

**BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 17 JANUARY 2013– 6:45 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 17 January 2013 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice President; Mrs. Marilyn Stimpson, 2nd Vice President; Ms. Connie DeLarge, Secretary; Ms. Roxanne Ziegler, Treasurer; Mr. Robert Vollbrecht, Director; Mrs. Karie Westphal, Director. Also present: Mr. Josh Seng, Community Manager; Mr. Stephen Hinchliffe newly assigned to the Management staff, Mr. Gilbert Davidson, Town Manager for Town of Marana, and approximately 40 residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the meeting of the 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: Mr. Gilbert Davidson, Town Manager for the Town of Marana.

Mr. Davidson spoke to the March election within the Town of Marana to determine the outcome of the waste water issue. He brought informational brochures for distribution, and confirmed that he is available for a more detailed presentation at another time or to answer questions from residents. He will not comment on a yes/no vote inquiry. Mr. Davidson also noted the upgrading done along Silverbell islands by the Town of Marana.

IV. PRESIDENT'S MESSAGE: None.

V. CONSENT AGENDA:

A. COMMITTEE MINUTES:

The following committee minutes were received: Covenants—2 January 2013; ARC—20 December 2012/3 January 3013; Pool—7 January 2013; Landscape—8 January 2013. No meetings of Finance or Activities Committees due to lack of quorums.

B. ITEMS ADDED:

Several agenda items were recommended to be moved to the Consent Agenda: X. Pool—Item C.i., Cii., and D; XI. Landscape—Items A, B, D; XII. Covenants—Items A, B, C, D; XV. New Business—Item B. In addition, a letter to the BoD from the area Boy Scouts should be added as D. under Item IX.

POOL: Item Ci: Accept the proposal from Casual Creations, Phoenix, for purchase of 14 chaise lounge chairs and eight sitting chairs, with colors to match the rest of the pool furniture, at a cost not to exceed \$2,764.00. (Reserve Study item 1204.) Item Cii: Approve the proposal from Stimco Precast Products, Mesa, for the purchase and installation of five concrete tables to replace old tables; four at the community Center pool under shaded areas and one at Windmill Park pool under the shaded area by the snack bar, at a cost not to exceed \$2,869.46 including tax. (Reserve Study item 1204.) Item D: Approve proposal from Oasis Pool Service, Tucson for replacement of the drain covers in the kiddie pool to bring up to code, at a cost not to exceed \$319.24 including tax. All items recommended by the Pool Committee. (Budget code #84000.)

LANDSCAPE: Item A: Appoint Mr. Bill Cicala and Mr. John Lambert as members to the Landscape Committee. Item B: Approve proposal from Titan Landscape, Tucson, for replacement of 27 flats of annual flowers at a cost not to exceed \$972.00 (Budget Code #83005.) Item D: Accept proposal from Titan Landscape to install four 36"-box Swan Hill Olive Trees with irrigation at the Mountain Sky Tot Lot at a cost not to exceed \$3,945.00. All items recommended by the Landscape Committee. (Budget Code #83005.)

COVENANTS:

Item A: (Note: Account #19802, trash can violation resolved 3 January 2013.) Item B: Approve monthly fine of \$25.00, Account #23441, until roof coating is removed or repaired. Item C: Approve \$25.00 fine, Account #19377, for trailer and trash can violation. Item D: Approve \$25.00 fine, Account #21115, for trash can violation if not in compliance by 16 January 2013. All items recommended by the Covenants Committee.

NEW BUSINESS:

Item B: Accept proposal from Graphic Fusion Design, Tucson, to upgrade the website platform from version 1.0 to version 3.0 at a cost not to exceed \$400.00. (Budget code #80004.)

MOTION made/seconded (Bracken/Stimpson) to accept additions to the Consent Agenda as itemized. Unanimously approved.

VI. AGENDA:

Mr. Lambert presented a letter received from the area Boy Scout troop, to be added under Item IX. **MOTION made/seconded (Bracken/Stimpson) to approve the meeting agenda as amended. Unanimously approved.**

VII. APPROVAL OF MINUTES:

MOTION made/seconded (Vollbrecht/Ziegler) to approve minutes of the 20

December 2012 meeting of the Board of Directors as presented. Unanimously approved.

VIII. HOMEOWNER FORUM:

The president read the prepared protocol statement for the handling of topics not already included in the agenda, to be presented by residents.

Mr. Bill Cicala, Parcel 51/12, Richmond Estates, noted that the survey sent to residents in Richmond Estates was confusing and a good return may not be received. He has personally spoken to residents to clarify that there is no homeowner assessment being considered.

Mr. Elwood (Woody) Smith, W. Mural Hill, objected to being removed from the Pool Committee by the Board of Directors since the Pool Committee approved of his renewal appointment.

Mr. Iles Winder, Crestwood Road, with regard to the new Center rental policy, asked about possible future charges to residents for using the pools or field area, since all HOA facilities are funded through homeowner assessments.

IX. LETTERS TO THE BOARD:

A. Richmond Estates residents, Mr. and Mrs. Henry Strempek, N. Via Laguna Niguel, submitted concerns regarding signage for that parcel. (Note: Issue to be discussed under XVI. Unfinished Business.)

B. Mrs. Adrianna Robinett, W. Hunnington Drive, requests action regarding lack of courtesy in cleaning up after pets both on leash and/or loose, jumping fences and wandering the neighborhood. Mr. Lambert suggested Mr. Seng investigate cost of appropriate signage for the area.

C. Senior Citizens/Retirees of Continental Ranch (SCRRCR) requests a waiver of Community Center fees as a 501(C)(7) organization. Several residents spoke to support the request. **MOTION made/seconded (Ziegler/Stimpson) to deny the request to waive Community Center rental fees in accordance with the new fees policy effective 1 February 2013, and in an attempt to treat all Center users equally. Five affirmative votes; one negative vote (Vollbrecht).**

D. Letter from Kristin Rickus, Committee Chair for Boy Scout Troop #219 requesting use of the Community Center for an over-night lock-in, free of charge. Dates for this function and number of hours required were unspecified. **MOTION made/seconded (Stimpson/Vollbrecht) to approve the lock-in request of Boy Scout Troop #219 with rental fees waived. Unanimously approved.**

X. POOL COMMITTEE:

A. SHADE CANOPY AT KIDDIE POOL:

Committee recommended acceptance of Cimarron Circle Construction Company, Tucson's proposal to refurbish and reinstall the kiddie pool existing shade structure, including the option for epoxy coated rebar, at a cost not to exceed \$13,450.00.

MOTION made/seconded (Lambert/DeLarge) to postpone action pending additional information needed. Unanimously approved.

B. COMMUNITY CENTER POOL EQUIPMENT ROOM EXPANSION:

MOTION made/seconded (Stimpson/DeLarge) to accept the proposal of Hayes Construction, Inc., Tucson for expansion of the Community Center Pool Equipment Room at a cost not to exceed \$9,970.00 including tax, as recommended by the Pool Committee. Unanimously approved. (Budget Code #84008.)

C. and D. moved to Consent Agenda.

XI. LANDSCAPE COMMITTEE:

A., B. and D. moved to Consent Agenda.

C. TWIN PEAKS IRRIGATION SYSTEM REPLACEMENT:

MOTION made/seconded (Bracken/Ziegler) to accept the three proposals of Titan Landscape to replace existing irrigation, complete with new valves, pipe and wire in the Twin Peaks medians east and west of Coachline (\$16,286.00); Twin Peaks east of Coachline, south side of street (\$16,867.00); and Twin Peaks east of Coachline, north side of street (\$16,867.00), for a total of \$50,020.00, as recommended by the Landscape Committee. Unanimously approved. (Reserve Study Item #1001-E.)

XII. COVENANTS COMMITTEE: (All moved to Consent Agenda.)

XIII. FINANCE COMMITTEE:

The committee did not meet in January due to lack of quorum.

Balance Sheet Report for December 31, 2012: Operating Cash--\$505,830.72; Total Cash Reserve (awaiting receipt of bank statement, anticipating slightly higher amount)—\$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. Total Assets--\$1,866,741.96.

XIV. ARCHITECTURAL REVIEW COMMITTEE:

A. MOTION made/seconded (Bracken/Ziegler) to renew committee members Mr. Dave Lawrence, Mrs. Nancy Lambert, Ms. Alice King, Ms. Linda Burau, and Mrs. Karie Westphal. Affirmative votes, five; Abstaining, one (Westphal).

XV. NEW BUSINESS:

A. HVAC MAINTENANCE SERVICE:

MOTION made/seconded (Bracken/DeLarge) to accept two semi-annual proposals of Perry Heating and Cooling, Tucson for one-year maintenance agreements on 3 split A/C and heating systems (\$1,260.00) and 2 split A/C and heating systems (\$840.00) for a total cost of \$2,100.00. Unanimously approved. (Budget Code: #87007.)

B. (Moved to Consent Agenda.)

C. WINDMILL COPY MACHINE USE:

MOTION made/seconded (Lambert/Vollbrecht) to provide copy machine availability for residents only at \$.15 for a one-side copy; \$.30 for single sheet double-side copy; and \$.50 for color copy. Unanimously approved.

XVI. UNFINISHED BUSINESS:

A. RICHMOND ESTATES MONUMENT SIGN:

Surveys are in circulation; postpone action until February Board of Directors' meeting. New letter from homeowner acknowledged above.

B. COMMUNITY CENTER RENTAL POLICY: (Approved in December 2012; with New Dimensions exception effective 1 January 2013. Published in *Windmill*, January 2013.) New policy explained as "the cost of doing business." MOTION made/seconded (Ziegler/DeLarge) to accept the Community Center Rental Policy and Fee Structure as presented, effective 1 February 3013. Unanimously approved.

C. SUNFLOWER COMMUNITY ASSOCIATION USE OF COMMUNITY CENTER: (Motion without rental fees designation, approved in December 2012) MOTION made/seconded (Ziegler/DeLarge) to approve temporary use of the Community Center for the months of March/April 2013, so long as it doesn't interfere with events already scheduled during the given time period, at rental fee of \$10.00 per hour, per room. Unanimously approved.

D. COMMUNITY CENTER BUILDING KEYS:

MOTION made/seconded (Bracken/DeLarge) to approve proposal of Roadrunner Lock and Safe, Tucson to replace keys and locks (restricted key system) at the Community Center at cost not to exceed \$1,433.53 including tax. Unanimously approved. Budget Code #87002. Mr. Seng was requested to research cost to re-key, if necessary.

XVII. RECORDING ACTIONS IN LIEU OF MEETING:

A. LANDSCAPE HARD FROST PREVENTION:

Approval of Titan Landscape proposal for frost prevention measures as needed, depending on temperatures. Frost fabric to be installed at a cost of \$347.00 per 720-square feet. Unanimously approved on 9 January 2013.

B. VOLUNTEER LUNCHEON:

Approval of up to \$1,000.00 allowance to cover any necessary items for the 19 January 2013 Volunteer Luncheon. Vendor-donated funds to be used first. Unanimously approved on 9 January 2013.

XVIII. MANAGER'S REPORT:

Mr. Seng's written report included routine office projects, Arizona statutes being followed, security cameras working well, etc. Several e-mails from residents have addressed the pending Palm Brook speed bumps issue; new office member, Mr. Stephen Hinchliffe was introduced; obstructed lights at parcel signs with planter beds needs solution; grip coating approved for slippery concrete at Windmill Park delayed because of weather and now scheduled for 24 January; seasonal dead leaves in Windmill Pool a challenge for Oasis; rewiring of underwater lights at Community Center pool completed by Cascade Electric, with similar project scheduled for 23 January at Windmill pool; Titan Landscape began a seemingly easy transition from DLC, with extra crews on site handling granite rock replenishment and covering of frost-sensitive plants; resealing west parking lot delayed by weather and now scheduled for 21 January; Main lot reseal is waiting for concrete drainage to be completed as temperatures rise; Windmill lighting project expected to begin 21 January; HVAC at Windmill replaced; roof coating at Windmill delayed until temperatures rise, hopefully late January; rodent control on Coachline Blvd will require \$22.00 monthly cost increase from R.P. Streiff; shade tarp torn at Windmill playground and staff is researching warranty info for both shade and crawl tube damage previously reported.

XIX. ADDED BOARD COMMENTS/ACTIONS:

A. IMMEDIATE ACTION ON RODENT CONTROL:

MOTION made/seconded (Lambert/Ziegler) to authorize Mr. Seng to approve immediate rodent control and any additional rodent-related services from R.P. Streiff as needed. Unanimously approved.

B. SPEED BUMP INSTALLATION ON PALM BROOK:
MOTION made/seconded (Ziegler/Bracken) to send a letter to the Town of Marana regarding possible liability issues with installation of speed bumps and suggesting speed table installation as alternate solution. Unanimously approved.

XX. ADJOURNMENT:
With no further business, **MOTION made/seconded (Bracken/DeLarge) to adjourn at 8:20 p.m. Unanimously approved.**

Executive Session to follow.

UPCOMING DATES:

Volunteer Appreciation Luncheon—19 January 2013, 11:30 a.m. in the Community Center.

Board of Directors' Meeting—21 February 2013, 6:45 p.m. in the Community Center.

CONNIE DeLARGE, Secretary

Attachments for file:
Sign-in Sheet
Amended Agenda
Committee Minutes: ARC, Pool, Covenants, Landscape
Four Letters to the Board
Finance Reports
Community Center Usage and Fees Policy
All contract Proposals
Actions in Lieu
Manager's Report
Any additional items as deemed necessary

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