

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
WEDNESDAY, 17 MARCH 2010 at 7:00 P.M.  
(NO MEETING HELD IN FEBRUARY 2010)**

The Board of Directors of the Continental Ranch Community Association met on Wednesday, 17 March 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; 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:**

Item XI.E, to be moved to XVII. Old Business. New item to be added by Mr. Lipins: XVII. Old Business, a landscaping issue. **MOTION made/seconded (Stead/Lipins) to approve the meeting agenda as amended. Unanimously approved.**

**IV. GUESTS:** None.

**V. APPROVAL OF MINUTES:**

**MOTION made/seconded (Lipins/Bracken) to accept the minutes of the 20 January 2010 meeting as presented. Unanimously approved.**

**VI. APPEALS, REQUESTS/WAIVERS INITIATED FROM HOMEOWNERS:** None.

**VII. CONSENT AGENDA:**

Acknowledge receipt of committee minutes: Covenants (12 January/9 February/9 March), ARC (21 January/4 February/18 February, 4 March), Pool (1 February/1 March), Landscape (2 February/2 March), Activities (3 February/3 March/8 March), Finance (11 February/11 March), Reserve Study Meeting (25 February). Recommendation to lower Community Center pool temperature to 80 degrees. Recommendation to not accept the amended contract proposal from Indigenous Solutions, Inc. submitted after bid closing. Recommendation to drain the Windmill pool spa monthly as part of the cleaning at a cost

of \$125.00 monthly, and ratification of this maintenance practice already in place. Recommendation to accept bid #03465 from Groundskeeper at a cost not to exceed \$225.00 plus tax for adding limestone to undermined spillway at Marbella II (rip rap south side of wash at entryway). Approve up to \$400 for Activities' Committee 3 April 2010 Easter Hunt event with face painters and a balloon designed. Recommendation to move remaining funds in the Stratford Operating Account at National Bank and transfer to Community Association Bank Operating Account. Recommendation to invest CD funds maturing on 22 March 2010 in Washington Federal into a 6-month CD or money market account in a local bank paying the best interest. Accept resignation of Ms. Verna Keller from Activities Committee; acknowledge Activities Committee appointment of Mr. Richard Singervalt as Chair for April and May 2010; approve appointments of Mrs. Sandy Padilla and Mrs. Carol Altmann to Finance Committee. **MOTION made/seconded (DeLarge/Lipins) to approve the Consent Agenda as presented. Unanimously approved.**

**VIII. PRESIDENT'S REPORT:**

Mr. Lambert referred to a prior resolution regarding the handling of bank statements by Stratford Management. This included authorization for the Treasurer to open and review bank statements when received. With a new management company in place, this resolution needs to be rescinded. Bank statements are now received electronically. **MOTION made/seconded (Lipins/DeLarge) to rescind the resolution regarding the handling of bank statements by Stratford Management. Unanimously approved.**

**IX. FACILITIES:**

**PROPOSED RENOVATION AT WINDMILL PARK:**

Bids were received for the proposed renovation of the Windmill Park office entrance either by concrete or brick pavers. Brick pavers highly favored, with a budgeted amount of \$23,000 noted. **MOTION made/seconded (Lambert/Lipins) to accept the proposal of Stewart Paving to renovate the Windmill Park entry by concrete removal and installation of brick pavers at a cost not to exceed \$13,688.00 plus tax.** Discussion: "K" design pattern decided on; round planter areas for trees; two old concrete benches to be removed; discuss with contractor possibility of new concrete benches and their best location. Warranty included. Also discussed was a small area at the rear of the complex where minor leveling repair is needed to avoid a possible liability issue. **Unanimously approved.**

**X. FINANCE COMMITTEE:**

**A. RESERVE STUDY:**

Ms. DeMen advised that nothing had been received as yet; a revised report is coming.

**B. INVESTMENTS:**

Reinvestment of funds already approved under the Consent Agenda was reintroduced for definitive action. **MOTION made/seconded (DeLarge/Bracken) to move the**

Washington Federal CD funds expiring on 22 March 2010 to the bank offering the highest rate of interest for a six to 12-month CD or money market fund.  
Unanimously approved.

**XI. POOL COMMITTEE:**

**A. OPERATING HOURS AT WINDMILL POOL:**

A recommendation was received from the Pool Committee to reduce hours of operation of the Windmill Park pool by closing at 8:00 p.m. until such time as pool monitors are hired. Recent acts of vandalism were noted, and a reduced schedule might raise community attention to the vandalism situation. **MOTION made/seconded (Bracken/Stimpson) to reduce the hours of the Windmill pool, closing at 8:00 p.m. until the pool monitors are hired. Unanimously approved.**

**B. COMMUNITY CENTER POOL:**

Recommendation received consider opening of the Community Center pool on 1 April 2010 or such time when repairs are completed. **MOTION made/seconded (DeLarge/Stimpson) to push back the opening of the Community Center pool until such time that all repairs are completed. Unanimously approved.**

**C. POOL MONITORS:**

Recommendation received to hire nine monitors at \$9.00/hour, providing 196 hours per week, and three monitor supervisors at \$11.00/hour, providing 98 hours per week from 1 May 2010 through 7 September 2010. **MOTION made/seconded (DeLarge/Bracken) to hire nine budgeted pool monitors and three monitor supervisors at the hourly rates recommended by the Pool Committee.** Discussion: Pool Committee, management staff, and Board president will all monitor to determine adherence to job requirements. Installing a time clock could be considered. Several applications already received by the management staff. A mandatory training session is offered by Pima County Health Department. **Unanimously approved.**

**D. REPAIRS TO COMMUNITY CENTER POOL:**

The Pool Committee recommended not replacing the cool deck at the Center pool, instead, accepting the proposal from Saguaro Pool Inc., Tucson to strip and reseal the deck. Three bids had been received. **MOTION made/seconded (DeLarge/Bracken) to accept the proposal from Saguaro Pool, Inc, Tucson to strip and reseal the deck at the Community Center pool, at a cost not to exceed \$15,000 plus tax as recommended by the Pool Committee.** Discussion: warranty included; new handicap ramp to be installed. **Unanimously approved.**

**XII. NEW BUSINESS:**

**A. REPLACING POLYBUTYLENE PIPE IN COMMUNITY CENTER:**

Three bids for repairs were received. **MOTION made/seconded (Lambert/Lipins) to accept the bid to replace the polybutylene pipe in the Community Center by Plumb Plumbing, Tucson at a cost not to exceed \$6,750.97 including tax.** Discussion: warranty included. **Unanimously approved.**

**B. AIR CONDITIONING REPAIRS:**

Management recommends repairing the A/C units in both the Windmill Park office and the Community Center by the vendor preferred to handle the service contract. **MOTION made/seconded (Lambert/Stimpson) to accept the repair bid of D&H at a cost not to exceed \$474.99 plus tax for the Windmill Park office, and \$1,442.69 plus tax for the Community Center. Unanimously approved.**

**XVII. OLD BUSINESS:**

**A. LANDSCAPE CONTRACT:**

Four vendors presented information at the recent Board study session for consideration of contract. The Board voted by a preferential ballot in order to determine the best qualified, with six Board members making an identical survey conclusion. **MOTION made/seconded (Lambert/Bracken) to contact DLC Resources to negotiate a lesser-cost bid.** Discussion: Handling of work assignments to be monitored differently. Start date would be 30-days from giving notice to DLC. Thirty-day release from contract by either party is included. **Unanimously approved.**

**MOTION made/seconded (Stimpson/Lipins) to award contract to Complete Landscaping in the event adequate cost negotiation with DLC Resources fails. Approval votes, 4; Negative votes, 2 (Stead/DeLarge).**

**B. VENDOR FOR SWIMMING LESSONS:**

(Moved from XI. E.)

A preferential ballot in order to determine a swim lesson contractor was used, with options (1) Saguaro only for lessons, (2) YMCA only for lessons, (3) scheduling both for swim lessons. Five preferential votes were received for Saguaro; with one abstention (Stead). It was noted that other events would be considered for presentation by the YMCA staff study team with three residents serving on committee to review the Silver Sneakers program, water aerobics, exercising, children's day camp, soccer, cheerleading, and other possible activities. Decisions accepted without motion.

Mr. Lambert announced that YMCA staff would conduct an open house on 25 April in the Community Center, (time to be determined) with a proposal for consideration by residents of Continental Ranch, and recommendation to the Board for action.

**C. LANDSCAPING ISSUE:**

(Added to Agenda)

Mr. Lipins discussed the appearance of the area at the point of the Twin Peaks interchange connection through the community from the east. Mr. Lipins had already discussed a possible improvement project with someone experienced in this type of upgrade within HOAs, who had offered thoughts for consideration. Mr. Lipins suggested

thought be given to this possible project now. What do we want? Use the current water system or upgrade? Mr. Lambert indicated a need to hide the existing wall, owned by homeowners. Wait for final contract with landscaper and get input. Appoint an ad hoc committee to make recommendations. Turn project over to the Landscape Committee. Investigate a possible joint venture with the Town of Marana, depending on actual location of boundaries. Both Mr. Lambert and Mr. Lipins encouraged the Board and residents to look at the area of concern, and meanwhile, boundary issues with the Town of Marana could be determined. No definitive action taken.

#### **D. PARKING POLICY:**

Management recommended a resolution indicating the restrictions of the CC&Rs regarding street parking, reviewed by the Association attorney, to serve as a reasonable interpretation to ratify the parking policy used for over ten years by this Association. A copy of this resolution will be provided to each homeowner, as required, and will be included in the upcoming assessment mailing. **MOTION made/seconded (Bracken/Lipins) to accept the recommendation of Management and adopt this Resolution regarding street parking within the Continental Ranch community.** Discussion: parking on sidewalks needs to be reported to the Town of Marana. Parking cannot impede access to a neighboring driveway. Mr. Lambert pointed out that we must be reasonable in the approach, with families combining and moving in together due to economic factors. He noted there is no one solution to the parking situation.

**Unanimously approved.**

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

Ms. DeMen presented a lengthy two-month report. The Reserve Study was reviewed at a February meeting of the Board and Finance Committee; questions sent back to Reserve Associates and final study will be on file in the office when received. New codes will be assigned to each item in the study for the budgeting process. Staff attended all committee meetings, and minutes are available for review. Management participated in the volunteer luncheon in January and landscape tours in February. Staff member, Mr. Bill Heady resigned and was replaced by Mr. Kyle Nickell. The staff toured the community for compliance issues in early March; letters sent out. Spring rains have caused weed problems; however, Groundskeeper has a pre-emergent program for homeowners underway. Ms. DeMen pointed out there were several ways to pay upcoming assessments. Emergency maintenance items were addressed: repositioning of pool security cameras (authorization given), rebuilding the Windmill Park office walkway; Community Center pool fence needing repair prior to cool deck with an estimated cost of \$1,800 to include core drilling, not budgeted. **MOTION made/seconded (Lambert/Bracken) to replace the fence at the Community Center by Antech at a cost not to exceed \$1,880.00 plus tax. Unanimously approved.** Minor repairs to the kiddie pool shade structure to remove rust and tighten tarp cable will be completed prior to deck renovation. It was noted that this type of maintenance should be performed at least every six months or whenever rust is seen. Structure is out of warranty.

In the office, VMS is up and working 100%. A number of files found in the bookkeeper's office at time of takeover have now been researched and merged into the filing system. Mailing list for the newsletter is now being reviewed monthly, as approximately 700 names on the list were former owners. Banking information has been turned over to the Finance Committee. Investments handled. An audit has started. Several bids were reviewed and submitted to the Board for consideration. Covenants Committee and management reviewed the sequencing of violation letters. Approximately 36 applications have already been received for positions of pool monitors and supervisors. Interviews will be conducted during the week of 22 March. Those selected will attend a mandatory class through Pima County Health Department on 20 April, at a cost of \$26.00 each, budgeted. Workers will begin on 1 May.

Information is available for a possible future dumpster enclosure at the Community Center. Wall caps, missing from the common area at Parcel 43 on Lees Ferry, have been replaced. The bike rack was made "skateboard resistant" and is now securely mounted. Little League and Soccer leases are expired. Ninety-eight percent of the players are Continental Ranch residents. Previous fees and deposits discussed. **MOTION made/seconded (Lambert/Bracken) to waive the fees for both Little League and Soccer use, but retain the \$150.00 deposit until season end. Unanimously approved.**

**XX. ADJOURNMENT:**

With no further business to be presented, meeting was adjourned at 8:28 p.m.

Upcoming dates:

Easter Egg Hunt – Saturday, 3 April 2010 @ 10:00 a.m., Windmill Park.

Board Study Session – Wednesday, 14 April 2010 @ 6:30 p.m., Community Center.

YMCA Open House – Sunday, 25 April 2010, Time TBD, Community Center.

Board Meeting – Wednesday, 21 April 2010 @ 7:00 p.m., Community Center.

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**PEGGY BRACKEN, Secretary**

Attachments for file:

Sign-in Sheet

Amended Agenda

Committee Minutes—ARC, Landscape, Covenants, Finance, Pool, Activities

Reserve Study Meeting Minutes

Contracts

Manager's Report

Any other documentation as needed.

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