. **New Lanyards need to be purchased and I have received a quote to purchase 500 at \$1.85/each which will total \$1001.78. I have reviewed catalogs that sell these lanyards and the cost for each lanyard is roughly seven cents higher - A motion was made, seconded and unanimously carried to approve the purchase for 500 lanyards in the amount of \$1001.78. (Junk/Cope)**
3. **Please is reminded that our office will be closed on Friday, July 4, 2008. We will return to the office the following Monday.**
4. **The Nominating Committee should begin their meetings and interviews. I will be working closely with the members of the Committee to ensure a smooth three months.**
5. **I met with Finance Chair Jim Susa at the Finance Committee meeting on June 17, 2008 to discuss the 2008/2009 Budget. I will need to meet with the Board in executive session to discuss the salaries for my staff the first week in July. Please let me know your availability. I thought we could also hold the special meeting to appoint one more member to the Board prior to our executive meeting.**
6. **The reserve study update will take place the first part of August and I will keep you updated on the outcome of the study.**
7. **Please refer to the letter behind my from a homeowner regarding his services with Waste Management.**  
The Board requested Ms. Lebsack to write the homeowner a letter stating that we received his letter however directed management to let the issue stand between Waste Management and the homeowner.
8. **Please refer to the letter behind the management report from a homeowner thanking Stratford Management for the letter they received from our office for keeping their yard clean.**
9. **I received a letter from a homeowner inquiring about the total cost for the Clanagan case and I reported that the final billing has not been received.**

D. Pool Committee

1. **June 9, 2008 meeting minutes-** The Board acknowledged the minutes with thanks.
2. **Recommendation to approve changing all the light bulbs around the pool area to the energy efficient light bulbs-** A motion was made, seconded, and unanimously carried to deny the recommendation. The Board requested that the Pool Committee bring back a recommendation to install new light fixtures rather than new light bulbs.
3. **Recommendation to give management the authority to remove and dispose of old pool furniture at the management company's discretion.** A motion was made, seconded, and unanimously carried to approve the recommendation as submitted. (Junk/Damewood)
4. **Recommendation to allow Stratford Management to purchase any sign that is need of replacement at both community pools without prior approval so long as the sign does not exceed \$100.** A motion was made, seconded, and carried unanimously carried to approve the recommendation as submitted. (Junk/Damewood))

E. Landscape Committee

1. **June 3, 2008 meeting minutes-** The Board acknowledged the minutes with thanks.
2. **Recommendation to repair a PVC water line with a thrust block along the south right of way of Twin Peaks Rd. east of the Bridge at Drainageway #3 in the amount of \$1,800 -** A motion was made, seconded, and unanimously carried to approve the recommendation as submitted. (Junk/Cope)
3. **Recommendation to install a insulated cover over the ¾ febc backflow in parcel 47 on the northeast corner of Coachline and Turquoise Moon in the amount not to exceed \$120 to prevent the backflow from freezing during the winter -** A motion was made, seconded, and unanimously carried to approve the recommendation as submitted. (Cope/Damewood)
4. **Recommendation to accept The Groundskeepers Proposal to trim trees throughout the community in the budgeted amount of \$11,175 -** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted. (Cope/Lust)
5. **Recommendation to accept The Groundskeepers proposal to apply liquid compost to revitalize 135 chronically stressed Live Oak trees between Silverbell and Twin Peaks at a cost not to exceed \$2,430-** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted.

F. Covenants Committee

1. **June 10, 2008 meeting minutes -** The Board acknowledged the minutes with thanks.
2. **Accept Fines as recommended -** A motion was made, seconded, and carried with a four to one vote to approve the fines as recommended. (Junk/Damewood)
3. **Accept five lots to be cleaned by landscapers due to trustee sales/foreclosures -** A motion was made, seconded and carried with a four to one vote to approve the recommendation as submitted. (Cope/Junk)

- G. Architectural Review Committee  
**May 28, 2008 and June 11, 2008 Meeting Minutes-** The Board acknowledged the minutes with thanks.  
 1. **Recommendation to review the Design Guidelines to comply with the CC&Rs.** The Board approved the recommendation as submitted.
- H. Activities/Publicity Committee  
 1. **June 2, 2008 meeting minutes-**The Board acknowledged the minutes with thanks.  
 2. **Recommendation to approve one of the three logo contest submittals-** A motion was made, seconded, and unanimously carried to approve the submittal from Edna Coburn as the Logo Contest Winner. (Damewood/Cope)  
 3. **Recommendation to approve the Community Yard Sale for October 11, 2008 to be in conjunction with Sunflower's Community Yard Sale-** A motion was made, seconded, and unanimously carried to approve the recommendation as submitted. (Junk/Cope)
- I. Strategic Planning Committee  
 1. **June 12, 2008 Minutes-** The minutes were not submitted in time for the meeting. Therefore, they will be provided in the July Board books.
- J. Facilities Committee  
 1. **May 19, 2008 and June 16, 2008 (No Quorum) Minutes-** The Board acknowledged the minutes with thanks.  
 2. **Recommendation to accept the proposal from Tucson Play Systems to install an oval tube slide exit and two 4' oval tube sections at the Windmill Park Tot Lot at a cost not to exceed \$4,000 -** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted. (Junk/Cope)  
 3. **Recommendation to purchase and install floor mats in the Community Center Hall that leads to the restrooms to prevent slippery floors -** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted. (Junk/Cope)
- K. Rental Room Task Force (AD HOC)  
 No meeting held.
- L. Parcel Representatives (AD HOC)  
 1. **June 11, 2008 Minutes**  
 2. **Recommendation to allow the committee to spend \$500 to create informative books for each parcel rep -** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted. (Junk/Cope)  
 3. **Recommendation to give every parcel representative a lanyard with a name tag included -** A motion was made, seconded, and unanimously carried to approve the recommendation as submitted. (Junk/Cope)
- M. CC&R AD Hoc Committee  
 1. **June 17, 2008 Minutes (To be delivered at the meeting) -** Ms. Lebsack said that she did not receive a copy of the minutes until Monday morning and apologized for not bringing copies with her to the meeting.  
 2. **Recommendation to spend up to \$800 in legal fees for possible verbiage to be placed into the CC&Rs regarding a possible Grandfather Clause and place the item on the October 2008 ballot -** A motion was made, seconded, and unanimously carried to table this recommendation to be the topic of a Board study session. (Junk/Cope)  
 3. **Recommendation to change the current Design Guidelines- (Please see attached)** The Board requested that the requests go back to the ARC for their review and recommendations to the Board.

## VIII. OLD BUSINESS

1. **Old Computers- D'Mensions provided a check to the Association in the amount of \$500 for the old computers. It was stated that the \$500 from D'Mensions will go to a local charity that will be agreed upon by the Board of Directors-** A motion was made, seconded, and unanimously carried to donate the \$500 to the Marana Food Bank. (Cope/Lust)

## IX. NEW BUSINESS

1. **Acknowledge with thanks Thom Copes resignation to take place immediately following the adjournment of the meeting -** The Board thanked Mr. Cope for his dedication to the Board.  
 2. **Thom Copes request to resend political advertising in Windmill -** A motion was made, seconded, and carried unanimously to allow paid political advertisements in the Windmill. (Cope/Lust)

3. **Recommendation from Voyager to wipe out all old fines to start fresh** - A motion was made, seconded, and unanimously carried to approve the recommendation with the stipulation that daily fines and owners in current litigation/collections are not to be erased. Cope/Damewood)
4. **Recommendation to donate space in The Windmill to homeowners wanting to provide services to clean up neighbor's yards** - The Board will provide a space in the Windmill for the homeowners that have offered to volunteer to help people who may be in distress with cleaning their yards. The homeowners will submit a small article to management.
5. **Appoint to new members to the Board of Directors to fill the two vacant seats-** The Board agreed to use a point system and therefore was instructed to choose three people beginning with their first choice, which will be three points, their second choice two points, and their third choice one point. Each Board Member read aloud their three choices and as a result Angela Waggoner-Gabbard and John Lambert were appointed to the Board of Directors.
6. **Mr. Cope submitted his resignation to Mr. Junk to be effective immediately.**
7. **The Board announced they would fill Mr. Cope's position at this time and chose two people on the point system. As a result Debbie Budd was appointed to the Board of Directors.**

**X. HOMEOWNER FORUM-**

- A homeowner and the Chair of the Election Committee requested permission to open the past five year's of saved ballots to be sure the boxes contain the old ballots and then have them shredded. She requested that after she completes this task she would like the Election Committee excused.
- A homeowner reported that her neighborhood is being vandalized and homes are being broken into. She asked to please let the community know and asked the Board if they could please do something.

**XI. FUTURE MEETING SCHEDULE**

Board Study Session – TBA  
Board Meeting – July 29, 2008, at 7:00 p.m.

**XII. ADJOURNMENT-**

A motion was made, seconded and carried unanimously to adjourn the meeting at 8:58 p.m. (Junk/Damewood)

Respectfully Submitted,

*Sarah Lebsack*

Sarah Lebsack, CAAM  
Community Manager  
Stratford Management  
For Continental Ranch Community Association