

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

I. Call to Order: 6:30 p.m.

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

III. Guests: Clint Goodman, Attorney

IV. Adopt the Agenda: Motion (Ziegler/Pope) is to adopt the Agenda. No one offered discussion. Motion carries 7 yes to 0 no.

V. Approval of Minutes: Motion (Stimpson/Pope) is to approve the February 16, 2012 Board Meeting, February 29, 2012 Special Insurance Board Meeting and March 23, 2012 Special Egg Hunt Transportation Meeting. No one offered discussion. Motion carries 7 yes to 0 no.

VI. Homeowner Forum: Many people spoke. Mr. Asman spoke about the rock theft. Owners Smith, Wagner-Gabbard, Mann, Baker, King, Buck, Valade, and Luce expressed dissatisfaction with the way covenant enforcement is being handled especially about putting complaints in writing, car parking on the streets, weeds, condition of homes, or painted tile roofs. Several residents requested covenants enforcement "to return to the old way of doing things". Ms. Keller wants lighted handicapped parking at the community center. Ms. Snyder doesn't want other owners taking photos of her home and feels parking policy is adequate. Mr. Cicala ran down the covenant procedures and invited all to come to a covenants meeting, He also encouraged people to volunteer and to run for the Board. Clint Goodman clarified that while a complaint is being worked nothing can be reported to the complainer per Az. Statutes 33-1806 D1-4. Owners Smith, Altmann, Mann and others expressed grievance at the Board for spending Association money to have our lawyer send a threatening letter to Mrs. Padilla when they had not even tried to meet and speak with her. Clint Goodman gave remarks about the letter and Mrs. Padilla responded.

VII. Letters to the BOD:

- a. Peters letter requesting permission to move tree and cacti in wash Motion (Lemieux/Pope) to remove the tree and cacti from CRCA common area behind the Peters' residence. Discussion ensued. Motion carries all in favor.
- b. Los Tiburones Swim Team request to rent one pool this summer see Pool Committee recommendation item XI. d. Motion (Lambert/Lemieux) is to concur with the Pool Committee to not rent out the pool. Discussion ensued. Motion carries all in favor.
- c. Letter from Raja Maduram appealing ARC Committee decision of building a 5-foot wall lot #08-068. Mr. Maduram appealed to the BOD. Motion (Bracken/Ziegler) is to approve the request to build a five foot wall, extending the back yard, as long as he obtains from the Town of Marana a new permit to do so. Discussion ensued. Motion carries 5 yes to 2 no (Lambert & Stimpson.)
- d. Request for a military discount for using community center from Shelly Redmond, non-owner. Motion (Lambert/Stimpson) is to not grant this request. Discussion ensued. BOD feels our rates are very reasonable. Motion carries 7 yes to 0 no.

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

IX. Consent Agenda:

- 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 FinanceMotion (Bracken/Ziegler) is to approve the Consent Agenda as presented. No one offered discussion. Motion carries all in favor.

X. Activities Committee

- a. Project checklist to be submitted to the Board of directors for DLC to have "A Talk on Desert Landscape." Checklist is attached. Motion (Lemieux/Pope) is to approve this request. No one offered discussion. Motion carries all in favor.
- b. Recommend to BOD to add two new members, Joan Travis Triumph and Catalina Hall to the Activities Committee. Motion (Lemieux/Pope) is to approve this request. No one offered discussion. Motion carries all in favor.

XI. Pool Committee:

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. Motion (Lambert/Bracken) is to postpone this request and provide Board with budget figures on these accounts. Motion carries all in favor.
- 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 Motion (Ziegler/Pope) is to approve this request NTE \$186.00 plus tax. No one offered discussion. Motion carries all in favor.
- 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 Motion (Lemieux/Stimpson) is to approve this request NTE \$3,656.19. No one offered discussion. Motion carries all in favor.
- d. Recommend to the Board to not approve any swim teams to use CRCA pools, ever. Board referred back to item VII-b.
- 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.) Discussion ensued. Motion (Lambert/DeLarge) so moved to approve opening the community center pool on May 21, 2012. More discussion ensued. Motion carried 7 yes to 0 no.

XII. Landscape Committee:

No recommendations from the committee to the board.

XIII. Covenants Committee:

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.
- Motion (Lambert/ Ziegler) is to approve the actions recommended by the covenants committee on accounts 19397, 17943, 20896, 17780, 17982, 18588.
Motion carries 7 yes to 0 no.

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. Motion (Ziegler/Pope) is to approve the March and April Finance reports as recommended by the Finance Committee. Motion carries all in favor.

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
<u>Pre-Paid Income Tax</u>	<u>6,569.00</u>
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. Motion (Lambert/Bracken) to place this report in the Board and Finance Committee Minutes. Motion carried all in favor.
- 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. Motion (Lemieux/Pope) so moved. Motion carries all in favor.
- d. Recommendation that Dorothy Bruce becomes a member for the Finance Committee. Motion (Lemieux/Pope) so moved. Motion carries all in favor.
- e. Recommendation that a procedural manual of accounting responsibilities be prepared by the time of the next audit. Joyce Grosso has volunteered to assist. Motion (Pope/Ziegler) so moved. Motion carries all in favor.
- 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. Motion (Pope/Lemieux) so moved. Motion carries all in favor.

XV. Election Committee:

- a. Review and adoption of committee recommended package as attached. See details of recommendations in minutes placed in front of the package. Motion (Lambert/Ziegler) to postpone adopting the packet until a separate meeting to review has been held. Motion carried all in favor. By consensus the open meeting will be held Thursday, May 10th at 6:30 p.m. at the Community Center.

XVI. Requests to Purchase:

- 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. Motion (Lambert/DeLarge) is to approve this request. Discussion ensued. Motion failed 3 yes to 4 no votes. Motion (Pope/Ziegler) is to ask the Landscape Committee and DLC representative to come to the next regularly scheduled Board meeting to discuss this project. Discussion ensued. Motion carries 6 yes to 1 no (Lambert).

XVII. New Business

- 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. Motion (Lambert/Pope) is to ratify the costs to remove the mold from the office. Under discussion Larry Lemieux said “Thank you” and complemented HOA Management and Josh on the excellent remediation work and communication to the BOD. Motion carries all in favor. Motion (Lemieux/Pope) is to retest for mold in six months after the bathrooms ventilation is fixed. Motion carries all in favor.
- Does the Board wish to file an insurance claim? The BOD informally agreed “no”.
- b. Ventilation of Windmill Park Bathrooms and removal of moisture. Pushed back to Pool Committee to examine and make recommendation to the Board. Also get an engineer to look at this and make recommendations.
- c. Please approve Budgeting Timeline for 2012-2013 budgets:
 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.

Motion (Pope/DeLarge) is to adopt the Budget Timeline as presented. Carol Altmann, Finance Chairman was consulted and she agreed to the timeline. Motion carried all in favor.

- 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. Motion (Stimpson/DeLarge) is to approve the Election Timetable as presented in the packet. Motion carries all in favor.
- f. Graffiti cleanup: Management obtained average cost on graffiti clean-up for spot treating issues as they arise, if the Board so chooses. Motion (Bracken/Pope) is to clean up graffiti on any wall in CRCA at an average cost of \$100 each average sized incident. Discussion centered on the need to remove graffiti from the community as quick as possible. Question asked by Mrs. Padilla if the post office needs to remove graffiti on mail box banks. Answer is yes. Motion carries all in favor.
- g. Possible delay of opening Community Center Pool due to rusting out of the post mounts on the kiddie pool shady canopy. Josh gave a run down on the status of the posts. Ultimately an engineer needs to be consulted and to make sure it complies to code. The original installation was not permitted and may not be installed to code. Motion (Bracken/Pope) to postpone this item and remove the shade net from the canopy. Discussion is to have pool committee make a recommendation. Motion carries all in favor. It is \$100 to remove the canopy.

XVIII. Old Business:

- a. Parcel 17 fence bids: Bids provided in packet; Reserve code 97006 Motion (DeLarge/Stimpson) is to approve Advanced Painting to paint the fence at a cost not to exceed \$3662.82. Motion carries 5 yes to 2 no (Lambert and Stimpson). Board acknowledges CRCA will always maintain these homeowner owned walls. President will appoint a color selection committee.
- b. RV Variance Language: Motion (Lemieux/Pope) is to approve the draft language with the condition we come back and review it in six months for any update and/or changes. Motion carries all in favor.
- 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 Motion (Lemieux/Pope) is to approve backing up to the CRCA old server which will be placed at the HOA Management at a one time cost NTE \$490.00. Discussion ensued. Services such as Carbonite have been researched and reported previously to the BOD. Motion carries all in favor.

XIX. Manager Report: Josh reported on the new server being watched because it is sporadically shutting down unprompted. It could be a warranty item. Dale reported on the very successful Easter Egg Hunt and thanked all who volunteered.

XX. Adjourned to Executive Session at 9:32 p.m.