

CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
MONTHLY MEETING MINUTES
COMMUNITY CENTER
8881 N. COACHLINE BLVD. TUCSON, AZ 85743
SEPTEMBER 30, 2008 AT 7:00 PM

A meeting of the Board of Directors of the Continental Ranch Community Association (CRCA) was held on Tuesday, September 30, 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. Sarah Lebsack, Community Manager and Jennifer Swarts, Assistant Manager represented Stratford Management. Business was conducted as follows:

- I. **CALL TO ORDER-** President John Crist called the meeting to order at 7 P.M.
- II. **ROLL CALL** - John Crist, Dan Lust, Randall Damewood, Carl Junk, Angela Wagner-Gabbard, John Lambert, and Debbie Budd were all present.
- III. **INVITED GUESTS** – Steve Olson spoke about the proposed cell tower site that will be located on Twin Peaks and he answered homeowner’s questions.
- IV. **HOMEOWNER FORUM-** A homeowner expressed concerns regarding the Association hiring an additional Covenants Employee to perform site tours.
 - A homeowner believes that number ten under the managers report should be a facilities matter.
 - A homeowner expressed concerns regarding the cell tower.
 - A homeowner expressed concerns regarding lowering the homeowners dues for 2008/2009.
 - A homeowner questioned if an elected Board had more authority than an appointed Board.
 - A homeowner reported that the minutes should include the names of the Board Members that are against a motion and in favor of a motion.
 - A homeowner expressed concerns regarding the additional covenants employee and the actions that an appointed Board has approved.
 - A homeowner expressed concerns regarding the September Covenants Meeting that was not held owing to a lack of quorum.
 - A homeowner thanked the Board for addressing her concern at the last Board meeting.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES:** A motion was made, seconded and carried unanimously to approved the August 26, 2008 Board Meeting Minutes with the following correction: under D, Pool Committee, number 7, the correct price for the filter system is \$7,164.42.(Damewood/Wagner-Gabbard) A motion was made, seconded and carried to approve the September 17, 2008 Special Meeting Minutes. (Wagner-Gabbard/Damewood)**1 Opposed -Dan Lust**
- VI. **APPEALS, REQUESTS & WAIVERS** –
 1. **17-055- Appeals and request to remove fines-** A motion was made and seconded to relieve the homeowner of all fines so as to bring the homeowners account to a zero balance. (Lust/Lambert) A motion was made, seconded and carried unanimously to make friendly amendment to relieve the homeowners of all charges on the account including legal fees so as to bring the account to a balance of \$148.50 which is an unpaid assessment. (Wagner-Gabbard/Junk)
- VII. **REPORTS**
 - A. **President’s Report**
 1. 2008/2009 Budget and Lowering of the Dues
 2. Waste Management update
 3. Draft and revise Board Member Policy- A motion was made, seconded and carried to revise the Board Member Policy (Wagner-Gabbard/Budd)

4. Procedure for Calling the Question
5. Thank current Board Members for their services
6. Good Luck to the Candidates

B. Finance Committee

September 15, 2008- Meeting held virtually- The Board requested that Management ask the attorney about virtual meetings for Committees.

1. **August financials were reviewed by the Committee and they were recommended to be sent to the Board.**

C. Manager's Report

1. I would like to thank each Board Member and Committee Member for all of your hard work, the time you put forth toward building a better community, and your various perspectives on every issue that comes before you. I have had the pleasure of working with each of you the last three to seven months and look forward to seeing all of you in the next fiscal year.
2. We were able to send out all of the Annual Meeting material this week with the gracious help of our homeowner volunteers. We would like to thank those of you who assisted our office to make the mailing possible. However, I must inform you that we have received several calls and visits from people who were either mailed the Annual Meeting notice at their property address and it was addressed to the old owners or the old owners received the packet at another address and reported that they sold the house a few years ago. We followed the instructions from Voyager to print the labels for current owners and unfortunately some of the information printed from Voyager was incorrect. I have posted a notice in the newsletter inviting anyone with problems with the annual meeting notice and to bring the packet (if any) you received so we can provide homeowners with a new packet. Management does not know the exact cause of the problem. We have the correct information in Voyager and when we pull it up on the screen it is correct however the labels were obviously a different story and we are now aware that we cannot trust the Voyager System. We are doing everything we can to get the news out to the homeowners regarding the matter.
3. Regarding the Legal opinion from Jonathon Olcott that was passed by the Board last month for the Tennis Court matter and the question of possibly adding a Grandfather Clause to the CC&R's, Mr. Olcott e-mailed me three separate contracts that the Board will have to discuss. One of the three contracts must be signed before Mr. Olcott can provide the Board with his legal advice. I have included the contracts in the packet for you to review prior to the meeting for discussion and a decision.
4. Jon Love with Apache Business Systems contacted our office to notify us that the lease has come due on the current postage machine. A new machine will be delivered shortly at the rate of \$75.95 per month that includes maintenance of the machine.
5. John Lambert and I met with owner of Stratford Management, David Grant and General Manager, Les Krambeal for clarification on the software program VMS. I have included a copy of the email which includes the items of discussion at the meeting. Please let me know if you have any questions regarding this matter.
6. Please be aware that some of the Committees have decided not meet in October, as a Board Meeting is not scheduled during the month. Please refer to the calendar in the newsletter as well as online for an update of the meetings.
7. There were two maintenance items that were considered emergency status that were repaired this month. The first item was the fence around the Tot pool and the Community Center. The tot pool fence was rusted in several places. Due to the severity of the rust, the Association was in danger of a fine from the county if not repaired. Furthermore, the wrought iron fence along the north wall was found to be detached from the stucco wall, thus allowing small bodies to possibly enter the pool area. The cost to replace the fence was \$3,154. A second matter that was brought to Management's attention was the door at the Community Center to the pool chemical equipment room that was "left open" on several different occasions. Upon inspection of the door, it was determined that the frame and door were rotted and the room could be easily broken into. Management requested a new door and frame be installed immediately. The door is on order and is expected to be delivered the week of September 30, 2008. **Action: A motion was made, seconded and carried to approve the repairs as needed. (Wagner-Gabbard/Junk)**
8. I have received two proposals for the re-plaster of the Windmill Park Pool. Meadows Plastering proposed to re-plaster the pool and spa in the amount of \$32,636.24, plus a \$1,350 fee for the post-plaster care. Patio Pools submitted a proposal to re-plaster the pool and spa in the amount of \$38,735. The Pool Committee noted that Meadows Plastering satisfactorily performed the re-plastering at the Tot Pool.

9. Jim Susa, John Lambert, Angela Wagner-Gabbard and I met with Waste Management on September 24, 2008 to discuss the current contract. Waste Management will be sending correspondence to Management regarding the items in the contract that were discussed and any offers they wish to present to the Community.
10. To date, we have not received a response regarding the \$100 reward for the person who damaged the Marquee. However, Activities Director Lexie Burke presented the Committee with proposals to repair the marquee based upon the Activities Meeting minutes that recorded past recommendations to the Board, including purchasing the Marquee as well as the various items that are attached to the Marquee. Barbara Herron, Chair of the Activities Committee, declined to discuss the proposals stating that "it was not in the jurisdiction" of the Activities Committee to make that recommendation to the Board. Therefore, I requested Lexie to provide me with the proposals for the Board to review. Management suggests that the Board ask the Activities Committee to please accept the marquee maintenance as an Activities Committee responsibility.
11. Regarding Room Rentals, there was a minor error that was brought to Management's attention regarding the rental fees for the Community Center. Management requested that the Activities Committee review the current policy as a result of the Room Rental Task Force Committee dissolution and make recommendations to the Board to make the policy clear. The Chair of the Activities Committee stated that this item was not an Activities Committee issue> Therefore, Management request that the Board review the highlighted sentence on the Lease Agreement for clarification regarding the room rental rates. **Action: A motion was made, seconded and unanimously carried to approve non-homeowners pay \$25 per hour to rent one room at the community center and \$40 per hour to rent both rooms at the community center. (Lambert/Budd)**
12. The General Manager of Stratford Management, Les Krambeal, will be leaving Stratford Management at the end of September. The position of General Manager will be assumed by current Director of Management Services, Joseph O'Hagin.

D. Pool Committee

1. **September 8, 2008 Meeting Minutes-** The Board acknowledged the minutes, with thanks.
2. **Recommendation to approve the necessary expense to replace the fence at the Community Center Pool as soon as possible.** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Wagner-Gabbard/Junk)
3. **Recommendation to approve the green agate tile for the Windmill pool during re-surfacing.** A motion was made, seconded, and carried unanimously to approve the recommendation as submitted. (Junk/Wagner-Gabbard)
4. **Recommendation to replace all of the skimmer baskets at the Windmill Pool during the replacement of the filter system.** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Wagner-Gabbard/Budd)

E. Landscape Committee

1. **September 2, 2008 meeting minutes-** The Board acknowledged the minutes with thanks.
2. **Recommendation to appoint homeowner Vija Lipins to the Landscape Committee.** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Lambert/Wagner-Gabbard)
3. **Recommendation to accept the rip rap to cover the erosion at Marabella II and to fill in the sink hole at Parcel 9 due to liability issues.** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Junk/Wagner-Gabbard)
4. **Recommendation to approve the purchase and install of an insulated backflow cover for ¾" FebcO backflow in Parcel 51 located on the east corner of Carefree Way and Placita Murietta at a cost not to exceed \$180+tax to prevent the backflow from freezing in the winter.** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Wagner-Gabbard/Budd)
5. **Recommendation to remove one dead tree at a cost not to exceed \$400 + tax at the Windmill Park Pool.** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Junk/Wagner-Gabbard)

F. Covenants Committee

1. **September 9, 2008-No quorum**
2. **As a result of the Committee not having quorum Management respectfully requests the Board to review the enclosed recommendations for fines and the files that are attached to them for approval at the Board Meeting.-**A motion was made, seconded and carried unanimously to send the fines back to Covenants for recommendations to the Board.

G. Architectural Review Committee

1. **September 3, 2008 and September 17, 2008 minutes-** The Board acknowledged the minutes with thanks.

H. Activities/Publicity Committee

September 8, 2008 meeting minutes- The Board acknowledged the minutes, with thanks.

1. **Recommendation to provide the Activities Committee with \$3000 to obtain various 20th Anniversary logo items that will be integrated into the Fall Festival in November 2008.-** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Wagner-Gabbard/Damewood)
2. **Recommendation to eliminate the inserted ads from the Newsletter, except for the goldenrod insert of the Activities Committee beginning January 2009.-** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Junk/Wagner-Gabbard)

I. Strategic Planning Committee

1. **September 11, 2008 meeting minutes-** The Board acknowledged the minutes, with thanks.

J. Facilities Committee

1. **September 15, 2008 meeting minutes-** The Board acknowledged the minutes, with thanks.
2. **Recommendation to approve the proposal from Antech Corporation to compete the name your parcel monuments, letters and logos at parcel 28 and parcel 40 at a cost not to exceed \$7120.67.-** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Junk/Wagner-Gabbard)

K. Rental Room Task Force (AD HOC)

1. No meeting was held.

L. Parcel Representatives (AD HOC)

1. **September 10, 2008 Minutes-** The Board acknowledged the minutes, with thanks.

VIII. OLD BUSINESS

1. **Covenants Additional Employee- Management requests direction from the Board regarding the hours and specific duties that the additional employee work and perform.-** A motion was made, seconded and failed to table this matter until the new Board comes on in November. (Lambert/Lust) 4 Opposed- Carl Junk, Angela Wagner-Gabbard, Debbie Budd, and Randall Damewood. **Action:** Discussion ensued. Thereafter, a motion was made, seconded and carried unanimously to direct management to hire additional staff for the covenants position and perform weekend tours, morning tours and evening tours or as management sees fit. (Damewood/Junk) 2 opposed, Dan Lust and John Lambert
2. **Legal opinion on proposal to add a Grandfather Clause to CC&R's. - Please see the enclosed contracts from Jonathan Olcott.** A motion was made, seconded and carried unanimously to postpone the issue until November when the new Board is in place. (Lambert/Wagner-Gabbard)
3. **Tennis Courts- Please see the enclosed contracts from Jonathan Olcott.-** A motion was made, seconded and carried unanimously to postpone the issue until November when the new Board is in place.(Lambert/Wagner-Gabbard)
4. **New Data Base Program VMS-** A motion was made, seconded and carried unanimously to postpone the matter until Stratford Management is closer to installing the software at their main office.

IX. NEW BUSINESS

1. **Dismiss the 2008/2009 Nominating Committee, with thanks.-** A motion was made, seconded and carried unanimously to dismiss the Nominating Committee, with thanks. (Lambert/Angela) The Board requested that Ms. Lebsack attend the Meet the Candidates Night on October 7, 2008.
2. **Windmill Pool Resurface-** A motion was made, seconded and carried unanimously to approve the bid from Meadows Plastering in the amount of \$32,636.24 to re-plaster the Windmill Park pool.
3. **Sunflower Report-** Ms. Wagner-Gabbard provided the Board with an update on the items she discussed with the Sunflower Board.

X. FUTURE MEETING SCHEDULE

Board Study Session – October 22, 2008 6:30 P.M. –Annual Meeting Preparation

Board Meeting–October 29, 2008 6:30 P.M. A short Board Meeting will be held for election of officers.

- XI. ADJOURNMENT-** A motion was made, seconded and carried unanimously to adjourn the meeting at 9:25 P.M. (Junk/Wagner-Gabbard)

