

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

The Board of Directors of the Continental Ranch Community Association met on Thursday, 16 August 2012 at the Community Center. Directors present: Mr. John Lambert, President, Ms. Peggy Bracken, 1<sup>st</sup> Vice-President; Ms. Connie DeLarge, 2<sup>nd</sup> Vice President; Mr. Larry Lemieux, Treasurer; Mrs. Gladys Pope, Director; Ms. Roxanne Ziegler, Director. Excused absence—Mrs. Marilyn Stimpson, Secretary. Also present: Mrs. Dale Gruhl, Community Manager; Mr. Josh Seng, Assistant Manager; Ms. Jocelyn Canovali, Office Assistant; and approximately 28 residents.

**I. CALL TO ORDER:**

Mr. John Lambert, President, called the Board of Directors' regular meeting to order at 6:30 p.m.

**II. OPENING ANNOUNCEMENT:**

Mr. Lambert read the prepared statement adopted by the Board of Directors.

**III. ROLL CALL/QUORUM:**

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

**IV. GUESTS:** None.

**V. PRESIDENT'S MESSAGE:**

Mr. Lambert noted that the project at Windmill Park was looking good. To a concern raised, he indicated that the pipe was being buried, and ground would be leveled.

**VI. AGENDA:**

Mr. Lambert recommended moving Landscape items XIII a.-m., and Covenants items XIV. a. and b. to the Consent Agenda. Add new item for XV Activities, b. Halloween party; correction noted under XVII to 31 August; addition under XVIII New Business, d. authorization for a jumping castle in Windmill Park. **MOTION made/seconded (Lemieux/Pope) to approve the agenda as amended. Unanimously approved.**

**VII. APPROVAL OF MINUTES:**

Ms. Ziegler noted that counsel information regarding VIII—petition calling for a resignation from the Board of Directors had not been included in the agenda. This will be discussed in the later Executive meeting when counsel is present. **MOTION made/seconded (DeLarge/Pope) to approve the minutes of the 19 July 2012 Board of Directors' meeting as presented. Unanimously approved.**

## VIII. CALL TO THE PUBLIC:

Ms. Ziegler read the Board's prepared statement of instruction.

Mr. Bill Cicala, Chairman of Covenants, indicated that a former member of that committee, Mr. Marty Ledvina, had attended a recent committee meeting and noted with appreciation that community violations were being handled more efficiently and user-friendly.

Mrs. JoAnn Ross, Veridian Drive, noted an error in the *Windmill* with regard to Mr. Fred Curran's candidacy in a previous election process.

Mr. Woody Smith, W. Mural Hill, asked about candidates' bios not being printed in the *Windmill* or to be enclosed in the mailed balloting packages. Response: No decision made as yet.

Ms. Annette Gilhuys, W. Talavera Way, thanked the Board for wall painting and landscaping efforts along Silverbell.

Ms. Nan Phillipp, Summer Sky, questioned a dog being brought to meetings. Response: Service dog in training. She also questioned trash and weeds in her area that have needed attention for months. Concern is being forwarded to Covenants Committee.

Ms. Phyllis Luse, Summer Sky, confirmed statements of Ms. Phillipp regarding trash and weeds, which she had reported to the Board in February. Has photos to submit. She is concerned about neighborhood appearance in trying to sell property.

Ms. Fiona Keller, Summer Sky, questioned the prepared statement as read by Ms. Ziegler, regarding "not an open forum." Response: meaning "stay on topic."

Mr. John Abraham, N. Palm Brook, thanked the Board and Management for efforts, but noted street paving needs. Response: Ms. Ziegler indicated an interior assessment of the entire street area was completed by the Town of Marana and paving repairs have begun. Copy of that assessment is available from the Town.

## IX. LETTERS TO THE BOARD:

A. Mr. Chad Stencil, N. Blue Crossing Way regarding costly storm damage to the wall and requesting financial assistance for repairs. Mr. Lambert indicated wall repairs are at homeowners' expense, (CC&Rs 5.4.11 Party Walls) but asked Mr. Seng to suggest DLC might possibly remove the waste materials. **MOTION made/seconded (Bracken/Lemieux) to not accept responsibility for expenses incurred to the property at 10054 N. Blue Crossing Way. Unanimously approved.**

B. Ms. Linda Strempek, N. Via Laguna Niguel, requested new budget funds be allocated for signage in renaming efforts of Section 51, Richmond Estates. In previous correspondence several months ago, resident was advised a neighborhood petition was

required indicating a name change request, and that at \$750 per letter for signage, this was not being favorably considered by the Board at that time or now. Mr. Lambert requested Mr. Seng advise Ms. Strempek that the CR Emblem was available for sign mounting, and to discuss cost factor with the writer. Any further action postponed.

**X. REQUESTS FOR HOMEOWNERS TO APPEAR:** None.

**XI. CONSENT AGENDA:**

Minutes of the following committee meetings were received: Finance—11 July 2012; ARC—19 July and 2 August 2012; Activities—1 August; Covenants—1 August 2012; Pool—6 August 2012; Landscape—7 August; Nominating—19 and 30 July 2012; AIL Slate—30 July 2012.

**A. LANDSCAPE COMMITTEE RECOMMENDATIONS:**

DLC Resources confirmed presence of weevils and grubs. Also, the following DLC upgrades were approved: to replace Sweet Acacia tree in Parcel 69 with 5-gallon petite oleander, cost \$22.00; irrigation restoration in Parcel 15c The Villas, NTE \$3,650.00, Parcel 9 Sombrero View at \$1,580.00 and Parcel 28 tot lot at \$2,250.00; storm damaged Palo Verde on south side of Twin Peaks replaced with 15-gallon red oleander, cost NTE \$95.00; storm damaged Ironwood down on NE corner of Twin Peaks and Coachline replaced with 24" box Ironwood tree, cost NTE \$225.00; storm damaged Mesquite downed west of Peace Pipe Road to be replaced with 15-gallon red oleander, cost NTE \$95.00; storm damaged Mesquite, south side of Twin Peaks west of Coachline and Sonoran Moon replaced with 24" box Ironwood Tree, cost NTE \$225.00; storm damaged Ebony tree, north side of Twin Peaks west of Indian Summer, to be replaced with 24" box Swan Hill Olive Tree, cost NTE \$225.00; storm damaged Mesquite and Texas trees, cost NTE \$450.00; (all storm damaged items, budget code 83002). Saguaro, downed on north side of Twin Peaks near Indian Summer to be replaced with Saguaro, cost NTE \$400.00; (budget code 83005). Second annual fertilization of flowering plants using a soil-drench fertilizer, cost NTE \$4,500.00 (budget code 83005-1). Second annual pesticide application for yellow bells, orange jubilees, Texas mountain laurels, and little johns, cost NTE \$592.00 (budget code 83005). Planter bed mulch, 4-6" quarry rock, for top dressing soil in Windmill Park planter beds, cost NTE \$500.00 (budget code 83005).

**B. COVENANTS COMMITTEE RECOMMENDATIONS:**

Account #20202 (weeds) to be given final notice asking weeds be removed in two weeks or lot cleanup will be scheduled and costs assessed to the account. Account #19246 (weeds) to receive \$25.00 fine, 30-day pool suspension and have Management schedule lot cleanup in 14 days if weeds are not removed. Costs to be assessed to the account. Note: at time of meeting, it had been verified that #19246 had remedied the violation; subsequently, no further action necessary.

**MOTION made/seconded (Ziegler/Pope) to accept the Consent Agenda items as listed. Unanimously approved.**

**XII. POOL COMMITTEE:**

**A. POOL HOURS:**

**MOTION made/seconded (Ziegler/Pope) to retain current pool hours (5:00 a.m. to 10:00 p.m.) until further notice and retain pool monitors to close pools at 10 p.m. each night. Unanimously approved.** Discussion of one pool monitor being hired for one hour to close both pools needs to be re-addressed. Two-hour time block to be considered. Discuss and determine at September meeting.

**B. POOL MONITORS/MANAGEMENT AUTHORITY:**

Recommendation to escalate authority to monitors and management to immediately issue a 15-day pool key suspension and notify Board of Directors and to issue fine warning upon first offense and fine \$25.00 upon second repeat offense, cannot be authorized by the Board of Directors. According to law, residents are allowed due process for a hearing. Send this item back to committee for re-consideration.

**XIII. LANDSCAPE COMMITTEE:** (All items to Consent Agenda.)

**XIV. COVENANTS COMMITTEE:** (All items to Consent Agenda)

**XV. ACTIVITIES COMMITTEE:**

**A. BOOK/MEDIA EXCHANGE:**

Scheduled for 27 October 2012 at 10 a.m. in the Community Center. No costs involved.

**B. HALLOWEEN COSTUME CONTEST:**

Also scheduled for 27 October 2012 at 12:30 p.m. (tentatively) at the Community Center. Budgeted cost NTE \$500.00 for food items, prizes, decorations, supplies, *Windmill* ads for September and October.

**MOTION made/seconded (Lemieux/Ziegler) to accept proposals for the Book/Media Exchange and the Halloween Costume Contest as presented. Unanimously approved.**

**XVI. FINANCE COMMITTEE:**

June and July financials were sent to the Board and the Finance Committee as follows:

**A. 30 JUNE 2012:** Operating Cash--\$601,220.69; Total Cash Reserve—\$963,806.43; Restricted Sunflower mitigation Fund--\$13,678.73; Accounts Receivable--\$124,594.37; Other Assets--\$181,239.96; Prepaid Income Tax--\$6,569.00. Total 30 June Assets--\$1,864,109.18.

**B. 31 JULY 2012:** Operating Cash--\$516,819.36; Total Cash Reserve--\$963,153.06; Restricted Sunflower Mitigation Fund--\$13,679.59; Accounts Receivable--\$104,859.91; Other Assets--\$181,239.96; Prepaid Income Tax--\$6,569.00. Total 31 July Assets--\$1,772,641.77.

**MOTION made/seconded (Lemieux/Ziegler) to accept June and July 2012 financial reports as presented. Unanimously approved.**

**C. NEW DRAFT BUDGET TO BOARD: (Done.)**

**D. COMMITTEE RESIGNATIONS:**

Committee resignations have been received from Mr. Richard Roberts, Mrs. Carol Altmann, and Ms. Joyce Grosso, with regret and thanks from the Board for services to the community.

**E./F. PROPOSED BUDGET FOR 2012-2013:**

**MOTION made/seconded (Bracken/Ziegler) to accept the 2012-2013 budget proposal as presented.** Discussion: Copy will be included in the upcoming voting packet to residents; no increase in dues. **Unanimously approved.**

**XVII. ANNUAL MEETING:**

CRCA's annual meeting is scheduled for 30 October 2012. New timeline for turning in Board candidacy petitions is 31 August 2012 at 5:00 p.m. and not 30 August as listed in the agenda and the newly published Election Timeline. Slate will be certified by the Board at a special meeting on 31 August 2012.

**XVIII. NEW BUSINESS:**

**A. COMMUNITY CENTER INTERNET/PHONE SWITCH:**

**MOTION made/seconded (Bracken/DeLarge) to accept the Comcast proposal of \$96.90 monthly for new service/equipment upgrades. Unanimously approved.**

**B. HVAC REPLACEMENT:**

Considered by the Board via Action in lieu. **MOTION made/seconded (Lemieux/Bracken) to accept proposal of Perry Heating and Cooling replacing the 3d HVAC unit at the Community Center due to unit failure, at cost not to exceed \$6,600.00. Unanimously approved.**

**C. AUDIO RECORDINGS OF MEETINGS:**

**MOTION made/seconded (Lemieux/DeLarge) to approve audio recording of CRCA open meetings, as discussed with counsel, to be stored within the existing system and available within ten business days. Unanimously approved.**

**D. JUMPING CASTLE AT WINDMILL PARK:**

**MOTION made/seconded (Ziegler/DeLarge) to authorize a jumping castle and food at Windmill Park for a Meet 'n Greet political function privately sponsored by Ms. Roxanne Ziegler on 22 September 2012, 4:00-6:00 p.m. which is fully insured and at**

**no cost to the Association. Unanimously approved.** The community is invited to attend.

**XIX. UNFINISHED BUSINESS:**

**A. ONGOING CONTRACT UPDATES:**

**MOTION made/seconded (Ziegler/DeLarge) to approve four updated contracts for Oasis Pool Service, Pre-Care Janitorial, R.P. Streiff, DLC Resources, as presented. Unanimously approved.**

**B. POOL SHADE:**

Mr. Lambert gave an update on current problems in locating a contractor to move the shade structure from the kiddie pool to another location, and then contracting for a suitable covering for the Community Center kiddie pool. Mr. Seng continues his search for a bidding contractor.

**C. ACKNOWLEDGMENT:**

Mr. Bill Cicala thanked the Board, the Activities Committee and DLC Resources for the recent program and breakfast hosted for the community.

**XX. MANAGER'S REPORT:**

Mr. Seng reported on the upgrades needed to the A/C system in the Community Center, office staffing, the Comcast high-speed internet system, web site, etc. A/C duct work is 23 years old; system itself is 7 years old and in need of upgrading. Draft budget was prepared, landscaping issues resolved, monument lighting is being monitored. Pools are operating normally, new security cameras operational. Walkway at Windmill Park is in progress. A slate of candidates was accepted by the Board.

Mr. Lambert asked residents to phone the office if noting monument lighting problems.

**XXI. ADJOURNMENT:**

With no further business, **MOTION made/seconded (Ziegler/Pope) to adjourn at 7:45 p.m. Unanimously approved.**

Executive Session to follow:

**UPCOMING DATES:**

Nominating Committee Candidates' Petitions Update: Due 31 August 2012 by 5:00 p.m. in office. Board special meeting to certify slate 31 August 2012, time TBD.

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

Board of Directors Meeting: Thursday, 20 September 2012, 6:30 p.m. in the Community  
Center.

Activities' Committee Book/Media Exchange: Saturday, 27 October 2012, in the  
Community Center.

Activities' Committee Halloween Costume Contest: Saturday, 27 October 2012, in the  
Community Center.

CRCA Annual Meeting: Tuesday, 30 October at 7:00 p.m.

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PEGGY BRACKEN, 1<sup>st</sup> Vice President

Attachments for File:  
Sign-in Sheet  
Amended Agenda  
Consent Agenda  
Committee Minutes: ARC, Activities, Covenants, Pool, Finance, Landscape, Nominating  
Letters: Stencil and Strempek  
DLC Upgrade proposals  
Covenants Documentation  
Activities Committee Requests  
Financial Statements  
Proposed Budget for 2012-2013  
New Annual Meeting Timeline  
Comcast Proposal  
HVAC Proposal  
Audio of Meetings Counsel Documentation  
Contract updates: Oasis Pool, Pro-Care Janitorial, RP Streiff, DLC Resources  
Manager's Report

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