

Continental Ranch Community Association
Board of Directors Meeting Agenda
At the Community Center
April 19, 2012 at 6:30 pm

I. Call to Order

II. Roll Call

President	John Lambert
1 st Vice-President	Peggy Bracken
2 nd Vice-President	Connie DeLarge
Secretary	Marilyn Stimpson
Treasurer	Larry Lemieux
Director at Large	Gladys Pope
Director at Large	Roxanne Ziegler

III. Guests: none at this time

IV. Adopt the Agenda:

V. Approval of Minutes:

Section A pages 6-14

February 16, 2012 Board Meeting

February 29, 2012 Special Insurance Board Meeting

March 23, 2012 Special Egg Hunt Transportation Meeting

VI. Homeowner Forum:

VII. Letters to the BOD:

Section B pages 15-34

- a. Peters letter requesting permission to move tree and cacti in wash
- b. Los Tiburones Swim Team request to rent one pool this summer see Pool Committee recommendation item XI. d.
- c. Letter from Raja Maduram appealing ARC Committee decision of building a 5-foot wall lot #08-068.
- d. Request for a military discount for using community center from Shelly Redmond, non-owner.

VIII. Letters from the BOD to request an owner to appear: none

IX. Consent Agenda:

Section C pages 35-65

- Acknowledge Meeting Minutes:
 - February 16, 2012 ARC
 - February 29, 2012 Election
 - March 1, 2012 ARC
 - March 5, 2012 Election
 - March 5, 2012 Pool
 - March 6, 2012 Landscape
 - March 7, 2012 Activities
 - March 7, 2012 Covenants
 - March 13, 2012 Finance
 - March 15, 2012 ARC
 - March 29, 2012 ARC (special - review of appeal)
 - April 2, 2012 Pool (no meeting)
 - April 3, 2012 Landscape
 - April 4, 2012 Activities
 - April 4, 2012 Covenants
 - April 5, 2012 ARC
 - April 10, 2012 Finance

X. Activities Committee

Section D pages 66-67

- a. Project checklist to be submitted to the Board of directors for DLC to have "A Talk on Desert Landscape." Checklist is attached.
- b. Recommend to BOD to add two new members, Joan Travis Triumph and Catalina Hall to the Activities Committee.

XI. Pool Committee:

Section E pages 68-73

No April Meeting due to lack of quorum. From March we have:

- a. Recommend to the Board to accept the proposal from Cascade Electric, NTE \$3,180.00+tax for Windmill Pool and NTE \$2,785.00+tax at the Community Center Pool. Committee requested that management obtain written details about what warranty the contractor would provide on their work. Codes 84000 & 85000
- b. Recommend to the Board to accept the proposal from Advantage Traffic & Safety for purchasing three signs with the revised pool rules (two for Community Center pool, one for Windmill Park pool) at a cost NTE \$186.00+tax. Codes 84000 & 85000
- c. Recommend to the Board to accept proposal from Oasis Pool for replacement of one pool heater at Windmill Park pool at a cost NTE \$3,656.19. Code 99603
- d. Recommend to the Board to not approve any swim teams to use CRCA pools, ever.
- e. Recommend to the Board to approve the opening of Community Center pool for May 21, 2012. The Committee discussed coordinating heating the pools to the approved 79-80 degrees enough days in advance so that the pools are at temperature in time for the opening, and that the heaters should be turned off once pool temperatures are observed to be 78 degrees at noon for 4 consecutive days. (Kiddie pool shade structure post rebuild may prevent pool from opening.)

XII. Landscape Committee:

Section F none

No recommendations from the committee to the board.

XIII. Covenants Committee:

Section G pages 74-80

March covenant issues have been resolved by the owners. No action is necessary.

April issues:

1. Account #19397 (weeds) To the BOD that the property receives a lot cleanup and pre-emergent application, costs to be assessed to the account.
2. Account #17943 (weeds) To recommend to the BOD that the property receives a lot cleanup and pre-emergent application, costs to be assessed to the account.
3. Account #20896 (weeds) To recommend to the BOD that the property receives a lot cleanup and pre-emergent application, costs to be assessed to the account.
4. Account #17780 (weeds) To recommend to the BOD a \$25 fine and 30 day pool suspension be assessed to the account.
5. Account #17982 (weeds) To recommend to the BOD that a \$25 fine and 30 day pool suspension be assessed to the account.
6. Account #18588 (weeds) To recommend to the BOD that a \$25 fine and 30 day pool suspension be assessed to the account.

XIV. Finance Committee:

The March and April, 2012 Finance Reports were sent to the BOD & the Finance Committee. The recommendations by the committee are:

- a. Request to approve the February and March, 2012 Finance Reports which have been approved by the Finance Committee.

Balance Sheet Report for 31 March 2012:

Operating Cash	256,818.54
Total Cash Reserve	942,195.71
Restricted Sunflower Mitigation Fund	13,674.17
Accounts Receivable	96,882.26
Other Assets	181,239.96
Pre-Paid Income Tax	6,569.00
31 March 2012 Total Assets	\$1,483,705.47

- b. To report to the BOD that the February 8, 2012 Finance Minutes were not changed by Management but only re-formatted.
- c. Recommendation that the attorney furnish separate figures for the legal fees & assessments that he has collected with the proviso that this only be done if it does not incur extra expense.
- d. Recommendation that Dorothy Bruce becomes a member for the Finance Committee
- e. Recommendation that a procedural manual of accounting responsibilities be prepared by the time of the next audit. Joyce Grosso has volunteered to assist.

- f. Approval of Amended Minutes from the February 8, 2012 Meeting to include the mention of the discussion of Auditor's recommendation of preparing a procedural manual.

XV. Election Committee:

Section H pages 81-101

- a. Review and adoption of committee recommended package as attached. See details of recommendations in minutes placed in front of the package.

XVI. Requests to Purchase:

Section I pages 102-103

- a. Replacement of five struggling Sycamore trees with five Swan Hill Olive trees in raised planters at the Windmill Park field. 5 Sycamore removals \$2,087 code 83002; Install 5 Swan Hill Olive trees in raised planter \$14,943 code 83005.

XVII. New Business

Section J page 104

- a. Ratification of Office Emergency Mold Remediation. Email copies attached.

Initial Test #1	\$785.00	Environmental Analytics
Remediation	\$3,883.84	Advanced Drying / Everest Air
Post Test #2	\$826.00	Environmental Analytics
Additional Remediation	\$0.00	Advanced Drying / Everest Air
Post Test #3	\$171.00	Environmental Analytics
Drywall Repair	\$1,200.00	Lalama Building & Design

total \$6,865.84

- Total dollar figure to date is: \$6,865.84 applied to code 81015.
 - Does the Board wish to file an insurance claim?
- b. Ventilation of Windmill Park Bathrooms.
- c. Please approve Budgeting Timeline for 2012-2013 budget:
1. May to June 22, 2012: Committees prepare their budget to be back to management by 6/22/12.
 2. June 28-July 6th: Finance Chair and Manager review 11/1/11-5/31/12 budget actuals and sketch out preliminary 12-13 budget.
 3. July 9th- August 7th: Finance Committee prepares final recommended budget to be sent to Board for approval at BOD meeting of August 16th.
- d. Election Business: The 2012 Election Timetable is in the packet. The "Run for the Board" ad is running in the Windmill in April, May and June. The deadline for submitting the Candidacy form is June 22nd. The Nominating Committee will be appointed at the May 17 BOD Meeting.
- f. Graffiti cleanup: Management obtained average cost on graffiti clean-up for spot treating issues as they arise, if the Board so chooses.
- g. Possible delay of opening Community Center Pool due to rusting out of the post mounts on the kiddie pool shady canopy.

XVIII. Old Business:

Section K pages 105-113

- a. Parcel 17 fence bids. Bids provided in packet; Reserve code 97006
- b. RV Variance Language
- c. Computer Backup/Storage
Management was asked to investigate backing up CRCA files to the HOA
Management office. Cost to do so is \$490.00 by Rent-A-Techie using the old CRCA
server. Bid attached. Code 81003

XIX. Manager Report:

Section L pages 114-115

XX. Adjourn to Executive Session

DRAFT