

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

A meeting of the Board of Directors of the Continental Ranch Community Association (CRCA) was held on Wednesday, March 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. Community Manager Sarah Lebsack represented Stratford Management. Business was conducted as follows:

- I. **CALL TO ORDER-** President John Lambert called the meeting to order at 7:03 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: VI. "Approval of Previous Meeting Minutes" delete January 28, 2009 Minutes and executive session minutes from January 14, 2009, January 20, 2009, January 22, 2009, January 26, 2009 and February 9, 2009 and add February 25, 2009 Board Meeting Minutes and Executive Session Minutes of February 25, 2009 and March 5, 2009. VII. "Approval of Consent Agenda" the word Acknowledge should be the first word in sentences 1, 5, 6, 7, 11, 12, 14, and 16. Remove number 15. IX. "Reports" D. Managers Report add 6. Newsletter Process and 7. Response from Platinum Management, F. Landscape Committee, 5. Recommendation to approve materials, installation and labor for irrigation and plants at Parcels 42 and 43 at a cost not to exceed \$10,975. I. Activities/Publicity Committee, delete 1 and 2 and add 1. Recommendation to accept new advertising costs for the Windmill Newsletter.
- IV. **INVITED GUESTS –** There were no invited guests.
- V. **HOMEOWNER FORUM-**
A homeowner introduced himself and two members running for the Town Council.
A homeowner provided information for Patio Connection to repair the pool furniture rather than throwing it away.
A homeowner and Chair of the Parcel Representatives expressed his displeasure with the letter that was received from Management on behalf of the Board regarding the Parcel representatives.
A homeowner and Chair of the Landscape Committee expressed his concern and of several others regarding the dismissal of Assistant Manager, Jennifer Swarts.
A homeowner expressed concern regarding the dismissal of Jennifer Swarts and inquired if it was a Board decision or the decision of one person.
A homeowner expressed concern regarding the dismissal of Jennifer Swarts without a review and would like to her to be re-hired.
- VI. **APPROVAL OF PREVIOUS MEETING MINUTES:** A motion was made, seconded and carried unanimously to approve the February 25, 2009 Board Meeting Minutes, the February 25, 2009 and March 5, 2009 Executive Session Meeting minutes as submitted. (Cordell/Lust)
- VII. **APPEALS, REQUESTS & WAIVERS –**
There were no appeals, requests, or wavers at this time.
- VIII. **APPROVAL OF CONSENT AGENDA**
 1. Acknowledge March 11, 2009 Finance Committee Meeting Minutes.
 2. Recommendation to accept January and February 2009 Financials.
 3. Recommendation to approve \$100,000 from the C.D. at Washington Federal Bank be placed back into a six month C.D. at Washington Federal Bank.
 4. Acknowledge Jim Susa's resignation with thanks.

5. Acknowledge March 9, 2009 Pool Committee Meeting Minutes.
6. Acknowledge March 3, 2009 Landscape Committee Meeting Minutes.
7. Acknowledge March 10, 2009 Covenants Committee Meeting Minutes.
8. Recommendation from the Covenants Committee to accept fine recommendations.
9. Recommendations from the Covenants Committee to appoint Shayne McCaslin and Paul Taylor to the Covenants Committee.
10. Recommendation to allow the Covenants Committee to meet at the Windmill Park office for a trial of ninety (90) days.
11. Acknowledge February 18, 2009 and March 4, 2009 ARC Minutes.
12. Acknowledge March 2, 2009 Activities Committee Meeting Minutes.
13. Recommendation from the Activities Committee to accept new advertising rates for the Windmill Newsletter.
14. Acknowledge March 12, 2009 Strategic Planning Committee Meeting Minutes.
15. Acknowledge March 4, 2009 Parcel Reps. Meeting Minutes.
16. Recommendation from the Parcel Representatives Ad Hoc Committee to allow homeowners in good standing, Phyl and Eloisa Jones, to become Parcel Representatives for Parcel 51.
17. Recommendation from the Parcel Representatives Ad Hoc Committee to allow homeowner in good standing, Richard Seiwert, to become a Parcel representative for Parcel 26.
18. Acknowledge Tara Curtis's resignation from the Parcel Representatives Ad Hoc Committee with thanks.(Parcel 26)
19. Acknowledge Lori Penwell's resignation from the Parcel Representatives Ad Hoc Committee with thanks.(Parcel 24A)

Action: A motion was made, seconded and carried unanimously to approve the Consent Agenda. (Lust/Stead)

IX. REPORTS

A. President's Report

Wildflower Policy- Mr. Lambert discussed writing a resolution that would allow homeowners to have wildflowers in the their yards, provided that they send management notification of their intentions, the type of wildflowers in their yard and that they understand that they must be cleaned up after they have bloomed to avoid a violation letter.

B. Treasurer's Report

Mr. Erhardt reported on the financials for the month ending February 28, 2009.

C. Finance Committee

See Consent Agenda

D. Managers Report

1. **Association Insurance is Secured-** The Association secured new insurance with Community Association Underwriter's (CAU) which is effective for three years from March 5, 2009.
2. **Friendly Reminder that Board Members cannot serve on A Committee while serving as a Board Member-** Ms. Lebsack reminded the Board that Board Members cannot serve on any committee while serving on the Board.
3. **Letter to Sunflower Regarding Light Mitigation-** Ms. Lebsack reported that she hand delivered the letter to Sunflower regarding the finds for the Light Mitigation on Twin Peaks across from Safeway.
4. **Assistant Manager Replacement-**Ms. Lebsack stated that she is currently conducting interviews to fill the Assistant Manager position and hopes to have the position filled by the end of the month.
5. **Future Staff Evaluations-** Ms. Lebsack reported that she is working toward implementing a quarterly staff evaluation form that Board members will complete in efforts to improve the service Management provides and tackle any problems with staff prior to the issue getting out of hand and not handled properly.

E. Pool Committee

1. **Recommendation to hire a pool monitor supervisor provided that it is possible to stay within the budgeted amount and the Committee us not opposed to hiring homeowners.**
Action: A motion was made, seconded and carried six in favor, one opposed (Lust) to approve the recommendation. (DeLarge/Steimpson)

F. Landscape Committee

1. **Recommendation to accept the proposal from The Groundskeepers to install two (2) tons of 6"-12" limestone rip rap with filter fabric along Coachline Blvd. at parcel 43 at a cost not to exceed \$225 - Action:** A motion was made, seconded and carried unanimously to accept the recommendation as submitted. (Lust/DeLarge)
2. **Recommendation from The Groundskeeper to provide materials, equipment and labor to install and irrigate a total of 160 plants and install nine (9) 3'x3' boulders at Parcels 42 and 43 at a cost not to exceed \$10,975.** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (Lust/DeLarge)
3. **Recommendation to accept the proposal from The Groundskeepers for six (6) 12" barrel cactus, two (2) fire barrel cactus, three (3) five-gallon red fairy dusters, three (3) five one-gallon toothless desert spoons, two (2) five-gallon emu bushes, fifteen (15) tons of decorative rock and one (1) 2'x2' boulder at a cost not to exceed \$1,970.** Discussion took place regarding the proposal and the location. **Action:** A motion was made, seconded and carried six in favor one opposed (Stead) to approve the recommendation as submitted. (Lust/DeLarge)
4. **Recommendation to accept the proposal to have eleven (11) tree stumps ground to 4" below grade at a cost not to exceed \$575.** Discussion ensued regarding the location of the stumps and the reasoning behind the stumps existing. **Action:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (DeLarge/Cordell)
5. **Recommendation to accept the proposal from The Groundskeeper to install four (4) oak trees at Windmill Park around the play structure at a cost not to exceed \$625.** A motion was made, seconded and failed to carry, seven opposed. (Lust/DeLarge)

G. Covenants Committee

See Consent Agenda

H. Architectural Review Committee

1. **Submittal for Temporary Signage-** The Board requested Ms. Lebsack to send a letter to the commercial property requesting temporary signage stating that Continental Ranch does not have any rules on Temporary signage and therefore they will have to contact the Town of Marana.
2. **Recommendation to request that Commercial Sign Ad Hoc Committee to write a proposal for the Commercial Sign Criteria based on Marana's title 16 for CRCA to adopt.** Discussion ensued regarding the request.
3. **Recommendation to accept the proposed paint palette for exterior house colors for CRCA. The proposed colors will be approved by Management within 48 business hours of submittal provided that the base and trim colors do not deviate from the palette.** Discussion ensued regarding the approval process. **Action:** A motion was made, seconded and carried unanimously to approve the paint palette as submitted. (Steimpson/DeLarge)

I. Activities/Publicity Committee

1. **Recommendation to accept the proposed prices for advertising in the Windmill Newsletter-** The Board discussed the proposed prices for the advertising in the Newsletter. **Action:** A motion was made, seconded and failed, three in favor (Cordell, Marilyn and Chuck) four opposed (DeLarge, Erhardt, Lust, Lambert). The Board requested that the Activities Committee resubmit a new recommendation.

J. Strategic Planning Committee

See consent Agenda

K. Facilities Committee

1. **Recommendation to approve to purchase two oval slide extensions from Tucson Play Systems at a cost not to exceed \$2,300. Action:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted. (DeLarge/Lust)
2. **Recommendation to request Management to facilitate the repair of the split rail fence at Parcel 3 pocket park at a cost not to exceed \$200. Action:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted.(DeLarge/Erhardt)
3. **Recommendation to approve the change order proposal from B.C. Contractors Inc. in the amount of \$653.37 for removal and replacement of the countertop in the women's restroom at the Windmill Park pool. Action:** A motion was made, seconded and carried unanimously to approve the recommendation as submitted.(Cordell/Stead)

L. Parcel Representatives (AD HOC)

1. **Recommendation to invite Dianne Van Horn to address the Parcel Representatives May 6th meeting on the topic of a Neighborhood Watch Program.** Mr. Lambert reported to the Parcel representatives that they did not need a recommendation to invite Ms. Van Horn to the meeting in May.
2. **Recommendation that all or some of the Board of Directors attend a Neighborhood Watch Program meeting on May 6, 2009, 7PM, at the Community Center.** The Board reported that they cannot force the other Board members to attend however most of the Board members indicated that they would try to attend the meeting.

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. **Village Management System (VMS)-** The Board discussed the options that were presented to them regarding the financial impact that installing VMS will have on the Association. **Action:** A motion was made, seconded and carried unanimously to approve option one (1) provided by Stratford Management which includes the following: Fee for VMS is \$350 per month, Broadband internet Service is estimated at \$100 per month, VPN Appliance \$512, Database Conversion \$1,000, Training paid for by Stratford Management, IT Support paid for by Stratford Management, and VMS Maintenance and Support paid for by Stratford Management. (Stead/ DeLarge)
- B. **Filing System-** Discussion ensued regarding the proposals for the new filing system to be installed in the office. **Action:** A motion was made, seconded and carried six to one (opposed: Lust) to approve option two (2) Tri-File- Legal Sized Files, Richard Wilcox in the amount of \$10,763.95. (Cordell/Stead)
- C. **Design Guidelines-** The Board reviewed the proposed Design Guidelines that were reviewed by the Association's attorney and requested that management send a post card to all homeowners notifying them that there will be two copies of the proposed Design Guidelines available in the office for their review. Comments/suggestions/concerns may be made to the Board before the Study Session on April 22, 2009. The Board will review the homeowners comments and discuss them at the April 29, 2009 Board meeting. (Stead/Cordell)
- D. **Website-** Mr. Lust volunteered to contact the management office and spend time with staff in viewing the website and addressing any concerns that staff may have.

XI. NEW BUSINESS

- A. **Accept Amendments to the Management Contract- Action:** A motion was made, seconded and carried unanimously to approve the amendments to the Management contract as submitted. (DeLarge/Cordell)
- B. **Start Date for Saturday Office Hours-** The Board requested that the management office begin the three month trial period of remaining open from 9AM to 1PM on the last Saturday of the month on April 25, 2009.
- C. **Hiring Homeowners as Pool Monitors-**This item was discussed under the Pool Committee Reports and homeowners may be hired to be pool monitors.

- D. **Pool Monitor Budget-** Mr. Lambert handed out a proposed budget to the Board members and Management regarding the funds available to hire Pool Monitors and Pool Monitor Supervisors. Discussion ensued, no action was taken.
- E. **Approval of the 2009 Annual Meeting Schedule- Action:** A motion was made, seconded and carried unanimously to approve the 2009 Annual Meeting schedule as submitted. (Lust/Steimpson)
- F. **Play Pool Heater-**The Board discussed the proposals from Oasis Pools that were submitted as a result of the broken heater for the play pool at the Community Center. **Action:** A motion was made, seconded and unanimously carried to approve the proposal from Oasis Pools in the amount of \$3,659.19. (Cordell/DeLarge)
- G. **Letter from Faculties Committee Members regarding Jennifer Swarts -** This item was discussed during homeowner forum.
- H. **Paint Palette-** This item was discussed under ARC.
- I. **Parcel Representatives-** The Parcel representatives expressed concerns and frustrations regarding the miscommunication that has occurred between Management and the Committee as well as a letter that was submitted to the Committee from the Board. Ms. Lebsack apologized for the miscommunications regarding management and the Board explained that the Committee needs to follow the rules.
- J. **Strategic Planning/Facilities Representative-** The strategic planning Committee met on March 12, 2009 and there was a concern from the Covenants Chair, Angela Wagner-Gabbard, regarding the lack of representation of the Facilities Committee. Mr. Lambert discussed that the Charter for Strategic Planning does not require the Committee to be made up of each of the Chairs from each Committee.

XII. FUTURE MEETING SCHEDULE

Board Study Session – April 22, 2009, 6:30 P.M.

Board Meeting– April 29, 2009, 7:00 P.M.

- XIII. ADJOURNMENT-** A motion was made, seconded and carried unanimously to adjourn the meeting at 9:30 P.M. (DeLarge/Cordell)

Respectfully Submitted,

Sarah Lebsack

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