

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
WEDNESDAY, 20 JANUARY 2010 at 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Wednesday, 20 January 2010 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. Peggy Bracken, Secretary; Mr. Gus Lipins, Director; Mr. Terry Paschen, Director. Excused absence: Ms. Connie DeLarge, Treasurer. Also present: Guests: Ms. Barb McFarland, YMCA and Ms. Marydale Moore, Saguaro Aquatics. Management 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:**

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

**III. APPROVAL OF AGENDA:**

**MOTION made/seconded (Lipins/Stimpson) to approve the meeting agenda as presented. Unanimously approved.**

**IV. INVITED GUEST:**

Ms. Barb McFarland made a short presentation on possible programs to be started in Continental Ranch, encompassing young children into swimming or camp programs, karate, dance programs, cheerleading, volleyball, junior life saving for older youth, CPR and other adult programs as desired. All instructors are screened and certified. She indicated that in order to participate, a full membership in the YMCA program or a limited membership for Continental Ranch programs only at a \$20.00 annual fee would be required. Full Y membership gains access to all programs at the Y campus as well as off-site. There would be a class fee established for each program desired. Ms. McFarland indicated that in the pool program, the participation and instructor cap for parent/child instruction would be 10/1 ; unaccompanied pre-school age children: 6/1; elementary school age: 8/1. Use of the Continental Ranch Center meeting room would be needed for initial registration activities only. Information for advertising the program would be provided. A Silver Sneakers program for senior adults is a possibility and Management has already made an initial contact with the provider; however, there is no finalization to this or any particular program.

In attendance at the meeting was Ms. Marydale Moore, representing Saguaro Aquatics, who was later acknowledged and invited to make a presentation at the next Board study session.

- V. **HOMEOWNER FORUM (For items not on the meeting agenda):**  
None received. Mr. Stead questioned a possible budgetary discrepancy noted regarding payments made to the management company. Ms. DeMen explained that input to the computer was delayed due to bringing VMS on line.
- VI. **PREVIOUS MEETING MINUTES:**  
**MOTION made/seconded (Stimpson/Lambert) to approve the minutes of the 16 December 2009 meeting as presented. Unanimously approved.**
- VII. **APPEALS, REQUESTS, WAIVERS INITIATED FROM HOMEOWNERS.** None.
- VIII. **CONSENT AGENDA:**  
Receipt of minutes acknowledged from: ARC—17 December 2009 and 7 January 2010; Pool—4 January 2010; Landscape—5 and 12 January 2010; Activities—6 January 2010; Covenants—12 January 2010; Finance—14 January 2010. For approval: A new lock for the side door at the Community Center at cost not to exceed \$75.00; Mrs. Vija Lipins appointed as Vice-Chair of Landscape Committee; appointment of Ms. Ann Bodmer to Landscape Committee; new calendar of events for Activities, amended to include a Road Rally in March, and combination of the Halloween event with the Fall Festival; purchase of a new clock for the Community Center pool area at a cost NTE \$100 installed, to be mounted in the shade under roof of the equipment room; purchase of two tamper-resistant signs to be placed one at each pool at a cost of \$32.73 each. **MOTION made/seconded (Stimpson/Stead) to approve the Consent Agenda as presented. Unanimously approved.**
- IX. **PRESIDENT'S REPORT:**  
Mr. Lambert commented on the broken gas meter at the Windmill Pool. Southwest Gas Company was contacted. Parts are in the office. Indications are that the meter was possibly being used as a stepping mechanism to gain access over the fence into the pool area.  
  
Mr. Lambert also indicated that the Town of Marana Mayor, Honorable Ed Honea, was invited to the study session in February. He suggested this be noted in the upcoming *Windmill*, with attendance by residents encouraged in order to share concerns/questions/ideas with Mr. Honea.
- X. **FACILITIES COMMITTEE:**  
**SECURITY CAMERAS:**  
**MOTION made/seconded (Lambert/Bracken) to approve the purchase of an 8-channel video recorder card at a cost of \$1,246.67 total plus tax from Rent-A-Techie.** Discussion: wide range of bid prices received. Rent-A-Techie's bid was based on using the existing CRCA server and installing a DRV card allowing the server to be

the DVR. An existing computer would be used at the Community Center with a new 500GB hard drive. **Unanimously approved.**

**XI. LANDSCAPE COMMITTEE:**

Of 11 bids received for possible contract, three were chosen and suggested to the Board for decision: Groundskeeper, Complete, and NorthWest. The Board and Landscape committee members will go on a site tour visiting properties currently being served by these companies. Interested residents are encouraged to participate on Saturday, 6 February 2010 at 10:00 a.m. Tour reservations are needed in the office by Thursday, 4 February so that adequate transportation may be arranged. Mr. Stead indicated he had already done some site touring on his own. Mr. Lipins will participate.

**XII. ACTIVITIES COMMITTEE:**

**A. RESIGNATION:**

The resignation of Ms. Amber Sirois from the Activities Committee was noted with thanks and regret.

**B. PURCHASE OF EZ POP-UP SHELTERS:**

**MOTION made/seconded (Lipins/Stimpson) to approve the purchase of two EZ pop-up shelters at a cost not to exceed \$375 from Golf Outlets USA.** Discussion: Cost to be charged against the Activities Committee budget. **Unanimously approved.**

**XIII. COVENANTS COMMITTEE:**

**A. APPROVAL OF FINES' RECOMMENDATION:**

**MOTION made/seconded (Stead/Stimpson) to approve the fines as recommended by the Covenants Committee. Unanimously approved.**

**B. COMMITTEE STUDY SESSION:**

An emergency study session to review the community parking policy is scheduled for 21 January 2010 at 6:00 p.m. in the Community Center. This is an "open door" session and the community is invited to attend. Meeting announcement is on the web site.

**XIV. FINANCE COMMITTEE:**

**A. INVESTMENTS:**

**MOTION made/seconded (Stead/Lambert) to keep money allocated to be transferred to the Discover Bank, in the National Bank Account until a new location can be determined.** Discussion: Interest rates are extremely low; rates differ considerably between personal and business accounts; discussing options with Chase Bank and answers are needed prior to a final transfer of funds. **Unanimously approved.**

**B. COLLECTIONS POLICY:**

**MOTION made/seconded (Stead/Lipins) to adjust the collection policy to show that a debt owed to CRCA is equal to one year's assessments prior to being turned**

**over to collections by the attorney.** Discussion: Cost to open a collection account is \$150.00. By waiting to approximately the one-year point, opening a collection account can be financially justified. Overall collections will be further addressed prior to the next budget preparation period. A letter explaining use of VMS for on line payments will go out in the March assessments' mailing. A coupon book was suggested to cut costs and offer another option to residents, and might be a less expensive way of handling payments. Homeowners' addresses are still being verified. **Unanimously approved.**

**XV. POOL COMMITTEE:**

**MOTION made/seconded (Lipins/Stimpson) to review which vendor to use for swim lessons—YMCA or Saguaro Aquatics.** Discussion: Saguaro invited to attend the next study session and make a presentation. Agreed. Residents appear satisfied with previous programs of Saguaro, indicating smaller classes. Class fees are comparable. Is there a way for both organizations to work? Not the intention of the Pool Committee to have a Board decision made immediately. **Unanimously approved.**

**XVI. ARCHITECTURE REVIEW COMMITTEE:** Nothing at this time.

**XVII. NEW BUSINESS:**

**A. HVAC UNITS AT COMMUNITY CENTER AND WINDMILL OFFICE:**

Management has suggested placing the five HVAC units at two locations under service contract. Three bids received for routine preventative service twice a year. **MOTION made/seconded (Lambert/Stead) to approve placing the five HVAC units under service contract with D&H Air Conditioning and Heating Company, Inc. at a cost of \$1050.00 a year with two filter changes.** Discussion: Unit in the Community Center was not working; filters had never been changed. **Unanimously approved.**

**XIII. OLD BUSINESS:**

**A. POLICE REPORTS FILE:**

Management started a Police Binder to file police reports for various items of vandalism. It will be maintained in the office for review or can be brought to meetings.

**B. TOT LOT VANDALISM:**

Contact information for the school personnel involved in the tot lot vandalism has been given to the Town of Marana police. The officer assigned to the case will contact management when he has spoken to the school and gathered additional information. Discussion: A possible topic to discuss with the Town of Marana mayor when he visits in February.

**C. POLICY FOR EXPENDITURES OVER \$999.99:**

Topic carried over from December meeting. Decision made that the policy currently in place is adequate. A motion made to approve this expenditure policy was rescinded. No further action required.

**D. PARCEL NAMES:**

Topic still being researched. No budget for parcel entranceway signage this year.

**MOTION made/ seconded (Lambert/Lipins) to postpone action indefinitely. Unanimously approved.**

**XIX. MANAGER'S REPORT:**

Ms. DeMen discussed numerous activities of the management staff in working with all homeowners. February newsletter in production; the reserve study update has been received, with draft sent to the Board and Finance Committee; attended all committee meetings; landscape RFP bids were received and documented in an overview worksheet for both the committee and Board; landscape inspection tour was arranged; coordinating the volunteer luncheon scheduled for 30 January at the Community Center, with the committee and vendors; training meeting for the Board will be held on 27 January in the Windmill Pool board room at 6:00 p.m.; emergency maintenance repairs were completed on the Community Center pool fence; several banking issues have been handled with copies of financials forwarded to the Finance Committee; other banking issues are still being addressed; collection issues were recommended; Auditor received information for review and the annual audit has started; Groundskeeper contract was lowered beginning February 2010; low lighting for parking lot is out for bid; Community Center dumpster enclosure is being addressed; bids are pending for the office walkway.

A homeowner questioned status of the Waste Management issue. Still in the hands of the attorney. Homeowner discussion reverted back to the previously-discussed new collection policy, just for clarification.

Upcoming dates:

Emergency Study Session for Covenants Committee – Friday, 21 January 2010 @ 6:00 p.m. @ Community Center.

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

Volunteer Appreciation Luncheon – Saturday, 30 January 2010 @ 11:30 a.m. @ Community Center

Landscape Committee Tour – Saturday, 6 February 2010 @ 10:00 a.m.

Board Study Session – Wednesday, 10 February 2010 @ 6:30 p.m. @Community Center

Board Meeting – Wednesday, 17 February 2010 @ 7:00 p.m. @ Community Center

**XX. ADJOURNMENT:**

With no further business, **MOTION made/seconded (Stead/Bracken) to adjourn at 8:25 p.m. Unanimously approved.**

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**PEGGY BRACKEN, Secretary**

Attachments for file:

Sign-in Sheet

Agenda

Committee Minutes—ARC, Landscape, Covenants, Finance, Pool, Activities  
YMCA and Saguaro Aquatics Proposals

D&H Contract for HVAC Units

Manager's Report

Other documentation pertaining to this meeting