

Continental Ranch Community Association

Board of Directors Meeting Agenda

At the Community Center
June 20, 2013 at 6:45 pm

I. Call to Order

II. Roll Call

President	John Lambert
1st Vice-President	Peggy Bracken
2nd Vice-President	Marilyn Stimpson
Secretary	Connie DeLarge
Treasurer	Karie Westphal
Director at Large	Bob Vollbrecht

III. Guests: none scheduled

IV. President's Message:

Karie Westphal appointed as Treasurer
Pool Rule Enforcement Policy Revised

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:

- February 13, 2013 Finance
- February 21, 2013 ARC
- March 4, 2013 Pool
- March 5, 2013 Landscape
- March 6, 2013 Covenants
- March 7, 2013 ARC
- March 13, 2013 Finance
- March 21, 2013 ARC
- April 1, 2013 Pool
- April 2, 2013 Landscape
- April 3, 2013 Covenants
- April 4, 2013 ARC
- April 10, 2013 Finance
- April 18, 2013 ARC
- May 1, 2013 Covenants
- May 2, 2013 ARC
- May 6, 2013 Pool
- May 7, 2013 Landscape
- May 8, 2013 Finance
- May 16, 2013 ARC
- June 3, 2013 Pool
- June 5, 2013 Covenants
- June 6, 2013 ARC

VI. Adopt the Agenda:

VII. Approval of Minutes:

February 21, 2013 Board Meeting

VIII. Letters to the BOD:

- a. Request from Boy Scouts troop
- b. Letter of thanks from Marana Food Bank
- c. Request from Seniors Group
- d. Request from resident to borrow equipment
- e. Variance Request; Long Creek Drive
- f. Variance Request; Hermitage Place

IX. Pool Committee:

- a. **Committee Member Appointment** – recommend to appoint Tim Hancock to the CRCA Pool Committee.

X. Landscape Committee:

- a. **Mesquite Tree Removal** - recommend to accept proposal from Brijer Resources for removal and stump grind of the two existing mesquite trees at the Windmill west parking lot NTE \$350.00. **Budget Code: 83002 (Additional Cleanup)**
- b. **Windmill Turf Renovation** – recommend to approve project overage amount of \$1,656. **Reserve Item #440-W (Sports Field-Top Dress)**

XI. Covenants Committee:

- a. **Covenants Newsletter Article** – recommend to approve a no street parking ad in the Windmill Newsletter, similar to the “Poop Fairy” ad. Some suggestions for the ad were to have a red stop sign logo with white or black lettering saying “Please remember, street parking can affect all your neighbors, please abide by no on-street parking, thank you”
- b. **Covenants Enforcement** – recommend that reoccurring violations over the course of 3 month’s do not start over from the beginning of the covenants process, the committee would like the account brought back to them at the next meeting for review.
- c. **Weeds Violations on IDs #19776, #20049, #25773, #21666, #22224, #18152, #19740, #19757, & #22636** – recommend to approve \$25 fine on each account.
- d. **Weeds Violation ID #20055 & #25554** – recommend to approve lot cleanup with costs to be assessed to the accounts. **Budget Code for all above lot cleanups: 86500 (Yard cleanup)**
- e. **Weeds and Tree Encroachment ID #21205**– recommend to approve lot cleanup with costs to be assessed to the account. **Budget Code for all above lot cleanups: 86500 (Yard cleanup)**
- f. **Trash can #18746** – recommend to approve \$25 fine on the account.
- g. **Lack of ARC Approval; Wall Addition, ID #18632** – recommend to approve a \$25 fine and a 30-day pool suspension.
- h. **Request Board advice from Committee** - should pre-emergent application be included in lot cleanups?

XII. Finance Committee:

a. Balance Sheet Report for May 31, 2013:

Operating Cash	\$595,408.93
Total Cash Reserve	\$875,072.21
Restricted Sunflower Mitigation Fund	\$13,680.23
Accounts Receivable	\$209,843.03
Other Assets	\$175,511.96
Pre-Paid Income Tax	\$6,076.00
Pre-Paid Insurance	\$2,832.00
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May 31, 2013 Total Assets	\$1,878,424.36

b. New Members – recommend to appoint Roxanne Ziegler as a new member to the CRCA Finance Committee.

XIII. Architectural Review Committee: No Recommendations this Month

XIV. Activities / Events: Reminder, Block Parties every second Monday at Windmill Park.

XV. New Business:

- a. Posting of Draft Meeting Minutes**
- b. Annual Meeting Election – Balloting Services**
- c. Parcel 26 Slope Erosion & Rip Rap** *Budget Code: 87000 (Facility General Repair)*
- d. Windmill Office Monument** *Reserve Item #250-W (Monument Refurbish)*
- e. Dog Waste Signs** *Budget Code: 81015 (Contingency)*
- f. Coachline Irrigation Valves** *Budget Code: 83003 (Irrigation Repairs)*

XVI. Old Business:

- a. Richmond Estates Monument Sign**

XVII. Actions in Lieu of Meeting

- a.** NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the proposal by Guard Pro for purchase and installation of three additional cameras to provide coverage of the office at a cost of \$3,083.49 AND approves the proposal by Rent-a-techie for purchase and configuration of a fireproof waterproof high security data storage device at a cost of \$2,475.99 AND a \$500 allowance for secure concealed installation of the storage device.
- b.** NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the proposal by Titan Landscape for the renovation of landscaping at the Windmill Park monument as recommended by the CRCA Landscape Committee, at a cost NTE \$7,186.00.

- c. NOW, THEREFORE, BE IT RESOLVED THAT due to inappropriate behavior and violation of the CRCA Code of Conduct, the Board of Directors hereby approves a 30-day suspension of the pool use privileges for parcel ID# 16-035, effective March 25 thru April 23.
- d. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the following time-sensitive items from the March 21, 2013 Board of Directors Meeting Agenda:
- i. Pool
 - 1. Swim Lessons – accept proposal from Saguaro Aquatics for the 2013 season, with the exception of the request to post an advertising sign in front of pool area.
 - 2. Replace Filter Sand – approve proposal from Oasis Pool Service for replacement of filter sand in all four filters at Windmill Park pool NTE \$2,804.65 *Reserve Item #1221-W*
 - 3. Replace Pool Heater – approve proposal from Oasis Pool Service to replace one pool heater at Windmill Park pool NTE \$3,496.36 *Reserve Item #1222-W*
 - 4. Replace Spa Pumps – approve proposal from Oasis Pool Service to replace the two spa pumps at Windmill Park spa NTE \$3,382.10 *Reserve Item #1225-W*
 - 5. Shower Water Heater Replacement – approve proposal from Cummings Plumbing to replace the water heater at Windmill Park pool NTE \$693.78 *Reserve Item #803-W*
 - 6. Community Center Lighting – approve proposal from Relumination for purchase and installation of an additional light in the back corner of the Community Center pool area NTE \$529.58.
 - 7. 2013 Pool Monitor Staff – approve budget and scheduling as presented with 2013 Staffing to cover weekends, holidays and nightly closing throughout the week at a rate of \$10.00 per hour.
 - ii. Landscape
 - 1. Coachline Cassia Shrubs – approve proposal from Titan Landscape for the removal of feathery cassia shrubs along Coachline Blvd, at a cost NTE \$3,609.
 - 2. Community Center Queen Palms – approve proposal from Titan Landscape to replace the six frost damaged Queen Palms at the Community Center with six 24-inch box Mediterranean Fan Palms, NTE \$1,400.
 - iii. Covenants
 - 1. Plant Encroachment, ID #25227 – approve a lot cleanup for Account #25227, with costs being assessed to the account if the property, as recommended by the Covenants Committee.
 - 2. Weeds, ID #20862 – approve a lot cleanup for Account #20862, with costs being assessed to the account if the property, as recommended by the Covenants Committee.
 - 3. Miscellaneous Items, ID #19377 – approve a fine of \$25.00 for Account #19377, as recommended by the Covenants Committee.
 - iv. Activities / Events
 - 1. Block Party Event – approve the Block Party Event at Windmill Park on April 20th from 11am – 2pm, with an allowance of \$400 for jumping castles.
 - v. Miscellaneous
 - 1. Windmill Park Playground Shade Tarp Repair – approve proposal from American Play Systems for repair of the torn shade tarp at a cost NTE \$495.00.
 - 2. Monument Lighting - approve the 4 proposals from Sovereign Electric for upgrade of the monument lighting at River’s Edge, Mountain Shadows, Desert Traditions, and Cancion del Sol at a total cost NTE \$6,518.58.
- e. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors denies the following time-sensitive items from the March 21, 2013 Board of Directors Meeting Agenda.

- i. Requests to the Board
 - 1. Parking Request by Linda Greene
 - 2. Swim School Request by Linda Marinos

- f. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the reserve study component proposal by Titan Landscape for the renovation of turf football/soccer field and baseball field at Windmill Park through top-dressing and leveling, as recommended by the CRCA Landscape Committee, at a cost NTE \$7,135.00.

- g. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors adopts the following policy pertaining to requests of the records of Continental Ranch Associations by its owners:

The charge to make copies of requested information is as follows:

Printed Document Records Requests: 15-cents per page

Electronic Documents Request: 15-cents per page, plus cost of digital media*

Audio Recordings: 15-cents per minute, plus cost of digital media*

*Digital Media, this would be the current cost of a CD disc.

- h. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the following time-sensitive items from the April 18, 2013 Board of Directors Meeting Agenda.
 - i. **Covenants**
 - 1. **Miscellaneous Items, ID #19377** – approval that in addition to the \$25 monthly fine being placed on account #19377 (misc. items) the pool privileges also be suspended for 30-days.
 - 2. **Weeds, ID #25029, ID #19509, ID #21591, ID #18588** – approval of lot cleanups for all aforementioned accounts, with costs being assessed to the accounts, as recommended by the Covenants Committee.

 - ii. **Finance Committee**
 - 1. **CD maturing on 4/26/13** – approval for management to review the Bank/CU rates prior to the CD maturation date, choosing the best Bank/CU rate at that time, and approval for a rollover into a 12 month CD.

 - iii. **Activities / Events**
 - 1. **Block Party Event** – approval of a monthly Block Party Event at Windmill Park, beginning in May or June at no cost to CRCA and advertised in the newsletter and on the CRCA website.

 - iv. **Miscellaneous**
 - 1. **Enforcement Pool Rules Policy** – approval of attached policy for suspension of pool key privileges for 30-days and the imposing of a \$25 fine for any and all violations of the pool rules as observed by CRCA Management and CRCA Pool Monitor Staff, either in person or by security camera video playback.

- i. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the proposal by Titan Landscape for the Spring application of pesticide treatment within CRCA common areas and maintenance areas on all Yellow Bells, Orange Jubilee, Texas Mountain Laurel, Bougainvillea plants and agave plants at a cost of \$1,795.

- j. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the following time-sensitive items from the May 16, 2013 Board of Directors Meeting Agenda.
 - i. **Covenants**
 - 1. **Weeds Violations on IDs #20650, #21156, #17748, #25483, #18886, #20243, #20181** – approve lot cleanups with costs assessed to their accounts.
 - 2. **Lack of ARC Approval; Wall Addition, ID #18632** – approve a \$25 fine and a 30-day pool suspension.

 - ii. **Pool**
 - 1. **Shower Descale Unit** – approve proposal from Cummings Plumbing for purchase and installation of a descale unit on Windmill Park pool shower NTE \$1,223.37.

 - iii. **Landscape**
 - 1. **Irrigation Rehabilitation** – approve proposals from Titan Landscape for system replacements at costs NTE \$436 at Parcel-47, \$836 at Parcel-4, and \$1,906 at Parcel-15c.
 - 2. **Seasonal Plant Loss Replacements** – approve Titan Landscape to replace 635 plants throughout CRCA at a cost NTE \$13,970.00.

 - iv. **Miscellaneous**
 - 1. **Annual Meeting Timeline** – approve of attached timeline for the 2013 CRCA Annual Meeting.
 - 2. **Nominating Committee** – appoint Al Diaz, Connie DeLarge, Dave Lawrence, Glen Hesterlee, and John Abraham to the 2013 CRCA Nominating Committee.
 - 3. **Website Platform Transition** – approve proposal from Graphic Fusion Design for transition of website from the Joomla platform to the Wordpress platform, at a cost NTE \$1,700.
 - 4. **Facilities Alarm System** – approve proposal by Central Alarm for installation of smoke detectors at Windmill Office at a cost NET \$525.00, plus tax.

- k. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the proposal from All About Masonry for installation of fence block to raise the wall one course at the monument entryway of the Copper Moon subdivision in order to bring the wall height into compliance with applicable swimming pool code at a cost NTE \$875.00.

- l. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves revising the pool rule enforcement policy to allow each account a first offence warning of 7-day suspension without a fine; subsequent rule violations shall receive a 30-day suspension and

\$25 fine. Any fines imposed for rule violations since the policy's effective date of May 1st 2013 shall be waived and considered as first offence warnings.

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

Board reads: At this time any member of the public is allowed to address the Board of Directors on any issue that was 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.

XIX. Manager Report: *provided at meeting*

XX. Adjourn to Executive Session