

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
WEDNESDAY, 16 DECEMBER 2009 AT 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Wednesday, 16 December 2009 in the Community Center. Directors present: Mr. John Lambert, President; Mr. Chuck Stead, 1<sup>st</sup> VP; Ms. Marilyn Stimpson, 2<sup>nd</sup> VP; Ms. Connie DeLarge, Treasurer; Mr. Gus Lipins, Director. Excused absences: Ms. Peggy Bracken, Secretary; Mr. Terry Paschen, Director. Also present: Ms. Dale DeMen, Community Manager; Mr. Josh Seng, Assistant Manager; 13 members of Daisy Troop #320, and approximately 12 residents.

Prior to the meeting, Daisy Troop #320, Continental Ranch, sang holiday songs to the Board of Directors and residents, and made a presentation of a card and cookie tray to Mr. John Lambert, President. Each Daisy introduced herself and enjoyed the applause of an appreciative audience. Their leader thanked the Board for allowing the Daisy Troop to meet in the Center.

**I. CALL TO ORDER:**

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 7:08 p.m.

**II. ROLL CALL/QUORUM:**

Five members of the Board of Directors were in attendance. Family emergencies were attributed to the absences of Ms. Bracken and Mr. Paschen. Quorum of four required for the conduct of Association business.

**III. APPROVAL OF AGENDA:**

One item regarding recognition of volunteers and one item regarding an annual audit were added to the agenda. **MOTION made/seconded (Stead/DeLarge) to approve the meeting agenda as amended. Unanimously approved.**

**IV. INVITED GUESTS:**

Daisy Troop #320, Continental Ranch requested a few minutes of meeting time.

**V. HOMEOWNER FORUM (For items not on the meeting agenda):**

Ms. Julie Prince, resident and member of two committees within Pima County regarding bicycle safety issues spoke of an article that appeared in the October issue of *Windmill*, indicating some discrepancies and the importance of additional information to be published in the future. Ms. Prince sent a Letter to the Editor, which was not published, however, web site informational links are to be published in the January issue. She encouraged such letters to be considered for publication and requested information on procedures for submitting such information in the future, pointing out the strength of

the newsletter as a tool for educating residents, publishing a schedule of bicycle safety classes pending, etc. Mr. Lambert indicated space and cost concerns, but acknowledged Ms. Prince's requests would be taken under advisement.

**VI. PREVIOUS MEETING MINUTES:**

Correction noted for the 18 November 2009 Board of Directors regular meeting minutes, Page 4, XV.A. Covenants Committee Appointments. Should read: Approval votes, two (Stead/Bracken); negative votes, four. **MOTION made/seconded (DeLarge/Stimpson) to approve the minutes of the 18 November 2009 meeting as amended above, and approve the Executive Board meeting minutes of 24 November 2009 as presented. Unanimously approved.**

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

**VIII. CONSENT AGENDA:**

Receipt of minutes acknowledged from: ARC—19 November and 3 December 2009; Landscape—1 December 2009; Covenants—8 December 2009; Finance—10 December 2009. Activities Committee did not have quorum at their scheduled 2 December 2009 meeting. **MOTION made/seconded (DeLarge/Stimpson) to acknowledge receipt of committee minutes as presented. Unanimously approved.**

**IX. PRESIDENT'S REPORT:**

Mr. Lambert indicated an oversight due to management transitioning regarding honoring the many volunteers who supported numerous programs within Continental Ranch during the previous year. He indicated that a volunteer luncheon would be scheduled late in January, with some sponsor donations from merchants being received. **MOTION made/seconded (Lambert/Lipins) to approve subsidizing the cost of a luncheon in January 2010 honoring volunteers in amount up to \$1,000.00, if donations do not meet the expenditures required to hold it. Affirmative votes, four; negative vote, one (Stead).**

Room Rental Rates to be discussed in a Board study session. Postponement of this issue to the next Board meeting.

**X. FACILITIES COMMITTEE:**

**A. REMOVAL OF LOGOS:**

Removal and relocation of the "CR" logos from Cancion Del Luna, Cancion Del Sol, and Desert Traditions I, to entryways at Parcels 47 and 69 (north end which have no signage), remains pending. Action is postponed, as homeowner permission is needed to attach these logos to existing wall space. Mr. Seng is still working through this project.

**B. MOUNTING OF BIKE RACK AT COMMUNITY CENTER:**

**MOTION made/seconded (DeLarge/Stimpson) to authorize expenditure not to exceed \$85.00, for mounting of the bike rack at the Community Center. Unanimously approved.**

**C. "SURF RIDER" PLAY EQUIPMENT AT YELLOW MOON/VERIDIAN TOT LOT:**

Due to vandalism, the Surf Rider has been severely damaged, and will cost \$65.00 to remove it, or \$1,630.00 to replace. As is, it becomes a liability issue; it cannot be repaired; a police report has been requested. There are legal avenues for restitution and pursuit of replacement cost can then be addressed. **MOTION made/seconded (Lipins/Stimpson) to remove the damaged Surf Rider play equipment at Yellow Moon/Veridian tot lot at a cost of \$65.00. Unanimously approved. MOTION made/seconded (Stead/Lipins) to pursue legal avenues for replacement restitution upon receipt of the police report identifying the vandals. Unanimously approved.**

**D. SECURITY CAMERA DVR UNITS AT COMMUNITY CENTER AND WINDMILL PARK:**

Four bids have been received for replacement of the security camera DVR units at the Community Center and the Windmill Park CRCA Office—Central Alarm, Guard Pro, Protection One, and Rent-a-Techie. It was noted that Rent-a-Techie provided an alternate solution using the existing CRCA server, installing a DVR card, allowing the server to be the DVR. An older computer, no longer in general use, would then be used at the Community Center with a new hard drive. All modifications were included in the quoted cost, and favorable consideration was being given to the Rent-a-Techie proposal. There were questions regarding service and warranties, and Mr. Seng will obtain this information. In order to make a prompt decision on this project, an action in lieu may be utilized, with documentation recorded at the January 2010 Board meeting.

**XI. LANDSCAPE COMMITTEE:**

**A. CHAIRPERSON APPOINTMENT:**

Appointment of Mr. Frank Postillion as Chairperson was noted.

**B. RFP FOR LANDSCAPE CONTRACT:**

Eleven area contractors have been contacted regarding a future RFP for a landscape contract. Responses will be reviewed by the Landscape Committee with a recommendation to the Board of Directors.

**C. OLEANDER INSTALLATION:**

Twenty plants installed; project completed as of 8 December 2009. Seven have already been destroyed. Police and school vandalism reports have been requested.

**D. REPLACEMENT OF CLOCK AT YELLOW MOON/VERIDIAN TOT LOT: MOTION made/seconded (Stead/Stimpson) to approve the recommendation of the Landscape Committee and accept bid from Groundskeeper to remove and store the Rainmaster Clock (not in use), and install a battery operated valve timer at the Yellow Moon/Veridian tot lot, at a cost not to exceed \$125.00 plus tax. Unanimously approved.**

**XII. ACTIVITIES COMMITTEE:** No meeting.

**XIII. COVENANTS COMMITTEE:**

**A. CHAIRPERSON/VICE CHAIRPERSON APPOINTMENTS:**

Appointments of Mr. Paul Taylor as Chairperson and Mr. Shayne McCaslin as Vice-Chairperson, were noted.

**B. RECOMMENDATION FOR FINES:** None at this time.

**XIV. FINANCE COMMITTEE:**

**A. CHAIRPERSON/VICE CHAIRPERSON APPOINTMENTS:**

Appointments of Ms. Debbie Budd as Chairperson and Mr. Dale Henson as Vice-Chairperson, were noted.

**B. PLACEMENT OF FUNDS:**

The committee made recommendations for the placement of funds. **MOTION made/seconded (Stead/Lipins) to remove \$350,000 from Treasury Direct in January and place \$125,000 in Washington Federal for six months, \$125,000 in Discover Bank for one year, and \$100,000 in Southern Arizona Community Bank for six months.** In discussion, it was noted that interest rates are fluctuating, and might change again in January. **Unanimously approved.** The Board reviewed the balance sheet through 31 October 2009.

**XV. POOL COMMITTEE:**

**A. POOL FURNITURE SERVICE:**

**MOTION made/seconded (Stead/DeLarge) to approve the recommendation of the Pool Committee for monthly cleaning service of the pool furniture at a recurring cost of \$40.00 monthly from Pro-Care between 1 September and ending the end of April.** Discussion: Pool monitors maintain cleaning of pool equipment while on duty throughout the summer as part of their employment agreement. **Unanimously approved.**

**B. CHAIRPERSON APPOINTMENT:**

Appointment of Mr. Russell Clanagan as Chairperson was noted.

**XVI. ARCHITECTURAL REVIEW COMMITTEE:**

Appointments of Mrs. Nancy Lambert as Chairperson and Mr. Dave Lawrence as Vice-Chairperson were noted.

**XVII. NEW BUSINESS:**

**A. EXPENDITURES POLICY:**

Policy regarding expenditures over \$999.99 requiring bids from three separate sources prior to approval was postponed for further study. Exception noted would be in case of an emergency situation calling for immediate action for the safety and wellbeing of the

Association. Mr. Lambert indicated he preferred to have full board consideration in this particular issue, and suggested postponement. **MOTION made/seconded (Lipins/DeLarge) to postpone action until the next regular Board meeting with all directors present. Unanimously approved.**

**C. ANNUAL AUDIT:**

**MOTION made/seconded (Lambert/Stead) to approve the expenditure not to exceed \$6,500 for the annual audit by J. Todd Lundering, as recommended by the Finance Committee. Unanimously approved.**

**XVIII. UNFINISHED BUSINESS:**

**A. VIOLATION COMPLAINT FORM:**

**MOTION made/seconded (Stead/DeLarge) to approve the Violation Complaint Form as presented.** Discussion: Management will review completed forms turned in and attempt to resolve. If resolution cannot be made, the issue will be forwarded to the related committee and/or the Board. **Unanimously approved.**

**XIX. MANAGER'S REPORT:**

Ms. DeMen discussed numerous activities of the management staff in working with the homeowners, the December newsletter, year end Finance Committee items, the Reserve Study update walk-through completed on 16 December, recent maintenance emergency items which required immediate replacement/repair. In the office, Comcast has completed the task of installing cable, the VMS data base entries through mid-November are complete and with the goal of having December data entered by year's end. Thanks to volunteer help assisting the staff, approximately 80% of the files were converted by the end of November, and as of this week, the project is completed. Full copies of bank statements were turned over to the Finance Committee and recommendations presented to the Board. Landscape RFP is out to bid. Central Alarm contract has not been updated since 1996, and will now include the 30-day without-cause cancellation clause. Homeowner verification is ongoing. We are working with Jackson and White to maintain collection accounts. The Covenants Committee needs to review parking policy. Also working with the police department and school administration to help identify vandals who destroyed equipment at the tot lot and the desecration of some of the recently-planted oleanders. The bids for security VCR/cameras were received.

**MOTION made/seconded (Lambert/DeLarge) to accept the Central Alarm of Tucson, Inc. contracts—one each for the Community Center and Windmill Office, at cost of \$39.00 monthly per contract for monitoring and including the 30-day without-cause cancellation clause. Unanimously approved.**

**XX. BOARD DISCUSSIONS:**

Sidewalk options for the Windmill office complex are being researched. Information is not available as yet. Continuing with parcel naming remains in discussion stage and

should be discussed at the next meeting. Homeowners need to be contacted to determine if names are wanted/not wanted. Outside lighting issues need to be researched and resolved by Mr. Seng with the Town of Marana. Parking issues remain questionable, and need to be addressed by the Covenants Committee.

New Dimensions' Ministries requested consideration of a long-term contract for renting the Community Center on Sunday mornings from 9 a.m. to 1 p.m. and on Thursday evenings. Currently, New Dimensions' has a month-to-month contract, which would allow homeowners preferred use of the facilities. Mr. Lambert indicated there would be a rental increase for non-homeowners in the near future. He suggested that New Dimensions' representatives may wish to attend the next study session to further discuss their request. New Dimensions' indicated their congregation is 95% Continental Ranch residents.

**XXI. ADJOURNMENT:**

With no further business **MOTION made/seconded (DeLarge/Stimpson) to adjourn at 8:12 p.m. Unanimously approved.**

Upcoming dates:

Board Study Session - Wednesday, 13 January 2010 @ 6:30 p.m., Community Center.

Board Meeting – Wednesday, 20 January 2010 @ 7:00 p.m., Community Center.

Board Training Session – Wednesday, 27 January 2010 @ 6:30 p.m., Windmill Office.

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PEGGY BRACKEN, Secretary

Attachments for file:

Sign-in Sheet

Amended Agenda

Committee Minutes—ARC, Landscape, Covenants, Finance.

Surf Rider Repair Estimate

Security Camera bids

Groundskeeper Clock Replacement

Financial Statement

Pro-Care Pool Furniture Estimate

Auditor Estimate

Manager's Report

Central Alarm Contracts

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