

Continental Ranch Community Association  
Board of Directors Meeting Agenda  
At the Community Center  
November 17, 2011 at 6:30 pm

**I. Call to Order**

<b>II. Roll Call</b>	<b>President</b>	<b>John Lambert</b>
	<b>1<sup>st</sup> Vice-President</b>	<b>Peggy Bracken</b>
	<b>2<sup>nd</sup> Vice-President</b>	<b>Connie DeLarge</b>
	<b>Secretary</b>	<b>Marilyn Stimpson</b>
	<b>Treasurer</b>	<b>Larry Lemieux</b>
	<b>Director at Large</b>	<b>Gladys Pope</b>
	<b>Director at Large</b>	<b>open</b>

**III. Guests: none known**

**IV. Adopt the Agenda:**

**V. Approval of Minutes September 15, 2011 Board Meeting Section A pages 6-13**  
**Contract Signature Clarification from Goodman Law**

**VI. Homeowner Forum:**

**VII. Letters to the BOD: Section B pages 14-16**

- a. Resignation of Rob Palfreyman from the Board.
- b. Sunflower Water Meter Letter with request to pay for past water used.

All requests will be considered under the proper order of business.

**VIII. Letters from the BOD request to appear: none**

**IX. Appointment of Board: Section C pages 17-23**

His term expires 10/31/14. We have two applicants. See applications.

**X. Consent Agenda: Section D pages 24-45**

- Acknowledge Meeting Minutes:
  - September 15, 2011 ARC
  - October 3, 2011 Pool
  - October 4, 2011 Landscape
  - October 5, 2011 Activities
  - October 6, 2011 ARC
  - October 11, 2011 Covenants
  - October 12, 2011 Finance
  - November 1, 2011 Landscape
  - November 2, 2011 Activities
  - November 3, 2011 ARC
  - November 7, 2011 Pool

- November 8, 2011 Covenants
- November 9, 2011 Finance not available at time of packet production.

**XI. ARC Committee: Section E-1 pages 46-47**

- a. Committee accepts Charter as is with no additional input per minutes of 10/6/11.
- b. Committee recommends to the Board to appoint Dave Lawrence as Chairman and Nancy Lambert, Vice-Chairman for the ensuing year.

**XII. Pool Committee: Section E-2 pages 48-53**

- a. Recommend to the Board to accept the Charter as written per minutes of 10/3/11.
- b. Recommend to the Board to appoint Paul Eyssautier and Coy Gaddie to the CRCA Pool Committee per minutes of 11/7/11.
- c. Recommend to the Board to appoint Chuck Valade as Chairperson and Paul Eyssautier as Vice-Chairperson of the CRCA Pool Committee. 11/7/11

**XIII. Landscape Committee: Section E-3 pages 54-58**

- a. Recommend to the Board to use warranty credit and replace dead bare-root ocotillo with a boxed ocotillo at the Copper Moon entryway per minutes of 10/4/11.
- b. Recommend to the Board that the wording under 'Scope' stating 'monument structures and attached monument signage/lettering and monument lighting' should be removed from the CRCA Landscape Committee Charter. 10/4/11
- c. Recommend to the Board to appoint Rob Palfreyman as Chairperson and Nancy Lambert as Vice-Chairperson of the CRCA Landscape Committee. 11/1/11

**XIV. Activities Committee: Section E-4 page 59**

- a. Acknowledge resignation for Victoria Palfreyman. 10/5/11
- b. Activities Committee read and agrees with the charter. 10/5/011
- c. Recommend to the board to suspend all future activities until a sufficient amount of members join the committee. 10/5/11
- d. Management Note: no officers elected in 11/2/11 meeting. Two members resigned since the meeting. Two members are left, one of whom has not been in attendance for two meetings.

**XV. Covenants Committee: Section E-5 pages 60 to 65**

- a. Recommendation for Accounts 21151: weeds, 17982: tree encroachment, 18886: weeds, 21115: trash can, 19658: boat, 20234: trash can, to fine each account \$25 and loss of pool privileges. 10/11/11
- b. Recommendation for Accounts 22904, 18672 for lot clean-up and pre-emergence application. 10/11/11
- c. Committee feels that the previously approved RV variances for the 2 accounts should remain in place. MOTION is to recommend to the BOD that before the

BOD makes a decision regarding any new RV variances; the matter comes to the Covenants committee first, so they can give their recommendation to the BOD.

d. Recommendation for Account 17943 for lot clean-up with pre-emergence application. 11/8/11

e. Account 18663 recommend if weeds have not been removed by November 16, 2011 that a \$25 fine and loss of pool privileges be applied, or perform lot clean-up and pre-emergent application, account will be billed the costs. 11/8/11

f. Recommendation to the BOD to accept charter as is with no additional input. 11/8/11

#### **XVI. Finance Committee: Section E-6 pages 66 to 68**

The **September Finance** Reports were sent to the BOD & the Finance Committee.

Operating Cash	\$268,507.50
Total Cash Reserve	977,664.51
Restricted Sunflower Mitigation Fund	13,663.69
Accounts Receivable	92,747.40
Other Assets	187,255.96
Prepaid Insurance	3,907.00
Prepaid Income Tax	6,614.00
<b>Total Assets</b>	<b>\$1,536,696.37</b>

The **October Finance Reports** were sent to the BOD & the Finance Committee.

Operating Cash	\$430,463.38
Total Cash Reserve	903,260.86
Restricted Sunflower Mitigation Fund	13,666.01
Accounts Receivable	87,502.24
Other Assets	187,255.96
Prepaid Insurance	2,293.00
Prepaid Income Tax	6,614.00
<b>Total Assets</b>	<b>\$1,631,055.45</b>

- Request to approve the September and October 2011 Finance Reports as recommended by the Finance Committee. Yes/no 11/9/11
- Recommend to the BOD to accept the Charter with no changes.
- Recommend to transfer the first 3 months of Reserve Funds to the State Farm account, and the other 9 months to Alliance depending on the what bank has the highest interest rates. They will monitor the accounts monthly. Yes/no 11/9
- Recommend to reimburse Operating account from M&I Bank for Reserve Expenses. Once M&I has been spent, they would like to use Compass Bank. Yes/no 11/9

## **XVII. Nominations and Election Committees:**

- a. Request to the BOD to formally dismiss the Nomination Committee 2011.
- b. Charter developed for each Committee as presented in the packet.
- c. Acknowledge the continued review of procedures by Election Committee Chair and her committee which will be presented to the BOD in December.

## **XVIII. Review/Acceptance of Charters & General Standards: Section F pages 68-76.**

- a. No committee had any objections to the General Standards. Motion to adopt? Yes/no
- b. Activity, ARC, Covenants and Pool Committees had any objections to their charters. Motion to adopt? Yes/no
- c. Landscape Committee requests to strike “monument structures and attached monument signage/lettering, landscape and monument lighting” under Scope. Motion to agree and accept? Yes/no
- d. Accept the new Nomination and Election Charters. Yes/no

## **Requests to Purchase: Section G pages 77- 166**

- a. Landscape recommends to the Board to accept proposal from DLC Resources to use Javelina Repellent Pouches at the monuments for Acacia Trails, Mountain Shadows, and Cancion del Sol at a cost NTE \$120.00      yes/no      11/1  
page 77
- b. Landscape recommends to the Board to accept proposal from DLC Resources to install twenty- two , changed by friendly amendment to twenty nine, 24-inch Swan Hill Olive trees around the perimeter of the Windmill Park multi-purpose field and ten 5-gallon oleanders along the backside of the softball’/baseball field, at a cost NTE \$6,745      yes/no      11/1  
\* additional three trees for \$675 is requested bringing tree count to 32 trees.  
pages 78-79
- c. Landscape recommends to the Board to accept proposal from DLC Resources to install 170 tons of decorative granite around the perimeter of the Windmill Park multi-purpose field at as cost NTE \$10,200 as part of the annual granite replenishment in the Association Reserves Study      yes/no      11/1  
pages 80-81
- d. Office Computers – see spreadsheet “a” for front office and “b” for back office.  
Pages 82-96
- e. Asphalt – see spreadsheet Pages 97-109
- f. Refrigerators – see spreadsheet Pages 110-129
- g. Office phone service: currently spending \$250.00/mo. with Century Link for 6 phone lines. Bid from Comcast for 6 phone lines is \$ 148.80/mo. See bid in Packet.  
Pages 130-133
- h. Pool recommends to the Board to accept the proposal from Blue Coyote Painting to repair and repaint the Community Center Pool perimeter wall at a cost NTE \$5,274.82. This is in approved Operating Budget Code \_\_\_\_\_. yes/no 11/8  
Pages 134-136

- i. Pool recommends to the Board to accept the proposal from Sundrella Casual Furniture for the purchase of 17 Arroyo Club Chairs and 17 Arroyo Chaise Lounges at cost NTE \$5,284.10 as following the CRCA Association Reserves Study. Yes/no 11/8  
Page 137
- j. Backflows – testing must be completed by 12/16/11. The last two years we have used Arizona Plumbing with good results. See spreadsheet.  
Pages 138-140
- k. Community Center exterior trim repaint. See Spreadsheet.  
Page 141-154
- l. Acacia Trail Wrought Iron. See Spreadsheet  
Page 155-162
- m. Community Center Picnic Table. Reserve Budget \$2493. See Bid.  
Page 163-166

**XIX. New Business**

- a. Cleaning Contract Review Request from Finance Committee
- b. Recommendation to carry forward the unaudited 2010-2011 operating fund balance \$59,798.26 to 2011-2012 operating code 81015.
- c. Request for Girl Scouts to sing at December Board Meeting?
- d. Holiday Light Contest: prizes

**XX. Old Business: Section H** pages 167-169

- a. WP Field Fence
- b. State of the Activities Committee
- c. Joint SF Water meter and SF Letter pages 15-16, page 167-170  
Move to Executive Session?

**XXI. Manager Report: Section I** page 170

**XXII. Adjourn**