

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 18 OCTOBER 2012 – 6:30 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 18 October 2012 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Connie DeLarge, 2nd Vice President; Mrs. Marilyn Stimpson, Secretary; Mr. Larry Lemieux, Treasurer; Mrs. Gladys Pope, Director; Ms. Roxanne Ziegler, Director. Excused absence: Ms. Peggy Bracken, 1st Vice President. Also present: Mr. Josh Seng, Manager; Ms. Paula Bellina, Covenants Liaison, and approximately 15 residents.

I. CALL TO ORDER:

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

II. ROLL CALL/QUORUM:

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

III. GUESTS: None.

IV. PRESIDENT'S MESSAGE:

Mr. Josh Seng is the new Community Manager, replacing Mrs. Dale Gruhl. Appreciation noted for Mrs. Gruhl's service to the community, and congratulations to Josh for his career advancement!

V. AGENDA:

Mr. Lambert requested agenda item XVII, b. be moved forward for consideration.

A. CONSENT AGENDA:

He requested items be moved into the Consent Agenda—XI. a, b. c. d.; XII. a. 1; b. 1,2,3,4,5; c. 4,6. New item to be added under XII, as i.

(Items cleared with Management after publication of the agenda: XII. a.2., b. 2, 4; c. 1,2,3,5,7. d.)

B. PUBLISHED AGENDA:

New item just received to be added to VIII. as c.

MOTION made/seconded (DeLarge/Stimpson) to accept the modifications to the agenda as amended. Unanimously approved.

VI. APPROVAL OF MINUTES:

MOTION made/seconded (Lemieux/Pope) to approve minutes of the 20 September 2012 Board of Directors' meeting as presented. Unanimously approved.

VII. HOMEOWNER FORUM:

The president read the prepared instruction statement.

Mr. and Mrs. Mike (Bess) Kelly discussed information received regarding a signed contract with Waste Management. They were assured residents may select any waste removal contractor for future service. Waste Management is listed as "preferred," but without an SCRCR contract. Mr. Seng will contact Waste Management to clear any discrepancy in information being given to Continental Ranch residents.

Mr. Bill Cicala, area 51, indicated concern over what he considers personal agenda attacks noted in a recent newspaper article, with possible slanderous content directed to the Election Committee.

(XVIII. OLD BUSINESS ITEM MOVED FORWARD):

B. REPAINTING OF RICHMOND ESTATES MONUMENT SIGN:

Mrs. Pat Cicala, area 51, read a prepared statement with a continuing request for new signage for the Richmond Estates subdivision. It was noted that the September BOD minutes authorized repainting and installation of the "C/R" logo. Mrs. Cicala had checked pricing with local sign companies, noting some lower costs, and requests consideration in the upcoming budget for a name change and upgraded sign. Mrs. JoAnn Ross indicated that the former Facilities' Committee had several newsletter articles with name recommendations requested for sub-divisions. Not all areas have been named or have any signage. Mr. Seng will check pricing again.

VIII. LETTERS TO THE BOARD:

A. Ms. Christina Seminario, N. Sacred Sky Place, requests permission for a jumping castle in Windmill Park on 27 October, 12:30-2:30 p.m. No objections; however, because of recent grass re-seeding, Mr. Seng will determine location for this activity.

B. Ms. Tracy Cruz, W. School Hill Place, requests a variance to park a mobile food trailer at her residence for short periods of time to load, unload, clean and maintain. This is a private business enterprise. Neighbors have not expressed any concern. Ms. Cruz has been notifying the management office on a regular basis when it is necessary to have the trailer on the property for upkeep. Mr. Lemieux recommends re-wording the variance procedure to include this type of activity. **MOTION made/seconded (Lambert/DeLarge) to authorize the variance for the mobile food trailer as requested. Unanimously approved.**

C. Ms. Kristie Ziemiuk, Sacred Sky Place, requests permission for a jumping castle at the Windmill Park ramada on 10 November. Because of recent grass re-seeding, Mr. Seng will determine location for this approved activity.

IX. CONSENT AGENDA:

Minutes of the following committee meetings were received: Finance—12 September 2012; ARC—20 September and 4 October 2012; Pool—1 October 2012; Covenants—

3 October 2012; Landscape—8 October 2012; Activities—10 October 2012.

A. LANDSCAPE COMMITTEE RECOMMENDATIONS: (Moved from XI)

Accept proposals of DLC Resources for enhancement of the N.W. and S.W. corners of the intersection at Twin Peaks/Coachline with plantings and irrigation at a cost not to exceed \$1,500. Accept restoration proposal at Parcel 16 tot lot with plantings and irrigation at a cost not to exceed \$3,500. Accept restoration proposal along Twin Peaks/Sonoran Moon & Marbella II for plantings and irrigation at a cost not to exceed \$4,000. Accept installation of plantings to complete the Windmill Park playground hedge near the brick walkway, at cost not to exceed \$120.00 All under budget code 83005.

B. COVENANTS COMMITTEE RECOMMENDATIONS: (Moved from XII)

a1.and a2. STREET PARKING VARIANCES:

Account #22224 recommend denial of street parking variance. Item #22934 for shed and driveway expansion has been satisfied and cleared.

b. LOT CLEANUPS AFTER 14 DAYS:

Items 1-- #21329, 3-- #17846, 5-- #17943 (all for weeds). Costs charged to homeowners. Items #2--#18705 and #4-- #20229 listed have been satisfied and cleared.

c. LOT CLEANUPS AFTER 14 DAYS WITH FINE/POOL KEY SUSPENSION FOR 30 DAYS:

Items 4-- #17704 and 6-- #21688 (both for weeds). Costs charged to homeowners. Items 1-- #18971, 2--#19393, 3-- #20601, 5--#19023, 7--#18857 listed have been satisfied and cleared.

d. LOT CLEANUP WITH FINE AND POOL KEY SUSPENSION FOR 30 DAYS:

Account #25745 (for miscellaneous items in front yard) has been satisfied and cleared.

g. ROOF COATING COMPLAINT:

Account #23441, is to be cleared by 23 October. No further action unless default after that date.

h. LOT CLEANUP ON BANK-OWNED PROPERTY:

Lot cleanup authorized, Account #25092 with costs charged to property account. Code 86500.

i. NEW COMMITTEE MEMBER:

Ms. Leslie Hammond recommended for reappointment to committee.

MOTION made/seconded (DeLarge/Lemieux) to accept the Consent Agenda items as presented. Unanimously approved.

X. POOL COMMITTEE:**A. DISCIPLINARY ACTIONS FOR POOL RULE VIOLATIONS:**

After failed attempts to resolve issues, pool monitors have authority to escalate infractions to management staff who notifies BOD with recommendations for 15-day key suspension upon first offense and 30-day suspension upon second repeat offense, with \$25-\$100 fine to be determined by the Board for all offenses. **MOTION made/seconded (Lemieux/DeLarge) to approve the Pool Committee's recommendation for 15-day key suspension upon first offense and 30-day suspension upon second repeat offense, with \$25-\$100 fine to be determined by the Board for all offenses. Unanimously approved.**

B. SEASONAL HOURS OF POOL OPERATION:

MOTION made/seconded (Lemieux/DeLarge) to accept the Pool Committee's recommendation for pool-open hours considered on a month-to-month basis, but with anticipated winter closure of the Community Center pool complex on 1 December 2012. Five affirmative votes; one negative vote (Lambert). Publish in next *Windmill*.

XI. LANDSCAPE COMMITTEE: (All items moved to Consent Agenda.)**XII. COVENANTS COMMITTEE:****E. LOT CLEANUP:**

Account #24983, weeds, tree pruning, basketball equipment not in compliance. **MOTION made/seconded (Ziegler/DeLarge) to authorize routine action for lot clean-up and notify homeowner to request variance for basketball equipment installed erroneously in concrete on the incorrect side. Unanimously approved.**

F. VARIANCE CHANGE:

Committee recommends approval of variance for parking both an RV and trailer anywhere in side yard behind gate, Account #20298. **MOTION made/seconded (Lambert/ Lemieux) to disapprove the request, based on historical facts, documentation and situation.** Current landscaping does not hide the two large items; some form of screening should be put up as required for other accounts. Mr. Seng to advise homeowner to plant material or upgrade wall (requiring Town of Marana permit). **Five affirmative votes; one negative vote (DeLarge).** Requires Committee follow-up and new recommendation to the Board of Directors.

XIII. FINANCE COMMITTEE:

September 2012 Finance reports were sent to the Board and the Finance Committee: Operating Cash--\$268,353.02; Total Cash Reserve--\$960,589.58; Restricted Sunflower Mitigation Fund--\$13,680.23; Accounts Receivable--\$91,841.21; Other Assets—\$181,239.96; Prepaid Income Tax--\$6,569.00. Total assets--\$1,522,230.11. **MOTION made/seconded (Ziegler/Lemieux) to accept the Financial Statement as presented. Unanimously approved.**

XIV. ACTIVITIES COMMITTEE:

A. ADOPT-A-FAMILY:

Postpone – Put on November BOD Meeting agenda.

B. HOLIDAY LIGHTS DECORATING CONTEST:

Postpone – Put on November BOD Meeting agenda.

XV. ANNUAL MEETING:

Date is Tuesday, 30 October 2012; registration begins at 6:30 p.m. with meeting at 7:00 p.m. In-person ballots will be received until 7:15 p.m. for current election.

XVI. ELECTION COMMITTEE PROCEDURE:

A committee procedure was presented for approval, written and submitted by counsel. Mrs. Pope questioned the approved tally sheet and certification sheet as listed but not attached for ballot accountability information or Board approval. **MOTION made/seconded (Lemieux/Lambert) to accept the Election Committee procedures as outlined by counsel. Five affirmative votes; one negative vote (Pope).**

XVII. NEW BUSINESS:

A. USE OF COMMUNITY CENTER:

Issue of Karate Association rental vs. Boy Scout use of the Community Center, has not yet been resolved. Postpone until November BOD meeting when all parties are available to discuss.

B. i. CONCRETE SLAB REFURBISHMENT:

Four bids received. **MOTION made/seconded (Lambert/DeLarge) to accept bid of Concrete Coating Specialist, Tucson, to grind concrete, stain and seal with additive for traction, the ramada deck at Windmill Park at a cost not to exceed \$4,316.00 (before tax). Unanimously approved.**

B. ii. STONE VENEER:

Four bids received. **MOTION made/seconded (Lambert/DeLarge) to accept bid of DLC Resources for 8 24x24" split-face block columns at Windmill Park ramadas to cover existing steel columns, at cost not to exceed \$5,449.00. Unanimously approved.**

B. iii. RAMADA STRUCTURE REPAINT:

Action postponed.

B. iv. PICNIC TABLES:

Five bids received. **MOTION made/seconded (Lambert/DeLarge) to accept bid of STIMCO Precast Products, Mesa, for four 72x30" picnic tables, delivered, set up, tax included, for cost not to exceed \$4,799.19. Unanimously approved.**

C. CRCA ANNUAL AUDIT:

Three bids received. **MOTION made/seconded (Lambert/Lemieux) to accept the bid of J. Todd Lundering, Tucson, for auditing services for the fiscal year ending 31 October 2012 at a cost not to exceed \$7,000.00 for the audit and \$500.00 for preparation of tax returns, with invoices to be rendered each month as work progresses; payable upon presentation. Unanimously approved.**

XVIII. UNFINISHED BUSINESS:

A. EQUIPMENT DAMAGE IN COMMUNITY CENTER:

Investigation of incident in the Community Center kitchen regarding damage to the microwave has resulted in still-questionable information with no positive solution rendered. (September 2012 BOD minutes, Open Forum request by Ms. Francine Philips, Redrock Drive.) **MOTION made/seconded (Lambert/DeLarge) to replace the damaged equipment and refund the security check to Ms. Philips. Unanimously approved.**

C. WINDMILL FIELD DRAINAGE IMPROVEMENT:

(Previously approved by the BOD via action in lieu.) Proposal from DLC Resources for installation of drainage pipe and catch basins to correct drainage issues in the Windmill field drainage swale, with cost not to exceed \$2,052.00. Completed.

D. PENALTY IMPOSED FOR COVENANTS VIOLATION:

(Previously approved by the BOD via action in lieu.) Account #19802. A fine of \$50.00 was assigned for unresolved covenants violations as stated in written notices issued to the homeowner. Issues were not brought into compliance within the 10-day time period allocated; therefore, additional daily fine to be assigned by the Board of Directors. Original motion to impose fine of \$5.00 daily and removal of the visible miscellaneous items still located in the front yard, was retracted. **MOTION made/seconded (DeLarge/Pope) to impose a daily fine of \$5.00 until resident is in compliance. Unanimously approved.** Mr. Seng was asked to contact Town of Marana and Pima County departments regarding possible health issues involved because of the items still standing in the yard.

XIX. MANAGER'S REPORT:

Mr. Seng's report included routine office projects, announcement of the new Community Manager, search for another staff member, assessment mailing, election ballot packages mailed 25 September, restoration of web site, meeting with Waste Management, planning with Activities Committee for book media and Halloween costume contest, etc. The November *Windmill* will be published after 1 November to include the election results.

Mold retesting was completed with report available soon. Silverbell Road median is being prepared for decorative rock installation by the Town of Marana. Stainless steel banding for monument lighting was ordered and received. Re-seeding of sections of Windmill Field are underway. Pools were closed temporarily because of defecation.

Landscaping plants/shrubs' replacement project nearing completion. Community Center lighting passed inspection; chairs were cleaned; internet installation delayed by Comcast.

XX. ADDED BOARD COMMENTS/ACTIONS:

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

DLC will begin scheduling area tree pruning soon for those residents requesting this service.

XXI. ADJOURNMENT:

With no further business, **MOTION made/seconded (DeLarge/Pope) to adjourn at 8:00 p.m. Unanimously approved.**

Executive Session to follow.

UPCOMING DATES:

Activities Committee Book/Media Exchange: Saturday, 27 October 2012 in the Community Center (Front Room) @ 10:00 a.m. to 12:00 noon.

Activities Committee Halloween Costume Contest: Saturday 27 October 2012 in the Community Center (Back Room) @ 12:30 p.m. to 2:00 p.m.

Election ballots to be counted: Monday, 29 October 2012.

CRCA Annual Meeting: Tuesday, 30 October 2012, 7:00 p.m. in Twin Peaks Elementary School. In-person balloting accepted.

MARILYN STIMPSON, Secretary

Attachments for file:
Sign-in Sheet
Amended Agenda
Committee Minutes: Finance, ARC, Pool, Covenants, Landscape, Activities
Letters to the BoD
Financial Reports
All contract proposals
Election Committee Procedure
Audit Proposals
Actions in Lieu
Manager's Report
Any additional items as deemed necessary

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