

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 20 JUNE 2013– 6:45 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 20 June 2013 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1st Vice President; Mrs. Marilyn Stimpson, 2nd Vice President; Mr. Robert Vollbrecht, Director; Mrs. Karie Westphal, Director. Excused absence: Ms. Connie DeLarge, Secretary. Also present: Mr. Clint Goodman, Attorney; Mr. Josh Seng, Community Manager; Mr. Stephen Hinchliffe, Project Coordinator; Ms. Jocelyn Canovali, Office Assistant, and approximately 30 residents.

I. CALL TO ORDER:

Mr. John Lambert, President, called the meeting of the Board of Directors to order at 6:47 p.m; Announcement the meeting would be concluded no later than 8:45 p.m. with business to be conducted first, followed by Homeowner Forum.

II. ROLL CALL/QUORUM:

Five members of the Board of Directors were in attendance. Quorum of four required for the conduct of Association business.

III. GUESTS:

Mr. Clint Goodman, Attorney.

IV. PRESIDENT'S MESSAGE:

A. TREASURER APPOINTMENT:

Following the resignation of Director/Treasurer, Ms. Roxanne Ziegler, in February 2013, Ms. Karie Westphal has been appointed as Treasurer.

B. POOL RULE POLICY REVISION:

Beginning 1 May 2013, a new pool rule policy authorized a 30-day suspension of pool usage and a \$25.00 fine for rule infractions, which was then revised by the Board to reduce the first rule infraction penalty to only a 7-day suspension without fine (with any subsequent rule violations receiving the 30-day suspension and \$25.00 fine). Note: See Action in Lieu listing, Item L.)

C. WINDMILL ADVERTISEMENTS:

Mr. Lambert indicated authorization for ads in the upcoming *Windmill* for both Reserve Study needs (currently directed to the Windmill playset structure replacement) and filling the Board seat vacated by a director's resignation in February.

V. CONSENT AGENDA:

A. COMMITTEE MINUTES:

The following committee minutes were received: Finance—13 February, 13 May, 10 April and 8 May 2013; ARC—21 February, 7 March, 21 March, 4 April, 19 April, 2 May, 16 May, 6 June 2013; Pool—4 March, 1 April, 6 May, 3 June 2013; Landscape—5 March, 2 April, 7 May 2013; Covenants—6 March, 3 April, 1 May, 5 June 2013. No meeting of Activities Committee.

B. AGENDA ITEMS:

To be considered under Consent Agenda: X, Landscape: Item a.; XI. Covenants: Items c,d,e,f.

LANDSCAPE: Item a. Accept proposal from Brijer Resources, Tucson for removal and stump grind of two existing mesquite trees at Windmill west parking lot, with cost not to exceed \$350.00. Budget Code: 83002.

COVENANTS: Item c. Approve \$25.00 fines on each of the following accounts for weed violations--#19776, 20049, 25773, 21666, 22224, 18152, 19740, 19757, 22636, as recommended by committee. (Note: Account #18152 corrected and removed from violation.) Item d. Approve lot cleanups for accounts with weeds violations--#20055 and #25554, with costs assessed to each account as recommended by committee. Budget code: 86500. (Note: Account #25554 corrected and removed from violation.). Item e. Approve lot cleanup for weeds and tree encroachment violations--#21205, with costs assessed to account as recommended by committee. Budget code: 86500. Item f. Approve \$25.00 fine, Account #18746 for trash can violations, as recommended by committee.

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

VI. AGENDA:

Mr. Lambert requested addition under XV. New Business, item g. Recordings of meetings. Under XIII. ARC, addition of one item—Approved Paint Pallet.

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

VII. APPROVAL OF MINUTES:

MOTION made/seconded (Bracken/Stimpson) to adopt the Board-amended revised draft of minutes from the February 2013 Board of Directors' meeting. Unanimously approved.

A Memorandum for Record documenting meeting cancellations, submitted by the meeting minutes' recorder, was postponed.

VIII. LETTERS TO THE BOARD:

A. Request from Kristin Rickus, Boy Scout Troop 219, for Community Center and pool usage on a regular basis throughout the summer. Has been approved with rental fee being charged.

B. Letter of thanks from Mr. James Whiteside, Marana Community Food Bank for donations in March 2013.

C. E-mail from Mr. Lou Marchetti, Senior Citizens/Retirees of Continental Ranch (SCRCR), requesting continuing publication of organization activities in *Windmill*. Approved.

D. E-mail from Mr. Larry Lemieux requesting use of the Association's projector for teaching computer classes to the SCRCR group and open to the community on Thursday mornings for the next few months. **MOTION made/seconded (Bracken/Vollbrecht) to authorize use of Association projector by Mr. Lemieux for teaching computer classes to CRCA residents as long as it is not in use by the Association. Unanimously approved.**

E. Temporary variance request from Mr. Bill Arnold regarding sale of a boat currently on property for a two month period (June/July) unless sold prior to end of July. **MOTION made/seconded (Bracken/Stimpson) to authorize temporary variance from 5 June through 25 June 2013 only. Unanimously approved.**

F. Variance request from Mr. and Mrs. James Bracken regarding RV currently being stored on property. **MOTION made/seconded (Westphal/Vollbrecht) to return request to ARC for recommendation, since request does not meet criteria; meanwhile, RV needs to be moved. Unanimously approved.**

IX. POOL COMMITTEE:

MOTION made/seconded (Bracken/Westphal) to appoint Mr. Tim Hancock, as committee member with recommendation by the committee. Unanimously approved.

X. LANDSCAPE COMMITTEE:

MOTION made/seconded (Stimpson/Bracken) to approve project cost overage amount of \$1,656.00 for the Windmill Park sports field Top Dress by Titan Landscape, as recommended by the committee. Unanimously approved. Budget code: 440-W.

XI. COVENANTS COMMITTEE:

A. STREET PARKING:

MOTION made/seconded (Bracken/Vollbrecht) to approve an ad in the upcoming *Windmill* addressing street parking, as recommended by committee. Unanimously approved.

B. POLICY ENFORCEMENT:

MOTION made/seconded (Bracken/Vollbrecht) to approve a revision to the Covenants policy so that recurring violations over the course of three months do not start over from the beginning of the covenants' process. Such accounts to be returned to committee for review. Unanimously approved.

G. WALL ADDITION:

MOTION made/seconded (Lambert/Bracken) to postpone action on Account #18632. Unanimously approved. (Note: Account has been cleared of violation.)

H. PRE-EMERGENT APPLICATION CLARIFICATION:

For lot clean-up projects, application of pre-emergent is considered depending on follow-up availability to "water in" as needed. Costs of pre-emergent and follow-up watering is a legal part of the property assessment and not a fine, as explained by counsel.

XII. FINANCE COMMITTEE:

A. BALANCE SHEET REPORT:

Balance Sheet Report for 31 May 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; Prepaid Income Tax--\$6,076.00; Prepaid Insurance--\$2,832.00. Total Assets--\$1,878,424.36.

B. COMMITTEE APPOINTMENT:

Request to approve Ms. Roxanne Ziegler as a committee-recommended member of the Finance Committee died for lack of Board of Directors' motion.

XIII. ARCHITECTURAL REVIEW COMMITTEE:

MOTION made/seconded (Lambert/Vollbrecht) to authorize Management to approve ARC house painting applications from homeowners regarding any combination of color schemes currently on the pre-approved CRCA paint pallet. Unanimously approved.

XIV. ACTIVITIES/EVENTS:

Association-sponsored block parties held 20 April and 10 June 2013. Mr. Lambert indicated the recent activity was well attended. Monthly block parties will be scheduled every second Monday at Windmill Park. Next function, 8 July 2013.

XV. NEW BUSINESS:

A. POSTING OF DRAFT MINUTES:

MOTION made/seconded (Lambert/Bracken) to not post draft minutes to the web site until the Board of Directors have approved. Unanimously approved.

B. ELECTION BALLOTING SERVICES:

Action postponed per Mr. Lambert.

C. PARCEL 26 SLOPE EROSION/RIP RAP:

Action postponed per Mr. Lambert; however, needs attention prior to upcoming rainy season.

D. WINDMILL OFFICE MONUMENT:

Action postponed until July meeting.

E. DOG WASTE SIGNS:

Bid received was for cost of signs only; action postponed until Mr. Seng receives installation information and cost.

F. COACHLINE IRRIGATION VALVES:

MOTION made/seconded (Bracken/Vollbrecht) to approve installation of two 1" Rainbird valves, including all fittings to build manifold and Y-strain filters in Coachline wash 3-4 by Titan Landscape at cost not to exceed \$785.00. Unanimously approved.

G. MEETING RECORDINGS:

MOTION made/seconded (Westphal/Lambert) to authorize Management to destroy meeting recordings after 30 days of posting approved meeting minutes. Unanimously approved.

XVI. UNFINISHED BUSINESS:

A. RICHMOND ESTATES MONUMENT SIGN:

MOTION made/seconded (Bracken/Lambert) to approve installation of one additional fixture in existing cage with LED flood lamp at two monuments in Richmond Estates by Sovereign Electric, Tucson, at cost not to exceed \$327.54, including tax. Does not include cost of any permits, trenching, landscaping, modifications, paint/patch. Unanimously approved.

XVII. RATIFY ACTIONS IN LIEU:

MOTION made/seconded (Bracken/Stimpson) to ratify all Action-in-lieu items processed since the February 2013 meeting of the Board of Directors. Unanimously approved.

A. Approve proposal by Guard Pro for purchase/installation of three additional security cameras to provide coverage at the office; cost of \$3,083.49. Approve proposal by Rent-a-Techie for purchase and configuration of a fire/water proof high security data storage device at cost of \$2,475.99, and a \$500 allowance for secure concealed installation of the storage device.

B. Approve proposal of Titan Landscape for renovation of landscaping at Windmill Park monument as recommended by the Landscape Committee, cost not to exceed \$7,186.00.

C. Due to inappropriate actions/violation of CRCA Code of Conduct, approve 30-day suspension of pool use privileges for parcel ID #16-035, effective 25 March thru 23 April 2013.

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D. Approve time-sensitive items from 21 March 2013 proposed Board meeting agenda:

POOLS: Swim lessons, Saguaro Aquatics, for the 2013 season with exception of request to post an advertising sign in front of pool area. Replace filter sand in all four filters at Windmill Park pool, with cost not to exceed \$2,804.65. (Reserve item 1221-W.) Replace one pool heater at Windmill Park by Oasis Pool Service at cost not to exceed \$3,496.36. (Reserve item 1221-W.) Replace two spa pumps at Windmill Park spa by Oasis Pool Service at cost not to exceed \$3,382.10. (Reserve item 2115-W.) Replace water heater at Windmill Park pool, Cummings Plumbing, with cost not to exceed \$693.78. (Reserve item #803-W.) Purchase/installation of additional light at back corner of Community Center pool area by Relumination at cost not to exceed \$529.58. The 2013 pool monitor staff schedule and budget, covers weekends, holidays, nightly closing at a rate of \$10.00 per hour.

LANDSCAPE: Removal of feathery cassia shrubs along Coachline by Titan Landscape at cost not to exceed \$3,609.00. Replace six frost-damaged Queen Palms at the Community Center with six 24" box Mediterranean fan palms by Titan Landscape at cost not to exceed \$1,400.00.

COVENANTS (As recommended by committee.): Lot cleanup for Account #25227, plant encroachment, with cost assessed to account . Lot cleanup for Account #20862, weeds, with cost assessed to account. Fine of \$25.00, miscellaneous items, Account #19377.

ACTIVITIES/EVENTS: Allowance of \$400.00 for jumping castles at approved Block Party event, 20 April 2013.

MISCELLANEOUS:

Repair of Windmill Park playground torn shade tarp by American Play Systems, at cost not to exceed \$495.00. Upgrade of monument lighting at four locations—River's Edge, Mountain Shadows, Desert Traditions, Cancion del Sol, by Sovereign Electric at a total cost not to exceed \$6,518.58.

E. Denied time-sensitive requests: Parking request from Ms. Linda Greene; Swim School request from Ms. Linda Marinos.

F. Approve reserve study component proposal by Titan Landscape for renovation of turf football/soccer field and baseball field at Windmill Park through top dressing and leveling, as recommended by the Landscape Committee at cost not to exceed \$7,135.00.

G. Approve policy pertaining to requests of CRCA records by owners: Copy charges for printed document records—15 cents per page; electronic document requests—15 cents per page plus cost of digital media (i.e. current cost of a CD disc); audio recordings—15 cents per minute plus cost of digital media (i.e. current cost of a CD disc).

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H. Approve time-sensitive items from 18 April 2013 proposed Board meeting agenda:

COVENANTS: Approve 30-day suspension of pool privileges in addition to \$25.00 monthly fine, Account #19377 (miscellaneous items). Approve lot cleanups (weeds) with costs being assessed to accounts #25029, 19509, 21591, 18588, as recommended by committee.

FINANCE: Approve Management to review bank/CU rates regarding CD maturing 26 April 2013, choosing the best Bank/CU rate at the time, and approval for a rollover into a 12-month CD.

ACTIVITIES/EVENTS: Approval of monthly block party event at Windmill Park, beginning May/June at no cost to CRCA. To be advertised in *Windmill* and posted to CRCA website.

MISCELLANEOUS: Approval of policy for suspension of pool key privileges for 30 days and \$25.00 fine for any and all violations of pool rules as observed by CRCA Management and CRCA pool monitoring staff, either in person or by security camera video playback. Policy attached.

I. Approve Titan Landscape proposal for Spring application of pesticide treatment within CRCA common areas and maintenance areas on all Yellow Bells, Orange Jubilee, Texas Mountain Laurel, Bougainvillea and Agave plants, at cost of \$1,795.00.

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J. Approve time-sensitive items from 16 May 2013 proposed Board meeting agenda:

COVENANTS: Approve lot cleanups with costs assessed to accounts #20650, 21156, 17748, 25483, 18886, 20243, 20181. Approve 25.00 fine and 30-day pool suspension, account #18632, with lack of ARC approval. (Note: see item XI.g. account has been cleared.)

POOL: Approve Cummings Plumbing for purchase and installation of a descale unit for Windmill Park pool shower, with cost not to exceed \$1,223.37.

LANDSCAPE: Approve proposals from Titan Landscape for system replacements at Parcel 47, cost not to exceed \$436.00; Parcel 4, cost NTE \$836.00; Parcel 15c, cost NTE \$1,906.00; and replace 635 plants throughout CRCA at a cost not to exceed \$13,970.00.

MISCELLANEOUS: Approve timeline for 2013 CRCA Annual Meeting; Appoint 2013 Nominating Committee—Mr. Al Diaz, Ms. Connie DeLarge, Mr. Dave Lawrence, Mr. Glen Hesterlee, and Mr. John Abraham; Approve proposal from Graphic Fusion Design for transition of website from the Joomla platform to the Wordpress platform at a cost not to exceed \$1,700.00; approve proposal by Central Alarm for installation of smoke detectors at Windmill office at cost not to exceed \$525.00 plus tax.

K. Approve 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 wall height into compliance with applicable swimming pool code, at a cost not to exceed \$875.00.

L. Approve revision of 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 pool-use suspension and \$25.00 fine. Any fines imposed for rule violations since the policy's effective date of 1 May 2013 shall be waived and considered as first offense warnings.

XVIII. HOMEOWNER FORUM:

The president read the prepared protocol statement for the handling of topics not included in the agenda, to be presented by residents. He added that a bell would ring at the end of the allotted speaking time.

Mrs. JoAnn Ross, N. Veridian Drive, requested the safety hazards caused by street parking be included in the next *Windmill* article.

Mrs. Gladys Pope, N. Palm Brook Drive, asked about the recall petition removal meeting. Counsel responded that petition was deemed invalid.

Mrs. Magda Quiros, W. Greensleeves Way, Sunflower, spoke about the consent agenda, the attorney, and Board actions.

Mr. Woody Smith, W. Mural Hill, spoke about counsel's opinions on various matters.

Mrs. Carol Altmann, Desert Monsoon Place, spoke about past irrigation system costs and wants her assessments reduced.

Mrs. Sandy Padilla, N. School Hill Drive, read several excerpts from an alternate unofficial version of the February 2013 draft Board minutes.

Ms. Roxanne Ziegler, W. Mountain Sky Drive, spoke about cancelled Board meetings,

her resignation from the Board, Board actions, and local media interaction.

Ms. Schwarz began to comment, at which time the audience became disruptive.

Meeting was adjourned due to the disruptive behavior from the audience.

XX. ADJOURNMENT:

MOTION made/seconded (Stimpson/Bracken) to adjourn at 8:34 p.m. Four affirmative votes and one opposed (Westphal). Motion carries.

(XIX. MANAGER'S REPORT:

Not presented due to adjournment.)

Executive Session to follow.

UPCOMING DATES:

Monthly block party—8 July 2013, 11:00 a.m.-2:00 p.m., Windmill Park.

Board of Directors' Meeting—18 July 2013, 6:45 p.m. at the Community Center.

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheet

Amended Agenda

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

Letters to the Board

Covenants Committee Procedure Revision

Pool Rule Enforcement Policy

Contractor Proposals

Actions in Lieu—3 months

Manager's Report

(Minutes submitted by Edna M. Coburn)