

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 17 NOVEMBER 2011 – 6:30 P.M.**

(NOTE: No meeting of the Board of Directors during October 2011)

The Board of Directors of the Continental Ranch Community Association met on Thursday, 17 November 2011 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice-President; Ms. Connie DeLarge, 2nd Vice- President; Mrs. Marilyn Stimpson, Secretary; Mr. Larry Lemieux, Treasurer; Mrs. Gladys Pope, Director. One Board seat vacated by letter of resignation. Also present: Mrs. Dale De Men, Community Manager; Mr. Josh Seng, Assistant Manager; Mr. Clint Goodman, Attorney, and ten residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 6:30 p.m.

II. ROLL CALL/QUORUM:

Six members of the Board of Directors were in attendance; one seat vacated by resignation. Quorum of four required for the conduct of Association business.

III. GUESTS: None.

IV. MEETING AGENDA:

Mr. Lambert noted several agenda items to be moved to the Consent Agenda: X1. ARC charter and appointment of Mr. Dave Lawrence as Chairperson and Mrs. Nancy Lambert as Vice-Chairperson; XII. Pool Committee charter, appointments of Mr. Paul Eyssautier and Mr. Coy Gaddie, appointment of Mr. Chuck Valade as Chairperson and Mr. Paul Eyssautier as Vice-Chairperson; XIII. Landscape Committee, use of warranty credit at Copper Moon, appointment of Mr. Rob Palfreyman as Chairperson and Mrs. Nancy Lambert as Vice-Chairperson; XIV. Resignation of Mrs. Victoria Palfreyman and approval of charter; XV. Covenants Committee, approval of account fines, lot clean-ups, and postponement of RV variances for two accounts to be considered in committee prior to BOD action, charter approval; XVI. Finance Committee, correction of Total Cash Reserve figure from \$977,664.51 to \$964,000.82 as noted by the Finance Chairperson; Section G, Requests to Purchase: Item a. Javelina Repellent Pouches proposal; Item b. Windmill Park trees purchase; Item c. proposal for decorative granite; Item g. office phone service.

New items to be added to the agenda: Flag ceremony, and Adopt-a-Family annual program. **MOTION made/seconded (Bracken/Pope) to accept the meeting agenda as amended above. Unanimously approved.**

V. APPROVAL OF MINUTES:

MOTION made/seconded (Bracken/DeLarge) to accept the 15 September 2011

minutes as presented. Discussion: Mr. Lambert noted that the original documentation in the draft minutes in XIII. New Business, E. Handling of Contracts, from September's Board of Directors' meeting had been amended at the request of a board member. The need for two signatures on contracts was challenged, as required by existing bylaws. Section 6.7 Contracts indicates: "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 Association attorney indicates the statement "unless otherwise provided by the Board," allows for a resolution to address signatures. In other words, "the default is countersignature by the secretary but the resolution means we are not playing by the default rule." **Motion amended (Pope/Lambert) to approve minutes of the 15 September 2011 Board of Directors' meeting as amended. Unanimously approved.**

MOTION made/seconded (Lambert/DeLarge) to require approval of the Board of Directors to modify 1st draft minutes. Unanimously approved.

VI. HOMEOWNER FORUM:

Mr. Lincoln Pierce discussed parking issues in his home area, excessive street parking nights and weekends, correct process for submitting a complaint, inspection tours, etc. The response to a resident to be cited is: a phone call, two letters, and then an appropriate fine. Management instructed to send Mr. Pierce a copy of the Covenants' process. Mr. Pierce also noted that a complaint must be signed; however, there is no provision for a response back as to the handling of a situation. He indicated more willingness of residents to become involved in the process if they could see positive results.

Finance Committee member, Mrs. Sandy Padilla, indicated similar parking issues with the reoccurrence of a trailer parked in her area being used as an office, moved for a short period of time to alleviate a fine, and then returning on a regular basis. She noted another retail delivery truck also apparently dodging the system, and suggests consistent monitoring and consideration of a policy for repeat offenders attempting to avoid the penalty of a one-time process.

Mr. Bill Cicala, Covenants Committee member, discussed easement issues with regards to parking, indicating some easements belong to property owners. He commented on Town of Marana policies, current laws, which laws have precedence over others, residents fighting the system, etc. Anonymous complaints cannot be processed; however, it is vital that information be presented to Committee for proper involvement in any legal action.

VII. LETTERS TO THE BOARD OF DIRECTORS:

A. Resignation of Board member, Mr. Ron Palfreyman, accepted with regret and sincere thanks for his service to the Board, and his willingness to continue service on the Landscape Committee.

B. New correspondence from Sunflower Community Association regarding past water issues. Later, it was determined to discuss this in Executive session with the attorney.

VIII. LETTERS FROM THE BOARD OF DIRECTORS: None.

IX. APPOINTMENT OF NEW BOARD MEMBER:

Two applications received: Ms. Roxanne L. Ziegler, present, and Mr. Don Spross, not in attendance, both of whom have served the Association during long-term residencies in the Continental Ranch community. Mr. Lemieux asked Ms. Ziegler about her absentee record with the Town of Marana Town Council and was assured that she would have ample time to serve in the capacity of a Director for the Association. Ms. Ziegler does not feel that conflict of interest is an issue and would hope to serve with knowledge of CC&Rs, bylaws, common sense and sound judgment. **MOTION made/seconded (Bracken/Pope) to appoint Ms. Roxanne L. Ziegler as a member of the Continental Ranch Community Association Board of Directors to the two-year seat recently vacated by Mr. Ron Palfreyman. Unanimously approved.** Ms. Ziegler was invited to immediately move to the Board of Directors' tables.

X. CONSENT AGENDA:

A. ACKNOWLEDGE RECEIPT OF COMMITTEE MINUTES:

ARC—15 September, 6 October, 3 November 2011; Pool—3 October, 7 November 2011; Landscape—4 October, 1 November 2011; Activities—5 October, 2 November 2011; Covenants—11 October, 8 November 2011; Finance—12 October, 9 November 2011.

B. COMMITTEE APPOINTMENTS/RESIGNATIONS:

To ARC—Mr. Dave Lawrence, Chairperson and Mrs. Nancy Lambert as Vice-Chairperson; To Pool—Mr. Chuck Valade, Chairperson and Mr. Paul Eyssautier, Vice-Chairperson; To Landscape—Mr. Rob Palfreyman, Chairperson and Mrs. Nancy Lambert as Vice-Chairperson; Activities—Resignation of Mrs. Victoria Palfreyman, accepted with regret and thanks for her service to the community.

C. RECOMMENDATIONS:

ARC—Charter accepted with no additional input.

Pool—Charter accepted with no additional input.

Landscape—Replace dead bare-root ocotillo at Copper Moon entryway; rewording of charter under "Scope" with regard to monument signage/lettering/lighting.

Activities—Charter accepted with no additional input. Accept DLC proposal for Javelina repellent pouches at Acacia Trails, Mountain Shadows, and Cancion del Sol; trees and plantings at Windmill Park, and 170 tons of decorative granite at Windmill Park as part of the annual granite replenishment in the Association Reserve Study.

Covenants—Charter accepted with no additional input, and fines, lot cleanups, pre-emergent applications approved. Action postponed on RV variances for two accounts as committee suggests such incidents be discussed in committee first.

Finance—September and October Finance Reports with corrected Total Cash Reserve amount indicated in September from \$977,664/51 to \$964,000.82. Charter accepted with no additional input. Transfer the first three months of Reserve Funds to the State Farm account, and the other nine months to Alliance depending on the highest bank interest

rates. Accounts will be monitored monthly. Reimburse Operating account from M&I Bank for Reserve Expenses. Once M&I has been spent, use Compass Bank.

Management—Office phone service bid from Comcast for 6 phone lines @ \$148.80 month.

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

XI. NOMINATING COMMITTEE:

MOTION made/seconded (Pope/Bracken) to dismiss the 2011 Nominating Committee with thanks for their service. Unanimously approved.

XII. COMMITTEE CHARTERS AND GENERAL STANDARDS:

No objections were received regarding General Standards. **MOTION made/seconded (DeLarge/Stimpson) to adopt the General Standards as presented. Unanimously approved.**

Activities, ARC, Covenants and Pool Committees concurred with charters. **MOTION made/seconded (Bracken/Lambert) to adopt Activities, ARC, Covenants and Pool Committee charters as presented. Unanimously approved.**

Landscape Committee requested to strike "monument structures and attached monument signage/lettering, landscape and monument lighting" under Scope. **MOTION made/seconded (DeLarge/Bracken) to adopt the landscape Committee charter as amended. Unanimously approved.**

New charters for both Nominating and Election Committees were presented. **MOTION made/seconded (Bracken/DeLarge) to adopt Nominating and Election Committee charters as presented. Unanimously approved.** New procedures for both committees are being written and will be presented for approval in a future meeting of the Board.

XIII. REQUESTS TO PURCHASE:

A. OFFICE COMPUTERS:

MOTION made/seconded (Lambert/DeLarge) to purchase two Dell Optiplex computers, complete, and two HP 52 Oct computers, complete, as per proposal as written, for a total not to exceed \$6,226.76, including tax. Unanimously approved.

B. ASPHALT, WEST PARKING LOT AT WINDMILL PARK:

Funding not budgeted or in reserves. **MOTION made/seconded (Pope/Bracken) to postpone action pending additional study. Unanimously approved.**

C. REFRIGERATORS, COMMUNITY CENTER AND OFFICE:

MOTION made/seconded (Bracken/DeLarge) to purchase one Samsung refrigerator, 25.8, white, French door with four-year warranty, for the Community Center, at cost not to exceed \$1,148.97 plus tax, and one Frigadaire refrigerator,

side-by-side, with four year warranty, for the Windmill Park office, at cost not to exceed \$988.94 plus tax. Unanimously approved.

D. POOL PAINTING:

Pool Committee recommends acceptance of proposal from Blue Coyote Painting to repair and repaint the Community Center pool perimeter wall. Lengthy discussion on upcoming pool needs for painting all areas of the pool complex including the trim on the Community Center (Item G.k. later in the agenda) within the very near future. Combining paint projects to get a complete bid package would appear to be the most cost effective approach to Center complex painting needs. **MOTION made/seconded (Lambert/Pope) to postpone action until such time as a complete package can be obtained and approved, within budgetary and reserve study guidelines. Unanimously approved.**

E. CHAIRS/LOUNGES FOR POOLS:

MOTION made/seconded (Bracken/DeLarge) to accept proposal from Sundrella Casual Furniture for the purchase of 17 Arroyo Club Chairs and 17 Arroyo Chaise Lounges at cost not to exceed \$5,284.10 including tax, as recommended by the Pool Committee and following the CRCA Reserve Study. Unanimously approved.

F. BACKFLOW TESTING:

MOTION made/seconded (to accept proposal of Arizona Plumbing Contractors, Tucson to perform backflow testing and certification prior to 16 December 2011 at cost not to exceed \$1,182.00 plus charges for any minor repairs necessary during the testing process. Discussion: Delays for approval of minor repairs would only inhibit the process and require separate billing considerations. Unanimously approved.

G. ACACIA TRAIL WROUGHT IRON:

Action to be postponed on the Acacia Trails Tot Lot wrought iron in need of attention, with suggestion to discuss this upgrade with adjacent homeowners. **MOTION made/seconded (DeLarge/Lambert) to postpone until the December meeting. Unanimously approved.**

H. PICNIC TABLES FOR COMMUNITY CENTER:

MOTION made/seconded (Bracken/DeLarge) to approve purchase of two Thermoplastic coated, 8' expanded metal picnic tables from Belson Outdoors, No. Aurora, IL., at a cost not to exceed \$1,760.00 including shipping (No tax required). Discussion: Reserve funding available. Unanimously approved.

XIV. NEW BUSINESS:

A. CLEANING CONTRACT REVIEW:

The Finance Committee requested a review of the cleaning contract for future consideration. A "suggested" complaint could not be traced, however, everyone should be alert to any possible problem areas and immediately contact the Management office.

B. UNAUDITED 2010-2011 OPERATING FUND:

It was recommended to carry forward the un-audited 2010-2011 Operating Fund balance of \$59,798.26 to the 2011-2012 operating code 81015. A renaming of this fund was discussed from "81015" to "Contingency Fund." **MOTION made/seconded (Stimpson/DeLage) to rename the operating code 81015 account to "Contingency Fund." Unanimously approved.**

MOTION made/seconded (DeLarge/ Bracken) to forwarded the un-audited balance of \$59,798.26 to the 2011-2012 Contingency Fund. Unanimously approved.

C. GIRL SCOUT TROOP TO VISIT IN DECEMBER:

MOTION made/seconded (Bracken/DeLarge) to once again accept with great pleasure, the invitation of Continental Ranch's Girl Scout Troop to perform holiday music at the December Board of Directors' meeting. Unanimously approved.

D. HOLIDAY HOME DECORATING CONTEST:

MOTION made/seconded (DeLarge/Bracken) to authorize \$500 in prizes for the annual holiday home-decorating contest. Judges will be Board members: Ms. Peggy Bracken, Ms. Connie DeLarge, Mr. John Lambert, and Mr. Bill Cicala. Discussion: Announce in December *Windmill*. Unanimously approved.

E. ADOPT-A-FAMILY PROJECT:

MOTION made/seconded (Lambert/Ziegler) to secure names of two families within Continental Ranch to anonymously receive \$500 each and gifts from an "Angel Tree" to be available in the Management office. Mr. Lemieux was appointed liaison for the project. Discussion: This project announcement plus a wish list to be included in the December *Windmill*. Unanimously approved.

F. FLAG RAISING CEREMONY:

A U.S. flag, requested with the assistance of Congresswoman Gabriele Giffords' Tucson Office staff, has been received. Continental Ranch's Girl and Boy Scouts are being asked to participate on Saturday, 10 December 2011 at the newly-erected flagpole at the Community Center. Announce in *Windmill*; the public and news media to be invited.

XV. UNFINISHED BUSINESS:

A. WINDMILL PARK FIELD FENCE:

MOTION made/seconded (Lambert/Lemieux) to postpone indefinitely. Unanimously approved.

B. ACTIVITIES COMMITTEE UPDATE:

Mr. Lemieux made a presentation of findings regarding volunteers needed for the Activities Committee and committee volunteers in general. Lack of community support for programs is evident, with no response to the ad in the November *Windmill*. Ms. Ziegler suggested an outside facilitator be considered. Management staffer, Ms.

Jocelyn Canovali, has done an outstanding job in activities' organization, but cannot do the job alone and without back-up volunteer support on each project. Mr. Lambert indicated leaving the Activities Committee in place and not disbanding for lack of volunteer support at this time. Curtailing activities may be necessary until further notice; no officers were elected at the last committee meeting and only two members remain.

C. JOINT SUNFLOWER COMMUNITY ASSOCIATION WATER METER: MOTION made/seconded (Lambert/Pope) to move discussion to Executive Session, with input from attorney, Mr. Clint Goodman. Unanimously approved.

XVI. MANAGER'S REPORT:

Mrs. De Men's report (not read) included maintenance emergency items of replacing the Windmill Park pool pump motor, and breaker panel doors at both buildings being re-keyed to prevent tampering. Deck at Windmill Park pool has been renovated, drained, filled, and is in use. Pool closes at 7:30 p.m. under monitor's surveillance. POD has been taken away. Community Center pool is closed for the winter season. Shade tarp at the kiddies pool is torn, is under warranty, and being handled. Office remodeling is now complete. Some outdated office furnishings were sold, with the remainder removed. Coordination of the annual audit is underway. The vendor fair was postponed to possibly January.

XVII. ADJOURNMENT:

With no further business, **MOTION was made/seconded (DeLarge/Bracken) to adjourn at 8:17 p.m. Unanimously approved.** Executive Session followed.

Upcoming dates:

Holiday Home Decorating Contest: Ends 19 December; Judges' Tour—21 December.

Flag Raising Ceremony: Saturday, 10 December 2011, 10:00 a.m.; at Community Ctr.

Board of Directors' Meeting: Thursday, 15 December 2011, 6:30 p.m. at the Community Center. Special Girl Scouts' musical presentation.

MARILYN STIMPSON, Secretary

Attachments for file:

Sign-in Sheet

Amended Agenda

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

Financial Statement and Committee recommendations

Applications for Board of Directors' Appointment: Ziegler/Spross

Correspondence: Board Resignation, SCA Water Issue

Committee Charters

General Standards

Landscape documentation on purchases

Refrigerators' purchase documentation

Backflow documentation

Picnic tables purchase

Manager's Report

Office Computers Documentation

Office phone service Documentation

Acacia Trail Wrought Iron Documentation

Activities Committee presentation

Any other documentation pertaining to this meeting

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