

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 19 MAY 2011 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 19 May 2011 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice-President; Ms. Marilyn Stimpson, 2nd Vice-President; Ms. Connie DeLarge, Secretary; Mr. Larry Lemieux, Treasurer; Mrs. Gladys Pope, Director; Mr. Rob Palfreyman, Director. Also present: Mr. Josh Seng, Assistant Manager; Ms. Mabelle Gummere, Director, HOA Management Solutions; and eight 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:

Mr. Lambert requested three items be added to the agenda: 1) President's Message for a Covenants' discussion; 2) Under New Business, addition of item G. Web Site Re-hosting; 3) Under New Business, H. File Cabinet Disposal. **MOTION made/seconded (Bracken/Palfreyman) to approve the meeting agenda as amended. Unanimously approved.**

IV. INVITED GUESTS: None.

V. APPROVAL OF MINUTES:

MOTION made/seconded (DeLarge/Pope) to approve minutes of the 21 April 2011 meeting as presented. Unanimously approved.

VI. CONSENT AGENDA:

A. ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES:

ARC—21 April 2011; Pool—2 May 2011; Landscape—3 May 2011; Activities—4 May 2011; Covenants—10 May 2011; Finance—11 May 2011.

B. BOARD ACTIONS:

1. Landscape Committee: Fertilization Program as recommended by committee to accept proposal from DLC Resources to fertilize all flowering plants in CRCA, at a cost not to exceed \$3,315.00.
2. Landscape Committee: Replace 77 dead plants with 5-gallon plants from plant palette by DLC at cost not to exceed \$1,694.00.

3. Activities Committee: Recommendation from committee to support Marana's September concert in the amount of \$900.00.
4. Activities Committee: Recommendation from committee to change 2011 Halloween event to 29 October.

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

VII. PRESIDENT'S MESSAGE:

Mr. Lambert addressed a current covenants' situation, noting that an unusually high number of letters that had been sent out to homeowners for various alleged violations. Mr. Lambert had photos to share, from which it was clearly noted that actual communication with the home owners might have negated the need for a violation letter. He reiterated that the Continental Ranch community had Design Guidelines to follow, setting high standards in order to retain property values, but also noted that some similar situations currently exist in the common areas throughout the community. DLC may need guidance in correcting these areas prior to the Association's declaring residents in negligence of existing regulations for similar conditions.

The form letters currently being sent to residents were also discussed as possibly being somewhat intimidating and unfriendly. Some updating appears to be in order. It was suggested that Covenants' personnel might consider making a few phone calls to determine individual situations. In any event, some changes in the general Covenants' procedure appear to be in order and the Board should monitor for a more appropriate approach.

VIII. HOMEOWNER FORUM (for items not on the agenda):

A resident spoke to prowlers and acts of vandalism in his home area. Following a lengthy discussion, he asked about establishing an authorized Neighborhood Watch program—something the current Board tried to establish but limited because of lack of volunteers for such a project. Maintaining an alert posture throughout the community and contacting the Marana Police Department appears to be a current solution.

VIX. ARC COMMITTEE:

A. "NO ARC ON FILE" POLICY/LETTERS TO HOMEOWNERS:

MOTION made/seconded (Bracken/DeLarge) to deny ARC's recommendation to adopt the "No ARC on File" policy. Discussion: Recommendation included in current meeting minutes. Structural issues may need to be addressed individually. **Unanimously approved.**

B. ARC MEMBER RECOMMENDATION:

ARC proposed a new member to committee—Mr. Kurt Magdziasz. Discussion indicated a willing volunteer, intelligent and capable, but with possible questionable actions hindering consideration for appointment at this time. **MOTION made/seconded**

(Lambert/Stimpson) to deny membership status for Mr. Kurt Magdziasz to the ARC. Affirmative votes—five; one negative vote (Lemieux); one abstention (Pope). Motion carried.

X. TREASURER'S REPORT:

Mr. Lemieux indicated April 2011 financials as approved by the Finance Committee: Operating Cash--\$476,028.46; Total Cash Reserve--\$1,025,157.45; Restricted Sunflower Mitigation Fund--\$13,650.12; Accounts Receivable--\$102,104.38; Other Assets—187,255.96; Prepaid Insurance--\$11,977.00; Prepaid Tax--\$6,614.00. Total Assets, 30 April 2011--\$1,822,787.37.

Mr. Lambert requested that a copy of the financials be made available at every Board of Directors' meeting.

XI. LANDSCAPE COMMITTEE:

A. TWIN PEAKS ROADSIDE GRANITE:

Committee recommends installation of decorative rock along Twin Peaks using the approved \$38,000.00 remaining from the Twin Peaks Monument budget for 633 tons of granite, supplied and installed by DLC. **MOTION made/seconded (Lambert/Pope) to approve the installation of decorative rock along Twin Peaks (east of Coachline) using the Board approved \$38,000 remaining from the Twin Peaks Monument budget and if extra rock is available, to install it along Coachline beginning at Twin Peaks and working northward, upon inspection and approval from the Landscape Committee that all plantings and monument work is complete. Unanimously approved.**

B. WINDMILL PARK PARKING LOT ISLAND GRANITE:

Committee recommends including the Windmill Park Lot island in the distribution of decorative rock. **MOTION made/seconded (Lambert/Pope) to use an estimated \$1,200.00 of roadside granite project funding to complete the Windmill Parking Lot island, upon inspection and approval from the Landscape Committee that all plantings and monument work is complete. Unanimously approved.**

XII. COVENANTS COMMITTEE:

A. TRASH CAN FINE:

Account 19367 cleared 19 May 2011; no action required.

B. LOT CLEAN UP:

Accounts 19367, 17953, 20202. General discussion involved knowing if a home is being lived in or if vacated and/or in foreclosure. If lived in, the current use of three letters should precede the option for a \$75.00 lot clean up charge. Sending three letters when home is already vacated does not appear satisfactory. Lot clean-up at \$75.00 per home will only temporarily remove weed growth. Consideration might be given to authorizing a pre-emergent application in order to assure weed control for a longer period of time.

MOTION made/seconded (DeLarge/Palfreyman) to authorize pre-emergent following a lot clean-up on homes vacated. Unanimously approved.

Accounts 19367 and 17953 have been cleared; confirmed 19 May 2011; no action required. Discussion continued on use of three letter vs. one letter for lot clean-up. The letter system changed recently, and procedure may need to be re-considered for clarification. **MOTION made/seconded (Lambert/Bracken) to authorize lot clean-up for Account 20202. Unanimously approved.**

C. BROKEN WALL FINE:

Account 18530, broken wall is still not repaired. First fine noted in March. In April, a committee recommended a letter be sent seeking information and requesting response prior to the May Board meeting; no response received. **MOTION made/seconded (DeLarge/Lemieux) to impose a \$50.00 fine on account 18530 for failure to repair the broken wall.** Discussion: Has anyone talked to the home-owner, in person or via phone?; No; perhaps a valid reason exists for non-repair and/or lack of response to the letter inquiry. Suggest talking with homeowner prior to imposing the fine. **Affirmative votes, three; negative votes, four (Stimpson, Lambert, Bracken, Palfreyman). Motion denied.**

XIII. NEW BUSINESS:

A. CMID LETTER OF 21 APRIL 2011:

Recent correspondence between Cortaro Water Users' Association as agents for Cortaro-Marana Irrigation District and the management office, indicated major concerns regarding communicating need/requirements regarding utility facilities, building on or around such facilities, a well site repair and general items of mutual concern. The situation has been resolved; therefore, no continuing action is required.

B. PRIVATE DRAINAGE EASEMENTS WITH FENCES:

To be handled on case-by-case basis, consistent with CC&Rs.

C. NEWSLETTER ADVERTISEMENT REQUEST.

A resident has suggested an advertising rate discount trade for rendering professional photography services to the Association. **MOTION made/seconded (Lemieux/Pope) to approve a full-page ad at half-page ad price in exchange for photography services as requested. One affirmative vote (Lemieux); negative votes, six. Motion denied.**

D. POOL MONITORS' SCHEDULE:

With the end of the current school year there will be an increase in pool use, and a daily earlier start time for monitoring service hours has been suggested. There have already been minor incidents noted by the monitors, which may have been avoided with extended monitoring coverage. **MOTION made/seconded (DeLarge/Lemieux) to increase the current monitoring schedule as suggested, not to exceed the current approved budget. Affirmative votes, four; negative votes, (Stimpson, Lambert, Palfreyman). Motion carried.**

E. EXCESSIVE POOL FURNITURE:

Another homeowners' association has requested to purchase some of CRCA's pool furniture recently replaced by new equipment. **MOTION made/seconded (Lambert/Palfreyman) to accept an offer to purchase used pool furniture--six lounges and six chairs--to Hobby Horse Home Owners' Association for the sum of \$200.00. Unanimously approved.** Remaining excess pool furniture to be put in storage for future disposal consideration.

F. 2011 ELECTION COMMITTEE:

Three homeowners have volunteered to serve on an upcoming election committee: Mr. Kermit McCutchan, Mr. Russell Clanagan, Ms. Kim Stine. No action taken until a full committee can be appointed.

G. WEB SITE RE-HOSTING:

Mr. Seng discussed consideration of a new web site host, with a credit card on file and month-to-month contract at \$21.00 monthly fee. **MOTION made/seconded (Lambert/Lemieux) to proceed with Graphic Fusion as the new web site host. Unanimously approved.**

H. FILE CABINET DISPOSAL:

MOTION made/seconded (Lambert/Stimpson) to advertise in upcoming newsletters the sale of no-longer-needed file cabinets at a sale price of \$25.00 each. Unanimously approved.

XIV. UNFINISHED BUSINESS:

A. ASPHALT BIDS:

Action postponed to June meeting to allow time for additional research.

B. EXPRESS DIGITAL INVOICE:

Action postponed.

C. WATER HEATER BIDS:

Bids not received; action postponed.

XV. MANAGER'S REPORT:

Report presented by Mr. Seng included maintenance emergency items replaced at pool and playground; Twin Peaks monument items and other monument lighting completed; completion of Windmill basins, with Coachline basin scheduled to begin soon. Office is fully staffed; no problems with the high speed internet by Comcast; working with Graphic Fusion to re-host web by month end; VMS reports are available, with continuous updating of the system to match the needs of the Association; file conversion completed with final invoice and correspondence forwarded to the Board; April compliance letters sent, with feedback appreciated; began following revised parking policy enforcement; HVAC at Community Center working nicely. Pool monitors began a schedule on 2 May;

some requests received for elevating water temperature; resident key suspension will be reactivated 20 May. Election committee volunteers noted; more names requested. Finance Committee budget study session scheduled for 25 May. Another round of vandalism of 24 plants from the Twin Peaks project noted; a listing has been provided; police report has been filed. **MOTION made/seconded (Lambert/DeLarge) to replace at a cost of \$468.00. Unanimously approved.**

DLC will move plantings out of CMID area; second letter sent to CMID regarding chain-link fence enclosure. Two dozen extra replacement "feet" were received for the new Community Center chairs. Gathering information on a water heater at Windmill Park for Board consideration. Bids received and being reviewed for asphalt seal coat. Wall repair authorized at April Board meeting is scheduled for 25 May by All About Masonry. Feedback on the recent Easter Egg Hunt indicates a much-improved event over last year. A private drainage easement and information supplied for Parcel 10 have been reviewed by the Association attorney. TOPS group has seven CRCA residents; indicate they are on the national TOPS website, but not verified.

Mrs. Pope asked about status of the ad hoc flagpole committee mentioned at a previous meeting. Mr. Lambert had indicated personal interest and will pursue activation of this committee in the near future.

XVI. ADJOURNMENT:

With no further business, **MOTION was made/seconded (DeLarge/Bracken) to adjourn at 8:50 p.m. Unanimously approved.**

Upcoming dates:

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

Board Study Session – Thursday, 9 June 2011, 6:30 p.m. in the Community Center.

Board of Directors' Regular Meeting – Thursday, 16 June 2011, 7:00 p.m. in the Community Center.

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet

Meeting Agenda

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

Financial Statement

DLC Fertilization Proposal

DLC Plant Removal Proposal

DLC Granite Installation Proposal

Covenants' Fines Implementations

Newsletter Ad/Photography Exchange Request

Drainage Easements

Disposal of Excess Pool Furniture

Landscape Plant Vandalism

CMID Correspondence Package

Express Digital Invoice

Manager's Report

Other Documentation Pertaining to this Meeting

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