

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 20 SEPTEMBER 2012 – 6:30 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 20 September 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. Excused absence--Ms. Roxanne Ziegler, Director. Also present: 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 6:30 p.m.

II. OPENING ANNOUNCEMENT:

Mr. Lambert read the prepared meeting 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: None.

VI. APPROVAL OF AGENDA:

A. CONSENT AGENDA:

The President recommended moving agenda items XIII. Landscape a. and d., XIV Covenants a.; and XV. Finance for Consent Agenda handling.

MOTION made/seconded (Pope/DeLarge) to accept the Consent Agenda as amended. Unanimously approved.

B. PUBLISHED AGENDA:

Under item XVIII, New Business, add item h.--Community Yard Sale, and item i.-- Revisit motion from the July meeting regarding rental use of the Center by the Karate Club.

MOTION made/seconded (Lemieux/Pope) to accept the full agenda modifications as amended. Unanimously approved.

VII. APPROVAL OF MINUTES:

MOTION made/seconded (Bracken/Lemieux) to approve the minutes of the 16

August 2012 Board of Directors' meeting as presented. Unanimously approved.

VIII. HOME OWNER FORUM:

The president indicated the call to the public would henceforth be called "Homeowner Forum" and read the prepared instructions statement.

Mr. Bill Cicala, Chairman of Covenants, indicated the need for volunteers to the Covenants Committee.

Ms. Francine Philips, Redrock Drive, discussed damage noted to the Community Center microwave, reported to Management promptly and currently jeopardizing return of the security deposit given at the time of Community Center rental. This was also reported by Mr. Jim Alam, President of Senior Citizen/Retirees of C. Ranch. Mr. Seng was asked to research reporting dates, discuss with office staff and get back to the homeowner.

Mrs. Sandy Padilla, School Hill Drive, read a prepared statement of resignation from both Finance and Activities Committees. Mrs. Padilla's service to the Community was noted with appreciation and thanks for her service.

Mr. Doug Childress, Atolia Drive, indicated support of Mr. Lambert.

Ms. Phyllis Luse, Summer Sky, offered thanks to the Covenants Committee for efforts in trash and weeds removal in that area, an on-going problem for a period of time.

Mr. John Abraham, Palm Brook, offered a thank you to the Board for their efforts.

IX. LETTERS TO THE BOARD:

A. Mr. and Mrs. Bob Waters, Redcliff Way, sent thanks and appreciation for landscaping upgrading at the entrance to their subdivision and throughout the community.

B. Mr. Dave Cobble, Sunflower Community Association, followed up on a letter from Northwest Fire District regarding "Help" door hangers being distributed to residents for use during any community major disaster. After much discussion on how to distribute door hangers to all residents in Continental Ranch, Mr. Cobble will develop a flyer explaining the program, attach the door hanger and submit enough copies for enclosure, at no cost, in an upcoming *Windmill* mailing. A resident forum at the Center was also suggested.

C. PARKING VARIANCES:

1. **MOTION made/seconded (Bracken/DeLarge) to approve the request of a tenant to park a vehicle on the street (W. Yarbough #22224). Home owner, Ms. Marita Gomez, had extended her permission to the tenant. Unanimously disapproved.** Request to go to Covenants Committee for additional information and recommendation.

2. Owner Mr. Steven Marzan, W. Mural Hill Drive, (#22934) requests parking variances for seven vehicles belonging to the residents at that address, currently utilizing garage, driveway, area cul de sac and one vehicle in street. Refer to Covenants Committee for additional information and recommendation.

3. Owner, Mr. Ronald Craig, N. Crystal Moon Ct, (#18881) requests parking variance for 26' RV to be parked in residence driveway. RV and truck extend over sidewalk. **MOTION made/seconded (Lambert/Lemieux) to deny variance request. Unanimously approved.**

4. Owner, Mr. Robert R. Finley, W. Chervil Place, (#20300) requests parking variance for motor home for a four-week period of time while in the process of sale. **MOTION made/seconded (Bracken/Pope) to deny variance request. Unanimously approved.**

5. Owners, Mr. and Mrs. Michael McGuigan, N. Quail Park Place (#20499) gave permission to tenant, Mr. and Mrs. Richard Coronado, to park a trailer on the property, hidden by a previously-approved RV screen in need of repair. Tenant assures repairs have been completed. **MOTION made/seconded (DeLarge/Stimpson) to approve the RV parking variance behind the screen for a period of one year, at which time request is to be reviewed again. Unanimously approved.**

X. LETTERS OF REQUEST FOR OWNER TO APPEAR:

Incident at the Windmill pool on 20 August 2012 indicates unresolved dispute between resident cited and pool monitor (#22500). Motion to proceed with usual course of fine action was withdrawn. With no other incidents on record for this resident, **MOTION was made/seconded (Lambert/Bracken) to not impose the fine. Affirmative votes—five; negative vote—one (Pope). Motion approved.**

XI. CONSENT AGENDA:

Minutes of the following committee meetings were received: Finance—8 August 2012; ARC—16 August and 6 September 2012; Special Board meeting for accepting final slate of officers—31 August 2012; Landscape—4 September 2012; Activities—5 September 2012; Covenants—5 September 2012. Resignation of Mr. Richard Singervalt from Activities was noted with regret and thanks for his service to the community.

A. LANDSCAPE COMMITTEE RECOMMENDATIONS: (Moved from XIII a./d.) DLC proposes a single pesticide treatment of all 148 Agave plants throughout CRCA at a cost not to exceed \$1,585.07. Budget code 83005. DLC also proposes to fertilize the eight queen palm trees with palm fertilizer, in three seasonal applications, at a cost not to exceed \$322.17.

B. COVENANTS COMMITTEE RECOMMENDATIONS: (Moved from XII a.) Six properties identified in agenda for routine lot clean-ups after 14 days with \$25 fine and pool key suspension for 30 days. Two properties cleared (#20571 and #2030) since agenda publication. Four remaining properties: #19755, #21166, #18080, #23196.

C. FINANCE COMMITTEE RECOMMENDATIONS: (Moved from XV.)
31 August 2012 Finance Reports were sent to the Board and the Finance Committee:
Operating Cash--\$400,069.04; Total Cash Reserve--\$953,051.99; Restricted Sunflower
Mitigation Fund--\$13,678.73; Accounts Receivable--\$96,993.30; Other Assets--
\$181,239.96; Pre-Paid Income Tax--\$6,569.00. Total Assets--\$1,651,603.46.

XII. POOL COMMITTEE: (No Meeting held.)

XIII. LANDSCAPE COMMITTEE: (Items a. and d. moved to Consent Agenda.)

B. MISCELLANEOUS PLANT REPLACEMENT:

MOTION made/seconded (Lambert/DeLarge) to accept proposal from DLC to install 89 five-gallon replacement plants throughout the community at cost not to exceed \$1,958.00. Unanimously approved.

C. MOTION made/seconded (DeLarge/Stimpson) to accept proposal from DLC to install 18 15-gallon Little Johns (9 on each side) at Coachline and Silverbell monuments at cost not to exceed \$1,710.00. Unanimously approved.

E. At the end of the meeting, an additional motion, not added to the agenda under Item VI. was introduced: MOTION made/seconded (Lambert/Bracken) to authorize DLC to replace approximately 4,400 sq. feet of turf in Windmill Park around the ramada and new brick pavers area, at a cost not to exceed \$6,052.00. Unanimously approved.

XIV. COVENANTS COMMITTEE: (Item a. moved to Consent Agenda.)

B. Violation Complaint Form submitted in July (#19802). MOTION made/seconded (Lemieux/Stimpson) to proceed with the Covenants' Committee process, with property owner to be requested to appear before the Board. Unanimously approved.

XV. FINANCE COMMITTEE: (Moved to Consent Agenda.)

XVI. ACTIVITIES COMMITTEE: (-0-)

XVII. ANNUAL MEETING:

A. DATE OF RECORD:

Date of Record, 20 September 2012.

Annual meeting scheduled for 30 October 2012, 7:00 p.m. in Twin Peaks Elementary School. Nine candidates on the ballot. Bios will be included in mailing packet. Meet the Candidates night scheduled for 2 October, 7:00 p.m. at the Community Center.

B. APPOINTMENT OF ELECTION COMMITTEE:

The president announced he had appointed Mr. Bill Cicala, Mr. Dave Lawrence, Mrs. Illa Krasnick, Mr. John Abraham, and Mr. Randall Brookshier as the 2012 Election Committee.

XVIII. NEW BUSINESS:

A. COMMUNITY CENTER CHAIR CUSHION CLEANING:

MOTION made/seconded (Lemieux/Bracken) to approve the proposal received from Aztec Chemdry, Tucson to clean 100 chairs and apply protectant (\$4.00 per chair) at a total cost not to exceed \$400.00. Unanimously approved. Budget code #87000. Mr. Lemieux noted that several chair leg caps needed repair/replacement.

B. COMMUNITY CENTER HVAC SYSTEM:

1. VENTS TO EQUIPMENT CLOSET: MOTION made/seconded (Lemieux/DeLarge) to approve the proposal received from Perry Heating/Cooling, Tucson for installation of 4 fixed bar grills in I.T. room, warranted for one year parts/labor, at a cost not to exceed \$149.00 including tax. Unanimously approved. Budget code #87000.

2. LOCKING THERMOSTAT COVERS:

MOTION made/seconded (Bracken/DeLarge) to approve the proposal received from Perry Heating/Cooling, Tucson for two locking thermostat covers in the two large rooms of the Community Center, warranted for one year parts/labor, at a cost not to exceed \$129.00 including tax. Unanimously approved. Budget code #87000.

C. RAMADA LIGHTS—WINDMILL POOL:

MOTION made/seconded (Lemieux/DeLarge) to approve the proposal received from Sovereign Electric, Tucson, for repairs/installation to wire conduit, Windmill Pool, from J-box west to J-box east pavilion causing inoperable lighting at the ramada, left side of the spa, at cost not to exceed \$964.94 including tax, trenching and backfill. Unanimously approved. Budget code #85000. The president indicated the Pool Committee needs to track pool repairs for better input to proposed budget.

D. MONUMENT SIGN LIGHT CAGES:

MOTION made/seconded (Stimpson/Bracken) to approve the proposal received from Approved Painting, Inc., Tucson, for repainting 33 monument sign light cages, all surfaces with Sher-cryl industrial enamel gloss, including rust removal to meet standard recommended by manufacturer, at a cost not to exceed \$671.62 including tax. Unanimously approved. Budget code #87000.

E. MONUMENT SIGN SOLAR BATTERY BOXES:

1. SECURING BOXES AGAINST FUTURE THEFT. MOTION made/seconded (DeLarge/Lemieux) to approve the proposal received from Pro-Care Community Services, Tucson to secure two battery boxes with stainless steel banding in a trial basis preceding eventual banding of 22 solar battery boxes at cost not to exceed \$35.00 per box. Unanimously approved. Budget code #87000.

2. REPLACING STOLEN SOLAR BATTERIES AND CONTROLLERS:
MOTION made/seconded (Lambert/DeLarge) to approve the proposal received from Sovereign Electric, Tucson to replace stolen batteries, controllers, new locks at entry and exit monuments at River's Edge, at cost not to exceed \$975.66, Mountain Shadows \$536.08, Copper Moon \$1,115.04, Marbella II \$825.56, Sonoran Moon \$836.28, for a total of \$4,288.62 including tax. Unanimously approved. Budget code #87000.

F. RICHMOND ESTATES MONUMENT SIGN:
MOTION made/seconded (Lambert/Bracken) to approve the proposal received from Territorial Sign Company, Tucson to repair/repaint Richmond Estates Monument sign (both sides) retaining current logo, and install "CR" logo, for a cost not to exceed \$975.00 including tax. Unanimously approved. Budget code: (Reserve item 1403-B.)

G. REPLACE BBQs AT WINDMILL PARK:
Board action-in lieu reads: "...accept the proposal from DLC Resources for the replacement of the two BBQ Grills at the Windmill Park, at a cost not to exceed \$400.00." Unanimously approved. Work has not been done as yet.

H. COMMUNITY YARD SALE:
For many years, residents have paid a small fee to be included on map printouts announcing the annual community yard sale. Others have not paid a fee, but have taken advantage of the yard sale traffic. **MOTION made/seconded (Lambert/DeLarge) to eliminate fees and offer annual yard sale information at no cost for the entire community. Unanimously approved.**

I. COUNTRYSIDE KARATE OF ARIZONA:
July 2012 Board of Directors' minutes (Item IX. Page 2) indicated denial of request from Countryside Karate of Arizona, an outside-community business, requesting use of the Center facilities for 40 Tuesday evenings at a reduced rental rate. It was noted at the time that the Boy Scouts met in the Center on Tuesday evenings. The Center has now been rented to the Karate business and the boy scouts are relocating in a local school facility. Mr. Lemieux questions the new decision made without notification to the Board of Directors, for now renting to an outside business in lieu of retaining the community's active boy scout troop. He suggests better guidelines for future handling of similar matters and offered to draft preliminary guidelines for consideration.

XIX. UNFINISHED BUSINESS:
PREFERRED TRASH PROVIDER:
MOTION made/seconded (Pope/DeLarge) to authorize Waste Management, Tucson as the preferred trash provider within Continental Ranch for the following fiscal year. Unanimously approved.

XX. MANAGER'S REPORT:

Mr. Seng reported that the web site is temporarily out of service; election ballots are currently being reproduced and prepared for mailing; landscaping along the Silverbell corridor is being discussed with the Town of Marana; the Mother-Daughter Tea sponsored by the Activities Committee was well received and most successful.

Police report was filed regarding monument lighting vandalism in seven locations. Issues in the Windmill field brick pavers installation are being resolved, railing installed, soil stabilization of the basin slope corrected, erosion control applied. BBQ grills ordered 10 September; should be installed this week. Pool lighting issues discovered and being corrected; pool monitors shut down pools at 10 p.m. each night with a 2-hour shift to straighten up areas each evening. Landscape issues being handled. Community Center security cameras have been installed. Windmill Park system had one camera replaced under warranty. Delay with the concrete contractor caused delay in Community Center light pole installation. Additional proposals are still being sought for the shade structure situation at the kiddie pool. New Comcast internet installation has been delayed by Comcast. Awaiting possible upgrade to the Community Center pool key system with possible upgrade so system can be updated via internet vs. dial-up modem. Meet the Candidates scheduled for 2 October at 7 p.m. 107 homeowners show payment delinquencies between \$75.00 and \$326.99.

Third year anniversary is approaching of Home Management Solutions as Continental Ranch's management team. A thank you is extended from the staff to everyone in the community for ongoing respect and support.

ADDED BOARD COMMENTS/ACTIONS:

Mr. Lemieux inquired if anyone had requested meeting minutes' recordings as authorized during the August 2012 Board of Directors' meeting. None.

Mr. Lambert asked if anyone had visited the Windmill Park this week. The upgrading project is nearing completion.

XXI. ADJOURNMENT:

With no further business, **MOTION was made/seconded (Bracken/DeLarge) to adjourn at 8:45 p.m.. Unanimously approved.**

Executive session to follow.

UPCOMING DATES:

Meet the Candidates Night: Tuesday, 2 October 2012, 7:00 p.m. at the Community Center.

Board of Directors' "Wrap up" Meeting: Thursday, 18 October 2012, 6:30 p.m. at the Community Center.

CRCA Annual Meeting: Tuesday, 30 October 2012, 7:00 at Twin Peaks Elementary School. Announcement of newly-elected Board of Directors.

Incoming Board of Directors' Special meeting to elect officers: Date/Time TBD

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

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

MARILYN STIMPSON, Secretary

Attachments for File:

Sign-in Sheet

Amended Agenda

Committee Minutes: Finance, ARC, Landscape, Activities, Covenants, Special Meeting (Candidates' Announcement)

Letters to BOD: Waters, NW Fire District, Gomez, Marzan, Craig, Finley, McGurgan, Padilla

DLC Upgrade Proposals

Contractors' Proposals: Chair Cleaning, Perry Heating for HVAC/Thermostat Covers, Electrician, Approved Painting, Pro-Care, Sovereign Electric, Territorial Sign, etc.

Manager's Report

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