

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 16 DECEMBER 2010 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 16 December 2010 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st 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, and five residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 7:02 p.m.

II. ROLL CALL/QUORUM:

Five members of the Board of Directors were in attendance. Quorum of three required for the conduct of Association business. The resignation of Mr. Gus Lipins, 2nd Vice President, from the Board of Directors was acknowledged with regret and thanks for his service to the community.

III. AGENDA:

An addition of items on the agenda were noted—continuing discussion on the Twin Peaks Monument lighting, fencing at both community pools, and clarification of new Windmill pool hours of operation. **MOTION made/seconded (DeLarge/Stimpson) to approve the meeting agenda as amended. Unanimously approved.**

IV. INVITED GUESTS:

Mr. Lambert introduced Daisy Scout Troop #320, leaders and accompanying parents. The first and second graders brought holiday cookies for the Board and presented a program of songs for the enjoyment of all in attendance. Mr. Lambert thanked the troop and acknowledged them as a vital part of the community. He and Ms. Bracken presented each Daisy Scout with holiday treats at the end of their performance.

V. HOMEOWNER FORUM (for items not on the agenda): None.

VI. PRESIDENT'S ANNOUNCEMENTS:

A. BOARD VACANCY APPOINTMENT:

MOTION made/seconded (Lambert/DeLarge) to appoint Mrs. Gladys Pope to the vacated Board of Directors' position. Unanimously approved. Mrs. Pope assumed her position with the Board immediately.

B. REORGANIZATION OF BOARD POSITIONS:

MOTION made/seconded (Lambert/DeLarge) to appoint Board member, Ms. Marilyn Stimpson to the position of 2nd Vice President. Unanimously approved.

VII. APPROVAL OF MINUTES:

MOTION made/seconded (DeLarge/Lemieux) to approve minutes of the 18 November 2010 meeting as presented. Unanimously approved.

VIII. APPEALS, REQUESTS/WAIVERS: None.

IX. CONSENT AGENDA:

A. ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES:

The Consent Agenda included receipt of committee minutes from Activities—18 November and 1 December 2010; ARC—2 December 2010; Pool—6 December 2010; Landscape—7 December 2010; Finance—8 December 2010; Covenants—14 December 2010.

B. COMMITTEE APPOINTMENTS/RESIGNATIONS:

Activities—appoint Ms. Tonya Scott as Vice Chairperson; ARC—accept with regret and thanks for service of Ms. Barbara Snyder; Landscape—appoint Mr. Joe Callahan as member; Covenants—accept with regret and thanks for service of Mrs. Debbie Budd, Mr. Shayne McCaslin and Ms. Kim Stine. Covenants committee appointments—Ms. Carrie Rodriguez, Ms. Arlene Sieckowski, Ms. Leslie Hammond, Mr. Robert Vollbrecht, Mr. William Cicala, Mr. Teryl Weinmeister, and Mr. Kurt Nowak.

C. BOARD ACTIONS:

1. Authorization of cash prizes for winners of the upcoming decorating contest sponsored by the Activities Committee: \$150.00 first prize; \$125.00 second prize; \$100.00 third prize; \$75.00 fourth prize; \$50.00 fifth prize.
2. Activities Committee: Remove road rally from agenda/cancel road rally.
3. Activities Committee: Authorize purchase of 6,000 pre-filled Easter eggs at cost NTE \$1,000.00.
4. Activities Committee: Authorize \$100.00 to purchase items to make one Easter basket per age group for either boy or girl, for the raffles.
5. Pool Committee: Purchase and install two "World Dryer Airforce" chrome finish hand dryers, one for each Windmill Pool restroom at a unit cost not to exceed \$295.00 each plus \$80.00 for installation each from ProCare Janitorial, plus taxes and shipping.
6. Pool Committee: Reduce pool hours of operation to 5:00 a.m. to 6:00 p.m., until the pool monitors are hired back in the spring.
7. Acknowledged with thanks a donation of \$250.00 from Alphagraphics for the "Adopt-a-Family" holiday project.

MOTION made/seconded (Pope/DeLarge) to accept the Consent Agenda as presented. Unanimously approved.

X. TREASURER'S REPORT:

From balance sheet, 30 November 2010: Operating cash, \$479,584; Reserve balance of \$1,088,542 includes \$13,636 in the restricted Sunflower Light Mitigation Fund; Accounts Receivable, \$743,544 with prepaid assets (insurance and income tax) of \$25,027.00. Total assets, \$2,543,680. Finance Committee has approved the financial report.

XI. ACTIVITIES COMMITTEE:

A. DECEMBER FUNCTIONS:

Santa's visit on 11 December was a well-attended and successful function. Marana Food Bank accepted 260 pounds of non-perishable food items. The Adopt-a-Family project is progressing well with generous support from residents and added funding from Alphagraphics. **MOTION made/seconded (Lambert/DeLarge) to present a Walmart gift card to each of the two chosen families in whatever amount of approved project funding remains after requested gifts have been assured. Unanimously approved.**

The holiday decorating contest will be judged on 20 December. It was suggested that an e-mail blast be sent out identifying the homes participating, so that residents may drive throughout the community to locate and enjoy the holiday decorating contest winners.

B. MARANA CONCERT:

MOTION made/seconded (Bracken/Stimpson) to use funding within the committee budget in support of the Marana Concert. Discussion: The committee recommended to not support the concert; however, funding within the committee budget is available. **Unanimously approved.**

XII. FINANCE COMMITTEE:

MOTION made/seconded (DeLarge/Lemieux) to roll over the Met Life Jumbo CD, which matures in January 2011, for one year. Unanimously approved.

XIII. COVENANTS COMMITTEE:

A. LOT CLEAN-UP RECOMMENDATIONS:

MOTION made/seconded (Lemieux/Stimpson) to approve lot clean-ups for accounts #18588 and #18665, as recommended by the committee. Unanimously approved.

B. TRASH CAN FINE RECOMMENDATION:

MOTION made/seconded (Lemieux/DeLarge) to approve the \$25.00 trash can fine on account #19606. Unanimously approved.

C. TREE REMOVAL:

MOTION made/seconded (Lemieux/DeLarge) to accept recommendation of the committee for Management to seek bids for removal of a dead tree and report cost information to the Board. Discussion: BriJer Resources' bid is \$300.00 for removal and stump grind. **Unanimously approved.**

XIV. NEW BUSINESS:

A. DIGITAL SCANNING OF FILES:

Four bids have been received on the project. Management recommends Express Digital Solutions' bid for scanning plus shredding. All parties recognize that the page count of 108,750 is an estimate; therefore final cost may require some later adjustment.

MOTION made/seconded (DeLarge/Lemieux) to accept Express Digital Solutions' bid not to exceed \$5,687.50 plus cost of shredding. Unanimously approved.

B. COMPUTER REPLACEMENT:

MOTION made/seconded (Lemieux/DeLarge) to purchase one fully-loaded computer, as bid from Dell at a cost not to exceed \$1,419.86 including tax and installation. Discussion: Reserve budget is \$1,200.00; \$219.86 to come from office expense account. **Unanimously approved.**

XV. UNFINISHED BUSINESS:

A. TWIN PEAKS' MONUMENT LIGHTING:

MOTION made/seconded (Lambert/DeLarge) to accept Antech Corporation's bid not to exceed \$2,800.00 excluding tax or permit fee, to provide and install low voltage lighting at existing sign at Twin Peaks, including power supply and conduit/wiring from existing panel located west of the monument. Discussion: three different prices noted in bid information. Hard wire lighting; not solar. **Unanimously approved.**

B. POOL FENCING:

MOTION made/seconded (DeLarge/Pope) to accept A&M Fencing's bid of \$17,679.75 for 6'6" fencing at both pools. Discussion: 7'6" vs. 6'6"; angle of curved top; paint color. **Unanimously approved.**

C. SOVEREIGN ELECTRIC MONUMENT LIGHTING UPDATE:

Mr. Seng indicated that a tour of the area had been made and some modifications may be needed or adjustments recommended. Complete information will be available at the next Board study session.

D. IRRIGATION FOR MONUMENTS:

Additional irrigation work required at three monuments exceeded DLC's original bid.

MOTION made/seconded (Bracken/Lemieux) to authorize payment to DLC in the amount of \$1,142.00 to complete the project. Unanimously approved.

E. SUNFLOWER COMMUNITY ASSOCIATION BYLAWS MODIFICATION:

At the November meeting, the recommendation to ratify modifications to SCA's bylaws did not appear to adequately document their recent changes. **MOTION made/seconded (Lambert/DeLarge) to approve the Third Amended and Restated Bylaws of Sunflower Community Association that has been reviewed by the Continental**

Ranch Community Association attorney and found to be consistent with CRCA documents. Unanimously approved.

F. SECURITY CAMERAS:

Mr. Seng shared that bids were being evaluated; a test camera is coming in from Guard Pro, and a demo will tell about performance. Additional information on A/V Specialists' and Guard Pro will be ready for Board consideration at the next study session.

G. WINDMILL POOL HOURS OF OPERATION:

Mr. Lambert noted that no official starting date had been identified for the new pool hours of operation. In discussion, it was agreed to begin the new 5:00 a.m. to 6:00 p.m. schedule on 7 January 2011 and continue until monitors are hired in the spring. This reduction in hours is necessitated due to vandalism, and a disregard of posted pool rules. The community resources must be protected. An announcement needs to be included in the January *Windmill*, a sign posted on the pool gate immediately, and posting of the new information on line immediately.

XVI. MANAGER'S REPORT:

Ms. DeMen highlighted from her written report that the 2nd late letter from the 1 November billing was mailed today. A "We're Here to Help" offer insert was included. Coordination with Goodman Law office continues; committee meetings are attended, with several new members to the Covenants Committee noted. A police report was filed regarding damaged landscaping and to a resident property on Twin Peaks as a result of a recent car accident. Repairs were noted to the Center kitchen sink, the clean-out cover at the Windmill Park sign was installed, and the damaged play rider at Phobos Tot lot was removed. Purchase of office furniture and tile, covered in the Reserve budget, is being researched. No problems with high-speed internet by Comcast; VMS is continually being updated to match the needs of the Association. Reserve Study is underway; new budget accounts have been created. Eighty-one free photos with Santa were presented at a most successful Christmas party, with three staff members working throughout that function. Resident response to the Marana Food Bank and Adopt-a-Family projects has been excellent. Bids are being solicited for major tree pruning this year. Information on monument lighting, fence projects, and security cameras has been forwarded for review. No further update has been received from Sunflower Community Association regarding purchase of chairs.

XVII. ADJOURNMENT:

With no further business, **MOTION was made/seconded to adjourn at 8:08 p.m. Unanimously approved.**

HAPPY HOLIDAYS!

Upcoming Dates:

Board Study Session – Thursday, 13 January 2011, 6:30 p.m., in the Community Center.

Board of Directors' Regular meeting – Thursday, 20 January 2011, 7:00 p.m. in the
Community Center.

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet

Agenda

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

Treasurer's Report

Pool Hand Dryers' purchase from ProCare Janitorial

Digital Scanning of Files—Express Digital Solutions' bid

Computer Replacement bid from Dell

Monument Lighting bid from Antech

Pool Fencing bid from A&M

Monument irrigation bid from DLC

SCA Bylaws modification information

Community Manager's Report

Other documentation pertaining to this meeting

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