

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
WEDNESDAY, 24 JUNE 2009 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Wednesday, 24 June 2009. Directors present: Mr. John Lambert, President; Mr. Chuck Stead, 2nd Vice President; Ms. Connie DeLarge, Secretary; Mr. George Erhardt, Treasurer; Ms. Marilyn Steimpson, Director; and Mr. Colin Cordell, Director. Also present: Ms. Sarah Lebsack, Community Manager, and approximately 15 residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 7:00 p.m.

II. ROLL CALL:

Roll call indicated five Board members present, with an excused late-arrival absence extended to Mr. Cordell. (A quorum of four is required for the conduct of business. One vacancy exists following resignation of the 1st Vice President, documented during this meeting.)

III. AGENDA:

MOTION made/seconded (DeLarge/Erhardt) to accept the meeting agenda as presented. Unanimously approved.

IV. INVITED GUESTS: None.

V. HOMEOWNER FORUM (for items not on the agenda):

Ms. Debbie Budd spoke on several subjects, first, as a concerned citizen for all residents of the area, indicating the Board needed to listen to the entire community on matters that directly concern them. She mentioned the recent authorized use of wildflowers and the possible intrusion of weeds and seedlings she doesn't want in her yard as a result of their planting in the neighborhood. Hiring of homeowners was also a concern, and she referred to a former policy not to hire homeowners, employees serving on committees, employer/employee relationships, possible conflict of interest, etc.

VI. APPROVAL OF MINUTES:

MOTION made/seconded (Steimpson/DeLarge) to approve minutes of the April 29, 2009 meeting. Unanimously approved.

MOTION made/seconded (DeLarge/Steimpson) to approve minutes of the April 22, 2009 Executive meeting. Unanimously approved.

VII. APPEALS, REQUESTS AND WAIVERS: None.

VIII. CONSENT AGENDA:

A. COMMITTEE MINUTES:

Acknowledge receipt of committee minutes from: May 4 and June 1, 2009—Activities; May 5 and June 9, 2009—Landscape; May 11 and June 8, 2009—Pool; May 13 and June 10—Finance; May 7, May 21 and June 4, 2009—ARC; May 12 and June 16, 2009—Covenants; and May 18 and June 15, 2009—Facilities.

B. RESIGNATIONS:

Accept with thanks for their volunteer services, the resignations of Mr. Dan Lust as an elected Board member and 1st Vice President of the CRCA Board of Directors, Ms. Mary Chaffin and Mr. Jim Susa from Finance Committee, Ms. Vita Lipins from Nominating Committee, and Ms. Liz Lugo from Activities Committee.

C. NEW ASSIGNMENTS:

Approve appointments of Mr. Bill Arnold to the Pool Committee, Ms. Debbie Budd as Chair of Finance Committee, Mr. Dale Henson as Vice-Chair of Finance Committee.

D. ACTIONS:

1. Approve lot clean up recommendations of the Covenants Committee.
2. Approve removal of the soda machine at the Windmill Park pool.

MOTION made/seconded (Stead/DeLarge) to approve the items listed in the Consent Agenda as presented. Unanimously approved.

IX. REPORTS:

A. PRESIDENT'S REPORT:

A variance for a homeowner with a 10-year old fruit tree in the yard was proposed by the Board in April; however, corrections within the resolution document presented necessitates postponement of final action until the July meeting of the Board of Directors.

B. TREASURER'S REPORT:

Treasurer, Mr. Erhardt presented a June 20, 2009 summary of the finances as of the end of May 2009: Total assets, \$1,989,739.48; Total income, YTD actual income, \$1,238,387.24; Total expense, YTD actual expense, \$700,461.15.

C. FINANCIAL STATEMENTS:

MOTION made/seconded (DeLarge/Steimpson) to approve the April 2009 Financial Statement. Unanimously approved. MOTION made/seconded (Stead/Steimpson) to approve the May 2009 Financial Statement. Discussion between the Board and attending Finance Committee members indicated the Finance Committee could give consideration to an additional/separate line-item breakout regarding assessments, and/or provide any other breakout comparison items as deemed appropriate for the coming fiscal year. **Unanimously approved.**

D. MANAGER'S REPORT:

Ms. Lebsack briefly discussed items contained in her written report. No further information available from Waste Management; audit meeting completed; new file system on hold because of the mold situation; VMS update; 2009-2010 budget under review with the Finance Committee; Design Guidelines mailed to homeowners; e-mail blast regarding the cell tower; legal opinions; Mr. Goodman's interest in being the collection agent; Turn over of The Villas by Richmond America to the Association; Nominating Committee schedule; Resignation of a Board member; Tip of the Week; Office closed July 3rd; Election committee to be appointed at July meeting; Landscape issues on the Silverbell landscaping improvement project requiring assistance from the Town of Marana.

Discussion indicated the need to meet in Executive session to act upon opinions submitted by Mr. Clint Goodman, attorney, regarding parking, common walls and tennis courts.

MOTION made/seconded (Stead/DeLarge) to authorize Mr. Clint Goodman to serve as collection's attorney for the Association. Unanimously approved.

Mr. Lambert requested Board permission to discuss landscaping issues along Silverbell with the Town of Marana. **MOTION made/seconded (Steimpson/Stead) to authorize Mr. John Lambert to meet with Town of Marana representatives to discuss the Silverbell Landscaping Improvement project.** Discussion: The RFP will be completed shortly. **Unanimously approved.**

E. POOL COMMITTEE:

Tabled until later in the meeting. (See item XI.)

F. LANDSCAPE COMMITTEE:

Annual palm tree maintenance and potential hazardous tree removal issues in common areas need to be considered. Two proposals were submitted by Groundskeeper, one to revitalize chronically stressed Live Oak trees on Coachline, which was postponed by the Landscape Committee. A second bid from Brijer indicated a cost of \$10,625.00.

MOTION made/seconded (Stead/DeLarge) to approve bid of Groundskeeper at a cost not to exceed \$11,950.00 plus tax, for annual tree preservation pruning, annual palm maintenance and potential hazardous tree removal on a total of 93 common area trees. Discussion: Authorize part, and consider another bid; however, potential safety hazard would indicate expeditious handling. Expenditure is a budgeted item. Consider the second bid from Brijer, not used previously in Continental Ranch. **Unanimously disapproved.**

MOTION made/seconded (Stead/DeLarge) to accept the proposal of Brijer in the amount of \$10,625.00 to perform annual tree preservation pruning, annual palm maintenance and potential hazardous tree removal on a total of 93 common area

trees within Continental Ranch. Unanimously approved.

G. COVENANTS COMMITTEE:

1. BUDGET RECOMMENDATION:

Budget information is referred back to the Finance Committee for consideration.

2. FINE RECOMMENDATIONS:

MOTION made/seconded (Stead/Steimpson) to approve the Covenants Committee fine recommendations as submitted. Discussion: one property identified for possible fine waiver. Inspection was made. Send back to committee for clarification. **Affirmative vote, one (Stead); Negative Votes, three (Steimpson/Erhardt/DeLarge). Motion defeated.**

MOTION made/seconded (DeLarge/Steimpson) to accept the fine recommendations as presented, with the exception of item 39024, which goes back to Covenants Committee for clarification. Affirmative votes, three (Steimpson/Erhardt/DeLarge); negative vote, one (Stead). Motion approved.

H. ARC: (Handled under Consent Agenda.)

I. ACTIVITIES COMMITTEE:

1. "FAMILY CORNER" IN WINDMILL:

MOTION made/seconded (Stead/DeLarge) to approve the committee recommendation to include a "Family Corner" in the newsletter. Discussion: Create more interest in the newsletter and get homeowners involved in the publication. **Unanimously approved.**

2. PURCHASE OF CANOPY FOR EVENTS:

MOTION made/seconded (Steimpson/Stead) to approve the purchase of a new E-Z UP canopy for future events of the Association, at a cost not to exceed \$250.00. Unanimously approved.

J. FACILITIES COMMITTEE:

1. INSTALLATION OF STEEL BOLLARDS IN PARCEL 3:

MOTION made/seconded (DeLarge/Stead) to accept the bid from Desert Barricades LLC to erect six to eight new steel bollards, installed in concrete as required, at the rear of parcel 3 at a cost not to exceed a total of \$3,000.00. Discussion: Recommended by Facilities to stop unauthorized vehicle travel via the sewer easement to the river trail area. **Unanimously approved.**

2. INSTALLATION OF NEW WATER HEATER AT COMMUNITY CENTER:

MOTION made/seconded (DeLarge/Steimpson) to accept the bid from Tucson Plumbing Service to replace and install a 75 gallon water heater at the Community Center at a cost not to exceed a total of \$2,000.00. Discussion: End of

current heater's life cycle. Needs replacement to avoid water damage to the building. Bids received; capital expense. **Unanimously approved.**

3. CONFERENCE ROOM TABLE FOR WINDMILL OFFICE:

MOTION made/seconded (Stead/DeLarge) to accept the bid from Tucson Business Interiors to purchase a 12' conference table for the Windmill Office at a cost not to exceed \$2,304.54, including tax and delivery. Discussion: Capital Improvements budget. **Unanimously approved.**

4. PLAY STRUCTURE REPAIR IN PARCEL 28:

MOTION made/seconded (Stead/DeLarge) to accept the bid of Tucson Play Systems, Inc. to replace the broken panel on the play structure in Parcel 28 at a cost not to exceed \$706.38. Discussion: Safety hazard to the children playing on the structure. Playground maintenance budget item. **Unanimously approved.**

5. RESTORE PLAY STRUCTURE SAND IN PARCEL 28.

Estimated cost for "quick fix" is \$850.00; however, this would be "band aid" repair. Estimated cost for proper fix and avoid reoccurrence within a short period of time, \$2,100.00 to dig out and remove pebbles, footing dug deeper, fill with 6" sand, etc. Both bids from Oro Valley Landscape Systems, Inc. Playground maintenance budget item. **MOTION made/seconded (DeLarge/Stead) to accept the bid from Oro Valley Landscape Systems, Inc. to restore the play structure sand in Parcel 28 at a cost not to exceed \$2,100.00** Affirmative votes, three (Stead/DeLarge/Erhardt); two Negative votes (Lambert, Steimpson). **Motion approved.**

6. PARCEL 5 ENTRANCE WALLS RESTORATION:

MOTION made/seconded (Stead/DeLarge) to accept bid from Abeyta Painting Inc. for repair and restoring the entrance walls at Parcel 51 (Richmond Estates) at a cost not to exceed \$985.00. Discussion: Cracks in stone walls, chipping stucco, peeling finish, all requiring repair to avoid further damage. Facilities Common Wall Repair maintenance budget. **Unanimously approved.**

K. COMMERCIAL SIGN AD HOC COMMITTEE DISCHARGE:

MOTION made/seconded (Stead/DeLarge) to dissolve the Commercial Sign Ad Hoc Committee. **Unanimously approved.**

X. UNFINISHED BUSINESS:

1. RECORDING OF MEETING MINUTES: Completed.

2. NOMINATING COMMITTEE APPOINTMENT:

One current committee member has decided to become a candidate for election. Replacement candidates for the committee as recommended are Ann Bodmer and Carl Junk. **MOTION made/seconded (Steimpson/Stead) to appoint Ann Bodmer to the Nominating Committee.** **Unanimously approved.**

XI. NEW BUSINESS:

A. VMS WRITE-OFF OF OLD OWNER ACCOUNTS:

Request Mr. Goodman review the existing list to verify that these are uncollectible items. Postpone action until verification by the collections' attorney.

Discussion followed regarding a payment schedule for homeowners who, because of the current economic situation, may be having difficulty in making semi-annual assessment payments. Contact the office staff if this situation arises, and an individualized payment plan will be discussed.

(NOTE: Arrival of Board member, Mr. Colin Cordell at 8:18 p.m.)

B. 2007-2008 AUDIT:

MOTION made/seconded (DeLarge/Stead) to accept the 2007-2008 audit as presented. Unanimously approved.

C. RESTRICTION OF BOARD POSITIONS:

MOTION made/seconded (Lambert/DeLarge) to appoint Mr. Chuck Stead as 1st Vice President, replacing recently-resigned Board member/1st VP, Mr. Dan Lust. Unanimously approved.

MOTION made/seconded (Stead/Erhardt) to appoint Mr. Colin Cordell as 2nd Vice President, replacing Mr. Chuck Stead who is now in the 1st VP position. Unanimously approved.

Filling the vacated position within the Board of Directors is handled by appointment from the Board of Directors. Discussion: possible appointment from last election results; seek more current nominees. **MOTION made/seconded (DeLarge/Stead) to make an announcement in the newsletter, on the web site, and discuss with current nominees seeking office for the new fiscal year, in order to provide the Board with the names of interested homeowners to be considered for appointment until the end of the current fiscal year. Affirmative votes, three (Stead/Erhardt/DeLarge); negative votes, two (Cordell/Steimpson). Motion approved.**

D. ACTION IN LIEU FOR HANDICAP RAMPS AT COMMUNITY CENTER:

An Action in Lieu was read by Mr. Stead, signed in June 2009 to approve the proposal from Benchmark Concrete Company, Inc. in the amount of \$2,686.00 plus tax, to install handicap ramps at the Community Center, 8881 N. Coachline Boulevard. Discussion: Painting is still required to indicate caution and eliminate car blockage, and to eliminate the two handicapped parking space markings which appear to be in the center of the extended driveway. Contact needs to be made with the Town of Marana to address parking lot issues.

E. POOL MONITORS:

Comments have been received regarding pool monitoring personnel. Management has been handling these comments as well as comments regarding pool water temperature. No action needed at this time.

F. "MEET THE CANDIDATES' NIGHT" SCHEDULE:

MOTION made/seconded (Cordell/DeLarge) to schedule a "Meet the Candidates' Night" on September 28, 2009, 7 p.m. in the Community Center. Discussion: It was suggested that candidates' info and voting information be combined into one mailing in order to eliminate dual postage expense. The annual meeting is scheduled for October 28, 2009. **Unanimously approved.**

G. SATURDAY OFFICE HOURS TRIAL PERIOD:

The three-months' trial ends June 27, 2009, and staff noted that Saturday visits have been minimal. Discussion: Continue the once-monthly Saturday office hours through the end of the fiscal year, especially with drop-off ballots anticipated for the upcoming election and since summer is not the best time to make an evaluation. Continue to publish extended hours' information in *Windmill*, on the web site, and post on the office door.

H. WINDMILL PARK PUT BACK PROPOSALS:

MOTION made (Stead/DeLarge) to approve Abracadabra Restoration's proposal of \$6,718.87, including tax for replacement and repairs in the Windmill Office.

Discussion: Immediate repair/restoration process necessary for health/safety reasons. **Unanimously approved.**

I. DAISY SCOUT TROOP 320 REQUEST FOR CENTER USE:

Daisy Scouts is a stepping stone to the Brownie program, for girls in Kindergarten and 1st grade. Majority of the children live in the Continental Ranch area. Weekly meetings are to be scheduled from August 17 through June of 2010 at 5-6:00 p.m. Point of contact is Patti Norris, Leader. **MOTION made/seconded (Stead/DeLarge) to approve use of the Center facilities from August 17, 2009 through June of 2010 at no charge, providing clean-up and return of all equipment to storage is accomplished after each use, or lose use privilege. Unanimously approved.**

XII. POOL COMMITTEE ISSUES (tabled from IX. Reports, Item E.):

A. BUDGET INPUT:

Referred to Finance Committee for consideration.

B. APPROVAL OF ISLAND FROM SAGUARO AQUATICS:

MOTION made/seconded (Cordell/Stead) to approve an island from Josh at Saguaro Aquatics, to be stored outside in the southeast corner of the Community Center pool, with the condition that there is a sign on the island stating the use of it and who owns the equipment. Also, with the condition that the island is chained and locked (provided by the owner of the island at Saguaro Aquatics). Discussion: equipment is too difficult to transport back and forth consistently for classes. **Unanimously approved.**

3. CHEMICAL POOL LOG REQUIREMENTS:

MOTION made/seconded (Stead/Erhardt) to approve to have pool monitors fill out a chemical pool log, which will be given to committee members for review, and have the pool monitors check the pool chemicals every hour. Discussion: to ensure that chemical levels are properly maintained according to state pool regulations and ordinances. **Unanimously approved.**

4. USE OF CENTER POOL DURING WINTER MONTHS' NORMAL CLOSURE:

Sonoran Desert Aquatics Swim Team requests use of the Center pool for practice sessions during the winter months and will absorb all costs over and above those normally incurred by the Association. **MOTION made/seconded (Cordell/Stead) to allow Sonoran Desert Aquatics Swim Team to utilize the Community Center pool at no cost to Continental Ranch during a two-three month period when the pool is normally closed.** Discussion: Information to be posted in the newsletter, web site, possibly on the Center billboard, a sign on the gate, and a local newspaper article, in order to make residents aware of this activity, and that the Center pool is not open to the residents during this brief period of time. **Unanimously approved.**

5. RECOMMENDATION FOR POOL MONITORS TO TEST CHEMICALS:

Redundant request (see Item #3 above). **MOTION made/seconded (Cordell/Stead) to deny request for six daily chemical tests by pool monitors. Unanimously approved.**

6. POOL WATER TEMPERATURES RETAINED AT 82 DEGREES:

MOTION made/seconded (Stead/Cordell) to disapprove water temperatures at the Community Center and Windmill Park pools constantly remain at 82 degrees. Discussion: Economically not feasible due to high water temperatures during summer months. Example: Cooling units would need to be installed to bring water temperatures down during this timeframe. **Unanimously approved.**

7. LIGHTING DESIGNS FOR CENTER AND WINDMILL PARK AREAS:

Request referred to Finance Committee for proposed 2009-2010 budget consideration.

8. POOL MONITORS:

Conflict of interest concern remains regarding homeowners as pool monitors. There is only one homeowner as a pool monitor at the present time. Manager is responsible for the pool monitoring hiring program and will handle any problems that may arise. Board support is available if the manager needs it.

XIII. ADDITIONAL BOARD DISCUSSION:

Ms. DeLarge referred to the paint palette associated with the Design Guidelines. It was

pointed out that residents may review in the office, check out the office book, use the color disks provided by the paint vendor, and/or receive information on line.

Upcoming dates: Board Study Session – July 22, 2009 at 6:30 p.m.
Board Meeting – July 29, 2009 at 7:00 p.m.
CRCA "Meet the Candidates" — September 28, 2009 at 7:00 p.m.
CRCA Annual Meeting – October 28, 2009 at 7:00 p.m.

XIV. ADJOURNMENT:

With no further business to conduct, motion to adjourn made at 9:08 p.m.

CONNIE DeLARGE, Secretary

(Minutes prepared by Edna M. Coburn; reviewed by the Board of Directors)

ATTACHMENTS FOR FILE:

Sign in Sheet
Meeting Agenda
Treasurer's Report
Community Manager's Report
Audit
Committee Minutes
All pertinent information regarding action items above