

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 21 JULY 2011 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 21 July 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: Ms. Dale De Men, Community Manager; Mr. Josh Seng, Assistant Manager; Mr. Clint Goodman, Attorney; Mrs. Patti Norris, Leader of Brownie Scout Troop #320, and nine 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. GUESTS:

Mr. Clint Goodman, Attorney, with issues to be discussed in executive session. Mrs. Patti Norris, and daughter, representatives of Brownie Troop #320, who submitted a letter requesting use of the Community Center.

IV. AGENDA:

Three items to be added to the agenda: (1) Approval of minutes from the 16 June 2011 Board of Directors meeting; (2) Under New Business—Nominating Committee report; (3) Under New Business, General Managers' contract.

V. HOMEOWNERS' FORUM:

Mr. Bill Cicala, Covenants' Committee representative, spoke of concerns regarding committee procedures. He indicated a feeling of micro-management from Board liaison representation and suggested that one Covenants' Committee member meet weekly with management to review handling of individual situations, and become more involved in the overall covenants' handling. Mr. Cicala indicated that the committee is trying to establish personal contact with residents in a more friendly atmosphere, that residents are often reluctant to file complaints since names must be revealed, and those who do file a complaint need to be notified of final results. Mr. Lambert referred to the Covenants' Committee charter, which calls for making recommendations to the Board, and that some issues are not in the scope of committee handling. Mr. Lambert indicated that these matters need to be discussed at the next Covenants' Committee meeting to determine

what action in change of chartered procedure, if any, is needed.

VI. APPROVAL OF MINUTES:

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

VII. CONSENT AGENDA:

A. ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES:

ARC—16 June and 7 July 2011; Nominating—23 and 28 June 2011; Pool—11 July 2011; Covenants—12 July 2011; Finance—13 July 2011; Landscape—no meeting/lack of quorum.

B. BOARD ACTIONS:

1. Pool Committee: Sale of two expired lounge chairs at \$30.00 total.
2. Permit Reimbursement: \$150.00 reimbursed to Roxanne Ziegler for ROW permit.

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

VIII: LETTERS RECEIVED:

A. MONUMENT SIGN FOR RICHMOND ESTATES:

Ms. Linda Strempek, resident of Section 51, Richmond Estates, requested re-naming that area. Mr. Lambert indicated that some areas within Continental Ranch do not have new signage because of privately-owned walls with owners not agreeable to having signs attached. Section 51 had declined to submit a name change when asked some time ago. Since this letter is a one-family suggestion, Ms. Strempek will be requested to secure a petition from a majority of homeowners within Section 51, and submit again to the Board for future reconsideration pending budget availability.

B. NO SOLICITATION SIGNS:

Resident, Mr. F. Scott Senn, requests "No Soliciting" signs be posted throughout the community. Mr. Lambert indicated that posting of such signs is not authorized in the Design Guidelines; however, many residents have successfully placed business-sized cards above the door bell. Mr. Lambert suggested that residents consult the Design Guidelines for information.

C. HOBBY HORSE RANCH HOA:

A thank you letter was received for successful negotiations in the recent purchase of stored pool lounges and deck chairs from CRCA.

D. BROWNIE SCOUT REQUEST FOR MEETING ROOM:

Daisy Troop #320, now moving up as Brownie Scout Troop #320, requested continued use of the Community Center for activities at no charge. Mrs. Norris discussed having a

U.S. flag permanently posted in the front room, as an instructional tool for required flag ceremonies, which Mr. Lambert indicated could be accommodated. **MOTION made/seconded (Lambert/ Pope) to allow Brownie Troop #320 use of the Community Center for regular meeting activity at no charge. Unanimously approved.**

VIII. POOL COMMITTEE:

Committee submitted a recommendation to the Board to consider limiting access to the pools to five people per household authorized card. This recommendation is the result of recent intruders using the facilities. **MOTION made/seconded (Lemieux/Stimpson) to limit pool use to five people per household authorized card.** Lengthy discussion indicated many households within the community have five or more residents without consideration of any additional houseguests. Getting permission to have additional guests should not be necessary. Pool capacity is 90, and it appears that capacity has never been reached. Regarding the case under discussion, young children appear to be brought in a few at a time, gaining unauthorized access from an adult inside the pool compound, and may not be Continental Ranch residents. There are adults with the group; however, the children are sometimes disruptive and without a qualified life guard on duty. Fortunately, this is an isolated case which needs to be corrected; adults responsible should be held accountable. **Unanimous disapproval.**

MOTION made/seconded (Lambert/Pope) to limit pool use to household members plus five guests per card. Discussion: It may become necessary to increase pool monitors' working hours to discourage unauthorized use of the facilities. **Unanimously approved.**

IX. FINANCE COMMITTEE:

Mr. Lemieux indicated June 2011 financials as approved by the Finance Committee: Operating cash--\$498,917.89; Total cash reserves--\$1,039,394.91; Restricted Sunflower Mitigation Fund--\$13,655.83; Accounts receivable--\$145,473.45; Other Assets--\$187,255.96; Prepaid Insurance--\$8,749.00; Prepaid Tax--\$6,614.00. Total assets, June 2011--\$1,900,061.04.

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

X. COVENANTS COMMITTEE:

The broken wall, account #18530, is still in need of repair. Ms. De Men indicated the homeowner is not responding to messages being left. If repairs have not been completed by 1 August 2011, the committee recommends authorizing the repairs with fees assessed to the homeowners' account, pending legalities involved, including trespassing. Mr. Goodman was consulted, and he will discuss issues such as proper advanced notification with the Board during executive session. **MOTION made/seconded (Lambert/Bracken) to proceed with repairs to the wall, Account #18530, if not completed by 1 August 2011, pending any legal issues. Unanimously approved.**

XI. NEW BUSINESS:

A. REMODELING OF WINDMILL OFFICE:

A motion to hire a registered professional engineer to review the plans was withdrawn.

MOTION made/seconded (DeLarge/Stimpson) to accept the architect's proposal as received. Discussion: Lengthy discussion on need to hire an architect or use a general contractor who would have access to a registered professional engineer to prepare the necessary drawings to be submitted for approval to the Town of Marana. This is a costly endeavor, therefore, revisit the current drawings for agreement in remodeling efforts.

Unanimous disapproval.

MOTION made/seconded (Lambert/DeLarge) to proceed with getting general contractor bids to remodel the Windmill Park office compound. Discussion: The Board may wish to discuss detailed requirements before proceeding. Remodeling effort has been discussed over the past two years, with budgetary concerns halting progress. Final cost will be determined once bids can be obtained from a general contractor. **Five affirmative votes; two negative votes (Lemieux/Palfreyman). Motion passed.**

B. SUNFLOWER WATER METER:

In communication received from Sunflower Community Association, it was pointed out that a water leak in a shared line on Twin Peaks Road may have caused an unusual current increase in water charges. Sunflower is requesting reimbursement of \$932.00 in charges and suggested installing a new meter, cost to be shared, in order to more accurately measure each Association's water usage in the area. Investigation indicates that Groundskeeper (Sunflower's grounds' contractor) was aware of the leakage; however, did not notify anyone. Additional information is needed.

C. ADDITIONAL RODENT CONTROL:

MOTION made/seconded (Lambert/Lemieux) to increase the current R.P Streiff contract for rodent control of our common areas to twice a month, at a cost not to exceed \$300.00 a month—up from the current \$200.00 a month—and to also start a turf insecticide treatment at both Windmill Park and the Coachline and Silverbell monument twice a year at a cost not to exceed \$250.00 per application. Discussion: Rodents feed from bugs in the grass; elimination of food may deter rodents' infestation. **Unanimously approved.**

D. POOL HEATERS:

MOTION made/seconded (Lambert/Palfreyman) to replace heater #3 at the Community Center pool at a cost not to exceed \$3,656.19 by Oasis Pool Service, Tucson. Discussion: Reserve budget funding available. **Unanimously approved.**

E. 2011-2012 OPERATING BUDGET:

Proposed budget appears to be acceptable; no increase in assessments noted. No questions/concerns received from Board members. Approval to be given at the August meeting of the Board.

F. CANDIDATES FOR ELECTION:

A tentative slate of candidates for the upcoming election has been received from the Nominating Committee: Peggy Bracken, Rob Palfreyman, Russell Clanagan, Gladys Pope, and Marilyn Stimpson. If no other petitions are received prior to authorized closing date, this will be the final slate of candidates.

G. MANAGEMENT CONTRACT:

Mr. Lambert appointed Ms. DeLarge, Ms. Stimpson, Ms. Bracken to review the upcoming management contract and make recommendations.

XII. UNFINISHED BUSINESS:

A. POOL INVESTIGATION:

After a thorough review of incidents between the Miller family and the assigned pool monitor as documented in June 2011 Board minutes, prepared statements, security camera filming and at the recommendation of the Pool Committee, **MOTION was made/seconded (Palfreyman/Lemieux) to suspend pool privileges to the Miller family for a period of 30 days. Unanimously approved.**

B. TERMITE BIDS FOR WINDMILL PARK:

MOTION made/seconded (Lambert/Lemieux) to accept bid of R.P. Streiff Exterminating, Inc., Tucson, for a three-year contract with warranty, at cost not to exceed \$575.00. Unanimously approved.

C. SMALL CLAIMS COURT FOR LIGHT COMPOSERS:

Lost; no further action to be taken.

D. COMMUNITY CENTER BATHROOM DOOR LOCK:

Mr. Seng is working with five contractors; however, no definitive information is available as yet. Mr. Lambert indicated the need to proceed quickly with a solution.

E. FLAGPOLE:

MOTION made/seconded (Lambert/Palfreyman) to accept bid of Pierson's Signs, Tucson, to install a 25-foot Sentry internal rope based halyard flagpole with solar top light at a cost not to exceed \$3,686.30 including tax. Discussion: Other bids, some lower in cost, did not include installation. Solar light shines down, lasting 8 hours. Electric power is available. Copy of permit has been received from the Town of Marana. A possible anonymous benefactor was mentioned. **Unanimously approved.**

XIII. MANAGER'S REPORT:

Ms. De Men noted the Kiddie Pool pump motor required repair. Windmill Park spa was closed one day for water treatment. Community Center pool gate required repair under warranty. Refrigerant was low in one A/C unit. Office was open on Saturday, 25 June. No problems with high speed internet by Comcast. Website transition to Graphic Fusion is complete. VMS customized reports are available; system is continually updated and

"tweaked" to match the needs of CRCA. Windmill Park field is open. Three hundred accounts are delinquent. DLC continues to work on all entryways throughout the community. Pools are open full time with afternoon and evening monitors. Security cameras are working, with review of footage helping to solve pool issues. Investigation into use of CMID water continues. Playground shade structure and slide repaired. A complaint filed in small claims about owner's dues is on the court docket for hearing on 12 August 2011. Both budget and slate of candidates for election were presented for Board consideration.

XIV. ADJOURNMENT:

With no further business, **MOTION was made/seconded (DeLarge/Pope) to adjourn the meeting at 8:00 p.m. Unanimously approved.**

Upcoming dates:

Board Study Session – Thursday, 11 August 2011, 6:30 p.m. in the Community Center.
Board of Directors' Regular meeting – Thursday, 18 August 2011, 7:00 p.m. in the
Community Center

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet
Meeting Agenda (amended)
Committee Minutes—ARC, Nominating, Pool, Covenants, Finance
Financial Statement
Permit Reimbursement Document
Letter: Monument Sign
Letter: No Solicitations
Letter: Hobby Horse Ranch HOA
Letter: Brownie Scout Troop #320
Broken Wall Documentation
Windmill Office Remodeling Documentation
Letter: Sunflower, regarding water usage
Oasis Pool Service bid
Operating Budget draft for coming year
Termite Bid, R.P. Streiff Exterminating
Flagpole bid, Pierson's Signs
Manager's Report
Other Documentation Pertaining to this Meeting

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