

**CONTINENTAL RANCH COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS**  
**MONTHLY MEETING MINUTES**  
**COMMUNITY CENTER**  
**8881 N. COACHLINE BLVD. TUCSON, AZ 85743**  
**FEBRUARY 25, 2009 AT 7:00 PM**

A meeting of the Board of Directors of the Continental Ranch Community Association (CRCA) was held on Wednesday, February 25, 2009, 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, and Jennifer Swarts, Assistant Manager, represented Stratford Management. Business was conducted as follows:

- I. CALL TO ORDER-** President John Lambert called the meeting to order at 7:10 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-** A motion was made, seconded and carried unanimously to approve the Agenda with the following changes: VIII. "Approval of Consent Agenda" add number 15. Recommendation from the Covenants Committee to accept lot clean-ups and number 16. Accept Jay Gerding's resignation from the Finance Committee with thanks. XI. "New Business" add letter E. Continental Ranch Little League Field Use and letter F. Letter from homeowner regarding ARC.
- IV. INVITED GUESTS –** There were no invited guests.
- V. HOMEOWNER FORUM-** Homeowners were able to express their concerns to the Board and Management at this time.
- VI. APPROVAL OF PREVIOUS MEETING MINUTES:** A motion was made, seconded and carried unanimously to approve the January 28, 2009 Board Meeting Minutes as submitted.(Stead/DeLarge) A motion was made, seconded and carried unanimously to approve the January 14, 2009, January 20, 2009, January 22, 2009, January 26, 2009, and February 9, 2009 Executive Session meeting minutes as submitted. (Cordell/Stead)
- VII. APPEALS, REQUESTS & WAIVERS –**  
**There were no appeals, requests, or wavers at this time.**
- VIII. APPROVAL OF CONSENT AGENDA**
  1. February 9, 2009 Pool Committee Meeting Minutes.
  2. Recommendation from Pool Committee to accept the proposal from Oasis Pools to bring the Windmill Pool and the Community Center Tot Pool in compliance with the Virginia Graeme Baker Law at a cost not to exceed \$2,478.02.
  3. February 3, 2009 Landscape Committee Meeting Minutes.
  4. Recommendation from the Landscape Committee to accept the offer from Tucson Turf to add a piece of turf in the pool area at no cost to the Association to receive feedback from homeowners.
  5. February 10, 2009 Covenants Committee Meeting Minutes.
  6. February 4, 2009 ARC Minutes.
  7. February 2, 2009 Activities Committee Meeting Minutes.
  8. Recommendation from the Activities Committee to accept the approval to add inserts back into the newsletter.
  9. Recommendation from the Activities Committee to accept the recommendations and denials for the Board of Directors recap, Feature a Committee in the Newsletter each month, and to add a classified section to the newsletter column line (3 ½"), New Romans Times 12pt average 50 characters per line \$2 per line-maximum of 4 lines for Continental Ranch homeowner's only.
  10. Recommendation to accept the approval for the CRCA 2009 Calendar of Events.
  11. Recommendation from the Activities Committee to host a booth at the Marana Hip Hop event on April 11, 2009 and raffle off Easter baskets at a cost not to exceed \$100.
  12. Recommendation from the Activities Committee to accept the approval to buy plastic egg donations for the Town of Marana Hip-Hop event at a cost not to exceed \$500.
  13. Recommendation from the Activities Committee to accept the approval of the Annual Spring Concert to be held on May 2, 2009, from 6:00 P.M to 8:30 P.M. at a cost not exceed \$2500.

14. February 16, 2009 Facilities Committee Meeting Minutes.
  15. Recommendation from the Covenants Committee to accept lot clean-ups.
  16. Accept Jay Gerding's resignation from the Finance Committee with thanks.
- Action:** A motion was made, seconded and carried unanimously to approve the Consent Agenda. (Erhardt/Stead)

## IX. REPORTS

### A. President's Report

1. **Light Pole Policy-** Discussion ensued regarding the current light pole policy. **Action:** A motion was made, seconded and carried unanimously to postpone action on this item until after the proposed Design Guideline's come back from the Attorney. (Stead/Lust)
2. **Alcohol Policy- Late Fee Policy-** The Board discussed the current policy that is in place regarding Alcohol with each other, the homeowners and management. Discussion ensued and a motion was made, seconded and carried to rescind the current Alcohol policy that is in place. (Lust/Stead)
3. **Report from Mr. Lambert-** Mr. Lambert reported that he is not comfortable with the financial reports of the Association and would like the Committee's to be aware of elective projects versus projects that need to be complete. Mr. Lambert requested that the Committee's hold off until May or June on projects that they can hold off on for a better figure of where the Association is half way through the fiscal year.

### B. Treasurer's Report

Mr. Erhardt reported the month ending January 31, 2009 financials.

### C. Finance Committee

**There was no meeting held in February**

### D. Managers Report

1. **Association Contract with Ms. Coburn and the insurance requirements-** Ms. Lebsack reported that the current Insurance Carrier, State Farm, will not cover Ms. Coburn, as the Association does not maintain a Worker's Compensation Policy. Ms. Lebsack provided the supporting emails in the Board Books. However, it is now a non-issue as Ms. Coburn resigned via email to the Board of Director's on Friday, February 20, 2009.
2. **Office Hours-** Ms. Lebsack reported that Management maintained a log for activity from 5-6 PM Monday through Friday for the past two months that the office has been open from 8 AM to 6 PM. The sign-in sheet that homeowners sign when they come into the office and the log that Management maintained for phone calls from 5-6 PM shows as few as ten (10) homeowner's coming into the office during the past two months from 5-6 PM. Ms. Lebsack reported that she knows the Board is looking for ways to cut costs and, due to the facts presented, she suggested that the Board may wish to consider remaining open for only forty hours a week.
3. **Homeowner Forum is Scheduled-** The homeowner forum for Landscape is scheduled for March 24, 2009, at 7:00 P.M. at the Community Center.
4. **PA System-** Ms. Lebsack provided further research on additional PA Systems as requested by the Board and provided that information in the Board books for review.
5. **Association Records Update-** Ms. Lebsack reported that the lot files are nearly half-way complete and all of the documents that were in the Storage Facility off-site are now on-site. The Activities supplies were moved over to the off-site storage facility and Management is waiting for a price on the file system for the office.
6. **Committee Budgets-** Ms. Lebsack reported that she requested her staff to begin working with their Committee's on the 2009/2010 Budget in an effort to present them to the Finance Committee in May.
7. **Schedule for the 2009 Annual Meeting-** Ms. Lebsack provided a draft schedule for the 2009 Annual Meeting of the Members in the Board books for review. Ms. Lebsack requested the Board review it before the March Board Meeting for approval.
8. **Gratitude to the Community for a Successful Year-** Ms. Lebsack thanked the Community for all of the support and patience that each member of the Community has shown to Management during the past year. Ms. Lebsack reported that she hopes that the positive relationships continue and looks forward to working with the Community toward another successful year.
9. **ARC request to change meeting days to Thursday's and the first meeting of the month to 7 P.M.-** Ms. Lebsack alerted the Board of the change request. Mr. Lambert stated that the Board does not need to approve a request from a Committee to change the date and times of their meetings.

### E. Pool Committee

1. **Recommendation to accept the proposal from Oasis Pools to replace four (4) heaters at the Community Center pool which includes the tot pool at a cost not to exceed \$12,364.** Discussion took place regarding the

new information that the Board requested Ms. Lebsack to obtain from Oasis Pools, which provided less expensive options by Oasis Pools that were within the budgeted amount for 2008/2009.

**Action:** A motion was made, seconded and carried unanimously to approve the recommendation from Oasis Pools to replace the center heater at the Community Center Pool at a cost not to exceed \$3,253.90. (Cordell/Stead)

**F. Landscape Committee**

1. **Recommendation to accept the definition of plant removal is 90%-95% of the root removal and application of round up as needed and removal if warranted-** Discussion took place regarding the definition and the purpose for the recommendation. Larry Schoof, Landscape Committee Chair, reported that the purpose for the definition recommendation is to provide a guide that can be referred to by Management, The Board, The Groundskeepers, and the homeowner's. **Action:** A motion was made, seconded and carried unanimously to accept the recommendation as submitted. (Cordell/DeLarge)

**G. Covenants Committee**

1. **Recommendation to accept fines-** A motion was made, seconded and carried unanimously to approve the fines as submitted. (Stead/Cordell)

**H. Architectural Review Committee  
Consent Agenda**

**I. Activities/Publicity Committee**

1. **Recommendation to accept the approval for the Activities Committee to host a shredding party on April 25, 2009 free to the homeowners.** A motion was made, seconded and carried unanimously to postpone the recommendation from the Activities Committee until the cost to the Association is known. (Connie/Marilyn)
2. **Recommendation to accept the approval of the Activities Committee meeting time be changed from 10 AM to 7 PM on the first Monday of every month.** Mr. Lambert stated that requested change did not require Board approval.

**J. Strategic Planning Committee  
No Meeting**

**K. Facilities Committee**

1. **Recommendation to purchase one to four thirty gallon steel drums with the 20<sup>th</sup> anniversary CRCA logo on the to be used as trash cans at a cost not to exceed \$80 a unit.**
2. **Recommendation to accept the proposal from BC Contractors to weather-proof the storage shed (AKA baseball shed) and to repair the men's and women's restrooms at the Windmill Park pool at a cost not to exceed \$15,775.26.**
3. **Recommendation to accept the proposal from Abeyta Painting to paint the interior of the Windmill office at a cost not to exceed \$4,265.**
4. **Recommendation to purchase new office furniture and conference room furniture at a cost not to exceed \$7,735**

Discussion ensued regarding the necessity of number three and four at the current time. **Action:** A motion was made, seconded and carried unanimously to approve recommendations numbers one and two, as submitted, and to postpone action on recommendations three and four. (Lust/DeLarge)

**L. Parcel Representatives (AD HOC)**

1. **February 4, 2009 Meeting Minutes-**
2. **Discuss minutes and review Committee actions-**Ms. Lebsack requested the Board to read the February minutes that were submitted and included in the Board books. Ms. Lebsack expressed concern that the Committee was acting on behalf of the Association without prior approval from the Board of Directors. Mr. Lambert requested Management to write a letter to the Parcel representatives reminding them that anything they do on behalf of the Association requires Board approval and if they continue to do things without prior approval from the Board then the Board can dismiss them as a Committee.

**M. Commercial Sign (AD HOC)**

1. **Discussion of Committee Notes regarding Title 16-**Discussion took place regarding the notes that the Committee submitted to the Board summarizing Marana's Title 16.

**X. UNFINISHED BUSINESS**

- A. PA System-** The Board stated that the PA System may not be needed after all and postponed action on the issue until further notice.
- B. Filing System-** Ms. Lebsack reported that Management received the drawings and details of a few filing systems for the office. However, the estimator did not include the costs on the drawings. As result, the Board postponed action on this item until further notice.
- C. Waste Management-**The Board is still in negotiations with Waste Management.
- D. Item’s to be sent to Attorney-**Currently, the items that have been sent to the Attorney are: Waste Management, Parking, and the proposed Design Guideline’s.
- E. Village Management System (VMS)-**Discussion took place and the item will be postponed until further notice. The Board requested that Vince Braun of Stratford Management inform them of how the website for VMS and the current website will interface with each other and they are awaiting a response.
- F. Website-** This item is postponed until the Board can understand the questions that were asked regarding VMS.

**XI. NEW BUSINESS**

- A. Announce Management Contract Renewal is February 28, 2009-** The Board is still in negotiations with Management.
- B. New Dimensions Contract-** The Board discussed the issues surrounding the rental of the community center and stated that they will support the decision that management made regarding the matter.
- C. Insurance Renewal-**Management presented the Board with three proposals for Insurance from State Farm, Community Association Underwriters (CAU), and Travelers Insurance. The Board discussed the proposals and the renewal certificates from State Farm. **Action:** A motion was made, seconded and unanimously carried to approve the annual premium for a three-year term from CAU in the amount of \$19,177.(DeLarge/Stead)
- D. Continental Ranch Little League Baseball Field Use Agreement-**A motion was made, seconded and carried unanimously to approve the Continental ranch Little League Baseball Field use agreement.(Lust/Stead)
- E. Letter from Homeowner regarding ARC-**Mr. Lambert expressed his frustrations with a letter that was addressed to the Board from an anonymous homeowner regarding the color of house, and stated that all homeowner’s who want answers and expect to get responses from the Board cannot issue anonymous letters.

**XII. FUTURE MEETING SCHEDULE**

Board Study Session – March 18, 2009, 6:30 P.M.  
 Homeowner Forum- March 24, 2009, 7:00 P.M.  
 Board Meeting– March 25, 2009, 7:00 P.M.

- XIII. ADJOURNMENT-** A motion was made, seconded and carried unanimously to adjourn the meeting at 9:20 P.M. (DeLarge/Stead)

Respectfully Submitted,

*Sarah Lebsack*

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