

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
THURSDAY, 18 NOVEMBER 2010 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 18 November 2010 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice-President; Mr. Gus Lipins, 2<sup>nd</sup> Vice-President; Ms. Connie DeLarge, Secretary; Mr. Larry Lemieux, Treasurer; Ms. Marilyn Stimpson, Director; Absent-- Mr. Terry Paschen, Director. Also present: Ms. Dale DeMen, Community Manager; Mr. Josh Seng, Assistant Manager, Mr. Kristopher L.R. Bloom from Sovereign Electric, and 12 residents.

**I. CALL TO ORDER:**

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 7:03 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. AGENDA:**

Mr. Lipins requested removal of a new member appointment to the Landscape Committee out of the Consent Agenda for Board discussion. Mr. Lambert requested the addition of a new member for ARC and discussion of two late fee accounts. Presentation by Sovereign Electric, moved to later in the meeting. **MOTION made/seconded (Lipins/DeLarge) to accept the meeting agenda as amended. Unanimously approved.**

**IV. INVITED GUEST:**

Mr. Kristopher L. R. Bloom, Sovereign Electric, Tucson. Presentation moved to later in the meeting.

**V. HOMEOWNER FORUM (FOR ITEMS NOT ON THE AGENDA):**

A resident inquired about cost of upkeep of the new plantings throughout the community. Not known at this time. She also mentioned excessive water run-off along Twin Peaks. Mr. Lambert assured that this had already been addressed and was being corrected.

**VI. MEETING MINUTES' APPROVAL:**

**MOTION made/seconded (Bracken/Lipins) to approve the minutes of the 6 October 2010 meeting as presented. Unanimously approved.**

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

**VIII. APPROVAL OF CONSENT AGENDA:**

**A. ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES:**

Activities—6 October 2010 with request to donate \$100 from committee budget for Adopt a Family/Marana food Bank "Stuff the Stocking"; ARC—7 and 21 October 2010; Covenants—12 October 2010; Pool—1 November 2010. (No Finance meeting held.)

**B. COMMITTEE APPOINTMENTS/RESIGNATIONS:**

Pool—Mr. Chuck Valade as Chair; Landscape—Mr. Frank Postillion as Chair, Mr. Rob Palfreyman as Vice-Chair, Mr. John Lambert as member (withdrawn from Consent Agenda); Activities—Ms. Ana Holcomb as Chair, Ms. Micale Baer as Secretary; ARC—Mrs. Nancy Lambert as Chair, Mr. Dave Lawrence as Vice-Chair, Ms. Linda Burau, member; Finance—Mrs. Carol Altman as Chair, Mr. Dale Henson as Vice-Chair. Covenants—resignations accepted with regret, Mrs. Debbie Budd and Ms. Shayne McCaslin.

**C. BOARD ACTIONS:**

1. Purchase 19 chairs and 10 loungers from Sundrella at cost not to exceed budgeted cost of \$5,070, including tax.
2. Accept Oasis Pools' bid to replace four Windmill Park heater by-pass valves at cost of \$239.61 each for a total NTE \$958.44.
3. Adopt Design Guideline Update and publish same in *Windmill*.
4. Approve Covenants' recommendation to fine accounts 118372, 19036, 19456, \$25.00 each for leaving out trash cans.
5. Approve Finance Committee's two recommendations to hire auditor, Mr. J. Todd Lundering, CPA at a cost NTE \$7,500 for audit and tax preparation, and a three-year contract with Association Reserves at \$1,950 per year.
6. Approve Management recommendation to change title classification of "Capital Improvement" to "Capital Maintenance" in the current budget.
7. Approve Management recommendation to change the volunteer luncheon to Saturday, 29 January 2011 from 22 January 2011.
8. Approve Daisy Scouts presentation of Christmas carols to the Board and residents prior to the December Board of Directors' meeting.
9. Approve use of the Community Center by Girl Scout leaders the first Thursday of each month, December through June, at no charge, provided Center is not rented to a paying customer.
10. Approve request of Mr. Rob Claybaugh regarding converting part of Windmill Park into a dog park. Management directed to respond referencing how to change use of common area in the CC&Rs.
11. Approve management's recommendation to ratify modifications to Sunflower Community Association bylaws' requirement to call special meetings and quorum requirements for same. This has been reviewed by the Association attorney and found to be consistent with CRCA documents.
12. Approve contract with RP Streiff for gopher removal in turf, park and entries at a cost of \$600 for initial and one follow-up treatments, and then \$185.00 monthly maintenance.

13. Approve bid contract with Arizona Plumbing to test backflow valves at a cost of \$1,182.00 plus repairs.

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

**IX. TREASURER'S REPORT:**

Mr. Lemieux, Treasurer, reported on information from balance sheet of 31 October 2010: Operating cash, \$340,338.48; Reserve account, \$1,059,877.69 includes \$13,632.68 in the restricted Sunflower Light Mitigation Fund. Accounts receivable, \$102,907.10 with prepaid assets (insurance and income tax) of \$26,641.00. Total assets as of 31 October 2010, \$1,723,112.23.

**X. ACTIVITIES COMMITTEE:**

**MOTION made/seconded (Lemieux/DeLarge) to approve the committee's recommendation of \$700 for the Adopt-a-Family project.** Discussion: A budget of \$1,000 was previously authorized for two families @ \$500 each. Only one family has been located within the Continental Ranch community to date. **MOTION AMENDED (Lemieux/DeLarge) to \$500 for one family, unless a second family is located within the community. Unanimously approved.**

**XI. LANDSCAPE COMMITTEE:**

**MOTION made/seconded (Lemieux/DeLarge) to approve the committee's recommendation to accept the proposal for monument landscape refurbishment at River's Edge monument at a cost NTE \$2,500, at Desert Sage monument at cost NTE \$3,070, and at Richmond Estates monument at cost NTE \$3,336.** Discussion: need to complete these projects as soon as possible because of approaching end of planting season. **Unanimously approved.**

**XII. POOL COMMITTEE:**

**A. HAND DRYERS:**

Committee recommends purchase of two hot air hand dryers from ProCare for the Windmill pool locker room at cost NTE \$958. plus tax. Not budgeted. Mr. Lambert requested additional information and asked the committee to re-look at other options considering medium-heat equipment. No action taken; postponed until additional information is received from committee.

**B. POOL FENCING:**

Fencing at both pools is rusting/rotting out. Committee recommends accepting Antech's bid to replace the fencing at the Community Center and Windmill pools at a cost of \$32,631.27. Fencing to be painted tan. Budgeted in the 2010-11 capital maintenance budget, but not as recommended in the Reserve Study. Reserves: \$18,500. In discussion, there appeared to be doubt that the Community Center fence could hold the steel weight in a taller fence. Also, a considerable cost differential was noted in lowering the fence requirement to 6½'. Possibility of repairing only the Windmill Pool fencing at this time. Mr. Lambert requested the committee re-look at the current proposal and consider more options. Board action postponed pending additional information received from committee.

**XIII. NEW BUSINESS:**

**A. BOARD MEMBER SERVING ON COMMITTEE:**

Mr. Lipins indicated concern for a Board member actually being a voting committee member. He quoted sections of the regulations that appeared to be in conflict, and personally does not feel that such an appointment is in the best interest of the community, the Board or the committee. Since Board members already serve in liaison capacity without vote, this appears to be a conflict of interest and unethical, and gives option to that member to vote both in committee and the Board. The Association attorney affirms such an appointment. Mr. Lambert indicated that as a homeowner, each Board member has the right to serve on committee.

MOTION made (Lipins) that no Board of Directors' member be allowed to be on any committee, failed for lack of a second. **MOTION made/seconded (Lemieux/DeLarge) that Board of Directors' members abstain from voting when recommendation is forwarded for Board action. Affirmative vote, one (Lemieux); four negative votes. Motion defeated.**

Mr. Lambert withdrew his name as a possible member of the Landscape Committee, but assured that he would continue to attend all committee meetings as he has been doing in the past, and give input as a homeowner for consideration.

**B. HOMEOWNER LATE FEES:**

Ms. DeMen indicated that two accounts have late fees due the Association in the amount of \$15.00 each. After discussion, **MOTION was made/seconded (Lemieux/Stimpson) to allow late fees to remain regarding accounts #22-110 and #21-739. Unanimously approved.**

**C. ATTORNEY ACTION:**

The Association attorney, recommends closing action regarding collection status for a family moved from the community. **MOTION made/seconded (Lemieux/DeLarge) to accept the attorney's recommendation. Unanimously approved.**

**XIV. UNFINISHED BUSINESS:**

**MONUMENT LIGHT REQUIREMENTS:**

Mr. Lambert shared a letter from the Association attorney regarding a previous contractor, indicating probable non-action status. Since then, Sovereign Electric has successfully provided monument lighting replacements and was asked to offer recommendations on a continuing effort. Mr. Kristopher Bloom, Sovereign Electric, Tucson, presented lighting options and demonstrated proposed fixtures. Lengthy discussions resolved warranties, estimated life, illumination distances, fixture materials (aluminum recommended), cages, options to add secondary lights, voltage regulation, etc. **MOTION made/seconded (Bracken/DeLarge) to replace the existing 40 fixtures with new Dabmar LED 190 fixtures as indicated on proposal #402, Sovereign Electric, at a cost NTE \$6,671.85 including tax. Unanimously approved.** Mr. Lambert authorized the Community Manager to pay the previous billing on work already completed.

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

Ms. DeMen discussed finalization of the November newsletter with the December edition now in production. This will include the new Design Guidelines update. The Annual Meeting, Organizational Meeting and Board training have been completed. Assessment billing was mailed early in October, with assessments due 1 November and considered late on 16 November. Late fees were billed on 17 November. Staff is attending all committee meetings, and bidding is already taking place on projects geared to begin in November. Final contracts for 2009-2010 are being supervised, i.e. entry monument lighting, landscape projects, etc. The new Twin Peaks monument sign has been installed, with landscaping scheduled for Spring. Digital scanning of files will start shortly and some of the missing old files have recently been located. Playground equipment has been repaired. A tree and several plants were stolen from the Twin Peaks median, necessitating hiring a night guard for a period of time. Major tree pruning has been accomplished. Staff attended the Halloween party and assisted with this most enjoyable event.

Residents commented that DLC landscape crews were doing a good job throughout the community. Others offered comments on trash in wash areas, which is a Town of Marana responsibility, with DLC picking up trash regularly in the community-responsible areas. It is assumed that ADOT will maintain the new interchange area.

#### **XIV. ADJOURNMENT:**

With no further business, **MOTION was made/seconded (Bracken/DeLarge) to adjourn at 8:06 p.m. Unanimously approved.**

#### **Upcoming dates:**

Board Study Session – Thursday, 9 December 2010 in the Community Center.

Board of Directors' Regular Meeting – Thursday, 16 December 2010 in the Community Center.

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CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet

Agenda

Committee Minutes

Treasurer's Report

Landscape Proposals

Community Manager's Report

Sovereign Electric Proposal

Other documentation pertaining to this meeting

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