

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 16 JUNE 2011 -- 7:00 P.M.**

---D R A F T---

The Board of Directors of the Continental Ranch Community Association met on Thursday, 16 June 2011 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice-President (via telephonic hook-up); Ms. Marilyn Stimpson, 2nd 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 11 residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 6:59 p.m.

II. ROLL CALL/QUORUM:

All members of the Board of Directors were in attendance; (Ms. Bracken via telephonic hook-up). Quorum of four required for the conduct of Association business.

III. APPROVAL OF AGENDA:

One item was added to the published agenda: Under New Business: C. Facia Board variance request. **MOTION made/seconded (DeLarge/Pope) to approve the agenda as amended. Unanimously approved.**

IV. APPROVAL OF MINUTES:

MOTION made/seconded (DeLarge/Palfreyman) to approve minutes of the 16 June 2011 meeting as presented. Unanimously approved.

V. CONSENT AGENDA:

A. ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES:

ARC—19 May and 2 June 2011; Activities—1 June 2011 (no meeting in July); Landscape—3 June 2011; Pool—6 June 2011; Finance—8 June 2011; Covenants—14 June 2011.

B. BOARD ACTIONS:

1. Landscape Committee: Replace tree in Tot Lot 28, currently in poor condition, with an Olive tree, by DLC, at cost not to exceed \$225.00.
2. Landscape Committee: Replace dead tree at Deimos and Coachline, with an Olive tree, by DLC, at a cost not to exceed \$225.00.

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

VI. HOMEOWNER FORUM: None.

VII. POOL INCIDENTS:

Two unpleasant incidents at the Windmill pool surfaced for review and included photo images as documented by the security cameras on site.

1. Residents, Miller and Sheffield families, were represented at the meeting by Mr. and Mrs. Miller, who shared what they indicated to be rude, profane and uncalled-for commentary between the two families and the pool monitor at the time of 10 p.m. pool closing on ____ June 2011. Mr. Lambert indicated there is a strict code of conduct regarding pool usage and decorum, and the incident will be thoroughly reviewed to include a statement from the Sheffield family, and statement from and meeting with the pool monitor. Appropriate action will be taken depending on investigative findings reviewed from all parties involved. Mr. Lambert called for the Community Manager to identify the pool monitor involved, gather all statements, and have a complete file for discussion at the July study session.

2. Another resident spoke about failure of their pool key to allow access to the Windmill pool recently. Management reported that procedure calls for denial of pool access when assessments are not paid. The family presented a formal apology and acknowledged that late payment of assessment was an accidental situation, solely on their part. Mr. Seng indicated that pool access had been restored immediately upon payment of the assessment, of which the family appeared to have no knowledge. However, the security camera documented that the pool monitor had allowed the family pool access on ____ June 2011, even with an inoperable pool access key. This led to lengthy discussion about the photo-documented inappropriate action of this pool monitor, and possible posting of signage and/or letter of explanation for key holders in similar situation. Rather than signage, it was suggested that a reminder be published in the upcoming *Windmill*. The action of the pool monitor on duty will be investigated, discussed with him, and dealt with appropriately.

MOTION made/seconded (Lemieux/DeLarge) to take appropriate action to notify residents when suspension of pool key privileges has been lifted. Discussion: Post pool rules again in the *Windmill*; possible phone call; indicate the key suspension procedure reminder in whatever mailing is sent to homeowners regarding arrears in assessments. **Affirmative votes, four; negative votes (Lambert/Palfreyman), two; one abstention (Bracken).**

Later in the meeting, an un-involved resident commented about mixed signals being issued, especially to observing children and young adults, due to inappropriate actions of adults in these two incidents, to which several others agreed.

VIII. ARC COMMITTEE:

ARC received an application from resident requesting to fly a Harley Davison Flag on flag pole on property, Lot 42-054. Appropriateness of a commercial flag is the issue of concern, with no clear guidance in the Design Guidelines. Committee vote ended with a tie; therefore the matter was presented to the Board for final decision. **MOTION made/seconded (Pope/Lemieux) to deny approval.** Discussion: Similarity to previous discussion about of flagpole and flags to be

flown tentatively considered by the Senior Citizens/Retirees of Continental Ranch a few months ago; however, possible political overtones had been noted in the former consideration. **Two affirmative votes (Pope/Lemieux); negative votes, five. MOTION DENIED.** Approval of application inferred.

Continuing discussion involved possibly amending Design Guidelines for future flag incidents. ARC representatives indicated they had worked over a year on the current update, and had requested residents come to the office to review and comment prior to publication. No one commented about what flags could or could not be flown within the community.

MOTION made/seconded (Lemieux/Palfreyman) to ask ARC to look at current State laws with regards to Home Owners' Associations on the issue of flags, in order to consider possible future improvement/modification. Affirmative votes, three; negative votes, four (Lambert, Bracken, Stimpson, DeLarge). MOTION DENIED.

IX. TREASURER'S REPORT:

A. CURRENT FINANCIALS:

Mr. Lemieux indicated May 2011 finances as approved by the Finance Committee: Operating cash--\$588,770.74; Total Cash Reserve--\$1,031,488.63; Restricted Sunflower Mitigation Fund--\$13,653.02; Accounts Receivable--\$198,258.64; Other Assets--\$187,349.91; Prepaid Insurance--\$10,363.00; Prepaid Tax--\$6,614.00. Total assets, May 2011--\$2,036,497.94.

MOTION made/seconded (Lambert/Lemieux) to approve May 2011 financials as presented. Unanimously approved.

B. MANAGEMENT REPORTS:

MOTION made/seconded (Lemieux/Pope) for Management to continue to prepare two monthly reports for Finance Committee use—Delinquency Trends, and Expense Budget Reports. Discussion: Need for Delinquency Trends; however, if the committee feels it is valuable information without excessive staff work, then meet the request. **Unanimously approved.**

C. RESERVE EXPENSE BUDGET: Postponed to July meeting.

D. OPERATING BUDGET 2011-2012: Postponed to July or August meeting.

X. POOL COMMITTEE:

MOTION made/seconded (Lemieux/DeLarge) to accept the proposal as recommended by Committee to redo the pool deck procedure at Windmill pool, as submitted by Saguaro Pool, Inc., Tucson, at a cost not to exceed \$\$58,208.26 including tax. Affirmative votes, 6; negative vote (Stimpson), one. MOTION CARRIED.

XI. COVENANTS COMMITTEE:

A. LOT CLEANUP:

MOTION made/seconded (Lemieux/DeLarge) to authorize clean-up and apply pre-emergent, Account #19381, after three attempts to reach homeowner prior to being presented to the Board, as recommended by committee. Unanimously approved.

B. REVISED COVENANTS POLICY:

Covenants Committee policy draft as of 24 May 2011 was submitted for Board approval. One correction noted: C.4. amended to read 14 days vs. 7 days. **MOTION made/seconded (Lambert/Pope) to accept the Covenants Policy of 24 May 2011 with revision as noted. Unanimously approved.**

XII. NEW BUSINESS:

A. MONUMENT PLANTINGS:

MOTION made/seconded (Lambert/Lemieux) to accept the landscape proposal as submitted by DLC for shrubs, cacti and succulents to be added at eleven monuments, for a total not to exceed \$2,931.00. Unanimously approved.

B. LOCKED ENTRANCE TO COMMUNITY POOL RESTROOMS:

Following discussion on need to utilize pool key to both gain access to and leave from restroom area at the Community Center complex, it was agreed to have Management investigate insurance issues and Town of Marana ordinances, and postpone further action to the July Board meeting.

C. ARC REQUEST FOR VARIANCE:

Homeowner requests variance to install Aluma-wood over fascia at residence, which is not allowed under current Design Guidelines. Discussion indicated lifetime warranty for installation, and generally known as an acceptable upgrade. **MOTION made/seconded (Lambert/DeLarge) to approve the variance for Lot #40-032 regarding installation of Aluma-wood on fascia. Unanimously approved.**

XIII. UNFINISHED BUSINESS:

A. FINAL BILLING FROM EXPRESS DIGITAL:

MOTION made/seconded (Lemieux/Palfreyman) to approve adjusted invoice from Express Digital, Phoenix, in the amount of \$10,814.10. Affirmative votes, six; one negative vote (Lambert). MOTION APPROVED.

B. APPOINTMENT OF NOMINATING COMMITTEE:

The president appointed the 2011 Nominating Committee—Mr. Kermit McCutchan, Mrs. Kim Stine, Mr. Ron Benjamin, Mrs. Glenn Hesterlee, and Mr. Ray Spitzer. The committee's first meeting is scheduled for 23 June 2011, with applicants encouraged.

XIV. MANAGER'S REPORT:

Ms. De Men indicated termite infestation had been noted. Mr. Seng indicated infestation in

The shed and the office complex. Cost for elimination treatment speculated at \$1,000.00. Mr. Lambert requested three bids for consideration. Mrs. Demen indicated some CMID issues continuing, and Mr. Lambert noted a CMID assessment on homeowners' property tax bills. Also announced was curbing put in at the Coachline monument. Over 400 late assessment letters were sent out, with 297 receiving a second letter. Staff continues to work with pool monitors, all committees, and routine office management items.

XV. PRESIDENT'S ANNOUNCEMENT:

Mr. Lambert announced with deep regret, the recent death of Mr. Joe Callahan, a member of the Landscape Committee. No details or service information was available as yet. Flowers recommended.

Acknowledged in attendance was a Continental Ranch senior boy scout, fulfilling a community service requirement by attending a Homeowners' meeting.

XVI. ADJOURNMENT:

With no further business, MOTION was made/seconded (DeLarge/Lemieux) to adjourn the meeting at 8:30 p.m. Unanimously approved.

Upcoming Dates:

Nominating Committee – Thursday, 23 June 2011.

Board Study Session – Thursday, 14 July 2011, 6:30 p.m. in the Community Center.

Board of Directors' Regular meeting – Thursday, 21 July 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 Tree planting proposals (2)

ARC Application for Flag Proposal

Saguaro Pool Work Order for Pool Deck

Covenants Lot Clean-up

Covenants Revised Policy

DLC Monument Plantings Proposal

Express Digital Final Invoice

Manager's Report

Other Documentation Pertaining to this Meeting

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