

**Continental Ranch Community Association**  
**Board of Directors Meeting Agenda**  
At the Community Center  
December 20th, 2012 at 6:45 pm

**I. Call to Order**

**II. Roll Call**

<b>President</b>	<b>John Lambert</b>
<b>1<sup>st</sup> Vice-President</b>	<b>Peggy Bracken</b>
<b>2<sup>nd</sup> Vice-President</b>	<b>Marilyn Stimpson</b>
<b>Secretary</b>	<b>Connie DeLarge</b>
<b>Treasurer</b>	<b>Roxanne Ziegler</b>
<b>Director at Large</b>	<b>Bob Vollbrecht</b>
<b>Director at Large</b>	<b><i>vacant</i></b>

**III. Guests:** none scheduled

**IV. President's Message:**

- a. **Vacant Board Position to be Filled;** *two applications received*

**V. Consent Agenda:**

***BOD reads:*** *The Consent Agenda contains items requiring action by the Board which are generally routine items not requiring Board discussion. A single motion will approve all items on the Consent agenda, including any Committee Meeting Minutes or contemplated contractor proposals. Any Board member may remove any issue from the Consent agenda, and that issue will be discussed and voted upon separately.*

- **Acknowledge Meeting Minutes:**
  - November 14, 2012 Finance
  - November 15, 2012 ARC
  - December 3, 2012 Pool
  - December 4, 2012 Landscape
  - December 5, 2012 Covenants
  - December 6, 2012 ARC

**VI. Adopt the Agenda:**

**VII. Approval of Minutes: November 15, 2012 Board Meeting**

**VIII. Homeowner Forum:** Participation numbers are found on the table next to the sign-in sheets.

***BOD reads:** At this time any member of the public is allowed to address the Board of Directors on any issue not already on tonight's agenda. The speaker may have up to three minutes to speak, and speakers will be heard in an orderly fashion. Any persons wishing to address the Board must begin by clearly stating into the microphone their name and address or lot number. One speaker at a time, please. Pursuant to the Arizona Open Meeting Law, at the conclusion of the Homeowner Forum, individual members of the Board, in organized fashion, may respond to criticism made by those who have addressed the Board, may ask management staff to review the matter, or may ask that the matter be placed on a future agenda.*

**IX. Letters to the BOD:**

- a. Request from resident for a temporary RV parking variance
- b. Request from resident for time extension to remedy covenants violation

**X. Pool Committee:**

- a. **Motion** to recommend to the Board to accept the proposals from Cascade Electric Inc. for restoration of the electrical wiring for pool lighting at both pools for a cost NTE \$3,409.60 at the Windmill Park Pool and NTE \$2,986.08 at the Community Center Pool.  
**Budget Codes: 84000 & 85000 (Pool Repairs)**

**XI. Landscape Committee:**

- a. **Plant Replacement** - Motion (N. Lambert/Palfreyman) to recommend to the Board to replace the rodent damaged oleander behind the Windmill baseball field with a new 15-gallon oleander NTE \$95.00.  
**Budget Code: 83005 (Plant Replacement/New Projects)**
- b. **Plant Replacement** - Motion (N. Lambert/Palfreyman) to recommend to the Board to accept the proposal from DLC Resources to replace the damaged bottle brush shrub with a new 5-gallon bottle brush and add 2 additional 5-gallon oleander shrubs on the southwest corner of Twin Peaks Rd. and Coachline Blvd. at a cost NTE \$66.00.  
**Budget Code: 83005 (Plant Replacement/New Projects)**
- c. **Common Area Maintenance Contract** - Motion (N. Lambert/Palfreyman) to recommend to the Board to accept the proposal from Titan Landscape Inc. for landscape maintenance of CRCA, as presented.  
**Budget Code: 83001 (Landscape Maintenance)**
- d. **Annual Upper Tree Pruning –Motion** (Palfreyman/N. Lambert )to recommend to the Board to accept the proposal from DLC Resources for the annual upper tree pruning at a combined cost NTE \$10,630.00.  
**Budget Code: 83004 (Tree Maintenance)**

- e. **Coachline Eucalyptus Trees** – Motion (Palfreyman/N. Lambert) to recommend to the Board to accept the proposal from Brijer Resources to remove the eight eucalyptus trees along Coachline near Mission View Drive at a cost NTE \$700.00.  
**Budget Code: 83002 (Additional Cleanup)**
- f. **Windmill West Parking Lot Damage** – Motion (Palfreyman/N. Lambert) to recommend to the Board to accept the proposal from Brijer Resources to remove the mesquite tree on Coachline near Windmill west parking lot at a cost NTE \$400.00.  
**Budget Code: 83002 (Additional Cleanup)**

**XII. Covenants Committee:**

- a. **Roof coating complaint; ID #23441** - MOTION (Cicala/Sieckowski) to recommend to the BOD if there is no further progress made by December 15, 2012 on repairing or removing the roof coating, a \$25 fine is to be placed on the account. Motion was discussed and passed unanimously.
- b. **Weeds; ID #21169** - MOTION (Cicala/Vollbrecht) to recommend to the BOD if the weeds have not been removed by December 15, 2012 a lot clean-up is to be scheduled with costs being assessed to the account. Motion was discussed and passed unanimously.  
**Budget Code: 86500 (Yard cleanup)**

**XIII. Activities Committee:** *committee dissolved*

**XIV. Finance Committee:**

*Committee did not meet in December due to lack of quorum*

- a. **Committee Membership Renewal** – Committee recommendation for Lucas Baer and Dale Henson to renew membership. (*November 14, 2012 Finance Committee Meeting*)

**b. Balance Sheet Report for November 30, 2012**

Operating Cash	\$550,158.68
Total Cash Reserve	\$978,505.55
Restricted Sunflower Mitigation Fund	\$13,680.23
Accounts Receivable	\$211,415.76
Other Assets	\$181,239.96
Pre-Paid Income Tax	\$6,569.00
 November 30, 2012 Total Assets	 \$1,941,569.18

- c. **MetLife Bank C.D.**

## **XV. Architectural Review Committee:**

- a. **Committee Membership Renewal** - MOTION (King/Burau) to renew members Dave Lawrence, Nancy Lambert, Alice King & Linda Burau. Motion passed 3:1.
- b. **New Committee Members** - MOTION (Lambert/Burau) to add Duane & Cindy Snider & Janet Kline to the ARC committee. Motion passed unanimously.
- c. **Application Approval for Landscaping - MOTION** to recommend to the Board the automatic approval by the community manager of ARC applications for landscape plants that are not on the prohibited list. (Lambert/Westphal) Motion passed unanimously.

## **XVI. New Business:**

- a. **Windmill Park Office HVAC Replacement**  
*Reserve Budget Code: 99620 (Reserve item #1320-WB)*
- b. **Windmill Park Flat Roof Replacement**  
*Reserve Budget Code: 99619 (Reserve item #1302-W)*
- c. **Windmill Park Pool Lighting Replacement**  
*Reserve Budget Code: 99614 (Reserve item #330-W)*
- d. **Pool Key System Internet Integration** *(additional component needed)*  
*Budget Code: 85006 (Keri Card Maintenance)*
- e. **Community Center Building Keys**  
*Budget Code: 87002 (Discretionary Projects)*
- f. **Dell Computer Service Contract Renewal**  
*Budget Code: 81003 (Computer Server Service)*

## **XVII. Old Business:**

- a. **Richmond Estates Monument Sign**
- b. **Community Center Rental Policy**
- c. **Request from Sunflower Community Association for use of the CRCA Community Center for certain activities in the months of March & April.**
- d. **Windmill Parking Lot (west) – Asphalt Repave & Testing**  
*Reserve Budget Code: 99610 (Reserve item #203-W)*

- e. Windmill Parking Lot (main) – Asphalt Reseal

*Reserve Budget Code: 99609 (Reserve item #202-W)*

**XVIII. Actions in Lieu of Meeting**

- a. **Holiday Carols & Hot Chocolate Activity:** *read action-in-lieu*
- b. **Holiday Light Decorations for Community Center:** *read action-in-lieu*
- c. **Sale of Expired Park Furniture:** *read action-in-lieu*

**XIX. Manager Report:** *provided at meeting*

**XX. Adjourn to Executive Session**