

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 16 FEBRUARY 2012 – 6:30 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 16 February 2012 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; Ms. Roxanne Ziegler, Director. Also present: Mrs. Dale De Men, Community Manager; Mr. Josh Seng, Assistant Manager; Mr. Clint Goodman, attorney, and approximately 25 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:

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

III. GUESTS: None.

IV. AGENDA:

Mr. Lambert recommended several items to be moved to the Consent Agenda: VII. a. Scout request; b. request to remove trees; X.a. Activities Committee appointments; XI.a. Heaters at Windmill Pool, b. replacement of trees; XII. a. Flower replacements, b. Plantings behind Community Center pool area, XIII. b. Vehicle storage, d. Trash can fine, f. Street parking; XIV.a. Financial report, b. 2010-2011 Audit, c. Moving funds, d. move monthly reserve contribution, e. Reimburse operating fund; XVII. a. Collection accounts.

MOTION made/seconded (DeLarge/Stimpson) to accept the consent agenda recommendations and agenda as amended. Unanimously approved.

V. APPROVAL OF MINUTES:

MOTION made/seconded (DeLarge/Pope) to accept minutes of the 19 January 2012 meeting of the Board of Directors as presented. Unanimously approved.

VI. HOMEOWNER FORUM:

Mr. Elwood Smith referred to street parking, change in procedures, management no longer checking unless a signed complaint is received, cost of granite replacement, pool use, etc.

Ms. Phyllis Luse discussed the area in the 7500 section of Summer Sky Drive and "slummy" conditions existing with weeds, broken concrete, wood, bed frame and other non-conforming issues throughout the area. She indicated photos had been submitted but nothing done to alleviate the situation which has existed for several years. Ms. DeLarge indicated she had not seen any photos, but would personally check the area to observe the discrepancies noted by Ms. Luse. Ms. Ziegler indicated clean-up for the area and appropriate charges for this service might be in order.

Mr. Pete Muench inquired about property liens, and asked how to get information on such actions. Response—public records.

Mr. Bill Cicala, Chair of Covenants Committee, suggested residents attend a Covenants' meeting to better understand the workings and procedures being followed.

Mrs. Sandy Padilla suggested more courtesy be afforded to and from both the Board and members in attendance.

VII. LETTERS TO THE BOARD OF DIRECTORS:

A. REQUEST FROM BOY SCOUT TROOP 219: Moved to Consent Agenda.

B. REQUEST TO REMOVE TREES: Moved to Consent Agenda.

VIII. LETTERS FROM THE BOARD OF DIRECTORS/REQUESTS TO APPEAR:

A. POOL FENCE JUMPER:

Fine and pool suspension approved in January Board meeting; however, held until member given the opportunity to appear. Letter of 24 January 2012 not responded to, therefore, without member response, **MOTION made/seconded (Lambert/Lemieux) to impose the \$25.00 fine and 30-day suspension of pool privileges. Five affirmative votes; one negative vote (Ziegler). Motion approved.**

B. TRAILER VARIANCE FOR HOME IN PARCEL 52C.

Reference, Account #20476. **MOTION made/seconded (Lemieux/DeLarge) to approve the variance request, with action that the Board review the policy for trailers and develop criteria for future parking variances within Continental Ranch.** Discussion: Setting precedence; voting to make changes to CC&Rs to handle such requests on a case-by-case basis; making this a "conditional variance" to be reviewed in six months. **Six affirmative votes; one negative vote (Lambert). Motion approved.**

IX. CONSENT AGENDA:

Minutes of the following committee meetings were received: Finance—11 January, 8 February 2012; ARC—19 January, 2 February 2012; Activities—1 February 2012; Covenants—1 February 2012; Pool—6 February 2012; Landscape—7 February 2012.

Board action items:

Activities—Election of Mrs. Sandy Padilla as Chairperson; Mrs. JoAnn Ross as Secretary.

Pool—Accept proposal from Oasis Pool to replace two heaters at Windmill Pool at a cost not to exceed \$7,312.38, including tax. Accept proposal to remove three dying Acacia Salicina trees and replace with two Swan Hill Olive trees by DLC at a cost not to exceed \$885.00.

Landscape—Accept proposals of DLC for flower replacements destroyed by javelinias at a cost of \$1,880.00; install 40 5-gallon Oleanders behind Community Center pool area at a cost not to exceed \$1,255.00.

Covenants—Account #11857: Recommend that management telephone owner regarding storage of vehicle in garage and parking in the wrong direction which could be cited by the Town of Marana. This account returned to Covenants for consideration at that committee's March meeting. Account #19786: Recommend fine of \$25.00 and loss of pool privileges for 30 days. Account #20121: Hold letter process for one month and observe the property for street parking. Action to be carried over to Covenants Committee's March meeting.

Finance—Approve January 2012 reports as recommended by committee. Acceptance of 2010-2011 Audit as presented and discussed. Close Canyon Community Bank Operating Account and move funds to ICS with Mutual of Omaha Bank. Move monthly reserve contribution to Alliance Bank money market account beginning in February. Reimburse operating fund for reserve expenses from Alliance Bank.

Thirty-five accounts have been notified by three letters each (the last one certified) which are over \$327.00. Management recommends sending these to the collection attorney in accordance with Board policy. There have been no responses to our letters. Total of these accounts--\$12,982.07; attorney cost is \$7,000.

X. ACTIVITIES COMMITTEE:

A. BOOK AND MEDIA EXCHANGE:

A program for the community is scheduled for Saturday, 5 May 2012, 9 a.m. to 12:00 noon in the Community Center for exchange and/or purchase of books, CDs, DVDs. No contracts are required, and volunteers will be needed to support this activity. **MOTION made/seconded (Lemieux/Pope) to accept the Book and Media Exchange project as presented by the Activities Committee, at no cost to the Association.** Discussion: Committee originally requested \$50 to support cleaning and refreshment needs; not being considered at this time. Publicity suggested in March, April and May *Windmill*. **Unanimously approved.**

B. PROPOSED CHANGE OF MEETING DATE/TIME:

Committee requested a change in meeting date/time. **MOTION made/seconded (Bracken/DeLarge) to NOT change the Activities Committee's monthly meeting date/time.** Discussion: Daytime meeting denies working members from participating.

Four affirmative votes; three negative votes (Pope, Ziegler/Lemieux). Motion carried.

One new member of the Activities Committee verbally submitted her resignation because of this action; however, this will be recorded for official recognition in the next committee meeting's minutes.

XI. POOL COMMITTEE: Items moved to Consent Agenda.

XII. LANDSCAPE COMMITTEE:

A. PLANTINGS AT PHOBOS DRIVE TOT LOT:

MOTION made/seconded (Bracken/DeLarge) to accept proposal of DLC for Oleanders, Lantanas, Little Johns and Penstemons to include retrofit of irrigation system where needed and restore ground within work areas at the Phobos Drive tot lot, at a cost not to exceed \$1,560.00, within budget. Five affirmative votes; one negative vote (Pope). Motion carried.

B. PLANTINGS AT MOUNTAIN SKY/VERIDIAN DRIVE TOT LOT:

MOTION made/seconded (Bracken/DeLarge) to accept proposal of DLC for Oleanders, Little Johns, Valentines, Emus to include retrofit of irrigation system where needed and restore ground within work areas at the Pocket Park, W. Mountain Sky Drive, at a cost not to exceed \$2,167.00, within budget. Unanimously approved.

C. GRANITE REPLENISHMENT, COACHLINE BLVD:

\$9,800.00 remains in the Reserve Budget, and committee recommends utilizing these funds for granite replenishment along the eastern roadside of Coachline Boulevard, extending along parcels 40, 42 and 43, with coverage to begin at the south end of the location and extend as far north as the amount purchased will allow. **MOTION made/seconded (DeLarge/Bracken) to accept DLC's proposal to supply and install 163 total tons of granite between curb and homeowners walls along Coachline in parcels 40, 42, 43, at a cost not to exceed \$9,800.00 from the Reserve Budget. Unanimously approved.**

XIII. COVENANTS COMMITTEE:

A. SHED NOT ARC APPROVED:

Account #21140. Committee recommends sending one more letter to homeowner requesting an ARC application to be submitted for shed construction. Failure to make application could result in fine and possible request to remove the shed. Matter will be considered by committee at their March meeting. **MOTION made/seconded (Lambert/DeLarge) to authorize management to send a letter requesting an ARC application be submitted for the construction of shed on property. Unanimously approved.**

B. TRAILER REMOVAL:

Account #22541. The committee recommends fine and loss of pool privileges. Homeowner was present and indicated that the trailer has been sold and will be removed from the property by 3 March 2012. **MOTION made/seconded (Bracken/DeLarge) to waive the fine and loss of pool privileges regarding this account provided trailer is permanently removed from the property by 3 March 2012.**

XIV. FINANCE COMMITTEE:

REPORTING OF ACCOUNT RECEIVABLES:

The committee requested a regular report of account receivables submitted for collection with the attorney and account receivables actually collected by the attorney that month. Lengthy discussion as to possible misleading information since some accounts take months/years to resolve. Ms. DeLarge indicated having a good working relationship with the collection attorney and indicated that previous collection attorneys did not necessarily follow through on some items. **MOTION made/ seconded (Lambert/DeLarge) to provide the Finance Committee with information on accounts turned over to collection, and status on what is being recovered. Unanimously approved.**

Mrs. Carol Altmann, Chairperson, indicated the committee's concern that pertinent information from the Finance Committee meeting minutes was omitted from Management documentation. She requested a revision of the committee minutes from 8 February 2012. Discussion on having a committee secretary, the format required, and submittal of committee minutes in prescribed format followed. Committee and management will discuss details at a later time.

XV. ELECTION COMMITTEE:

Although work of a few concerned members had been documented in previous minutes of the Board and known by Management, the matter of an open meeting just recently became issue. The original purpose was for concerned members to provide information to the Board from which to move forward in creating charters and written procedures for both Nominating and Election Committees, since there are none, and a more user-friendly balloting package to the membership. **MOTION was made/seconded (Lambert/Ziegler) to schedule an open meeting and invite members to review the recommendations and proceed from there.** Discussion: No meeting date suggested. Ms. Joyce Grosso requested copies of existing committee procedures to refer to as a guide. Management to provide. **Unanimously approved.**

XVI. REQUESTS TO PURCHASE:

A. SAFE FOR HD STORAGE FOR CRCA SERVER:

MOTION made/seconded (Lambert/Pope) to postpone action on purchase of a safe for back up HD storage for the CRCA server until the March meeting. Unanimously approved.

B. WINDMILL PARK BASIN:

On recommendation from multiple contractors, including the engineer who originally engineered Windmill Park and the surrounding area, the basin needs a leach hole due to lack of fall from drain. Temporary "fixes" have not proven satisfactory. **MOTION made/seconded (Bracken/DeLarge) to accept bid from JANC Excavation and Construction, Cortaro, AZ for excavation of a 6x10x18' deep leach hole, with rock sediment trap, and rock at Windmill Park, at a cost not to exceed \$2,557.08 including tax.** Discussion: Some periodic maintenance will still be required. **Unanimously approved.**

C. INSURANCE:

Management recommends holding a separate meeting of the Board before 2 March 2012 for insurance presentation and quotes by three carrier representatives. Insurance study packets will be provided prior to this meeting. Notice of this meeting will be publicized for the membership. **MOTION made/seconded to schedule an open meeting on Wednesday, 29 February 2012, at 6:30 p.m. at the Windmill Park office.** **Unanimously approved.**

XVII. UNFINISHED BUSINESS:

PARCEL 17 WALL:

MOTION made/seconded (Bracken/DeLarge) to proceed with painting the Parcel 17 Mountain Shadows wall a darker color. Discussion indicated that bids had not been requested, legalities addressed, and resident permission had not been considered. **MOTION unanimously denied as premature.**

Management was directed to investigate wall location to determine if it stands inside property lines, discuss the painting with homeowners involved, have homeowners remove any obstructing vegetation, investigate any liability issues, determine costs involved, and have a complete package of information prepared for the next Board meeting.

XVIII. MANAGER'S REPORT:

Mrs. De Men presented a written report but verbalized briefly on equipment disposition and received permission to dispose of old monument lighting parts, the finalized audit appearing on the web site, and upgrading security cameras as indicated by the president. The written report indicates two trash receptacles for Windmill Park donated by the Town of Marana, working with the manufacturer of the Windmill security cameras to optimize night quality, rebuilding of the Sunset Vista monument and failure of Antech to replace the irrigation clock as specified in contract, repainting of the Community Center, issues with the Kiddie Pool shade structure identified and reported to the Pool Committee, etc.

XIX. FINAL COMMENTS:

Mrs. Sandy Padilla noted that a safety hazard exists at the curbing in front of the Windmill Park office, where there is no after-dark lighting. This hazard has been noted by committee members meeting in the Windmill Park office. She asked that consideration be given to some kind of solar or reflective lighting along this curbing area to enhance visibility.

XX. ADJOURNMENT:

With no further business, **MOTION was made/seconded (Bracken/DeLarge) to adjourn at 8:40 p.m. Unanimously approved.** Executive Session with the attorney followed.

Upcoming Dates:

Open Meeting with Insurance Representatives: Wednesday, 29 February 2012, 6:30 p.m. in the Windmill Park conference room.

Board of Directors' Meeting: Thursday, 15 March 2012, 6:30 p.m. in the Community Center.

Annual Easter Egg Hunt: Saturday, 7 April 2012, 10:00 a.m. to 1:00 p.m. in the Windmill Park.

Book and Media Exchange: Saturday, 5 May 2012, 9:00 a.m. to 12:00 noon in the Community Center.

MARILYN STIMPSON, Secretary

Attachments for file:
Sign-in Sheet
Amended Agenda
Committee Minutes: Finance, ARC, Activities, Covenants, Pool, Landscape
Financial Statement
Correspondence: Scout Troop 219/Request to remove trees
Pool Fence Jumper Input
Covenants: #20476/11857/19785/20121/21140/22541
Oasis Pool Service Estimate
DLC Landscape Proposals
Book Exchange Proposal
JANC Sediment Trap Proposal
Manager's Report
Any other documentation as needed

(Minutes by Edna M. Coburn; draft reviewed by Management)