

**BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 20 DECEMBER 2012 – 6:45 P.M.**

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The Board of Directors of the Continental Ranch Community Association met on Thursday, 20 December 2012 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; Mr. Robert Vollbrecht, Director. Absent: Ms. Roxanne Ziegler, Treasurer. Also present: Mr. Josh Seng, Community Manager; Ms. Jocelyn Canovali, Office Assistant and approximately 12 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:

Five members of the Board of Directors were in attendance (One absent; one seat vacant.) Quorum of four required for the conduct of Association business.

III. GUESTS: None.

IV. PRESIDENT'S MESSAGE:

Mr. Lambert announced that two residents had applied for appointment consideration to the vacated seat on the Board of Directors for the current fiscal year. **MOTION made/seconded (DeLarge/Stimpson) to appoint Mrs. Karie Westphal to the vacated position on the Board of Directors. Unanimously approved.** Mrs. Westphal immediately took her seat with the other Board members.

V. CONSENT AGENDA:

The president read the criteria statement regarding Consent Agenda items.

A. COMMITTEE MINUTES:

Minutes of the following committee meetings were received: Finance—14 November 2012; ARC—15 November and 6 December 2012; Pool—3 December 2012; Landscape—4 December 2012; Covenants—5 December 2012. No Activities Committee meeting.

B. ITEMS ADDED:

Several agenda items were recommended to be moved to the Consent Agenda: X. Pool—Item A; XI. Landscape—Items A,B,D,E,F; XII Covenants—Items A,B; XIV Finance—Item A; XV ARC—Items B,C. (Later in the meeting, Item B. was removed from Consent Agenda due to an error); XVI. New Business—Items D.E.

POOL: Item A: Accept Cascade Electric Inc. proposal as recommended by committee, to restore pool electrical wiring at cost not to exceed \$3,409.60 at Windmill Park pool and not to exceed \$2,986.08 at the Community Center pool. Budget: 84000/85000.

LANDSCAPE: Item A: Replace rodent-damaged oleander behind the Windmill Park baseball field with a new 15-gallon oleander at cost not to exceed \$95.00, as recommended by committee. Budget: 83005. Item B: Replace damaged bottle brush shrub with new 5-gallon bottle brush and add two additional 5-gallon oleander shrubs on the southwest corner of Twin Peaks/Coachline, as proposed by DLC and recommended by committee, at cost not to exceed \$66.00. Budget: 83005. Item D: Committee recommends accepting proposal from DLC Resources for annual upper tree pruning at a combined cost not to exceed \$10,630.00. Budget: 83004. Item E: Brijer Resources proposed removing eight eucalyptus trees along Coachline/Mission View Drive at a cost not to exceed \$700.00. Recommended by committee. Budget: 83002. Item F: Committee recommends accepting proposal from Brijer Resources to remove the mesquite tree on Coachline/Windmill west parking lot at cost not to exceed \$400.00. Budget: 83002.

COVENANTS: Item A: Committee recommends \$25 fine, Account #23441, if no further progress to repair roof coating by 15 December 2012. Item B. For Account #21169, committee recommends lot clean-up to be scheduled with costs assessed to the account, if weeds have not been removed by 15 December 2012. Budget: 86500.

FINANCE: Item A. Committee recommends renewal of members Mr. Lucas Baer and Mr. Dale Henson.

ARC: (Item B. Removed from Consent Agenda; correction to be addressed). Item C. Committee recommends automatic approval by the Community Manager of ARC applications for landscape plants that are not on the prohibited list.

NEW BUSINESS: XVI. Item D: Approve Rent-A-Techie proposal for Keri Key System LAN adapter at cost not to exceed \$457.83. Budget: 85006. Item E: Approve Advance Lock and Key proposal for replacement keys and locks at the Community Center with multi-lock keys at cost not to exceed \$510.00. Budget: 87002.

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

VI. AGENDA:

MOTION made/seconded (Bracken/Stimpson) to approve the meeting agenda as amended. Unanimously approved.

VII. APPROVAL OF MINUTES:

MOTION made/seconded (DeLarge/Vollbrecht) to approve minutes of the 15 November 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 on the agenda, to be presented by residents.

Mrs. Lucille Yuen, N. Englewood, addressed issues regarding homes on each side of her property. Home on the left is a rental; has had a roof repair which looks bad and should be addressed for replacement consideration. Home on the right looks neglected. Accumulated yard junk has been removed but there remains weeds in the yard, a rain water drainage issue between their homes and broken roof tiles. Mr. Lambert indicated he and the office staff are aware of the situation. The builder drainage plan was not adequate and he suggested Mrs. Yuen discuss some corrective action with the homeowner, and contact Ms. Paula Bellina in the Management office with update information. Meanwhile, he will drive by and observe other items mentioned.

IX. LETTERS TO THE BOARD:

A. Resident Ms. Michele Grier, Account #18287, requests consideration for a temporary RV parking variance at residence while repairs are being done on the property, until the end of the month. **MOTION made/seconded (Vollbrecht/DeLarge) to approve RV parking during property repairs until the end of December 2012. Unanimously approved.**

B. Property owner, Mr. Rick Dallin, Account #19980, shared his concern about a possible health situation with property tenant, and requested additional time for the tenant to make necessary repairs to the property fence. **MOTION made/seconded (Bracken/DeLarge) to NOT authorize extended time as it is the owner's responsibility to make property repairs in a timely manner. Unanimously approved.**

X. POOL COMMITTEE: (moved to Consent Agenda.)

XI. LANDSCAPE COMMITTEE:

C. MOTION made/seconded (DeLarge/Vollbrecht) to accept the proposal of Tucson-based Titan Landscape Inc. for landscape maintenance in CRCA, replacing DLC Resources which is terminating its contract. Discussion: In response to a resident concern, Titan Landscape, one of several bidding packages received, is new to the Tucson area, but now employs several former DLC employees who have worked the C.R. area for some time and aware of community needs and current procedures, which will afford on-going consistency in the general landscape plan. The Landscape Committee made this recommendation. **Unanimously approved.**

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

XIII. ACTIVITIES COMMITTEE: (Temporarily inactive.)

XIV. FINANCE COMMITTEE:

B. November 2012 Finance reports were sent to the Board and the Finance Committee: Balance Sheet for 30 November 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; Total Assets--\$1,941,569.18.

C. METLIFE BANK CERTIFICATE OF DEPOSIT:

MOTION made/seconded (Lambert/DeLarge) to roll over 12-month Jumbo Certificate of Deposit #5003527297 at MetLife Bank and which matures on 5 January 2013. Unanimously approved.

XV. ARCHITECTURAL REVIEW COMMITTEE:

A. COMMITTEE RENEWAL:

Motion made/seconded to renew committee membership was withdrawn due to committee minutes' error. Return committee minutes for correction to include Mrs. Karie Westphal as a renewed member.

B. NEW COMMITTEE MEMBERS:

(Removed from Consent Agenda.) **MOTION made/seconded (DeLarge/Lambert) to remove Mr. Duane and Mrs. Cindy Snider from new membership consideration at this time, per request, and only include Ms. Janet Kline. Unanimously approved.**

XVI. NEW BUSINESS:

A. WINDMILL PARK OFFICE HVAC REPLACEMENT:

MOTION made/seconded (DeLarge/Vollbrecht) to accept proposal from Perry Heating and Cooling, Tucson, for a 3 ton, 14 seer warranted HVAC rooftop system at Windmill Park Office at a cost not to exceed \$4,950.00 including tax and one-year maintenance agreement. Unanimously approved. Budget: 99620 (Reserve item #1320-WB.)

B. WINDMILL PARK FLAT ROOF REPLACEMENT:

MOTION made/seconded (Stimpson/DeLarge) to accept proposal from Hallmark Roofing, Tucson, to reseal vent drains and protrusions and apply two coats of tan elastomeric coating for the Windmill Park Office section of flat roofing at a cost not to exceed \$1,177.00 including tax and three-year no-leak warranty. Work to be scheduled after air conditioning work is completed. Unanimously approved. Budget: 99619 (Reserve item #1302-W.)

C. WINDMILL PARK POOL LIGHTING REPLACEMENT:

MOTION made/seconded (Lambert/Stimpson) to accept the proposal from Relumination, Phoenix, to replace/install new LED lighting at Windmill Park including building exterior, shed and ramadas (\$5,260.50), and pool/entry area (\$16,875.74) for a total cost of \$22,136.24 including tax. Unanimously approved. Budget: 99614 (Reserve item #330-W.) Cost savings anticipated 20-40% over a period of years.

F. DELL COMPUTER SERVICE CONTRACT RENEWAL:

MOTION made/seconded (Stimpson/Bracken) to approve the Dell Pro-Support service extension for the office server for a three-year term at a cost not to exceed \$428.79, no tax, quote No. 638114427. Unanimously approved. Budget: 81003 (Computer Server Service.)

XVII. UNFINISHED BUSINESS:

A. RICHMOND ESTATES MONUMENT SIGN:

MOTION made/seconded (DeLarge/Vollbrecht) to move forward with the Richmond Estates Monument Sign project by mailing a survey to affected residences for a vote. Unanimously approved.

B. COMMUNITY CENTER RENTAL POLICY:

MOTION made/seconded (Stimpson/Lambert) to accept the recommendation of the ad hoc committee for the updated rental policy to be effective 1 February 2013, except for new Dimensions, which will be effective 1 January 2013. (Note: a copy of the actual policy was not made available; however, Mr. Lambert indicated the contents would be shared in the upcoming *Windmill*. The ad hoc committee was not dismissed.) Unanimously approved.

C. SUNFLOWER COMMUNITY ASSOCIATION USE OF COMMUNITY CENTER:

MOTION made/seconded (DeLarge/Bracken) to accept the request of the Sunflower Community Association for temporary use of the Community Center for the months of March and April, 2013. Motion amended (Lambert) and accepted: so long as it doesn't interfere with events already scheduled during the given time period. (Note: Management staff to work out details and scheduling with SCA.) Amended motion unanimously approved.

D. WINDMILL PARKING LOT (WEST) ASPHALT REPAVE/TESTING:

MOTION made/seconded (Stimpson/DeLarge) to accept proposal of Bates Paving and Sealing, Tucson, to pave approximately 13,400 square feet of prepared area with hot mix asphalt, including traffic markings, parking lines, symbols with acrylic traffic paint, and barricades for traffic control and clean-up debris as a result of the work performed, for a total not to exceed \$27,988.47, including tax and warranty.

Unanimously approved. Budget: #99610 (Reserve item #203-W).

E. WINDMILL PARKING LOT (MAIN) ASPHALT RESEAL:

MOTION made/seconded (Lambert/Stimpson) to approve proposal of Bates Paving and Sealing, Tucson, to seal coat the Windmill main parking lot at a cost not to exceed \$2,150.00 plus tax, and Diamond Jade Concrete Cutting, Tucson, to remove and replace 230 square feet of asphalt, pour and finish with 6" concrete and epoxy coated rebar at cost not to exceed \$1,935.00 plus tax. Unanimously approved.

Budget: #99609 (Reserve item #202-W).

XVIII. ACTIONS IN LIEU OF MEETING:

A. HOLIDAY CAROLS/HOT CHOCOLATE ACTIVITY:

Action in lieu included approval of \$500 allowance for purchase of supplies for the holiday caroling activity on 15 December 2012 in Windmill Park.

B. HOLIDAY LIGHT DECORATIONS FOR COMMUNITY CENTER:

Action in lieu authorized purchase and temporary installation of holiday lights at the Community Center, at cost not to exceed \$300.00.

C. SALE OF EXPIRED PARK FURNITURE:

Action in lieu authorized Management to dispose of expired picnic tables from Windmill Park at a cost of \$100 per table to CRCA residents on a first-come, first-serve basis. One table in poor condition remains. Mr. Lambert authorized Management to ask DLC to remove the last table.

XIX. MANAGER'S REPORT:

Mr. Seng's written report included routine office projects, Arizona statutes affecting CRCA CC&Rs/policy being followed; security cameras working well; a new hire being trained at the home office and should be on staff at the management office early in 2013; shade structure for the kiddie pool is still unresolved. Monument lighting still being researched; safety concerns about slippery concrete at Windmill Park (Note: see action below); playground equipment at Windmill has a broken tube and removed for safety reasons. Community Center pool closed following last meeting as instructed; A&M Fencing replaced pool door closing device and did warranty paint touchup; Center pool key update was done; landscape issues handled. First and second assessment late notices have been issued.

Holiday lighting contest winners: 1st place—7195 W. Kiwi; 2nd place—7499 W. Phobos; 3rd place—8460 N. Redstone; 4th place—7215 W. Rivulet; 5th place—8913 N. Alcante. Holiday carolers project went well despite weather conditions with anticipated expansion of the project next year by the coordinating church.

\$1,300 in donations has been received for the upcoming volunteer luncheon in January.

DLC Resources has offered their mobile grill for food prep at the luncheon, even though their contract with CRCA ends in December.

XX. ADDED BOARD COMMENTS/ACTIONS:

MOTION made/seconded (Lambert/DeLarge) to install grip coating on the concrete at Windmill Park (as discussed in Manager's Report as a safety hazard), at a cost not to exceed \$400.00. Unanimously approved.

Mr. Lambert commented on delinquent assessment accounts, and although payment plans are being handled in the Management Office, only five homeowners have come forward to take advantage of this service. He encouraged homeowners with delinquent accounts to contact and work with the Management staff in formulating an individual payment plan in order to avoid additional action.

XXI. ADJOURNMENT:

With no further business, **MOTION made/seconded (Bracken/DeLarge) to adjourn at 7:30 p.m. Unanimously approved.**

Executive Session to follow.

UPCOMING DATES:

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

Board of Directors' Meeting—17 January 2013, 6:45 p.m. in the Community Center.

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

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet

Amended Agenda

Committee Minutes: Finance, ARC, Pool, Covenants, Landscape

Letters to BoD

Finance Reports

All contract Proposals

Actions in Lieu

Manager's Report

Any additional items as deemed necessary

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

