

CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
MONTHLY MEETING MINUTES
COMMUNITY CENTER
8881 N. COACHLINE BLVD. TUCSON, AZ 85743
NOVEMBER 25, 2008 AT 7:00 PM

A meeting of the Board of Directors of the Continental Ranch Community Association (CRCA) was held on Tuesday, November 25, 2008, at 7:00 p.m. Board members in attendance were John Lambert, Dan Lust, Chuck Stead, Connie DeLarge, George Erhardt, Colin Cordell and Marilyn Steimpson. Sarah Lebsack, Community Manager represented Stratford Management. Business was conducted as follows:

- I. **CALL TO ORDER-** President John Lambert called the meeting to order at 7:00 P.M.
- II. **ROLL CALL -** John Lambert, Dan Lust, Chuck Stead, Connie DeLarge, George Erhardt, Colin Cordell and Marilyn Steimpson were all present.
- III. **APPROVAL OF AGENDA-** Mr. Lambert requested that this item be added to the Agenda for future Board Meetings. Also it was requested to change "Old Business" to read "Unfinished Business." Mr. Erhardt requested that the Board add a letter under VII. Reports, before the Finance Committee and should be letter B. Treasurer's Report. Mr. Erhardt also requested that "Consent Agenda" be added under Unfinished Business. Management added "Oleanders" under Unfinished Business.
- IV. **INVITED GUESTS –** Mayor, Ed Honea, was present with several representatives from the Town of Marana to inform the Community of the long range strategic plan for Marana.
- V. **HOMEOWNER FORUM-** Homeowners were able to request information from the Board of Directors and Management at this time.
- VI. **APPROVAL OF PREVIOUS MEETING MINUTES:** A motion was made, seconded and carried unanimously to approve the September 30, 2008 Board Meeting Minutes as submitted.(Stead/Lust) A motion was made, seconded and carried to approve the October 29, 2008 Organizational Board Meeting Minutes with the following corrections: The items that currently say, "Opposed" should read "Abstained." (Lust/Stead)
- VII. **APPEALS, REQUESTS & WAIVERS –**
 1. **There were no appeals, requests, or wavers at this time.**
- VIII. **REPORTS**
 - A. **President's Report**
 1. **Conference Phone-** Sunflower has kindly offered to lend the Association a conference phone if the Board is ever in need of it for the Board Meetings.
 2. **Review of current policies and procedures for the community-** **Late Fee Policy-** The Board discussed the current Late Fee Policy and agreed that the policy should remain "as is."
Pool Key Replacement Policy- The Board reviewed the current policy and determined that the current policy of charging the homeowners for their first replacement key should be \$10 and after that – \$25.
Parking- Mr. Lambert discussed the current Parking Policy that was put into place by a previous Board and against the advice of the Association's attorney. Management advised to keep the parking policy in place until the Board has received legal advice from an attorney.
Front and Rear Yard Approval for Changes- A front and rear yard policy was adopted by a previous Board requiring homeowners to receive approval for the front and rear yard landscaping, which is in direct violation of the CC&R's. Management advised the Board to rescind the policy, effective immediately. **Action:** A motion was made, seconded and carried unanimously to approve to rescind the Policy dated January 30, 2007 regarding the approval of all front and rear yard landscaping in Continental Ranch.
Fine Policy- The fine policy needs to be amended so that the Association is able to address problem houses in a more timely manner. The Board requested that the fine procedure be reviewed and discussed by the Covenants Committee and sent back to the Board for approval.
 3. **Commercial Design Guidelines and Possible Ad Hoc Committee-** Mr. Lambert recommended that the Board appoint an Ad Hoc Committee for Commercial Design Guidelines. **ACTION:** A motion was made, seconded and

failed that the Board approve the following people for a Commercial Design Guideline Ad Hoc Committee to make recommendations to the Board: Russell Clanagan, Wheeler Abbott, Jr., Chris Shaw, Gus Lipins and David Carroll with Russell Clanagan as the Chair of the Committee. (DeLarge/Stead) Discussion Ensued. **ACTION:** A motion was made, seconded and approved six in favor one opposed (Erhardt) to appoint Russell Clanagan, Wheeler Abbott, Jr., Chris Shaw, Gus Lipins and David Carol to an Ad Hoc Committee for Commercial Design Guidelines and to allow the members to appoint the Chair of the Committee. (Lust/Stead)

4. **Commercial Lighting and Signage Policy-** This item would be included in the Commercial Design Guideline Ad Hoc Committee to address.
5. **Future Board Meeting Dates-** This item will be discussed in further detail later in the Agenda. Mr. Lambert requested that Management place this item on the Agenda for the December Study Session and make recommendations for the 2009 Calendar year.

B. Treasurer's Report

Mr. Erhardt read the Treasurers duties and responsibilities in the Bylaws and updated the Board regarding the current financial status of the Associations funds. Mr. Erhardt reported that the monies are secure and an inventory of the funds has been reviewed and confirmed.

C. Finance Committee

1. **October and November Minutes-** The Board acknowledged the October and November Finance Committee meeting minutes with thanks.
2. **Acknowledge and Read the Action in Lieu to transfer funds to cover the FDIC insured limits in Bank Accounts that was recommended by the Committee and approved by the Board signing an Action in Lieu-** Ms. Lebsack read the following action in Lieu: The Board of Directors approves the recommendation from the Finance Committee that as money is deposited from the October 2008 dues payments, \$100,000 be transferred to the M & I money market account (September investment yield 1.32%), where the Association currently has \$100,017.99. This will bring the balance up to approximately \$200,000, well within the FDIC insurance limits on the M & I account. The Committee would also recommends that after this is done, if there is more than \$200,000 in the National Bank account, any excess above the \$200,000 be transferred to the Treasury Direct account (September investment yield 1.54%) the Association currently maintains. That account invests only in 13-week U.S. Treasury Bills. The current balance in the account is \$444,187.34.
As money is spent from the National Bank account, money will be transferred from the M & I account to replenish the National Bank account up to \$200,000 on a monthly basis. The M & I account will be replenished once it drops to a \$10,000 balance from the Treasury Direct account.
This structure will have all Association funds either covered by FDIC insurance limits or by the full credit of the United States.
3. **Recommendation to approve Mitchell and Roediger to perform the financial Audit for Continental Ranch Community Association in the amount not to exceed \$10,500.**
4. **Recommendation to appoint Debbie Budd to the Finance Committee**
5. **Recommendation to appoint Dale Henson to the Finance Committee.**
6. **Recommendation to approve the October 2008 Financial Reports.**
ACTION: A motion was made, seconded and carried unanimously to approve the above stated recommendations as submitted. (Stead/DeLarge)

D. Managers Report

1. **Storage Facility Condition-** Ms. Lebsack provided photos of the condition of the storage facility that was left by the previous management company. There were several boxes of returned mail and homeowner statements that are required to be filed in each homeowners lot file, termites eating the boxes, an old refrigerator, several as-built plans for various parcels, holiday decorations, cameras, software, phones, and Association files. The storage facility and boxes were not organized so that files could be found and the dust was so thick that it posed a potential health hazard. Management reported that they had not been to storage as a result of protocol that was communicated to them as well as the inaccurate access information that was provided. Discussion ensued.
ACTION: A motion was made, seconded and carried five in favor, two opposed (Erhardt and Lust) to hire an additional employee to work closely with management to organize the files properly and safely so they are in a condition that they can be maintained and easily found. (DeLarge/Stead)
2. **Holiday Office Hours-** The Board discussed the Holiday office hours and agreed that the office should be open Wednesday, December 24, 2008 and Wednesday, December 31, 2008 from 8AM to 12PM, closed Thursday, December 25, 2008, Friday, December 26, 2008, Thursday, January 1, 2009, and Friday, January 2, 2009. Mr. Lambert and Mr. Stead requested that Ms. Lebsack consider leaving the office open from 12-1 during the lunch hour and that this issue may be discussed at a later date.

3. **Letter from Homeowner regarding Staff Complaint-** The Board discussed the letter from a homeowner who was upset with a situation that was caused by a lack of records that were not in the homeowners lot file. Ms. Lebsack stated that the lack of records was not attributable to the current Stratford Management staff. **ACTION:** A motion was made, seconded and carried unanimously to request Management to send a letter to the homeowner apologizing for the situation. (Stead/Lambert)
4. **Sunflower Landscape Maintenance of Perimeter Wall and Medians-** As requested, Ms. Lebsack reported on an email from a Board Member that inquired about a purported agreement between Sunflower and Continental Ranch regarding the Landscape Maintenance of Sunflower's perimeter wall with The Groundskeepers. Ms. Lebsack reported that neither Management nor Sunflower has been able to locate such an agreement. Mr. Erhardt reported that he was certain an agreement exists and that it also involved the Town of Marana. The Board requested Management to contact the Town of Marana to further research the issue.
5. **Recommendation to purchase three rolling storage units for the as-builts/blueprints that belong to Continental Ranch in the amount not to exceed \$580 plus tax. ACTION:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Cordell/Stead)
6. **Recommendation for the Activities Committee to spend \$250 for the Adopt-a-Families. ACTION:** A motion was made, seconded and carried unanimously to approve a total of \$500 for the two adopt-a-families. (Stead/DeLarge)

E. Pool Committee

1. **October and November Meeting Minutes-** The Board acknowledged the minutes, with thanks.
2. **Recommendation to purchase a large clock for the community center pool to replace the small clock on the west wall-**The Board requested that this item be sent back to the Committee for further discussion and recommendations.
3. **Recommendation to allow Saguaro Swim School to begin a 90-day probationary master swim program for homeowners 18 years and older, three days a week from 6AM to 7AM, at the Community Center, to begin the week after MUSD Spring Break, March 22, 2009**
4. **Recommendation to allow Saguaro Swim School to utilize the Community Center Pool for two swim classes at one time which includes no more than two instructors and six students beginning the week before MUSD Spring Break March 8, 2009-** A motion was made, seconded and carried six in favor one opposed (Dan Lust) to approve recommendation 3 and 4 as submitted. (Cordell/Stead)
5. **Recommendation to close the Community Center Pool for the winter -**A motion was made, seconded and carried unanimously to close the Community Center Pool as soon as possible for the winter and re-open the pool on March 8, 2009.(Cordell/Stead)
6. **Recommendation to approve Beth Andersen as Chair of the Committee-** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Stead/Cordell)

F. Landscape Committee

1. **October and November Minutes-** The Board acknowledged the minutes with thanks.
2. **Recommendation to approve to use the Arizona Department of Water Resources-Drought Tolerant/Low Water Use Plant List as the approved plant list for Continental Ranch and also use the plant list suggestion form and have it be available to the homeowners for suggestions.** The motion died and the Board requested that the ARC make a recommendation to be included in the revised Design Guidelines.
3. **Recommendation to approve relocation of the rain master controller inside the pool filter area at Windmill Park to an area outside the pool filter room at a cost not to exceed \$325 + tax.**
4. **Recommendation to approve the proposal to landscape the large common area at the end of the cul-de-sac on Less Ferry at a cost not to exceed \$2,750 plus tax.**
5. **Recommendation to accept the proposal to address the erosion at Coachline and Mission View at a cost not to exceed \$225 plus tax.**
6. **Recommendation to appoint Larry Schoof as Landscape Chair and Fred North as Landscape Co-Chair.**
7. **Recommendation to approve the proposal to replace existing pop-up sprinkler nozzles with MP rotor nozzles at the Parcel 16 tot lot at a cost not to exceed \$175.65 plus tax.**
8. **Recommendation to approve the proposal for materials, equipment, and labor to replace plants and add decorative rock to the parcel 10 entrance median at a cost not to exceed \$2,745 plus tax.**
9. **Recommendation to approve the proposal for materials, equipment and labor to install 18 tons of decorative rock in three separate locations at the entrance of Parcel 23 at a cost not to exceed \$1,530 plus tax.**
10. **Recommendation to install 18 insulated frost covers on the non-insulated backflows throughout the community and provide 26 Master locks with common key to secure all the backflows at a cost not to exceed \$3,385 plus tax.**
ACTION: A motion was made, seconded and carried unanimously to approve recommendations three through ten listed above as submitted. (Stead/Lust)

G. Covenants Committee

1. **November Minutes-** The Board acknowledged the minutes with thanks.
2. **Recommendation to accept fines-** A motion was made, seconded and carried to approve the fine recommendations as submitted.(Stead/Cordell)
3. **AIL Recommendation to change the meeting time to begin the open meeting at 6 PM and the closed meeting for Appeals at 6:30 PM-** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Stead/DeLarge)
4. **The Board acknowledged the resignations of Chuck Stead and Marilyn Steimpson with thanks.**
5. **Recommendation to appoint Angela Wagner-Gabbard, Al Stark, and Debbie Budd to the Covenants Committee. ACTION:** A motion was made, seconded and failed three in favor (Lambert, Stead, and DeLarge) four against (Lust, Erhardt, Cordell, and Steimpson) to approve the recommendation with Al Stark as Chair of the Committee. (Lambert/Stead) **ACTION:** A motion was made seconded and carried to approve the recommendation as submitted by the Covenants Committee. (Lust/Cordell)

H. Architectural Review Committee

1. **October and November Minutes-** The Board acknowledged the minutes with thanks.
2. **Recommendation to accept proposal from Annette Davis, Design Consultant, to review the exterior color pallet and make recommendations to the Committee at a cost not to exceed \$1,000. ACTION:** A motion was made, seconded and carried to approve the recommendation as submitted. (Erhardt/Lambert)
3. **Recommendation to the Landscape Committee to accept the Low Water Use Drought Tolerant Plant List as the suggested plant list, not the Approved plant list and to accept the Invasive Non-Native Plant List as the Prohibited Plant List.** The Board requested that this item be discussed between the ARC and to submit the list with the Design Guideline changes.
4. **Recommendation to appoint Nancy Lambert as Chair of the ARC Committee ACTION:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Stead/Cordell)
5. **Recommendation to appoint Carl Junk to the Committee. ACTION:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Stead/Lust)
6. **Interested Homeowner Barbara Snyder requesting to be on the Committee. ACTION:** A motion was made, seconded and carried unanimously to approve Barbara Snyder to the ARC Committee.(DeLarge/Stead)

I. Activities/Publicity Committee

1. **October and November -**The Board acknowledged the minutes, with thanks.
2. **The Board Acknowledged with thanks the resignations of Linda DiPalma and Barbara Herron**
3. **Suggestions were made from the Committee to appoint Fiona Keller as Chair. ACTION:** A motion was made, seconded, and carried to approve Fiona Keller as Chair of the Committee. (Lust/Stead)
4. **Recommendation to hold a chili cook off and car show on January 31, 2009 at the Windmill Park and donate proceeds to the Marana Food Bank. The motion died due to lack of information and conflicts.**
5. **Recommendation to accept the following as the new advertising rates for the Windmill Community Newsletter: Resident rates, Business Card \$30, ¼ page \$60, ½ page \$90, full page \$150, Non- Residents, Business Card \$45, ¼ page \$90, ½ page \$150, Full Page \$200. With a 10% discount to anyone scheduling three or more consecutive months. ACTION:** A motion was made, seconded and carried unanimously to send the recommendation back to the Committee and request that the committee provide the cost of the Newsletter and the process of how they arrived at the charges of the ads.

J. Strategic Planning Committee

1. **November Meeting Minutes-** The Board acknowledged the minutes with thanks.

K. Facilities Committee

1. **November-** The Board acknowledged the minutes with thanks.
2. **Recommendation to approve the proposal to replace the four-foot tube section of the green slide on the Windmill Park Play structure at a cost not to exceed \$1,220. ACTION:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Stead/Lust)
3. **Recommendation to appoint Carl Junk to the Facilities Committee as Chair and to re-appoint Jane Morrison, Kris McNally, Chuck Simons and Tina Cloutier as Co-Chair for the 2008-2009 fiscal year. ACTION:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. The Board requested that Tina Cloutier attend the Strategic Planning Meetings in place of Carl Junk to allow Mr. Junk to remain on the ARC and the Facilities Committee. (Stead/Cordell)

4. **Recommendation to replace the sand layer around the play structure in Parcel 16 on Veridian and Yellowmoon.** **ACTION:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Cordell/DeLarge)

L. Parcel Representatives (AD HOC)

1. **October and November Minutes-** The Board acknowledged the minutes, with thanks.

IX. UNFINISHED BUSINESS

- A. **Stenographer-** As requested, Management presented two proposals to hire a stenographer to write the Board Meeting Minutes. Management advised against hiring a homeowner due to conflict of interest. **ACTION:** A motion was made, seconded and carried unanimously to approve to hire Edna Coburn at \$14/hour, which includes the time at the meeting plus the hours needed to transcribe the minutes. (DeLarge/Stead)

X. NEW BUSINESS

- A. **Web Page Updates-** The Board postponed action on this item until the December Board Meeting and requested Management to schedule web master, John Crist, to attend the Board Study Session on December 11, 2008.
- B. **Well Site-** The Board postponed action on this item until the December Board Meeting.
- C. **Postage-** The United States Postal Service is requiring all large mailings to be enrolled in a return address program in efforts to reduce the amount of unclaimed mail. As a result, Alphagraphics is now required to enroll their customers in the services. **ACTION:** A motion was made, seconded and carried unanimously to approve \$64 per every 90 days to enroll in the return address services. (Lust/DeLarge)
- D. **Silverbell Wall-** The Board discussed the item and Management presented two proposals. The Board requested that Management contact the Attorney to inquire about options that the Board can discuss at the Study Session.
- E. **Dismiss 2008 Election Committee-** A motion was made, seconded and carried unanimously to dismiss the 2008 Annual Meeting Election Committee with thanks. (Lambert/Stead)
- F. **Consent Agenda-** This item was postponed until the December Board Meeting
- G. **Oleanders-** This item was postponed until the December Board Meeting
- H. **Long-Term Community Center Rental for Light The Way Church-** Discussion ensued regarding the request from Light The Way Church and the New Dimensions church current use of the facility. The contract for New Dimensions Ministries expires at the end of November and Management requested that they submit a request no later than the Friday before the Board Meeting so the Board could review the request. However, no request was received. **ACTION:** A motion was made, seconded and carried to allow Light the Way Church to utilize and rent the back room of the Community Center beginning Sunday, December 7, 2008, through 2009, from 9AM to 12 PM. (Stead/Cordell) The Board requested Management to work with New Dimensions until the next Board meeting where the request to utilize the facility could be discussed.

XI. FUTURE MEETING SCHEDULE

Board Study Session – December 11, 2008 6:30 P.M.

Board Meeting– December 16, 2008 7:00 P.M.

- XII. ADJOURNMENT-** A motion was made, seconded and carried unanimously to adjourn the meeting at 10:11 P.M. (Stead/DeLarge)

Respectfully Submitted,

Sarah Lebsack

Sarah Lebsack, CAAM

Community Manager, Stratford Management

For Continental Ranch Community Association