

**Continental Ranch Community Association**  
**Board of Directors Meeting Agenda**  
At the Community Center  
January 17th, 2013 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>Karie Westphal</b>

**III. Guests:** Gilbert Davidson, Town Manager for Town of Marana

**IV. President’s Message:**

**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:**
  - December 20, 2012 ARC
  - January 2, 2013 Covenants
  - January 3, 2013 ARC
  - January 7, 2013 Pool
  - January 8, 2013 Landscape

**VI. Adopt the Agenda:**

**VII. Approval of Minutes: December 20, 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. Input from resident about Richmond Estates Name Change (parcel 51)
- b. Request for action from the Board to address wandering dogs
- c. Request waiver of rental fees from the Continental Ranch Seniors group

**X. Pool Committee:**

- a. **Shade Canopy at Community Center Pool** - recommend to the Board to accept the proposal from Cimarron Circle Construction, for refurbishment and reinstallation of the kiddie pool shade structure, including the option for epoxy coated rebar, at a cost NTE \$13,450.00. **Budget Code: 84009 (Kiddie Pool Shade Replacement)**
- b. **Community Center Pool Equipment Room Expansion** – recommend to the Board to accept the proposal from Hayes Construction for expansion of the Community Center pool equipment room at a cost NTE \$9,970.00 plus additional cost for pool protection against debris. **Budget Code: 84008 (Pool Room Expansion)**
- c. **Annual Pool Furniture Replacement**
  - i. **Sitting Chairs & Chaise Lounges** – recommend to the Board to accept the proposal from Casual Creations for purchase of 14 chaise lounge chairs and 8 sitting chairs, with colors to match the rest of the pool furniture, at a cost NTE \$2,764.00. **Reserve Study Item #1204 (Pool Furniture Replacement)**
  - ii. **Tables** – recommend to the Board to approve the proposal from Stimco Precast for the purchase and installation of five concrete tables to replace old tables; 4 at Community Center Pool under shaded areas and 1 at Windmill Park Pool under the shaded area by the snack bar; cost NTE \$2,869.46. **Reserve Study Item #1204 (Pool Furniture Replacement)**

- d. **Kiddie Pool Drain Covers** – recommend to the Board to approve the estimate from Oasis Pool for replacement of the drain covers in the kiddie pool to bring up to code at a cost NTE \$319.24. **Budget Code: 84000 (CCTR Pool Repairs)**

## **XI. Landscape Committee:**

- a. **New Committee Members** – recommend to the Board to appoint Bill Cicala and John Lambert as members to the Landscape Committee.
- b. **Annual Flowers Damaged by Javelinas** - recommend to the Board to accept the proposal from Titan Landscape for replacement of 27 flats of annual flowers NTE \$972.00. **Budget Code: 83005 (Plant Replacement/New Projects)**
- c. **Twin Peaks Irrigation System Replacement** – recommend to the Board to accept the proposal from Titan Landscape for replacement of the irrigation system on Twin Peaks Road, including north & south sides of Twin Peaks Road east of Coachline, the first median section west of Coachline Blvd, and separating the tree lines from the shrub lines. Cost to be reviewed by Board; reserve study shows adequate funding for project. **Reserve Study Item #1001-E (Replace Irrigation System)**
- d. **Mountain Sky Tot Lot Trees** – recommend to the Board to accept proposal from Titan Landscape to install four 36"-box Swan Hill Olive Trees with irrigation at the Mountain Sky Tot Lot NTE \$3,945. **Budget Code: 83005 (Plant Replacement/New Projects)**

## **XII. Covenants Committee:**

- a. **\*Trash Can; ID #19802** - recommend to the BOD that the \$5.00 daily fine continue until trash cans are stored in a non-visible location. **\*Management confirmed, violation resolved 1/3/2013**
- b. **Roof Coating Complaint, ID #23441** – recommend to the BOD that a monthly fine of \$25.00 be charged to the account until the roof coating has been removed or repaired.
- c. **Trailer & Trash Can, ID #19377** – recommend to the BOD that a \$25.00 fine be charged to the account. Motion was discussed and passed unanimously.
- d. **Trash Can, ID #21115** – recommend to the BOD if property is not in compliance by January 16, 2013 a \$25.00 fine is to be charged to the account.

**XIII. Finance Committee:**

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

**a. Balance Sheet Report for December 31, 2012**

Operating Cash	\$505,830.72
*Total Cash Reserve	\$977,989.46
Restricted Sunflower Mitigation Fund	\$13,680.23
Accounts Receivable	\$181,432.59
Other Assets	\$181,239.96
Pre-Paid Income Tax\$	6,569.00
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December 31, 2012 Total Assets	\$1,866,741.96

*\*Awaiting for the Compass bank statements. The interest earned on that account is roughly around \$42 per month. Once we received that statement, the "total reserve cash" will be around \$42 more.*

**XIV. Architectural Review Committee:**

- a. Committee Membership Renewal** – recommends to the Board to renew members Dave Lawrence, Nancy Lambert, Alice King, Linda Burau, and Karie Westphal.

**XV. New Business:**

- a. HVAC Maintenance Service – Semi-annual service**  
*Budget Code: 87007 (HVAC Maintenance/Repairs)*
- b. Website Platform Update**  
*Budget Code: 80004 (Website Support)*
- c. Windmill Copy Machine Use Policy**

**XVI. Old Business: Section H pages 63 - 81**

- a. Richmond Estates Monument Sign – Postponed pending survey results**
- 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. Community Center Building Keys**  
*Budget Code: 87002 (Discretionary Projects)*

## **XVII. Actions in Lieu of Meeting**

### **a. Landscape Hard Frost Prevention: *read action-in-lieu***

*BOD reads:* NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the proposal by Titan Landscape for frost prevention measures as needed depending on temperatures; frost fabric to be installed at a cost of \$347.00 per 720-square feet.

### **b. Volunteer Luncheon: *read action-in-lieu***

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves an allowance for up to \$1000.00 to cover any necessary items for the January 19, 2013 volunteer luncheon. (Vendor donation funds will be used first.)

## **XVIII. Manager Report: *provided at meeting***

## **XIX. Adjourn to Executive Session**