

**BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 21 FEBRUARY 2013– 6:45 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 21 February 2013 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice President; Ms. Marilyn Stimpson, 2nd Vice President; Ms. Connie DeLarge, Secretary; Ms. Roxanne Ziegler, Treasurer; Mr. Robert Vollbrecht, Director; Ms. Karie Westphal, Director. Also present: Mr. Josh Seng, Community Manager; Mr. Stephen Hinchliffe, Project Coordinator; Ms. Jocelyn Canovali, Office Assistant, and approximately 24 residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the meeting of the Board of Directors to order at 6:46 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: None

V. CONSENT AGENDA:

A. COMMITTEE MINUTES:

The following committee minutes were received: ARC—17 January and 7 February 2013; Pool—4 February 2013; Landscape—5 February 2013; Covenants—6 February 2013. Although listed on the agenda, minutes of the 13 February 2013 Finance committee was not received in time for this meeting. No meeting of Activities Committee.

B. ITEMS ADDED:

Several agenda items were recommended to be moved to the Consent Agenda: XI. Landscape—Items A,B, C, D, E.; Covenants—Items A,B,C,D,E,F; Finance—Item C. (later removed for discussion); ARC—Item A.

LANDSCAPE: Item A: Accept recommendation to replace three backflow insulators, one located at Parcel 42 and two located at Windmill Park, by Titan Landscape at a cost not to exceed \$635.00. (Budget code: 83006). Item B: Recording of Action in Lieu, undated, for approval of two proposals from Titan Landscape for the installation of new turf and concrete edging at the Parcel 26 Pocket Park, at costs not to exceed \$2,389.69 and \$801.42, respectively. (Budget code: 83005). Item C:—Accept proposal from Titan Landscape for landscape enhancements of the Windmill Park west parking lot area to

include irrigation, eight 24" box Swan Hill Olive trees, and top dress with granite decorative rock at a cost of \$11,513.00. (Budget code: 83005). Item D:—Approve recommendation to reverse a previous approval of proposal to replace the javelina-damaged winter flowers due to the short time left until the summer flowers would be installed. Item E:—Approve proposal from Titan Landscape for installation of granite decorative rock to complete the unfinished portion of the median on Twin Peaks , just west of Coachline, at a cost not to exceed \$3,720.00. (Budget code: 83005).

COVENANTS: Item A:—Mr. Nick Westphal approved as committee member. Item B:—Account #21666, (plant encroachment), recommend if property is not brought into compliance in 14 days, a lot cleanup is to be scheduled with costs being assessed to the account. Item C:—Account #19802, (weeds), recommend if property is not brought into compliance in 14 days, lot cleanup to be scheduled with costs being assessed to the account. Item D:—Account #22989 (landscape parking), recommend a \$25.00 fine be charged to the account for non-compliance of the CC&Rs. Item E:—Account #18886 (inoperable vehicle), recommend approval of monthly fine of \$25.00 until the property is brought into compliance. Item F:—Account #18976 (storage container), recommend \$25.00 fine to be placed on account if container has not been removed by 21 February 2013.

ARC: Item A:—Appointment of Mr. Duane Snider and Mrs. Cindy Snider to committee.

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

VI. AGENDA:

Motion made by Mrs. Roxanne Ziegler to reconsider a previous decision regarding rental fees for the Senior Citizens/Retirees of Continental Ranch to use the Community Center died for lack of a second. **MOTION made/seconded (Bracken/Stimpson) to adopt the meeting agenda as amended. Five affirmative votes; one negative vote (Ziegler).**

VII. APPROVAL OF MINUTES:

MOTION made/seconded (Stimpson/DeLarge) to approve minutes of the 17 January 2013 Board of Directors meeting 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.

Ms. Verna Keller of Summer Sky Drive, Mrs. Pat Cicala of Carefree Way, Mr. Bill Cicala of Carefree Way Mr. John DiPalma of Lawndale Drive, Mr. John Abraham, Palm Brook Drive, Ms. Roxanne Ziegler of Mountain Sky Drive (as a homeowner, not as a Board member); gave varied input about Senior Citizens and Retirees of Continental Ranch (SCRCR) organization's request to waive rental fees.

Mr. Iles Winder of Crestwood Road; question about the annual audits of the Association.

Mrs. Joyce Grosso of Redcliff Way; questions committee membership, about a past petition, and about verification of Board members' eligibility.

IX. LETTERS TO THE BOARD:

A. Thank you letter from the Marana Community Food Bank for recent donations from the many clubs and programs within Continental Ranch. Executive Director, Ms. Linda Hampton requested publishing her letter of thanks in an upcoming *Windmill*.

B. Letter from Mrs. Pat Cicala regarding rental fees' action approved for SCRCR, (Note: read during the Homeowner Forum).

X. POOL COMMITTEE: (One item under Unfinished Business.)

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

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

XIII. FINANCE COMMITTEE:

A. BALANCE SHEET REPORT:

Balance Sheet Report for January 31, 2013: Operating Cash--\$458,869.06; Total Cash Reserve—\$952,834.58; Restricted Sunflower Mitigation Fund--\$13,680.23; Accounts Receivable--\$141,245.59; Other Assets--\$175,511.96; Pre-Paid Income Tax--\$8,908.00. Total Assets--\$1,751,049.42.

B. COMMITTEE APPOINTMENTS:

MOTION made/seconded (Ziegler/Westphal) to proceed with appointments of Mr. Larry Lemieux and Mr. Nick Westphal to the committee. Five affirmative votes; one negative vote (Vollbrecht).

Mr. Larry Lemieux explained his interest in joining the Committee.

C. RESERVE ACCOUNT REPLENISHMENT:

MOTION made/seconded (Lambert/Stimpson) to transfer \$100,000.00 from the BMO Money Market account and \$75,000.00 from Compass Money Market account to the Alliance Bank account to fund upcoming reserve expenses. Unanimously approved.

D. MATURING CD:

MOTION made/seconded (Stimpson/Ziegler) to make an exception to current recommendation and reinvest the Washington Federal CD expiring on 22 March 2013 into an 18-month CD at .499%. Unanimously approved.

XIV. ARCHITECTURAL REVIEW COMMITTEE: (Item moved to Consent Agenda.)

XV. NEW BUSINESS:

A. USE OF WINDMILL FIELD BY SPORTS TEAM:

Action postponed until the March meeting.

B. ASSOCIATION INSURANCE POLICY RENEWAL:

MOTION made/seconded (Ziegler/DeLarge) to approve renewal of American Family Insurance coverage for Business Key Policy, Commercial Umbrella, and Directors/Officers at a total annual premium of \$8,886.00, Policy #02-XB1759-01-0013 effective 5 March 2013 to 5 March 2014. Unanimously approved.

C. WALL PAINTING:

MOTION made/seconded (Ziegler/DeLarge) to approve proposal from Approved Painting to paint walls along Twin Peaks, Silverbell, Coachline, pursuant to the reserve study, at a total cost not to exceed \$34,836.69 including tax. Unanimously approved. (Reserve study item #1105, A,B,D,E.)

Ms. Alice King of Odyssey Way asked about moisture affecting her wall.

D. CRCA ACTIVITIES SUPPLIES:

i. SHADE CANOPY:

MOTION made/seconded (Westphal/DeLarge) to approve purchase of two 10x10' instant canopies at a cost of \$229.99 each, including shipping charges. Unanimously approved. (Budget code: 86000.)

ii. SIGN EASELS:

Ms. Ziegler offered to donate a sign easel to the Association. **MOTION made/seconded Approve purchase of three heavy-duty display easels from Staples at a cost of \$29.79 each, not including tax. Unanimously approved. (Budget code: 86000.)**

E. ADDITIONAL CAMERAS FOR WINDMILL PARK CAMERA SYSTEM:

Action postponed until the March meeting.

F. WINDMILL PARKING LOT LIGHTING:

MOTION made/seconded (Lambert/Stimpson) to accept proposal from Relumination, Phoenix, for the installation of four new parking lot light fixtures in the Windmill Park parking lot, at a cost not to exceed \$3,791.76, including tax. Unanimously approved. (Budget code: 81015.)

G. PLAYGROUND TOP DRESSING:

MOTION made/seconded (Ziegler/DeLarge) to accept proposal from Titan Landscape to replenish wood chips under playground equipment areas—Parcel 15c and 39, at a cost not to exceed \$2,067.28. Unanimously approved. (Budget code: 87000.)

XVI. UNFINISHED BUSINESS:

A. SHADE CANOPY AT COMMUNITY CENTER POOL:

MOTION made/seconded (DeLarge/Vollbrecht) to approve proposal from Cimarron Circle Construction Company, Tucson, for refurbishment and reinstallation of the kiddie pool shade structure, at a cost not to exceed \$14,690.00, not including tax. Unanimously approved. (Budget code: 84009.)

B. RICHMOND ESTATES MONUMENT SIGN:

It was noted that less than 50% of the residents had responded to the survey/vote, with majority response not in favor of changing the name. Mr. Lambert asked Mr. Seng to get pricing for improved lighting and painting the existing sign. Further action postponed.

XVII. RECORDING ACTIONS IN LIEU OF MEETING:

A. HANDICAP PARKING SPACES AT WINDMILL:

Approval to reducing the number of handicap-accessible spaces to three (3) under the seal coat and re-stripping project of the Windmill Park office and pool parking lot. Undated.

XVIII. MANAGER'S REPORT:

Mr. Seng's written report included routine office projects, coordination with counsel, Association Reserves, committees, Arizona statues, CC&Rs, etc. Estimated cost of upcoming Easter Egg hunt is \$6,035.00, within budget. Reserve study full-site update visit scheduled for 25 February. Community Center phone lines have now all been transferred to Comcast; Century Link accounts were cancelled. Community Center locks were re-keyed, with cost to replace if one is lost, \$285.00. Security cameras working well; cleaning/resealing done; staff performs weekly system checks. Blinds requested for office. Letter sent to Town of Marana in response to installation of speed humps on Palm Brook. Mrs. Aime Salinas will be on maternity leave effective 25 February, with Mr. Henchcliffe assuming accounting duties. Grip coating applied to concrete at Windmill Park. Pool is operating normally; underwater lighting completed. Project for pool chemical room expansion delayed due to easement encroachment issue; proposed additional wall to solve a corrosion problem. Titan Landscape working well; responsive to our needs and concerns; currently working on irrigation along Twin Peaks with completion anticipated by the end of February. Repaving of west lot at Windmill and seal coat of main lot completed. Windmill lighting has been completed but location height of wall fixtures is a concern. Windmill roof coating is completed. Shade tarp torn at Windmill playground; warranty being researched. Estimate to repair broken crawl tube with catwalk bridge at Windmill playground, \$100-150.00 to repair/\$35.00 to pick up and return tube.

XIX. ADDITIONAL BOARD ACTIONS; in response to Manager's Report:

MOTION made/seconded (Bracken/Vollbrecht) to purchase wood blinds for office windows from Budget Blinds, Tucson, at cost not to exceed \$1,112.11, including tax. Unanimously approved.

MOTION made/seconded (Lambert/Vollbrecht) to accept proposal of Hayes Construction, Inc., Tucson, for renovation/expansion of the pool chemical room to allow for a wall to separate equipment and chemicals, at cost not to exceed \$11,145.00, including all permits and taxes. Unanimously approved.

MOTION made/seconded (Bracken/DeLarge) to raise the eight lights, keep cover plates, and paint by Relumination, Phoenix, at an hourly rate, with total cost not to exceed \$1,800.00. Recommend completing one (two to three hours) and estimate remaining hours/cost. Unanimously approved.

MOTION made/seconded (Bracken/Vollbrecht) to accept proposal of Creative Plastics and Services, to transport and repair crawl tube at Windmill playground at cost not to exceed \$200.00. Unanimously approved.

XXI. ADJOURNMENT:

With no further business, **MOTION made/seconded (Bracken/Stimpson) to adjourn at 8:26 p.m. Unanimously approved.**

Executive Session to follow.

UPCOMING DATES:

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

Annual Easter Egg Hunt—30 March 2013, 10:00 a.m. to 1:00 p.m. at Windmill Park.

CONNIE DeLARGE, Secretary

Attachments for file:
Sign-in sheet
Amended Agenda
Committee Minutes: ARC, Pool, Covenants, Landscape
Financial Documents for Funds transfers
Two Letters to the Board
Insurance Policy Updates
Richmond Estates Surveys/Correspondence
E-mail Statement of Ms. Ziegler
All Contract Proposals
Actions in Lieu
Manager's Report
Any additional items as deemed necessary