

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
THURSDAY, 15 SEPTEMBER 2011 -- 7:00 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 15 September 2011 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1<sup>st</sup> Vice-President; Ms. Marilyn Stimpson, 2<sup>nd</sup> Vice-President; Mr. Larry Lemieux, Treasurer; Ms. Connie DeLarge, Secretary. Excused absence: Mrs. Gladys Pope, Director; Absent: Mr. Rob Palfreyman, Director. Also present: Mrs. Dale De Men, Community Manager; Mr. Josh Seng, Assistant Manager, and six 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:**

Five members of the Board of Directors were in attendance. Quorum of four required for the conduct of Association business.

**III. GUESTS:** None.

**IV. AGENDA:**

**MOTION made/seconded (DeLarge/Stimpson to accept the meeting agenda as presented. Unanimously approved.** Later in the meeting, a new subject needed to be discussed requiring amended agenda coverage: **MOTION made/seconded (DeLarge/Stimpson) to amend the agenda and add under New Business: E. Handling of Contracts. Unanimously approved.**

**V. APPROVAL OF MINUTES:**

**MOTION made/seconded (DeLarge/Stimpson) to accept minutes of the 18 August 2011 Board of Directors' meeting as presented. Unanimously approved.**

**VI. HOMEOWNER FORUM:**

Mr. Charles Strickland, Richmond Estates, presented photos of his customized van which is parked in residence driveway. He referred to the CC&Rs and wanted to be certain his vehicle was in compliance. Following discussion on size and weight, **MOTION was made/seconded (Bracken/DeLarge) to approve a variance for parking this vehicle at the residence, 7672 N. Via La Habra. Unanimously approved.**

Ms. Judy Ibrado, Marbella II, indicated dissatisfaction regarding the condition of the area, i.e. weeds, trees needing attention, cars parked on roadway, basketball hoops left out, etc. Board members discussed the drive-through schedule and the amount of time required by Covenants Committee and management for the whole Covenants process

when action is deemed necessary. Ms. Ibrado was invited to submit a formal complaint so that the Covenants Committee could begin by looking at specifics, and also invited to attend the next Covenants meeting and assist by sharing her expertise as a realtor.

**VII. LETTERS TO THE BOARD:**

**A. LEGAL FEES:**

Resident, Account #1 indicated investigation of legal fees as addressed by the Association attorney, and requested waiving same. **MOTION made/seconded (Lemieux/DeLarge) to disapprove the request of this resident.** Discussion: 30-days had been given by the Association attorney in a recent letter. With no response, Management was asked to send a courtesy follow-up letter suggesting contact with the attorney and offering a payment plan. **Unanimously approved.**

**B. ROOM RENTAL:**

Ms. Molly Coy, certified Walk Leader for "Walk Live" classes, requests Community Center room rental for conducting classes. Following discussion of this program, **MOTION made/seconded (DeLarge/Bracken) to allow Management to proceed with the rental process pending scheduling availability, receipt of the proper liability insurance coverage, payment of full room rental fees, no road signs, and priority use by CRCA residents. Unanimously approved.**

**C. EAGLE SCOUT PROJECT:**

Eagle Scout, Zach Larsen, a Continental Ranch resident, requests space be donated in the *Windmill* to advertise a free Safety and Health Fair event for the seniors in the community, which he is coordinating as an Eagle Scout project. Zach's letter indicated several community activities already endorsing his project scheduled for 5 November 2011 at the Twin Peaks Elementary School. **MOTION made/seconded (Lemieux/DeLarge) to assist by donating a half-page ad in both the October and November issues of *Windmill*. Unanimously approved.**

**VIII. REQUESTS TO APPEAR AT BOARD MEETING:**

**A. DOG OFF LEASH IN WINDMILL PARK:**

Resident has not responded to 30 August 2011 letter, requesting attendance at this Board meeting or by submitting a written statement. **MOTION made/seconded (Lemieux/DeLarge) to impose a \$25.00 fine and suspend pool use key for a period of 30 days. Unanimously approved.**

**B. DOG IN POOL AREA:**

Security camera documented admittance of residents with a dog via use of pool key #1021166 at Windmill pool on 13 August 2011. Posted signs clearly indicate that pets are not allowed in the pool area. Residents have not responded to letter of 19 August 2011. **MOTION made/seconded (Lemieux/DeLarge) to impose a \$25.00 fine and suspend pool use key for a period of 30 days. Unanimously approved.**

**IX. CONSENT AGENDA:**

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

ARC—18 August and 1 September 2011; Landscape—6 September 2011; Pool—12 September 2011; Covenants—13 September 2011. No meeting for Activities: lack of quorum.

**B. BOARD ACTIONS:** None.

**X. COVENANTS COMMITTEE:**

**A. LOT CLEAN-UP AND PRE-EMERGENT APPLICATION:**

**MOTION made/seconded (DeLarge/Lemieux) to authorize lot clean up and application of pre-emergent for accounts #18864 and 19197. Unanimously approved.**

**B. EXTENSIVE LOT CLEAN-UP:**

**MOTION made/seconded (Lemieux/DeLarge) to authorize lot clean up to include tree removal, stump grinding, and application of pre-emergent for account #20790.** Discussion on the added expense involved; however, appears to be justified for this property and in respect for the surrounding properties. **Unanimously approved.**

**XI. FINANCE COMMITTEE:**

Mr. Lemieux, Treasurer, indicated August 2011 financials as approved by the Finance Committee: Operating cash--\$341,516.21; Total Cash Reserve--\$1,029,4335.76; Restricted Sunflower Mitigation Fund--\$13,661.44; Accounts Receivable--\$98,942.18; Other Assets--\$187,255.96; Prepaid Insurance--\$5,521.00; Prepaid Income Tax--\$6,614.00. Total assets, August 2011--\$1,682,946.55.

**MOTION made/seconded (Lemieux/DeLarge) to approve the financial statements for both July and August 2011. Unanimously approved.**

**XII. ANNUAL MEETING:**

On schedule—ballots being mailed 15 and 16 September 2011.

**XIII. NEW BUSINESS:**

**A. CHARTER REVIEWS:**

Charters to be sent to each committee for review and input. Action postponed. Management to request information and input be returned in time for review by the Board in November.

**B. COVENANTS POLICY AND FINE SCHEDULE REVIEW:**

Draft copy of proposed Covenants reviewed and one change recommended: "B. Appointed Board member reviews the photos with Management on how to proceed..." **MOTION made/seconded (Lemieux/DeLarge) to accept the proposed Covenants Policy with amendment to paragraph B. and the monetary fine schedule.**

**Unanimously approved.**

**C. WINDMILL PARK FIELD FENCE:**

Action postponed until the November Board meeting. In the interim, it was suggested that a letter could be prepared and given to anyone seen misusing the field indicating liability issues regarding individual residents, need for group liability insurance coverage, trespassing issues and how to locate offenders, etc.

**D. STATUS OF ACTIVITIES COMMITTEE/HALLOWEEN EVENT:**

Due to decline of Activities Committee members, the annual Halloween event needs to be cancelled. The committee is in need of members, and volunteers are encouraged to contact the office staff.

Mrs. De Men indicated that she is holding a check, originally drawn to help sponsor the concert in the park last weekend (activity cancelled) and now re-scheduled for November. The Board agreed that this check could be voided and a new check drawn when needed in the new fiscal year.

**E. HANDLING OF CONTRACTS:**

Ms. Bracken read from CRCA Bylaws, Section 6.7 Contracts: "Unless otherwise provided by the Board, all contracts shall be executed on behalf of the Association by either the President or the Vice President and countersigned by the Secretary. The Board may authorize any officer or agent of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances..."

This issue was previously brought before this Board of Directors, and it was suggested that the President could sign contracts that had been approved by the Board as a whole without counter-signature of the secretary. **MOTION made/seconded**

**(Bracken/Lambert) for any contract entered into by the Association and approved by the Board may be signed by the President, Vice President or Secretary.**

Discussion: To clarify, this is only if the action has been approved by the entire Board.

If the President, Vice-President or Secretary are not available for contract signature, the current requirement could prohibit timely execution of the approved contract. Mr.

Lemieux indicated a need for two signatures on contracts, required by the existing bylaws as currently written. **Affirmative votes, four; negative vote, one (Lemieux).**

**XIV. UNFINISHED BUSINESS:**

**A. COMMUNITY CENTER BATHROOM DOOR LOCK:**

**MOTION made/seconded (Bracken/DeLarge) to accept the bid of LaLama Building and Design Inc., Tucson, for work needed to modify the existing gate and lock to meet pool code, at a cost not to exceed \$1,945.00 including permits and tax.**

**Unanimously approved.**

**B. FLAGPOLE:**

**MOTION made/seconded (Lemieux/DeLarge) to accept proposal of Sovereign Electric LLC for installation of power for the flagpole, excluding permits, bonds, in the amount of \$1,999.56, including tax. Unanimously approved.**

Mr. Lambert indicated a letter should be sent to Congresswoman Giffords' office requesting a flag flown over the capitol, and include the local Brownie Troop for a posting ceremony.

C. APPOINTMENT OF ELECTION COMMITTEE: By consent the Board agreed to appoint the 2011 Election Committee as follows: Bob Vantrepotte, Jorge Anda, Barbara Herron, Linda Di Palma, Betty Bolin, Mary Mooney, Alice King, Joyce Grosso, Walter Ross, JoAnn Ross, Connie Gaddy, Woody Smith and mentor, Edna Coburn.

**XV. MANAGER'S REPORT:**

Mrs. De Men's report indicated consistent involvement in year end processing, annual meeting, ballots, legal issues' coordination, bids' information, etc. The Board and all committees are reminded to prepare a short report for presentation at the annual meeting. Recent power outages in the office noted. Two battery backup packs for two of the computers and a network switch have been replaced. Windmill pool closed a few days during the end of August due to inappropriate use. Pool is now closed for deck maintenance, and a POD was rented to store pool furniture during the upgrade. New pool hours are in effect. Office remodeling is in progress; office furniture has been ordered. A Winter fair to support the Marana Food Bank on 12 November is being coordinated. Use of the Center in November for this function and October/November *Windmill* ad space at no charge will offer positive publicity for the community.

**XVI. OPEN BOARD DISCUSSION:**

Mr. Lambert mentioned recent publicity on solar considerations. TEP was offering credits. He indicated this might be a consideration for the future, but not at this time.

**XVII. ADJOURNMENT:**

**MOTION made/seconded (DeLarge/Lambert) to adjourn at 8:12 p.m. Unanimously approved.** No Executive session followed.

**Upcoming dates:**

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

CRCA Annual Meeting – Wednesday, 19 October 2011 @ 7:00 p.m. in the Twin Peaks Elementary School.

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

Board of Directors' Organizational Meeting -- (To be determined).

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CONNIE DeLARGE, Secretary

BoD Meeting – September 2011

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Attachments for file:

Sign-in Sheet

Amended Meeting Agenda

Committee Minutes—ARC, Landscape, Pool, Covenants

Financial Statement

Correspondence: Waiver for legal fees, Ms. Coy, Eagle Scout Project

Letters from Board: Requests to appear

New Covenants Policy

Center Door Repair Bid, LBD

Flagpole lighting, Sovereign Electric

Manager's Report

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

