

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
WEDNESDAY, 18 NOVEMBER 2009 -- 7:00 P.M.**

**---D R A F T---**

The Board of Directors of the Continental Ranch Community Association met on Wednesday, 18 November 2009 in the Community Center. Directors present: Mr. John Lambert, President; Mr. Chuck Stead, 1<sup>st</sup> Vice President; Ms. Marilyn Stimpson, 2<sup>nd</sup> Vice President, Ms. Peggy Bracken, Secretary; Ms. Connie DeLarge, Treasurer; Mr. Gus Lipins, Director; Mr. Terry Paschen, Director. Also present: Ms. Dale DeMen, Community Manager, Mr. Josh Seng, Assistant 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/QUORUM:**

All members of the Board of Directors were in attendance. Quorum of four required for the conduct of Association business.

**III. APPROVAL OF AGENDA:**

Under New Business, one item regarding mail received was added to the agenda as item D. **MOTION made/seconded (Stimpson/DeLarge) to approve the meeting agenda as amended. Unanimously approved.**

**IV. INVITED GUESTS:** None.

**V. HOMEOWNER FORUM (For items not on the meeting agenda):** None.

**VI. MINUTES' APPROVAL:**

**MOTION made/seconded (DeLarge/Stimpson) to approve minutes of the 13 September 2009 and 2 November 2009 emergency meetings.** (There were no minutes taken of the 23 September parking forum; 23 September meeting was cancelled due to lack of quorum; no meeting held in October 2009; November 2009 annual meeting minutes will be approved at the next annual meeting.) **Unanimously approved.**

**VII. APPEALS/REQUESTS/WAIVERS INITIATED FROM HOMEOWNERS:** None.

**VIII. CONSENT AGENDA:**

**A. ACKNOWLEDGE RECEIPT OF MINUTES:**

ARC—1 October, 15 October, 5 November 2009; Facilities—5 October, 2 November 2009; Landscape—3 November 2009; Activities—7 October, 4 November 2009; Pool—9 November; Covenants—13 October, 10 November 2009; Finance—14 October, 11 November 2009; Executive—11 November 2009.

**B. COMMITTEE APPOINTMENTS:**

**1. LANDSCAPE:**

Vija Lipins, Barbara Snyder, Frank Postillion, Magda Quiros, Barbara Bohall.

**2. ACTIVITIES:**

Verna (Fiona) Keller, Richard Singervalt, Michelle Godwin, Ana Holcomb, Amber Sirios.

**3. ARC:**

Nancy Lambert, Sharon Schwartz, Dave Lawrence, Barbara Snyder, Larry Lemieux.

**4. FINANCE:**

Debbie Budd, Harlan Quinn, Dale Hanson, Jennie Oliver, Arunesh Mohan.

**5. POOL:**

Beth Andresen, Russell Clanagan, Chuck Valarde, Kermit McCutchan, Barbara Kochel, Phil Kinney.

**MOTION made/seconded (DeLarge/Stimpson) to approve the Consent Agenda as presented. Unanimously approved.**

**IX. PRESIDENT'S REPORT:**

Mr. Lambert reviewed the Board Code of Conduct resolution. After much discussion regarding a Board member's authorization to ask questions of vendors/contractors and the possible need for some guidelines, **MOTION made/seconded (DeLarge/Lipins) to rescind. Approval votes, five; Negative vote, one (Stead).**

Mr. Lambert acknowledged the work being done by the Seniors/Retirees of Continental Ranch in assisting the management staff with the upgrading of the office filing system. This assistance is greatly appreciated and it is anticipated that the project, now at approximately 60%, may be completed before the end of this year.

**X. RESOLUTIONS:**

**A. CODE OF CONDUCT:**

**MOTION made/seconded (DeLarge/Stimpson) to add: Be it resolved that the Board of Directors approves the recommendation to add to the Code of Conduct, the ability to appoint Management Personnel to assist. Unanimously approved.**

**B. EXPENDITURES REQUIRING THREE BIDS:**

**MOTION made/seconded (DeLarge/Stead): Be it resolved that the Board of Directors will obtain three or more bids for all items that will incur a cost to the Association greater than \$999.99. This is to include, but is not limited to, all projects, requests for projects, requests for proposal, contracts and with management companies. Discussion followed regarding limitations, the next Board's**

prerogative to change/rewrite/rescind, etc. **Unanimously DISAPPROVED.** Mr. Lambert requested Mr. Seng present a new policy for consideration at the next meeting.

**C. NOTIFICATION OF EMERGENCY MEETINGS:**

**MOTION made/seconded (DeLarge/Stimpson):** Be it resolved that the Board of Directors will make all necessary and reasonable accommodations to notify all residents of an emergency meeting of the Board of directors. These accommodations will include, but are not limited to, posting the agenda on the community web page, on the bulletin boards at the Windmill Park offices and Community Center, sending an electronic mail blast and posting notice on the community marquee. Discussion: attorney consultation costly, but may be necessary to be certain of legalities. **Unanimously DISAPPROVED.**

**XI. FACILITIES COMMITTEE (2008-2009) RECOMMENDATIONS:**

**A. PARCEL ENTRANCE UPGRADES:**

**MOTION made/seconded (DeLarge/Lipins)** to accept the ProCare Maintenance LLC bid to remove, refurbish and relocate wall mounted monument sign letters and logos at seven existing parcel entrances as directed, at a cost not to exceed \$3,000. Following lengthy discussion, additional study needed. **MOTION made/seconded (Lambert/Bracken)** to postpone action until the next meeting. **Unanimously approved.**

**B. MONUMENT SIGNAGE:**

**MOTION made/seconded (Stimpson/DeLarge)** to accept the Antech bid to purchase and install four parcel monument signs for Hummingbird Way, Quail Corner, Desert Shadows and Road Runner for a total cost of \$7,072.72. Discussion followed regarding legalities involved in posting monument signs; redesign options, etc. **MOTION made/seconded (DeLarge/Stead)** to postpone action until the next meeting. **Unanimously approved.**

**XII. FACILITIES' COMMITTEE (2009-2010):**

**A. HANDICAP SIGNS AT CENTER:**

**MOTION made/seconded (Stead/Stimpson)** to accept the bid of \$115.00 for core drilling for the handicap signs at the Community Center from Concrete Coring Company. **Unanimously approved.**

**B. Facilities Committee appointments needed for current term.**

**XIII. LANDSCAPE COMMITTEE:**

**A. MOTION made/seconded (Stead/Stimpson)** to accept the proposed Landscape Contract RFP and have management send the RFP out for bids. **Unanimously approved.**

**B. COLONY PARK OLEANDER BID:**

**MOTION made/seconded (DeLarge/Bracken) to spend \$750.00 plus tax with Groundskeeper for installation and re-irrigation of 20 five-gallon oleander bushes along Coachline at Colony Park. Unanimously approved.**

**XIV. ACTIVITIES COMMITTEE:**

**A. ADOPT A FAMILY:**

**MOTION made/seconded (Stead/Paschen) to adopt two families sponsored by the Blake Foundation at a cost of \$1,000.00 each.** Lengthy discussion on local economy, increasing/lowering donation, use of members' assessment funds, the evident needs, gift cards, newsletter coverage, Food Bank needs, local families in need, planning ahead by putting item in budget, etc. **Approval votes, two (Stead, Paschen); negative votes, four. MOTION DISAPPROVED.**

**MOTION made/seconded (Lambert/Paschen) to adopt two families sponsored by the Blake Foundation at a cost of \$250.00 each. Approval votes, five; negative votes, one (Stead).** Mr. Paschen suggested that earlier in the coming year, consideration be given to having a bus-fill project. Also suggested was not going through the Blake Foundation, but investigate local needs to assure our projects remain within the community and/or Town of Marana.

**XV. COVENANTS COMMITTEE:**

**A. APPOINTMENTS:**

**MOTION made/seconded (Stead/Backen) to approve the appointment of the five 2009-2010 Covenants Committee as presented.** Discussion: Concern regarding one proposed member who appears to be disruptive and not in sync with the Board in general, by documenting supposed false accusations. Works well in committee, therefore could be appointed to committee but not serve as chairperson. Committee makes its own chairperson appointment. **Approval votes, one (Stead); negative votes, five. MOTION DISAPPROVED.**

**MOTION made/seconded (DeLarge/Lipins) to appoint Debbie Budd, Shayne McCaslin, Paul Taylor and Kim Stine to the 2009-2010 Covenants Committee. Approval votes, five; negative vote, one (Stead). Motion approved.**

**B. PROPOSED FINES:**

Recommendations: Items 1-7, not in compliance; Items 2 and 3 cleared by Groundskeeper with recommended fines; Items 8-12, now in compliance. **MOTION made/seconded (Bracken/Lambert) to retain the violations but eliminate the fines for items 8-12. Unanimously approved.**

**MOTION made/seconded (DeLarge/Lipins) to accept the fines' recommendations on items 1-7. Unanimously approved.** Discussion followed regarding legalities, the

letters being sent to homeowners, specified time periods involved, clearing unoccupied areas, etc.

**XVI. FINANCE COMMITTEE:**

Ms. Debbie Budd, Chairperson, discussed recent bank transactions: A CD which matured this week for approximately \$108,000 will be divided with a \$100,000 roll-over for six months to State Farm at 1.73% interest. The interest revenue will be moved to the operating account in Vantage West. Another CD in the amount of \$200,000 will be moved to Met Life at a rate of 1.98%. Current FDIC insurance is at \$250,000, so it is the aim of the committee to disperse funds according to the insurance cap, but still have funds available for withdrawal if needed. **MOTION made/seconded (Lambert/DeLarge) to move the discussed monies as recommended by the Finance Committee. Unanimously approved.**

**XVII. POOL COMMITTEE:**

Mr. Lambert referred to three items regarding pool repairs from Oasis Pool Service, including eyeball fittings and non-working lights at the Windmill pool, and maintenance repair of squeeze tube/roller assembly at the kiddy pool at the Community Center. **MOTION made/seconded (DeLarge/Stimpson) to accept all three proposals.** Discussion: allow management to handle future items of this nature, and bring to the Board for information. **Unanimously approved.**

**XVIII. ARC:** Nothing at this time.

**XIX. NEW BUSINESS:**

**A. ARIZONA CORPORATE COMMISSION:**

**MOTION made/seconded (DeLarge/Bracken) to name Ms. Dale DeMen as Statutory Agent for Continental Ranch Community Association. Unanimously approved.**

**B. ESTABLISH 30-DAY NOTICE TO CANCEL CONTRACTS:**

**MOTION made/seconded (Lambert/Bracken) to adopt a resolution that any contract is cancelable without cause by a written 30-day notice and to not enter into any exclusive contracts by this Association. Unanimously approved.**

**C. RECEIVING COMPLAINTS:**

**MOTION made/seconded (Bracken/Stimpson) to adopt a resolution that all complaints requesting action be submitted in writing with the name, address and phone number of the person making the complaint in compliance with Arizona Statutes of Law.** Discussion: Privacy act problems; handling of phone call complaints; management will resolve whenever possible; there is a written form to be completed; written/signed complaint needed prior to any local committee review or litigation proceedings; needs to be worded exactly the way it is to be handled. **MOTION made/seconded (Lambert/Bracken) to postpone for further study. Unanimously approved.**

#### **D. ANONYMOUS COMPLAINT:**

Ms. DeLarge discussed two anonymous complaints, considered "hate" mail toward a previous Board member. Because of the nature of the writing, the FBI is currently investigating the source. Discussion: consideration of a reward for arrest and conviction of the offender. A newsletter article was suggested, but might constitute acknowledgment to the offender that he/she is receiving recognition/publicity. When anonymous items are received, they should not be acknowledged. Anonymous mail of any nature should be turned over to police or FBI for possible investigation. A letter to homeowners, although costly, might be considered because of the serious nature of such mail attacks. Further study needed on this subject.

#### **E. RECOMMENDATIONS BY MANAGEMENT:**

##### **1. PURCHASE OF LAPTOP AND PROJECTOR:**

**MOTION made/seconded (Bracken/DeLarge) to purchase a laptop with mouse, and a projector with one replacement lamp, at a cost not to exceed \$1,100.** Discussion: this equipment needed by Covenants, ARC and others. Long-term cost savings to be realized. Amendment suggested: **Add a white board for projection and increase cost NTE \$1,200.** Amended items approved by general consensus. **Unanimously approved.**

##### **2. PURCHASE OF MICROPHONES AND SPEAKER:**

**MOTION made/seconded (Bracken/Stimpson) to purchase from Guitar Center, one handheld microphone, one three-pack microphone and bag kit and one 15" powered PA speaker for a cost not to exceed \$375.00.** Discussion: Poor acoustics in the Community Center, and needed for annual meeting and/or other meetings throughout the year. **Unanimously approved.**

#### **XX. MANAGER'S REPORT:**

Ms. DeMen indicated many changes since assuming a managerial role for the Association in October. Locks, alarm codes, computer codes all changed; Comcast installed new internet service lines; pool furniture was received and stored; reserve study to be completed by 4 January; new committee appointments and meetings attended, annual meeting; actions in lieu written/handled; Safeway mitigation completed; landscape issues addressed; monument signs issues addressed; termite controls; handicap signs; approval to use Center by Handidog program. There were four emergency actions regarding the pools/plumbing/leakage; lot clean-up under Covenants Committee action; office files conversion continues with approximately 60% completed to date assisted by volunteers from SCRCR; working relationships with vendors; homeowner verification; collections issues on-going with the attorney's office; parking issues and barking dog issues—which need to be forwarded to the Town of Marana. The staff visited with SCRCR. Thanks for the warm welcome to the community.

#### **XXI. ADJOURNMENT:**

Prior to adjournment, Mr. Lambert asked for an Emergency Executive Session be scheduled this next

week. Tuesday, 24 November 2009 at 6:30 p.m., at the Windmill Office. With no further business, Mr. Lambert invited everyone to Walgreen's to visit with Santa. Happy Thanksgiving! **MOTION made/seconded (DeLarge/Bracken) to adjourn at 8:55 p.m. Unanimously approved.**

Upcoming Dates:

Board Study Session – Wednesday, 9 December 2009 @ 6:30 p.m., Community Center.

Board Meeting – Wednesday, 16 December 2009 @ 7:00 p.m., Community Center.

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PEGGY BRACKEN, Secretary

Attachments for file:

Sign-in Sheet

Amended Agenda

Committee Minutes

Resolution: Code of Conduct

ProCare Maintenance Bid

Antech Bid (Postponed action)

Landscape RFP

Groundskeeper Bid for oleanders

Covenants Fines listing

Oasis Pool Service bids

Complaint Form

Guitar Center bid for microphone equipment

Any other documentation pertaining to this meeting

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