

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
THURSDAY, 17 MARCH 2011 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 17 March 2011 at the Community Center. Directors present: Mr. John Lambert, President (by telephonic hook-up); Ms. Peggy Bracken, 1st Vice-President; Ms. Marilyn Stimpson, 2<sup>nd</sup> Vice-President; Ms. Connie DeLarge, Secretary; Mr. Larry Lemieux, Treasurer; Mrs. Gladys Pope, Director; Mr. Rob Palfreyman, Director. Also present: Ms. Dale DeMen, Community Manager; Mr. Josh Seng, Assistant Manager; and four residents.

**I. CALL TO ORDER:**

Ms. Peggy Bracken, 1<sup>st</sup> Vice-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; Mr. Lambert was present via telephonic hook-up. Quorum of four required for the conduct of Association business.

**III. APPROVAL OF AGENDA:**

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

**IV. INVITED GUESTS:** None.

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

**VI. PRESIDENT'S MESSAGE:** None.

**VII. APPROVAL OF MINUTES:**

**MOTION made/seconded (Stimpson/Pope) to accept minutes of the February 2011 meeting as presented. Unanimously approved.**

**VIII. APPEALS, REQUESTS, WAIVERS INITIATED FROM HOMEOWNERS:**

Letter received from resident, Mr. Otto Gale, regarding a dog park in the Windmill field area. Discussion: A dog park area is available at the Crossroads Park. CC&Rs were sited regarding a 2/3 vote of approval from the community. **MOTION made/seconded (Lambert/Palfreyman) to disapprove the request at this time. Unanimously approved.**

**IX. CONSENT AGENDA:**

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

ARC—17 February and 3 March 2011; Landscape—1 March 2011; Activities—2 March

2011 and Study Session 15 March 2011; Pool—(no quorum); Covenants—8 March 2011; Finance—9 March 2011 and Study Session, 16 March 2011.

**B. COMMITTEE APPOINTMENTS/RESIGNATIONS:** None.

**C. BOARD ACTIONS:**

1. Landscape Committee: Accept proposal from DLC Resources for installation of various cacti in the common area, parcel 51, at a cost not to exceed \$390.00.
2. Landscape Committee: Accept proposal from DLC Resources for installation of concrete edging to the turf at the Coachline/Silverbell Monument at a cost not to exceed \$1,260.00.
3. Landscape Committee: Accept proposal from DLC Resources to rehabilitate irrigation system to all Oak trees within and maintained by CRCA at a cost not to exceed \$4,257.00.
4. Finance Committee: Increase 2010-2011 reserve budget by \$34,000 to reflect complete cost of Windmill Park pool deck. Currently budgeted at \$36,000. Total cost to be \$70,000. Total Reserve budget is \$333,000.00.
5. Manager's Request: Community Center pool sand filter needs to have the sand changed. Amount budgeted is \$2,000.00. Accept proposal from Oasis for \$2,768.77.
6. Manager's Request: Windmill Park pool hours will change to 5:00 a.m. to 10:00 p.m. during Spring school break, 19-27 March 2011. Monitor will be on duty from 1:00 p.m. to 10:00 p.m. Expense is included in approved budget.
7. Manager's Request: Approve purchase of new signage for both pools at cost of \$767.10.
8. Manager's Request: Approve purchase of Thermoplastic-coated trash receptacle, similar to ones at other tot lots, for tot lot at Yellow Moon and Veridian. Cost, including shipping is \$558.00.
9. Manager's Request: Dell Server service contract expires 22 April 2011. Approve cost to renew contract for six months to 22 October 2011, at \$200.04. Will be replaced in November 2011 per Reserve Study.
10. Manager's Request: Approve purchase of two cages for two lights at Desert Traditions from Sovereign Electric at cost of \$752.96 including tax.
11. Manager's Request: Approve renewal of Windmill Park HVAC service contract with D&H at a cost of \$1,118.93 for a service in the Spring and Fall.
12. Manager's Request: Accept the 2011 Reserve Study.
13. Manager's Request: Recommend thank you letter be sent to Marana Town Engineer for Twin Peaks traffic study.

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

**MOTION made/seconded (DeLarge/Pope) to prepare and send a thank you letter to the Marana Town Engineer for the Twin Peaks traffic study. Unanimously approved.**

**X. TREASURER'S REPORT:**

Mr. Lemieux indicated that January 2011 financials had been approved by the Finance Committee. The financials balance sheet for 28 February 2011, also approved by the Finance Committee, were reported: Operating cash, \$306,825; Cash Reserves \$1,053,312; Restricted Sunflower Light Mitigation Fund, \$13,644; Accounts Receivable, \$135,947; Other Assets, \$187,256; Prepaid Insurance, \$15,205; Prepaid Income Tax, \$6,614; with total assets as of 28 February 2011, \$1,718,803.00.

**XI. FINANCE COMMITTEE:**

The Finance Committee requests that all Association committees have their 2011-2012 budgeting submitted by 11 May 2011. Study sessions are planned for 25 May and 22 June 2011, at the Windmill Park Board Room, 6:30 p.m. The proposed completed budget will be presented to the Board of Directors 21 July 2011.

**XII. COVENANTS COMMITTEE:**

**A. ACCOUNT 20158:**

Research revealed there was no patio project request to ARC, and it is recommended that the homeowner submit the paperwork in order to complete the file. Discussion indicates that the patio project has now been painted. The Board recommends the \$25.00 fine for an unfinished project might be rescinded if the homeowner complies with the necessary ARC paperwork and punctually completes the project.

**B. ACCOUNT 15830:**

Discussion indicates nothing has been done to repair the broken wall. **MOTION made/seconded (DeLarge/Pope) to uphold the recommended fine of \$25.00. Six affirmative votes; one negative vote (Lambert). Motion approved.**

**C. ACCOUNT 20763:**

Discussion indicates three letters were submitted to the homeowner regarding weeds. Homeowner indicates completion of the project on or about 21 March 2011. **MOTION made/seconded (DeLarge/Lemieux) to suspend the \$25.00 fine until reviewed at the next Covenants Committee meeting. Unanimously approved.**

**XIII. NEW BUSINESS:**

**A. HVAC REPLACEMENT AT COMMUNITY CENTER:**

Lengthy discussion regarding quality of various units being considered, added charges, new lines, the reserve study budget, warranties, workmanship, etc. Reserve Study estimate is \$17,000.00. **MOTION made/seconded (Lambert/DeLarge) to accept the Perry Heating and Cooling Company's proposal of two Rheem units with 10-year warranty at cost not to exceed \$14,999.00. Five affirmative votes; two negative votes (Lemieux/Pope). Motion approved.**

**B. WEB SITE:**

Discussion indicated nothing had changed since the study session. There are indications that the problem with the Email Blast may be caused by the hosting service. Cost and

service comparisons were discussed between findings of two local web-hosting companies. **MOTION made/seconded (Lambert/Bracken) to prepare and issue a RFP for providers for re-hosting our existing Web site services.** Discussion: Report to Board with intermediate results at 14 April 2011 study session. Board to review new Web hosting proposals at 12 May study session. **Unanimously approved.**

**C. OASIS POOL SERVICE CONTRACT:**

**MOTION made/seconded (Lambert/DeLarge) to approve the increase to the service contract effective 1 April 2011—Community Center pool, winter service from \$975 to 1,015 (\$40.00 increase); summer service from \$1,290 to \$1,342 (\$52.00 increase). Windmill pool, year-round service from \$1,290 to \$1342 (\$52.00 increase).** Discussion: go out for bids; current contract can be changed with 30-day notice. **Unanimously approved.**

**MOTION made/seconded (Lemieux/Palfreyman) to prepare and issue a RFP for providers, allowing 60 days for responses. Unanimously approved.**

**XIV. UNFINISHED BUSINESS:**

**A. FLAGPOLE AT COMMUNITY CENTER:**

Mr. Lambert suggested an ad hoc committee be formed to thoroughly consider the original SCRCR proposal and research a flag pole possibility. Mr. Lambert volunteered to be part of such a committee.

**B. WINDMILL FIELD WATER FOUNTAIN PLATFORM:**

**MOTION made/seconded (Lambert/Lemieux) to accept the proposal of DLC Resources, Inc. to remove the concrete pad and cap the irrigation line in Windmill Park field, where a fountain had at one time been in place, at a cost not to exceed \$619.00. Unanimously approved.**

**XV. MANAGER'S REPORT:**

As part of the written report submitted, Ms. DeMen discussed the scope of work which is under consideration for the Windmill Park pool deck. It had been suggested that the Association might wish to obtain core samples and analysis of the concrete and soils in the problematic areas around the pool. Without this, proposals we have are "best guesses" of the bidding contractors as to what will best fix the present conditions. After lengthy discussion on previous work done, the current situation, warranties, and cost of core sampling, **MOTION made/seconded (Bracken/Pope) to move ahead with what has been received and decline the core sampling suggestion. Unanimously approved.**

Ms. DeMen reported on the Spring break pool monitors' schedule and the return to summer scheduling on 1 May 2011. Windmill Park pool seal coating bid from Bates Paving and Sealing, Inc., not in the Reserve Study, is \$3,420.00. It was recommended

that three bids be requested. Cameras are installed and working; pool fence is up; gate is still being worked on. Twin Peaks monument lighting is still being worked on. DLC's contract was extended. Filing project is taking a little longer than anticipated. A conference phone was purchased for Board meetings.

Mr. Lambert asked about the police report regarding recent vandalism. Mr. Seng indicated that a report was filed following information received from a witness. He has left two messages with Marana police, and not received call-back as yet, but will follow through again.

**XVI. ADJOURNMENT:**

With no further business, **MOTION was made/seconded (DeLarge/Lambert) to adjourn at 8:10 p.m. Unanimously approved.**

**Upcoming dates:**

Board Study Session – Thursday, 14 April 2011, 6:30 p.m. in the Community Center.  
Board of Directors' Regular meeting – Thursday 21 April, 7:00 p.m. in the Community Center.

All Committees – Upcoming budget items submitted not later than 11 May 2011.

Finance Committee Study Sessions (Budget) – 25 May and 22 June 2011, 6:30 p.m. at the Windmill Park Board Room.

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CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet  
Agenda  
Dog Park Request  
Committee Minutes—ARC, Activities, Landscape, Covenants, Finance  
Consent Agenda Support Documentation  
Treasurer's Report  
Covenants Accounts Documentation  
HVAC Replacement Documentation, Perry Heating  
Website Documentation  
Oasis Pool Service Contract Increase  
Water Fountain Platform Removal  
Community Manager's Report  
Other documentation pertaining to this meeting

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