

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 18 AUGUST 2011 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 18 August 2011 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice-President; Ms. Marilyn Stimpson, 2nd Vice-President; Mr. Larry Lemieux, Treasurer; Mrs. Gladys Pope, Director; Mr. Rob Palfreyman, Director. Ms. Connie DeLarge, Secretary: absent; however available on speaker phone for one discussion. Also present: Mrs. Dale De Men, Community Manager; and seven 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:

Six members of the Board of Directors were in attendance. Ms. DeLarge on speaker phone for one discussion. Quorum of four required for the conduct of Association business.

III. GUESTS: None.

IV. AGENDA:

Two items to be added to the agenda: Under New Business: F. Trash Cans. G. Plant Replacement. **MOTION made/seconded (Lemieux/Pope) to accept the meeting agenda as amended. Unanimously approved.**

V. APPROVAL OF MINUTES:

MOTION made/seconded (Bracken/Lambert) to accept minutes of the 21 July 2011 Board of Directors' meeting as presented. Unanimously approved.

VI. HOMEOWNER FORUM:

1. Mr. Woody Smith spoke of the recent enforcement of signed complaints regarding parking and other issues and requested the Board provide rationale, indicating a "hostile environment" being created. It was explained that during the April Board meeting, a more friendly approach to complaints had been decided upon, i.e. phone or personal contacts initiated first. The written/signed complaint enforcement is not new, but in accordance with standing regulations of the Association.

2. A second resident continued similar discussion and indicated he had submitted a complaint but drawn a line through the item requiring signature, indicating possible retaliation as a result of signing a complaint against a neighbor. Discussion followed about checking license plates of possible unauthorized vehicles; however, there is a

fee involved in requesting that procedure. It would also be illegal to do a license plate search as it would not meet the requested criteria.

3. Mrs. Nicole Gale indicated she had submitted a letter recently explaining massive water damage to her home requiring the use of a storage pod until repairs can be completed. A trailer is used in her husband's privately-owned business and daily parked in the driveway. Mrs. Gale was assured the Community would work with the family during this current crisis situation; however, the trailer is a separate issue, and she was referred to CC&Rs 5.5 Variances. This situation will continue to be monitored by the management staff.

VII. LETTERS TO THE BOARD:

A. DRAINAGE ISSUE:

Mrs. Kay Nelson, Account #19806, discussed a drainage situation at her residence causing erosion both inside and outside of the rear yard wall, with concerns to damage to the existing wall. With an ongoing situation, it is the opinion that a proper drainage issue to the front of the property needs to be addressed first. According to Town of Marana codes for the community, drainage to the front is a requirement. Legalities also need to be addressed, and a new letter of the homeowners' intent to repair the drainage prior to rip rap repairs to the outside of the wall area needs to be requested.

B. MONUMENT SIGN FOR RICHMOND ESTATES:

Mrs. Linda Strempek, Account #20339, continues in her quest to re-name Richmond Estates, Section 51. The Board discussed the discontinuance of parcel signage since many of the entrance walls were homeowner property, and signage could not be attached. Several community sections are not named; cost of lettering is exorbitant. The current budget would not allow a Richmond Estates signage change at this time, and not be considered at the request of only one resident. There was no indication of a poll taken or input from other Section homeowners.

VIII. CONSENT AGENDA:

A. ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES:

ARC—21 July and 4 August 2011; Pool—1 August 2011; Landscape—2 August 2011; Activities—3 August 2011; Covenants—9 August 2011.

B. BOARD ACTIONS:

1. Pool Committee: Keep Kiddie Pool open and heated during the month of October, with hours of operation, 10:00 a.m. to 5 p.m. daily.
2. Covenants Committee: Recommends Accounts #17751 and #19402 (weeds) receive lot clean-up and pre-emergent. Each account will be charged for cost of the service.
3. Twenty-nine new accounts to be sent to collection (\$200x29=\$5,800.)
4. CMID: Consent to send request to CMID for CRCA to receive CMID water.
5. Enter into contract to seal coat Phobos tot lot area by Bates Paving and Sealing, Inc. at a cost not to exceed \$782.67.

6. Remove 13 decrepit Ash trees along Coachline by DLC at a cost not to exceed \$2,925.00.

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

IX. POOL COMMITTEE:

A recommended motion to reduce hours of operation at the pool from 5:00 a.m. to 5:00 p.m. was amended after discussion: **MOTION made/seconded (Lambert/Pope) to reduce hours of operation at the pools from 5:00 a.m. to 7:30 p.m., after Labor Day (5 September 2011). Unanimously approved.**

X. FINANCE COMMITTEE:

Mr. Lemieux, Treasurer, indicated July 2011 financials as approved by the Finance Committee: Operating cash--\$424,823.54; Total cash reserve--\$1,060,814.34; Restricted Sunflower Mitigation Fund--\$13,658.73; Accounts receivable--\$120,740.53; Other assets--\$187,255.96; Prepaid insurance--\$7,135.00; Prepaid tax--\$6,614.00. Total assets, July 2011--\$1,807,393.37.

MOTION made/seconded (Lambert/Lemieux) to refrain from reading the financials at each meeting, since the information is included in the Board information packets. Unanimously approved.

XI. LANDSCAPE COMMITTEE:

MOTION made/seconded (Lambert/Palfreyman) to approve recommendation to remove a dying Acacia Salicina tree next to the pool fence and replace it with a 24" box Swan Hill Olive by DLC at a cost not to exceed \$225.00. Unanimously approved.

XII. NEW BUSINESS:

A. ANNUAL MEETING/RECORD DATE/CANDIDATES:

The annual meeting of the Association is scheduled for 19 October 2011. **MOTION made/seconded (Lambert/Pope) to accept the current slate of candidates if no other petitions are received by 20 August 2011 which satisfies the requirements of the CRCA bylaws, at which time that petitioner shall be added to the slate of candidates. Slate of Candidates to date: Ms. Peggy Bracken, Mr. Rob Palfreyman, Mr. Russell Clanagan, Mrs. Gladys Pope, and Ms. Marilyn Stimpson. Unanimously approved.**

MOTION made/seconded (Bracken/Pope) to set the date of 9 September 2011 as the record date for the 2011 annual meeting of the Continental Ranch Community Association. Unanimously approved.

B. MANAGEMENT CONTRACT:

MOTION made/seconded (Lemieux/Palfreyman) to accept the 2011-2012 contract for HOA Management Solutions. Unanimously approved.

C. OFFICE FURNITURE:

\$17,500.00 had been budgeted for office furniture upgrades. One of two bids came in from Goodman's in Tucson at \$18,745.24, known for offering a high-quality Herman Miller brand, warranties and USA manufacture. **MOTION made/seconded (Lambert/Pope) to accept Goodman's bid not to exceed \$18,745.24. Unanimously approved.**

D. COMMUNITY CENTER BLINDS:

Two bids were received from Absolute Window Fashions and The Blind Guys. Funding in the amount of \$7,950.00 to come from Reserve Fund. Blinds to raise bottom to top. Solar/security screening/cleaning discussed. No decisions reached; samples suggested for review. Action postponed until next meeting.

E. DOG AT POOL:

Security cameras documented a dog in the pool recently. Signs are clearly posted for homeowners indicating pets not allowed. **MOTION made/seconded (Lemieux/Stimpson) to impose 30-day pool-use suspension. Unanimously approved.**

This led to impromptu comments involving dogs unleashed in park area. It was noted that the Town of Marana won't impose the leash-laws since it is private property. The president indicated he had no solution. Mr. Lemieux suggested each Board member address this situation and offer possible solutions at the next study session.

F. TRASH CANS:

Mr. Lemieux indicated there appears to be miscommunication regarding trash can infractions throughout the community, and requested clarification. As a result of the latest Covenants Committee meeting, it appeared that trash can violations would only be written up after three separate observances. It was noted that this is not the policy; trash cans will receive one observance (with a tag, if possible) and then if still present on a subsequent drive-through, a phone call then letter process will begin.

Mr. Lambert noted that trash cans must also be stored so that they are not visible from the street. It behooves the homeowner to be creative with screening, plantings, behind the fence, inside garage, etc. Mr. Lemieux stated he believed that the President's Message in the August Windmill regarding trashcan placement should have been discussed with the Board of Directors prior to being published.

G. PLANT REPLACEMENT:

DLC reported rodent-damaged plants needing replacement in Desert Vista and Coyote Crossing areas: Eleven 5-gallon Red Lantana @ \$22.00 each at Desert Vista, and thirteen

5-gallon Red Lantana @ 22.00 each and one Agave @ \$35.00 at Coyote Crossing, for a total of \$563.00, installed. DLC also submitted cost of replacing stolen plantings at the Twin Peaks Monument: 3 hedgehog cacti @ \$35.00 each and 2 5-gallon Lantana @ \$22.00 each for a total of \$149.00 **MOTION made/seconded (Lambert/Lemieux) to approve replanting as described by DLC at costs not to exceed \$563.00 and \$149.00.** Discussion: DLC's responsibility to bring landscaping up to expected standards. The president indicated a recent drive through to point out discrepancies. Funds will be withheld until work is done. **Unanimously approved.**

XIII. UNFINISHED BUSINESS:

A. OFFICE REMODEL:

Mrs. DeLarge was called to be part of this discussion via speakerphone.

Two bids were received; a third bid is incomplete and bidder indicated preference not to go further in the bidding process at this time. LaLama Building and Design Inc. entered a bid of \$32,512.50 and Camwest Group Inc. submitted a bid of \$41,758.00 for remodeling the office complex at Windmill Park. LaLama is listed with the Better Business Bureau with an A+ rating; Camwest is not listed with BBB. Funding is currently available from the Reserve Account in the amount of \$12,149.00 with the remainder from the Operating Account, and does not take away from any items budgeted. **MOTION made/seconded (Lambert/ DeLarge) to accept bid of LaLama Building and Design Inc., Tucson in an amount not to exceed \$32,512.50.** Discussion (led by Lemieux and Pope) indicated preference to wait another month for a third bid; that there was no apparent immediate-decision requirement. Mr. Lemieux recommended that the contract should have a "completed not later than date" added, with a penalty clause if not met. Additionally, he reminded the BoD to have the contract signed by two BoD members as required by the bylaws. **Affirmative votes, four; negative votes, three (Lemieux/Pope/Palfreyman). Motion carried.**

The president appointed an ad hoc committee of Ms. Peggy Bracken, Mr. Ed Smith, Mrs. Nancy Lambert, Mrs. Edna Coburn, and Mrs. Dale De Men to discuss decorating color choices and make recommendations accordingly. No date/time established for meeting.

B. COMMUNITY CENTER BATHROOM DOOR LOCK:

Legal issues were considered in the possibility of someone being locked in/out of the bathroom facilities, noting that HOAs must "maintain the common areas it controls in a safe condition and protect both owners and their guests from foreseeable dangerous conditions or activities." Bottom line is a manual device may reduce any problems. **MOTION made/seconded (Lambert/Lemieux) to install a manual lock, with battery-powered emergency lights in hallway. Unanimously approved.**

C. FLAGPOLE:

Action was postponed on installation of a 25-foot Sentry internal rope-based halyard flagpole with solar top light at cost not to exceed \$3,686.30 including tax, as approved

during the July meeting of the Board. New information from Pearson's Signs, Tucson indicates installation of LED top light, bringing cost to \$4,564.91 including tax, but does not include cost of permits, staff time to secure permits @ \$85.00 per hour, or cost of electrician. Action postponed pending availability of further electrical information.

D. 2011-2012 OPERATING BUDGET:

MOTION made/seconded (Lemieux/Palfreyman) to accept the 2011-2012 Operating budget as presented by the Finance Committee. Unanimously approved.

XIV. MANAGER'S REPORT:

Mrs. De Men noted that much staff time was spent in obtaining bids for office remodel, furniture, flagpoles, blinds, and asphalt. Maintenance emergency items included replacement of roof tiles at the Community Center damaged by recent storms. A tree was run over on Twin Peaks at Clover and carried some distance; reported by a passerby, and under investigation by Town of Marana Police Department. Storm damage clean-up continues. Office is fully staffed; no problems with high speed internet by Comcast; VMS is continually updated to match the needs of the Association Working with pool monitors on rules issues. Security cameras caught dog in the pool. Working on annual meeting preparations.

Although not included in the report, Mrs. De Men discussed the Finance Committee's previous request for a separate account until the end of the year for the Reserve Funding. The Alliance Money Market account is no longer earning interest, and there is no need for a separate Reserve account which also is not generating interest. **MOTION made/seconded (Lambert/Bracken) to close the Canyon Community Bank checking account and put those funds into the Alliance Reserve Account in order to maintain an interest-generating balance. Unanimously approved.** Mrs. De Men will notify the committee.

XV. ADJOURNMENT:

With no further business, **MOTION was made/seconded (Pope/Stimpson) to adjourn the meeting at 8:45 p.m. Unanimously approved.** Executive session to follow.

Upcoming dates:

Board Study Session – Thursday, 8 September 2011 @ 6:30 p.m. in the Community Center.

Meet the Candidates Night – Tuesday, 13 September 2011 in the Community Center.

Board of Directors' Regular Meeting – Thursday, 15 September 2011 @ 7:00 p.m. in the Community Center.

Board of Directors' Regular Meeting – Thursday, 6 October 2011 @ 7:00 p.m. in the Community Center.

Election Committee and Tellers' Meeting – Tuesday, 18 October 2011 @ 4:00 p.m. in the
Community Center.
CRCA Annual Meeting – 19 October 2011.

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet

Amended Meeting Agenda

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

Financial Statement

Correspondence: Mrs. Gale, Mrs. Nelson #19806, Mrs. Strempek #20339

Seal Coat Contract, Bates Paving, for Phobos

DLC Tree Replacement, \$225.00

Management Contract

Office Furniture Contract

Plant replacement, DLC, \$563.00 and \$149.00

LaLama Building Bid for office remodel

2011-2012 Operating Budget

Manager's Report

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