

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
WEDNESDAY, 26 AUGUST 2009 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Wednesday, 26 August 2009. Directors present: Mr. John Lambert, President; Mr. Chuck Stead, 1<sup>st</sup> Vice President; Mr. Colin Cordell, 2<sup>nd</sup> Vice President, Ms. Connie DeLarge, Secretary; Mr. George Erhardt, Treasurer; Ms. Marilyn Stimpson, Director. Also present: Ms. Sarah Lebsack, Community Manager, and approximately 24 residents.

**I. CALL TO ORDER:**

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 7:06 p.m., following an executive session with minutes recorded by the Board Secretary and filed separately.

**II. ROLL CALL/QUORUM:**

With six members of the Board of Directors in attendance, required quorum of four was met.

**III. APPROVAL OF AGENDA:**

Addition of one item, a CD rollover, under IX.C. Finance Committee was recommended by Ms. Lebsack. **MOTION made/seconded (DeLarge/Stimpson) to approve the meeting agenda as amended. Unanimously approved.**

**IV. INVITED GUESTS:** None.

**V. HOMEOWNERS' FORUM (for items not on the agenda):**

A. Mrs. Sandy Padilla is still receiving Waste Management billing. Mr. Lambert indicated he and other residents are facing a similar problem and Waste Management is not responding to correspondence. A letter was sent on 16 May. He suggested Mrs. Padilla submit her bill to the office for continuing follow-up by the attorney, and assured that the Waste Management issue had not been forgotten.

B. Ms. JoAnn Baker indicated a concern regarding debris accumulating at the front entrance of her development, which was only partially cleared by Groundskeeper personnel. Ms. Lebsack indicated that Groundskeeper is on a rotating 5-week schedule.

C. Mrs. Alice King mentioned sprinklers being on during the hottest part of the day (3:00 p.m.) which appeared to be wasteful. Sprinkler schedule will be checked.

D. Mr. Russell Clanagan spoke to a problem of alcoholic beverages being brought into the pool area. Pool monitors on duty have intercepted; however, will not be on duty

following 7 September. He indicated that this will continue to be a problem so long as alcoholic beverages are authorized inside the Community Center for private parties with no staff to prohibit moving out into the pool area. He indicated that possibly the Board might wish to reconsider a policy change regarding alcoholic beverage use within and outside the Center.

As an update on events throughout the community, Mr. Clanagan addressed the work in progress in the new park, i.e. five new ball fields, a dog park etc. He mentioned new medical facilities, LA Fitness scheduled to build in the movie theater area, the new condos and commercial approvals in place on Silverbell, etc. He also indicated the Twin Peaks interchange project is progressing at "full speed," and that Coachline will be restricted to truck traffic during construction at the interchange site.

E. Ms. Ana Holcomb spoke to street parking and inspections being conducted by the office staff.

F. Mrs. Angela Wagner-Gabbard shared a project at Marana High School in need of community assistance. The Help Closet is for students in need, and she asked that clothing and miscellaneous items which could be used by teenagers be gathered for this on-going project.

G. Mrs. Magda Quiros suggested that a work-order be filled out for the Groundskeeper or other contractors on a weekly basis, so there is a documented order on the current needs to be addressed. That would give staff a basis for follow-up inspections.

She also addressed a concern of the Seniors' group regarding cabinet locks in the Center kitchen being tampered with and supplies missing. Mrs. Quiros also asked about repairs to the Center roof which caused water to be dripping from the light fixture in the kitchen. Warranty repairs to the roof have been made so there should no longer be a problem. (Mr. Lambert addressed the Center cabinetry issue under XIII.)

**VI. APPROVAL OF MINUTES:**

**MOTION made/seconded (Cordell/Stead) to approved minutes of the 29 July 2009 Board of Directors' meeting, Executive Session minutes of 29 July 2009 and Executive Session minutes of 19 August 2009. Unanimously approved.**

**VII. APPEALS, REQUESTS and WAIVERS:** None.

**VIII. CONSENT AGENDA:**

Receipt of minutes acknowledged from: Landscape, Pool, Finance, ARC, Covenants, Facilities committees. Lot cleanup project completed. Recommendation received to repair fence on the NE corner of the Community Center pool at cost NTE \$663.17. Recommendation to accept LaCholla Landscaping to perform lot cleanups for Continental Ranch on a 90-day trial period. Recommendation to approve removal of the

single handicap parking space and sign at the Windmill Office and replace it with a 15-minute parking spot for "Office Use Only" at a cost not to exceed \$25 for the sign only. **MOTION made/seconded (Stead/DeLarge) to accept the Consent Agenda as presented. Unanimously approved.**

**IX. REPORTS:**

**A. PRESIDENT'S REPORT:**

Mr. Lambert read a proposed resolution regarding posting of meeting agendas. A motion made/seconded (Stimpson/DeLarge) was rescinded following discussion on content, grammar, spelling, etc. Mr. Cordell offered corrections to be considered, and action postponed until a re-draft could be prepared and discussed.

**B. TREASURER'S REPORT:**

Mr. Erhardt, Treasurer, presented a report for the month ending 31 July 2009. In summary, total assets were \$1,762,478.74. Year-to-Date actual income was \$1,251,904.50 and YTD actual expenses recorded were \$930,594.08.

**C. FINANCE COMMITTEE:**

1. July 2009 financials had not been approved as yet by the committee.
2. CD Rollover: \$100,000 at Washington Federal with accrued interest of approximately \$954, will rollover prior to the next Finance Committee meeting. The committee is currently preparing a schedule of investments in order to track rollovers. **MOTION made/seconded (DeLarge/Cordell) to roll over the \$100,000 investment minus interest. Unanimously approved.**

**D. MANAGER'S REPORT:**

Ms. Lebsack reported on a new office employee and moving Monica Garcia to the position of Compliance Administrator, the annual meeting to be held in the Twin Peaks Elementary School, correspondence with Waste Management, installation of the new filing system, installation of the new conference table in the Windmill Park office, committee meetings to resume in the Windmill Park office in September, VMS conversion update, Safeway mitigation settlement funding, possible warranty claim against Meadows Plastering regarding pool issues, Temp Connection agreement for hiring minutes' recorder, vendors and management: indicating no preference in selection of vendors, security camera issues, resignation of Assistant Manager Leilani Silva with replacement being sought, and legal issues' information from the attorney regarding parking issues/enforcement.

Discussion involved the VMS conversion update, a proposal received from Comcast, possibility of contacting Quest, etc. **MOTION made/seconded (Cordell/DeLarge) to accept Simply Bit's proposal to upgrade and provide wireless internet at a cost of \$168.00. Unanimously approved.**

Discussion regarding excess funding from the Safeway mitigation. **MOTION**

**made/seconded (Cordell/DeLarge) to create a new account to deposit the excess lighting mitigation funding from the Safeway settlement to be earmarked only for maintenance and upkeep. Unanimously approved.**

Discussion on the cameras/alarm system problems. Facilities Committee is working on this. **MOTION made/seconded (DeLarge/Stead) to authorize management to make a claim with the licensing board and any other actions necessary concerning the security cameras issues. Unanimously approved.**

**E. POOL COMMITTEE:**

Mr. Lambert shared that there was discoloration in the pool and Meadows Plastering had been contacted regarding the warranty. An inspection of the site is expected on Friday. Pending the outcome of the inspection, it was recommended to issue a warranty claim against Meadows Plastering, and if there was no response within thirty days, the Better Business Bureau would be contacted.

**F. LANDSCAPE COMMITTEE:**

Mr. Lambert indicated that the oleanders at the entrance to parcel 36 had been chemically treated, but that five plants were growing back. A residential survey for input had been recommended. **MOTION made/seconded (DeLarge/ Stimpson) to have management print, copy and mail surveys to Parcel 36 residents at a cost not to exceed \$400.00.** Discussion indicated a survey would be a waste of funds since residents had no objection to the oleanders, and a parcel survey had already been conducted. Replacing oleanders could be done at less cost than a new survey. They provide year-round color and require little water. There is no master plan for landscaping issues throughout Continental Ranch. An ad hoc committee might be considered to address such a landscape master plan and provide input for Board consideration. **Motion unanimously disapproved.**

**MOTION made/seconded (DeLarge/Stimpson) to replace the oleanders in Parcel 36. Unanimously approved.**

Mr. Lambert commented on a recent spraying of herbicides into the drainage ways along Coachline, owned by the Town of Marana. Drainage ways are not to be sprayed with chemicals. Mr. Lambert has been in contact with Mr. Kevin Kish's office in Marana, on this and other issues; however, phone calls have not been returned as yet.

**G. COVENANTS COMMITTEE:**

**MOTION made/seconded (Stead/DeLarge) to accept fines as submitted. Unanimously approved.**

**H. ARCHITECTURAL REVIEW COMMITTEE:** Nothing further to address.

**I. ACTIVITIES/PUBLICITY COMMITTEE:**

No meeting quorum. Committee in need of volunteers.

**J. FACILITIES COMMITTEE:**

Motion to accept the proposal from Pro-Care Maintenance LLC to remove, refurbish and relocate wall-mounted monument sign letters and logos at seven existing parcel entrances at a cost not to exceed \$3,000, was deadlocked with a tie vote, and therefore, no action taken. Affirmative votes, three; negative votes, three (Stead/Stimpson/Lambert). Further discussion required; postpone to address at the next study session.

**MOTION made/seconded (Stimpson/DeLarge) to accept the proposal from Anozira Fence and Wall to repair the pony wall at the Community Center at a cost not to exceed \$2,793.00.** Discussion: Budgeted item. Trash cans are being left out at curbside and not removed promptly. Suggested a dumpster be placed on a concrete slab at the far end of the parking area to eliminate the need of several over-flowing trash containers, and the need to spend an excessive amount on repairs to the pony wall. Postponement recommended until further study is done. **Unanimously disapproved.**

**X. UNFINISHED BUSINESS:**

**A. 2009-2010 BUDGET PROPOSAL:**

Following clarification discussion, noting repairs which must be made throughout the community, required addition to the reserve fund, dedicated work of the Finance Committee, **MOTION made/seconded (Stead/Erhardt) to approve draft budget #3, with dues at \$297.00.** Discussion continued on the Finance Committee's look at where/how to trim the budget, prioritizing community needs, etc. **Unanimously approved.**

**B. LANDSCAPE ISSUE FOR PARCEL 15C:**

**MOTION made/seconded (Stead/DeLarge) to approve expenditure of \$400 a month for landscaping in Parcel 15C and for the removal of the water fountain.**

Discussion: Remove the fountain or cap it off; leaks constantly. **Unanimously approved.**

**C. SAFEWAY SETTLEMENT AGREEMENT:** Done.

**D. SURVEY FOR CC&Rs AMENDMENTS:** Action postponed.

**E. WORK SIGN-OFF FOR ABRACADABRA:**

The Windmill Office mold repairs have been completed and payment made to Abracadabra. This contractor requests a signed release of satisfactory work performed, for which the Board would not have any recourse in the event of any warranty action.

**MOTION made/seconded (Cordell/DeLarge) to not sign the satisfactory work form as issued by Abracadabra. Unanimously approved.**

**F. LANDSCAPE RFP:**

Action postponed for further study by the Board and discussion at the next study session.

Mr. Lambert also indicated a research of prior paperwork concerning the addition of sand

added to the tot lots, and is of the opinion this should not have been an added cost to the Association. Continued research will be done.

## **XI. NEW BUSINESS:**

### **A. CRCA ANNUAL MEETING:**

Record date for the annual meeting was set as 16 October 2009. Ms. Ledbeck advised that the Board is required to hold a "Meet the Candidates" forum. Mr. Lambert requested the Election Committee facilitate for this meeting, which is scheduled for Monday, 28 September 2009.

### **B. LETTER FROM COVENANTS COMMITTEE CHAIR:**

Covenants Chairperson, Mrs. Angela Wagner-Gabbard, submitted a letter to the Board of Directors (15 August 2009) regarding Board direction for an assigned tasking of reviewing Bylaws and CC&Rs. Mrs. Wagner-Gabbard indicated the committee's dissatisfaction with a response received from the management company, and requests future guidance be received directly from the entire Board of Directors in accordance with the Bylaws. Lengthy discussion indicated recommendations made by the attorney for a committee to make recommendations for any changes, sponsor Town Hall meetings for residents, submit input to the attorney, receive attorney comments, and finally make recommendations to the Board. This is not a short-term process; it may take several months/years to get to this point. Also discussed was percentage of qualified votes needed to make any changes to these documents, and the inability of the Association in past years to receive adequate voter support. A motion made (Stead) to give Covenants Committee direction for review of Bylaws and CC&Rs died for lack of a second. Discussion continued regarding the Design Guidelines, and the new survey forms prepared for distribution to residents along with the annual election materials.

**MOTION made/seconded (Cordell/DeLarge) to give the Covenants Committee authority to review the Bylaws and CC&Rs and make proposed recommendations to the Board for review and possible discussions with the attorney at its discretion. Unanimously approved.** Mr. Lambert indicated postponement of any Board action until the surveys have been returned.

### **C. ANNUAL MEETING/ELECTION PACKET:**

The draft materials prepared by management for the annual meeting/election packet were reviewed by two members of the Election Committee. Minor errors were noted and to be corrected prior to submitting materials to Alphagraphics for printing. In past years, a labor-intensive project was to label inside and outside envelopes in final preparation for mailing to CRCA and Sunflower residents and commercial properties, accomplished by a corps of volunteers and management staff. For an additional cost of \$400.00, Ms. Lebsack advised that a completed package could be prepared and mailed by the printer. A discrepancy in Sunflower's mailings last year has been addressed and problem resolved with the Sunflower management team. The new survey form is to be included in this mailing to save postage cost. **MOTION made/seconded (Cordell/DeLarge) to authorize an additional payment, NTE \$400.00, to Alphagraphics to print, stuff, label and mail the annual meeting packet and survey.** Discussion: Downside is that we won't know if the packet is complete and/or as we desire it to be until received by the

residents. The survey form also requires minor corrections prior to printing.

**Unanimously approved.**

**D. TOWN HALL FORUM FOR PARKING ISSUES:**

Continental Ranch parking issues will be discussed by Mr. Clint Goodman, the Association attorney during a resident forum on Wednesday, 23 September 2009 at 7:00 p.m. at the Twin Peaks Elementary School. All resident concerns/questions will be heard. Regular Board study session, scheduled for that night will be re-scheduled for Thursday, 24 September.

**E. OFFICE INTERNET CONNECTION UPGRADE:** Done.

**F. BACK-UP HARD DRIVE UPGRADE:**

The Association has outgrown the current backup hard drive and needs to have it replaced. There is no down time during the upgrade process. **MOTION made/seconded (Cordell/DeLarge) for D'Mention Systems LLC to replace the current hard drive with a replacement at a cost not to exceed \$200 plus one hour labor to install and move data. Unanimously approved.**

**G. APPOINTMENT OF NEW BOARD MEMBER:**

CRCA Bylaws require Board appointment to any vacancy on the Board of Directors to fill the term until the next election. Such a vacancy currently exists within the Board of Directors and two qualified residents filed applications for possible appointment: Mrs. Angela Wagner-Gabbard and Mr. Grant Winston. **MOTION made/seconded (Cordell/Stead) to appoint Mrs. Angela Wagner-Gabbard to fill the interim position on the CRCA Board of Directors. Affirmative votes, two; negative votes, three (Erhardt/DeLarge/Stimpson). Motion defeated. MOTION made/seconded (DeLarge/Stimpson) to appoint Mr. Grant Winston to fill the interim position on the CRCA Board of Directors. Affirmative votes, three; negative votes, two (Cordell/Stead). Motion approved.** Mr. Winston will assume this position immediately and serve until the election of new Board members in October.

**XII. FUTURE MEETING SCHEDULE:**

Town Hall Forum on Parking – Wednesday, 23 September 2009 @ 7:00 p.m., Twin Peaks Elementary School.

Board of Directors' Study Session – Thursday, 24 September 2009 @ 6:30 p.m., Community Center.

Meet the Candidates Night – Monday, 28 September 2009 @ 7:00 p.m., Twin Peaks Elementary School.

Board of Directors' Meeting – Wednesday, 30 September 2009 @ 7:00 p.m., Community Center.

**XIII. CLOSING COMMENTS:**

Mr. Lambert addressed the Center leaking roof issue and noted that it has been repaired under warranty. Regarding the tampering of locks on cabinetry in the Center kitchen, it was suggested that hasps and either key or combination locks be installed and that he

would personally handle installation if the Seniors' group was in agreement. **MOTION made/seconded (Cordell/DeLarge) to purchase necessary hasps and padlocks for installation on cabinetry in the Community Center kitchen. Unanimously approved.**

Identification painting of handicap parking spaces in the Community Center parking lot still needs to be done. Mr. Lambert recommended that Mr. Carl Junk, Facilities Chair get bids and forward cost information directly to the Board for action in lieu.

**XIV. ADJOURNMENT:**

With no further business to come before the Board of Directors, **MOTION made/seconded (Cordell/DeLarge) to adjourn at 9:22 p.m. Unanimously approved.**

---

**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
- Committee Minutes
- All pertinent information regarding action items documented



DRAFT