

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
THURSDAY, 15 NOVEMBER 2012 – 6:45 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 15 November 2012 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Mrs. Marilyn Stimpson, 2<sup>nd</sup> Vice President; Ms. Connie DeLarge, Secretary; Ms. Roxanne Ziegler, Treasurer; Mr. Robert Vollbrecht, Director. Excused Absence: Ms. Peggy Bracken, 1<sup>st</sup> Vice President. Also present: Mr. Josh Seng, Community Manager; and approximately 16 residents.

**I. CALL TO ORDER:**

Mr. John Lambert, President, called the first meeting of the newly-elected 2012-2013 Board of Directors' to order at 6:45 p.m.

**II. ROLL CALL/QUORUM:**

All 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. Lambert announced the resignation of Board Director, Mrs. Gladys Pope, with thanks for her years of service to the community.

**V. CONSENT AGENDA:** (taken out of Agenda sequence.)

**A. COMMITTEE MINUTES:**

Minutes of the following committee meetings were received: Finance—10 October 2012; ARC—18 October and 1 November 2012; Pool—5 November 2012; Landscape—6 November 2012; Activities—7 November 2012; Covenants—7 November 2012.

**B. ITEMS ADDED:**

Several agenda items were recommended to be moved to the Consent Agenda: XI. Landscape—A,B; XII. Covenants—A, B, C, D; XIV. Activities—A.

**LANDSCAPE:** Item A—Renew committee membership for the coming year for Ms. Annette Gilhuys, Mrs. Nancy Lambert, and Mr. Rob Palfreyman; Item B—Installation of granite along Coachline Boulevard in areas of parcels 43, 47, 69 and on Twin Peaks along parcel 24, at a cost not to exceed budgeted \$22,700, under reserve item #1006.

**COVENANTS:** Item A—renew committee membership for the coming year for Mr. Bill Cicala, Ms. Leslie Hammond, Mr. Bob Vollbrecht, and Ms. Arline Sieckowski, and add new committee candidates Mr. Al Diaz, Mr. Duane Snider, Mrs. Cindy Snider. Item B—

approve lot clean-ups with costs charged to owners' accounts for weeds, #20055, 25028, 17891, 17982, 18588. Item C—approve lot cleanups after 14 days if weeds not removed, with costs charged to owners' accounts, #18018, 17710, 17714, 17800, 19194, 21354, 19703, 19892. Accounts #19804 and 24980 have been corrected and require no further action. Item D—Account #18909 has been corrected and requires no further action.

ACTIVITIES: Item A—renew committee membership for the coming year for Ms. Karie Westphal and Mrs. Linda DiPalma.

**MOTION made/seconded (Ziegler/ DeLarge) to accept additions to the Consent Agenda as itemized above. Unanimously approved.**

**VI. AGENDA:**

The President requested moving item VIII. Letters to the BOD, item A. to be considered under New Business with discussion of the Rental Policy. **MOTION made/seconded (DeLarge/Vollbrecht) to approve the agenda as amended. Unanimously approved.**

**VII. APPROVAL OF MINUTES:**

**MOTION made/seconded (Stimpson/Ziegler) to approve minutes of the 18 October and 2 November 2012 meetings as presented. Unanimously approved.**

**VIII. HOMEOWNER FORUM:**

The President read the prepared instruction statement.

Ms. Betty Lewandowski, Richmond Estates, indicated her approval of the current signage for the parcel and sees no need to go to the expense of changing. Mr. Bill Cicala, also a Richmond Estates resident, in response, voiced his opinion to the contrary and does not wish to further promote Richmond as a contractor. He noted that several Continental Ranch parcels had been renamed; others have no identification signage. This is an agenda item.

**IX. LETTERS TO THE BOARD:**

**A.** Sunflower Community Association letter moved to New Business. (See VI.)  
**B.** Suggestion from Ms. Alia Best to place two doggie doo-doo bag dispensers in the skatepark/ballfield areas. Discussion indicated this as a good thought, although expensive and most likely misused by residents by leaving the filled bags "somewhere" for collection and by whom? No action taken. Management directed to contact Ms. Best with discussion thoughts.

**X. POOL COMMITTEE:**

**A. MEMBERSHIP RENEWAL: MOTION made/seconded (Ziegler/DeLarge) to accept committee members for renewal—Mr. Coy Gaddie, Mr. Phil Kinney, Ms. Barbara Kochel, Mr. Kermit McCutchan, Mr. Chuck Valade, and Mr. Woody Smith. One affirmative vote (Ziegler); five negative votes. Motion defeated.**

**MOTION made/seconded (Lambert/DeLarge) to confirm committee members—Mr. Coy Gaddie, Mr. Phil Kinney, Ms. Barbara Kochel, Mr. Kermit McCutchan, and Mr. Chuck Valade. Five affirmative votes; one negative vote (Ziegler). Motion Approved.**

**B. LIQUID POOL ADDITIVE FOR HEAT CONSERVATION:  
MOTION made/seconded (Lambert/DeLarge) to NOT accept committee recommendation for a free gallon trial offer of CoverFree and to test its performance. Unanimously approved.**

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

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

**XIII. FINANCE COMMITTEE:**

October 2012 Finance reports were sent to the Board and the Finance Committee: Operating Cash--\$451,277.12; Total Cash Reserve--\$964,798.92; Restricted Sunflower Mitigation Fund--\$13,680.23; Accounts Receivable--\$89,936.25; Other Assets--\$181,239.96; Pre-paid Income Tax--\$6,569.00. Total Assets--\$1,707,501.48.

**MOTION made/seconded (DeLarge/Vollbrecht) to accept the Financial Statement as presented. Unanimously approved.**

**XIV. ACTIVITIES COMMITTEE:**

**B. ADOPT-A-FAMILY:**

**MOTION made/seconded (Ziegler/DeLarge) to accept the proposal of the committee for the upcoming holiday Adopt-a-family and Marana Food Bank Donations as presented, with costs not to exceed \$1,000.00 (budgeted). Unanimously approved.**

**C. HOLIDAY HOME DECORATING CONTEST:**

**MOTION made/seconded (Ziegler/DeLarge) to accept the proposal of the committee for the upcoming holiday home decorating contest as presented, with costs not to exceed \$500.00 (budgeted). Five affirmative votes; one negative vote (Vollbrecht). Motion approved.**

**XV. DISMISSAL OF NOMINATING AND ELECTION COMMITTEES:**

**MOTION made/seconded (DeLarge/Vollbrecht) to dismiss the 2012 Nominating Committee. Unanimously approved. (Note: No decision made on dismissal of the Election Committee.)**

**XVI. NEW BUSINESS:**

**A. COMMUNITY CENTER RENTAL POLICY:**

The President appointed Ms. Connie DeLarge, Ms. Peggy Bracken, Mrs. Marilyn Stimpson, and Ms. Roxanne Ziegler to an ad-hoc committee to review and recommend any changes to the current policy and review the letter request from the Sunflower

Community Association for use of the Community Center facilities during March and April of 2013. No further action pending recommendation of the ad hoc committee at the December 2012 Board of Directors' meeting.

**B./C. WINDMILL PARK ASPHALT REPAVE/RESEAL PROJECTS:**

Additional information needed; postpone action until December 2012 Board of Directors' meeting.

**D. OFFICE COPIER MACHINE LEASE:**

**MOTION made/seconded (Ziegler/DeLarge) to accept the Digital Fruth Group, Tucson proposal for color copier machine lease at a cost not to exceed \$295.00 per month. Unanimously approved.**

**E. COMMUNITY CENTER POOL KEY/SECURITY CAMERA:**

**MOTION made/seconded (DeLarge/Stimpson) to accept proposal of Rent-A-Techie, Tucson for adapter, security firewall, programming, installation and training of the Community Center pool key system and security camera internet integration, at a cost not to exceed \$970.02 including tax. Unanimously approved.**

**F. ANNUAL BACKFLOW CERTIFICATIONS:**

**MOTION made/seconded (Lambert/DeLarge) to accept proposal of Arizona Plumbing Contractors, Ltd, Tucson for tests and certification of 32 backflow assemblies as required to meet specifications of the City of Tucson. Charges as listed are dependent on number of tests, any repair labor and parts costs. Unanimously approved.**

**XVII. UNFINISHED BUSINESS:**

**A. RICHMOND ESTATES MONUMENT SIGN:**

Additional information needed. Postponed until December Board of Directors' meeting.

**B. WINDMILL PARK RAMADA REFURBISHMENT/REPAINT:**

**MOTION made/seconded (Ziegler/DeLarge) to accept the proposal of Approved Painting Inc, Tucson for prep and two-color painting of the ramadas at Windmill Park at cost not to exceed \$1,526.18 (Budget #81015). Unanimously approved.**

**C. WINDMILL PARK CONCRETE GARBAGE RECEPTACLES:**

Action-in-lieu recorded 31 October 2012: Accept proposal from Stimco Precast Products for the purchase, delivery and installation of two replacement concrete trash receptacles for the Windmill Park ramada area, at cost not to exceed \$992.36.

**XVIII. MANAGER'S REPORT:**

Mr. Seng's written report included routine office projects, high speed internet by Comcast, annual election, shade structure bids obtained and to be presented in December, on-going search for a new member of the management team, resident assessments with

late fees effective on 16 November 2012, good results noted in mold re-testing report, monument lighting restored with steel banding installed, completion of work in Windmill Park, pool gate at Community Center pool a major safety concern, notice of DLC Resources ceasing operations in Tucson and new contractor options under review; continuing vandalism of plants; seeking bids for reserve study items due this year; Community Center pool and building keys concerns; invitations and vendor donation requests for the January Volunteer luncheon to be mailed on 16 November, etc.

**MOTION made/seconded (Ziegler/DeLarge) to close the Center Pool area immediately due to valid gate safety concerns as outlined by Mr. Seng (currently scheduled for closure 1 December 2012). Unanimously approved.**

**XIX. ADDED BOARD COMMENTS/ACTIONS:**

Ms. Ziegler suggested a re-design of the agenda format in the future to have the Consent Agenda and Agenda approval be handled together for improved agenda organization and meeting efficiency.

Mr. Lambert indicated placing notice in the December *Windmill* for volunteers interested in appointment to the Board of Directors, replacing the recently-resigned Director until the next annual election.

Volunteers also needed for committees.

**XX. ADJOURNMENT:**

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

Executive Session to follow.

**UPCOMING DATES:**

On-going thru 20 December—Adopt-a-Family project/Community Food Bank donations in Management Office.

Board of Directors' Meeting—20 December 2012, 6:45 p.m. in the Community Center.

Holiday Home Decorating Contest Judging by BoD—15 December 2012, evening.

Board of Directors' Training—9 January 2013 at 7:00 p.m. in the Management Office.

## Volunteers' Appreciation Luncheon—19 January 2013.

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### **CONNIE DeLARGE, 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

Actions in Lieu

Manager's Report

Any additional Items as deemed necessary

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