

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 15 DECEMBER 2011 – 6:30 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 15 December 2011 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Connie DeLarge, 2nd Vice- President; Mrs. Marilyn Stimpson, Secretary; Mr. Larry Lemieux, Treasurer; Mrs. Gladys Pope, Director; Ms. Roxanne Ziegler, Director. Excused absence: Ms. Peggy Bracken, 1st Vice-President. 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 6:32 p.m.

II. ROLL CALL/QUORUM:

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

III. GUESTS:

The Girl Scout troop originally scheduled for their annual visit and holiday musical presentation had another commitment which prevented their attending this meeting. No other guests noted.

IV. MEETING AGENDA:

Mr. Lambert indicated he wished to add Item V. President's Report to the agenda. He also indicated the addition of parking lot stripe repainting, under XVII.B.; the upcoming Volunteers' Appreciation Luncheon under New Business, item C; the Town of Marana new bike path proposal under Unfinished Business. **MOTION made/seconded (Ziegler/DeLarge) to approve the meeting agenda as amended. Unanimously approved.**

V. PRESIDENT'S REPORT:

Mr. Lambert noted the successful flag-raising ceremony held recently, and offered thanks to both the Boy Scouts and Girl Scouts for their participation in this community event.

Mr. Lambert read a letter of criticism received from a resident indicating concerns for the environment in encouraging a holiday lighting decorating contest throughout the community, and requesting a cancellation of such events. The resident's name was withheld, and no further action was indicated by the Board.

VI. APPROVAL OF MINUTES:

A. REORGANIZATIONAL MEETING OF THE INCOMING BOARD:

MOTION made/seconded (DeLarge/Lemieux) to approve minutes of the 20 October 2011 Reorganizational Meeting of the Board of Directors.

Discussion: Hereafter, reorganizational minutes will be approved at the November meeting of the Board of Directors. **Unanimously approved.**

B. BOARD OF DIRECTORS' MEETING, NOVEMBER 2011:

MOTION made/seconded (Pope/Ziegler) to amend the minutes, Item XIII, C. regarding purchase of two refrigerators by adding "white" to descriptive authorization of refrigerator for the office complex. Discussion: This had been discussed in November, prior to the purchase authorization, and now led to follow-up discussion on the actual price of the unit purchased, since a stainless steel unit is normally more costly. Finance Committee member, Mrs. Sandy Padilla noted that the current financial statement was unclear regarding the actual expenditure. To clarify, Mr. Lambert assured that cost of the two units purchased was under the budget allocation originally authorized. **Five affirmative votes; one negative vote (Lambert). Motion carried.**

MOTION made/seconded (Pope/Ziegler) to approve minutes of the 17 November 2011 Board of Directors' meeting as amended. Unanimously approved.

VII. HOMEOWNER FORUM:

Mrs. Sandy Padilla added follow-up comments to her Open Forum discussion in November regarding issues with a trailer parked in her area being used as an office, moved for a short period of time, and then returning on a regular basis. This has been ongoing since August. Mr. Lambert indicated that Covenants Committee had followed through and begun the investigation procedure.

Mrs. Padilla also pointed out a recycle trash can issue which she indicated should be obvious and noted during recent routine drive-by inspections. This is a new neighbor and a phone call from the office staff may eliminate further problems.

VIII. LETTERS TO THE BOARD OF DIRECTORS:

A. PLANTING OF TREES:

Resident, Mr. Steven Johnson wishes to plant two trees on the outside of his property wall. He is willing to purchase, plant and maintain these trees.

MOTION made/seconded (Lambert/Stimpson) to allow planting of trees as indicated by Mr. Johnson with adherence to the approved published guidelines and instructions as outlined by Management regarding possible root damage, wall repairs, routine pruning, etc. Unanimously approved.

B. USE OF COMMUNITY CENTER BY BOY SCOUTS:

Mrs. Kim Miles, representing the community Tiger Cub Den, requests the use of the Center on the first and third Mondays of each month, 5:00-6:00 P.M. at no cost. Insurance information has been requested and Mrs. Miles has been advised

of the need to readjust the Den's meeting schedule should the room receive an occasional rental offer. Mr. Lambert also requested a listing of the Den members to assure compliance with non-profit group use of the facilities. **MOTION made/seconded (Ziegler/Pope) to allow use of the Community Center at no cost to the Tiger Cub Den, on the first and third Mondays, 5:00-6:00 p.m., contingent on insurance, the membership roster indicating an 80% Continental Ranch residency, and understanding that the facility might be needed at some time by a rental customer. Unanimously approved.**

IX. LETTERS FROM THE BOARD OF DIRECTORS: None.

X. CONSENT AGENDA:

Minutes of the following committee meetings were received: Finance—9 November 2011; ARC—17 November and 1 December 2011; Pool—5 December 2011; Landscape—6 December 2011; Activities—no quorum.

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

XI. ACTIVITIES COMMITTEE:

No meeting was held due to lack of quorum. Although Management recommends disbanding this committee, the Board indicates the desire to retain the committee for a while and continuing to search for resident members after the current holiday season. Mrs. Ziegler indicated her family would be willing to participate on an "as needed" basis for one-time functions such as the Easter Egg hunt. A review of last year's Easter Egg hunt function report should be made available to the Board to determine how to proceed. Area boy and girl scouts have already indicated a community support effort to help with the Easter Egg hunt, and meanwhile, another plea to the Continental Ranch community to step forward and assist in committee membership needs to be made.

XII. POOL COMMITTEE:

MOTION made/seconded (Lemieux/Ziegler) to accept the proposal of Approved Painting, Inc., Casa Grande, for preparation and painting of the kiddie pool shade structure poles at cost not to exceed \$315.95 including tax. Unanimously approved.

MOTION made/seconded (Ziegler/DeLarge) to accept the proposal of Sovereign Electric LLC, Tucson, to install a digital nema 3RTimer to disconnect power to the spa tub during non-use hours, at cost from operating code 85000 not to exceed \$321.65 including tax. Unanimously approved.

XIII. LANDSCAPE COMMITTEE:

MOTION made/seconded (DeLarge/Ziegler) to accept the proposal of DLC Resources to install 36 tons of river rock in the basin floor at the end of the

Windmill Field at cost not to exceed \$1,230.00 from reserve budget code 97012. Unanimously approved.

XIV. COVENANTS COMMITTEE:

Community Manager, Mrs. De Men recommended postponement of variance request to allow for further investigation. **MOTION made/seconded (DeLarge/Stimpson) to postpone action until the January meeting of the Board regarding request of Mr. and Mrs. Thomas Cox for permission to park a motor home in the side yard. Unanimously approved.**

XV. FINANCE COMMITTEE:

The November Finance Report sent to the Board and the Finance Committee indicated: Operating Cash--\$430,463.38; 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; 31 October 2011 Total Assets--\$1,631,055.45. Approval is recommended by the Finance Committee.

MOTION made/seconded (Lemieux/Ziegler) to accept the November Finance Report as presented. Unanimously approved.

XVI. ELECTION COMMITTEE PROCEDURES:

The committee updating the election process/procedures has requested an extension of time in order to consider information from the attorney and finalize a presentation to the Board.

XVII. REQUESTS TO PURCHASE:

A. SERVER:

MOTION made/seconded (Lemieux/Stimpson) to accept the proposal of Dell for a PowerEdge T110 II with four-year warranty, at cost not to exceed \$2,487.00 plus tax and shipping. Unanimously approved.

B. REPAINT COMMUNITY CENTER POOL PERIMETER WALL AND COMMUNITY CENTER EXTERIOR:

MOTION made/seconded (DeLarge/Pope) to accept proposal of Approved Painting, Inc. Casa Grande, to provide prep work, stucco repairs and painting of the Community Center perimeter wall, ramadas, Center, at cost not to exceed \$8,032.06 including tax. Unanimously approved.

Mr. Lambert requested an ad-hoc committee be formed to recommend new paint colors from the approved paint pallet and make a recommendation to the Board of Directors. Appointed were: Mr. Chuck Valade, Ms. Connie DeLarge, Ms. Peggy Bracken, Mrs. Nancy Lambert, Mrs. Edna Coburn, to meet after the holiday season .

MOTION made/seconded (Lambert/DeLarge) to accept proposal of

Approved Painting, Inc., Casa Grande, to drill out weep holes in the South pool wall to one and one-half inch at cost not to exceed \$481.95 including tax. Discussion: Install screens on weep holes to eliminate access of undesired desert creatures. **Unanimously approved.**

Mr. Lambert expanded painting discussion to cover re-stripping of the Community Center parking lot. Suggested postponement of this topic until discussion with Town of Marana personnel to determine the town's responsibility for parking lot maintenance.

C. ACACIA TRAIL WROUGHT IRON:

No action taken. Ongoing discussion now indicates to paint only the community's portion of the wrought iron, talk with adjacent homeowners so that they might negotiate privately with the contractor for individual maintenance responsibility as desired. **MOTION made/seconded (Lambert/DeLarge) to postpone action until the January meeting, pending consideration of discussed options. Unanimously approved.**

D. INSTALLATION OF ICE-MAKER WATER LINE:

MOTION made/seconded (Lambert/Lemieux) to accept proposal of Plumb Plumbing LLC, Tucson, for installation of a new water line in the Management office from existing water supply under sink to refrigerator to feed the ice maker, at cost not to exceed \$284.00 including tax. Unanimously approved.

XVIII. NEW BUSINESS:

A. ANNUAL MEETING MINUTES:

Management recommends posting draft minutes of the October Annual Meeting. Mr. Lambert suggested providing a copy to each Board member to re-look at this draft before approving this proposal. Postpone action to the January meeting.

B. DISPOSAL OF EQUIPMENT:

Approximately 75 folding chairs, a love seat and four office computers are currently being stored. Disposition requested. The Board agreed to offer chairs to the community at \$2.00 each, with any remaining chairs donated to a local charity. The love seat may be offered free to anyone who will pick it up, or if no "taker," offered to Habitat for Humanity. There was lengthy discussion regarding the computers' hard drives needing to be wiped or destroyed prior to disposition of the units. World Care offered DOD-approved complete wiping at no charge. **MOTION made/seconded (Lambert/Stimpson) to donate the four computers to World Care in exchange for a letter certifying clearance of the hard drive data. Unanimously approved.**

C. VOLUNTEER APPRECIATION LUNCHEON:

MOTION made/seconded (Lambert/DeLarge) to authorize an expenditure not to exceed \$1,500.00 for the annual Volunteer Appreciation Luncheon,

scheduled for 14 January 2012 at the Community Center. Discussion: DLC will again prepare the barbeque at the Center site. **Unanimously approved.**

XVIV: UNFINISHED BUSINESS:

IRRIGATION TO MARBELLA II AND SONORAN MOON AREAS AND NEW BIKE PATH GRANT PROPOSAL:

Meetings and discussion continue regarding the joint Sunflower Community Association (SCA) water meter issue and new developments being planned by the Town of Marana along the Twin Peaks corridor between Coachline and Safeway.

A settlement offer has been made to SCA regarding the current water meter situation; however, too soon for a response. Meanwhile, irrigation on the south side into Marbella II and Sonoran Moon is needed immediately with a meter to be installed at cost of about \$2,500.00.

The Town of Marana is preparing a grant proposal for \$400,000 to fund a bike path which would affect Continental Ranch's south side of this corridor and destroy over \$200,000 in trees/plantings currently in place. Only a few bicycles are noted in the school parking lot and the street already has a designated bike path on each side. It was suggested that this grant funding be utilized along Silverbell, where sorely needed; however, grant restrictions would prohibit using this funding in another area. Meetings with Town of Marana personnel are on-going, and Mr. Seng was asked to make a phone call for a current update. If this project moves forward, an Environmental Impact Statement will be required. No further action until the January Board meeting.

XX. MANAGER'S REPORT:

Mrs. De Men reported on late fees' postings in November, late letters sent out. As many as 27 accounts are potentially being forwarded for collection. The CPA has picked up year-end reports and is working on the annual audit, anticipated early in 2012. The flag-raising ceremony was coordinated and nicely conducted by the community's boy and girl scouts. With maintenance items, it was noted that there was a problem with pool under-water lighting, about which Mr. Lemieux indicated concern and questioned complying with codes. The situation has been resolved.

XXI. ADJOURNMENT:

With no further business, **MOTION was made/seconded (DeLarge/Pope) to adjourn at 7:55 p.m. Unanimously approved.** Executive Session followed.

Upcoming dates:

Holiday Home Decorating Contest: Ends 19 December; Judges' Tour—21 December 2011.

Volunteer Workers' Appreciation Luncheon: Saturday, 14 January 2012 at the Community Center.

Board of Directors' Meeting: Thursday, 19 January 2012, 6:30 p.m. at the
Community Center.

MARILYN STIMPSON, Secretary

Attachments for File:

Sign-in Sheet

Amended Agenda

Committee Minutes—ARC, Landscape, Pool, Finance

Financial Statement

Correspondence: Planting Trees/ Boy Scouts' Request/Holiday Lighting Contest

Approved Painting Proposals—Kiddie Pool Structure, Painting of Community Center Complex, weep holes in pool wall.

Sovereign Electric Proposal—Spa timer

DLC Installation of River Rock at Windmill Field

Plumb Plumbing Proposal—Water line in office

Manager's Report

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