

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 21 JUNE 2012 – 6:30 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 21 June 2012 at the Community Center. Directors present: Mr. John Lambert, President, Ms. Peggy Bracken, 1st Vice-President; Mrs. Marilyn Stimpson, Secretary; Mrs. Gladys Pope, Director; Ms. Roxanne Ziegler, Director. Excused absences: Ms. Connie DeLarge, 2nd Vice-President; Mr. Larry Lemieux, Treasurer. Also present, Mrs. Dale Gruhl, Community Manager; Mr. Josh Seng, Assistant Manager, and approximately 25 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:

Five 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 noted that the minutes of the 10 May 2012 emergency meeting had not been read, in which a letter to Waste Management was to be sent for termination of contract with Continental Ranch. Six Board members were present; one excused absence. Motion was made/seconded (DeLarge/Ziegler) and voted unanimously to uphold this decision. Meeting adjourned as this was the only item of business to be considered. (Minutes were approved during the May meeting of the Board.)

V. APPROVAL OF MINUTES:

Regarding following Roberts' Rules of Order in minutes' preparation discussed during the last meeting, Mr. Lambert noted that lengthy discussion of topics does not need to be recorded; only motions or pertinent disposition of items documented. It had also been discussed to remove the Homeowners' Forum from the agenda, which is not being considered at this time. Mr. Lambert read a condensed version of Item VI. Homeowner Forum as a proposed amendment to the 17 May 2012 meeting minutes. As amended: "Ms. Dorothy Bruce, Long Creek Drive, read a prepared statement concerning a letter and possible lawsuit sent to Mrs. Sandy Padilla by the Association attorney. As her allotted time ran out, Mrs. Joyce Grosso, Redcliff Way, finished reading the prepared statement. Mr. Walter Ross, Veridian Drive, commented on the need and expense of replacing flowering plants in the entryways. Mrs. Debra Davis, N. Stonebrook, commented on parking and weeds. Ms. Laura Dawes, Parcel 40-264, presented

compliments to the Board for efforts in supporting the community. Mr. Admando Carillo, Colony Park and Waste Management employee, commented on the upcoming trash contract. Mr. Shane Lindstrom, Parcel 43-045, discussed a personal economic situation concerning his assessments due."

Mr. Andrew Bober, Blue Crossing Way, forwarded a letter (Item VII. A.) requesting correction to the 17 May minutes, XIII. A. **MOTION made/seconded (Ziegler/Pope) to strike the sentence: "In continuing discussion, Mr. Lambert indicated those involved should have attended the meeting." Unanimously approved.**

MOTION made/seconded (Lambert/Bracken) to approve minutes of the 17 May 2012 meeting as amended. Unanimously approved.

VI. HOMEOWNER FORUM:

Mrs. Jan Mann, Summer Sky Drive, inquired about a petition to the Board; who accepted it and when. Response: No signatures had been presented.

Mrs. Carol Altmann spoke of the removal of Sycamore trees. Suggested consultation with an independent arborist.

Mr. and Mrs. Jack Dorr, Kimball Way, spoke of a current financial/physical situation and their efforts to save their property and upgrade to standards. Covenants' Committee will work with this family.

VII. LETTERS TO THE BOARD:

A. Mr. Andrew Bober:

Minutes' correction—(handled in V. above)

B. Mr. Lee Gundy:

Reference: Use of pool for swimming lessons. **MOTION made/seconded (Lambert/Stimpson) to deny the request of Mr. Gundy. Unanimously approved.**

C. Brownie Girl Scouts, Troop 320.

Thank you for supporting the troop this past year.

D. SAGUARO AQUATICS SIGNAGE:

MOTION made/seconded (Ziegler/Pope) to deny permission for Saguaro Aquatics to display an A-frame sign promoting swimming lessons being conducted at the Community Center pool. Unanimously approved.

E. Ms. Diane Spiegel:

Letter of appreciation for correcting a pool key situation.

VIII. REQUESTS FOR HOMEOWNERS TO APPEAR: None.

IX. CONSENT AGENDA:

Minutes of the following committee meetings were received: ARC—17 May and 7 June 2012; Pool—4 June 2012; Landscape—5 June 2012; Covenants—6 June 2012; Activities—6 June 2012, Ad hoc (paint color selection/Parcel 17)—8 June 2012; Finance—12 June 2012. **MOTION made/seconded (Ziegler/Stimpson to accept the Consent Agenda as presented. Unanimously approved.**

X. ACTIVITIES COMMITTEE:

A. CONCERT SERIES:

MOTION made/seconded (Lambert/Bracken) to authorize an expenditure of \$800.00 to help sponsor the Marana Concert on 8 September 2012. Unanimously approved. Unanimously approved.

B. LANDSCAPE MEETING:

A reminder that DLC will discuss community landscape topics at a rescheduled breakfast meeting on 11 August 2012.

C. MOTHER-DAUGHTER TEA/COMMITTEE CHECKLIST:

Rescheduled for 15 September 2012, 1-3:00 p.m. in the Community Center; Cost \$200.00 from budget. **MOTION made/seconded (Ziegler/Pope) to approve the Activities Committee Checklist as presented. Affirmative votes—3; Negative Votes—2 (Stimpson/Bracken).**

XI. POOL COMMITTEE:

A. SHADE CANOPY AT KIDDIE POOL:

MOTION made/seconded (Ziegler/Pope) to delay new construction of the kiddie pool shade structure until the pool is closed for the season. Unanimously approved.

XII. LANDSCAPE COMMITTEE:

(Note: Windmill basin slope stabilization not a Landscape issue. Discussed later.)

XIII. COVENANTS COMMITTEE:

A. and B. FINES AND CLEANUPS:

MOTION made/seconded (Pope/Ziegler) to accept Covenants Committee recommendations for \$25.00 and 30-day loss of pool privileges for accounts #20473, 21661, 17800, 19194, 18663, and 18880. A letter to accompany indicating 14 days to correct prior to scheduling a lot clean-up with cost assessed to each account. Accounts #18588 and 18705 to have lot clean-up and pre-emergent application scheduled with costs to be assessed to each. Unanimously approved.

XIV. FINANCE COMMITTEE:

A. MAY 2012 FINANCE REPORTS:

Balance sheet report: Operating Cash, \$643,424.48; Total Cash Reserve, \$940,156.95; Restricted Sunflower Mitigation Fund, \$13,677.61; Accounts Receivable, \$157,680.12;

Other Assets, \$181,239.96; Pre-Paid Income Tax, \$6,569.00; Total Assets, 31 May 2012, \$1,942,748.12. **MOTION made/seconded (Ziegler/Pope) to accept the Finance Committee's recommendation to approve the 31 May 2012 financial reports. Unanimously approved.**

B. COMMUNITY CENTER CLEANLINESS:

Mrs. Carol Altmann questioned who inspects after the Center is rented out and prior to a refund of custodial deposit. Response: No one, and no cleaning supplies are on site. Cleaning is listed in rental agreement. Renters to be reminded that cleaning tables etc. is a requirement. The next "user" should identify custodial issues and report same immediately.

Mr. Kermit McCutchen noted that on Sundays, the church renters have been seen backing their vehicles up to the entranceway in order to unload and reload equipment. Damage to concrete walkways could occur. Mr. Seng requested to follow-up.

C. JANITORIAL CONTRACT:

Contract may be outdated. Mr. Lambert requested Management to review all active ongoing contracts with CRCA vendors for updating and the addition of indemnification clauses.

D. COMMITTEE MEETING DATE:

MOTION made/seconded (Ziegler/Stimpson) to authorize the Finance Committee to move its regular meeting to the second Wednesday of every month. Unanimously approved.

XV. ELECTIONS:

MOTION made/seconded (Stimpson/Bracken) to hire James K. Bullard, CPA for tally and recording votes at the next annual election, at a cost of \$1,100.00. Unanimously disapproved.

MOTION made/seconded (Ziegler/Bracken) to hire HBL Hammel, Beal and Lauer PC, Tucson, for tally and recording votes at the next annual election, at a cost of \$3,250.00 plus all expenses incurred. Approved—3 votes; Negative vote--one (Pope). Motion carried.

XVI. REQUESTS FOR PURCHASE:

MOTION made/seconded (Bracken/Ziegler) to accept proposal of Oasis Pool Service, Tucson, to repair/replace the Windmill spa filter tank at cost of \$1,185.29 including tax. Unanimously approved.

XVII. NEW BUSINESS:

A. PARCEL 17 WALL PAINTING:

(Note: See Consent Agenda meeting minutes.)

B. WINDMILL BASIN SLOPE STABILIZATION:

MOTION made/seconded (Lambert/Ziegler) to authorize DLC to proceed with soil stabilization with calcium chloride at the Windmill basin slope, at a cost not to exceed \$4,290.00 from the discretionary budget. Unanimously approved.

Resident, Ms. Alice King asked if this will help the flooding on Coachline. Response, no. Mr. Jim Alam also noted a "race track" driving situation and other vandalism in the Coachline and Silverbell area.

C. POOL KEY CARD SYSTEM DATA:

MOTION made/seconded (Ziegler/Pope) to give Ms. Canovali permission to take appropriate turn-off/delete action as necessary with the Keri Key System, and continue in Management's efforts in accountability and identification of problem areas. Unanimously approved.

D. POOL KEY CARD REPLACEMENT FEES:

MOTION made/seconded (Ziegler/Pope) to amend the pool key card replacement fees: 1st time, \$10.00; 2nd time, \$15.00; 3rd and continuing times, \$20.00. Unanimously approved.

E. COMMUNITY CENTER KIDDIE POOL SHADE STRUCTURE:

MOTION made/seconded (Pope/Bracken) to postpone new structure consideration until the kiddie pool is seasonally closed in October. Unanimously approved.

MOTION made/seconded (Ziegler/Bracken) to accept the proposal of Killer Shade, Phoenix, to relocate the existing kiddie pool shade structure at a cost of \$6,800.00 plus tax, to the proposed site at Mountain Sky Pocket Park. Funding from contingency budget. Unanimously approved.

F. WINDMILL PARK RAMADA BRICK PATH:

MOTION made/seconded (Ziegler/Bracken) to approve installation of a continuing brick path at Windmill Park for better access to the ramadas. Initial cost, Stewart Paving and Wall Systems, \$9,288.00; hand railing by A&M, \$1,870.00; irrigation modification, DLC Resources, \$2,600.00, (all from contingency budget), plus additional brickwork in front of the office, approximately \$700.00, for an overall total of \$14,458.90. Unanimously approved.

Ms. Alice King asked if handicap play equipment had been needed or considered for installation throughout the community's tot lots. Mr. Lambert suggested Ms. King contact Mr. Seng and share relevant information for future consideration.

G. COMMUNITY CENTER EXTERIOR LIGHTING/SECURITY CAMERAS:

MOTION made/seconded (Ziegler/Pope) to accept the Relumination proposal of \$20,865.34 plus permits and surveying costs for upgrading to LED lighting around the pool and parking lot of the Community Center, with \$20,850.00 coming from

reserves and the balance from the contingency budget. Unanimously approved.

MOTION made/seconded (Ziegler/Pope) to accept the proposal from Guard Pro, Tucson, in the amount of \$14,425.78 including tax, to install five 1.3 megapixel bullet day/night cameras at the Community Center. Funding of \$5,100 from reserves; balance from the contingency budget. Unanimously approved.

H. MONUMENT SIGN LIGHTING.

MOTION made/seconded (Lambert/Pope) to accept the proposal from Sovereign Electric in the amount of \$6,004.04 including tax, to replace vandalism-damaged monument sign lighting at Silverbell/Coachline and also replace monument sign lighting at Silverbell/Wade. Does not include permits, painting, trenching damage, landscaping repairs. Funding from Facilities budget. Unanimously approved.

XVIII. UNFINISHED BUSINESS:

A. CANDIDATE REMINDER:

Four director terms expiring 31 October 2012—Ms. Connie DeLarge, Mr. John Lambert, Mr. Larry Lemieux, Ms. Roxanne Ziegler. Petitions to be considered for nomination are due by 15 August 2012.

B. ELECTRICAL LINES TO BREAKERS FOR BOTH POOLS:

MOTION made/seconded (Lambert/Bracken) to postpone action to next year's budget. Unanimously approved.

XIX. MANAGER'S REPORT:

Mr. Seng reported on vandalism with turf damage; pool fence "hopping" and unscrewing light bulbs on two occasions with partial information on a possible solution; pool monitors; landscaping/grass concerns, with Windmill Park needing improvement; assessment late letters to 63 residents behind \$327.00 or more; meeting with Town of Marana on lighting issues. Mr. Lambert requested Mr. Seng get additional information on the possible pool fence hopping solution mentioned with a demo package of equipment for viewing.

Mr. Lambert also shared that the Town of Marana had approved an expenditure of \$150,000 for Silverbell landscaping upgrades, with "more to come" indicated by Ms. Ziegler.

Pool Committee member, Mr. Kermit McCutchen, indicated his appreciation for pool upgrading efforts being authorized by the Board.

XX. ADJOURNMENT:

With no further business, MOTION was made/seconded (Pope/Bracken) to adjourn at 8:25 p.m.

Executive session to follow.

UPCOMING DATES:

Trash Service Forum with interested providers: Saturday, 23 June 2012, 3:00 p.m. in Twin Peaks Elementary School.

Board of Directors' meeting: Thursday, 19 July 2012, 6:30 p.m. in the Community Center.

DLC Resources/Landscape Committee forum with residents and breakfast hosted by DLC: Saturday, 11 August 2012, time TBA, in the Community Center. Reservations suggested.

Candidates for Board positions: Petitions due 15 August 2012.

Activities Committee Mother/Daughter Tea: Saturday, 15 September 2012, 1-3:00 p.m. in the Community Center.

MARILYN STIMPSON, Secretary

Attachments for file:

Sign-in Sheet
Amended Agenda
Consent Agenda
Committee Minutes: ARC, Finance, Activities, Covenants, Pool, Landscape, Ad hoc
Activities Committee Checklist
Amendments to Minutes
Financial Reports
Correspondence Received
All Contractors Proposals
Manager's Report
Any Other Documentation as needed

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