

**CONTINENTAL RANCH COMMUNITY ASSOCIATION
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER
THURSDAY, 15 AUGUST 2013– 6:45 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 15 August 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; Mrs. Karie Westphal, Treasurer; Mr. Robert Vollbrecht, Director. Also present: 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 6:45 p.m. The published agenda included a statement of resident participation/decorum.

II. ROLL CALL/QUORUM:

Six members of the Board of Directors were in attendance. Quorum of four required for the conduct of Association business. One vacancy remains within the Board of Directors.

III. GUESTS:

None noted.

IV. PRESIDENT'S MESSAGE:

A. LETTER TO THE BOARD:

The president referred to a letter just received, regarding an irrigation well dispute, CMID #21-0, signed by five homeowners in the vicinity of the well near N. Wellside Drive. Mr. Lambert indicated this was not within CRCA's jurisdiction. Ms. Roxanne Ziegler, offered to respond to the residents' letter and refer the matter to the Town of Marana. The letter was given to Ms. Ziegler.

B. BRICKS FOR PARK:

The president indicated only one volunteer had offered to assist with the installation of brick pavers being donated for the park.

V. CONSENT AGENDA:

The following committee minutes were received: Nominating—8, 11, and 16 July 2013; Finance—10 July 2013; ARC—18 July 2013; Pool—5 August 2013; Landscape—6 August 2013; Covenants—7 August 2013. **MOTION made/seconded (Stimpson/Vollbrecht) to accept the Consent Agenda as itemized. Unanimously approved.**

VI. AGENDA:

MOTION made/seconded (DeLarge/Westphal) to adopt the meeting agenda as presented. Unanimously approved.

VII. APPROVAL OF MINUTES:

A. 20 JUNE 2013 MINUTES:

Mrs. Westphal noted that amendment regarding her vote under item XX. had not been corrected to indicate her negative vote. **MOTION made/seconded (Bracken/DeLarge) to correct the June meeting minutes. Unanimously approved. MOTION made/seconded (DeLarge/Volbrecht) to accept the 20 June 2013 minutes as amended. Unanimously approved.**

B. 18 JULY 2013 MINUTES:

Motion made/seconded (Bracken/DeLarge) to accept the 18 July 2013 minutes as amended by the Board. Unanimously approved.

VIII. NOMINATING COMMITTEE:

The president announced the Nominating Committee's selected slate of candidates for Board election as follows: Ms. Peggy Bracken, Mr. Bill Dawes, Mr. Jon Gibson, Mr. Larry Lemieux, Ms. Marilyn Stimpson, Mr. Nick Westphal.

IX. POOL COMMITTEE:

A. DECK CLEANING:

MOTION made/seconded (DeLarge/Stimpson) to approve proposals from Oasis Pool Service for a deep cleaning of both the Windmill Park pool deck and the Community Center pool deck, not to exceed \$600.00 for both pools, as recommended by the Pool Committee. Unanimously approved.

X. LANDSCAPE COMMITTEE:

A. COACHLINE IRRIGATION SYSTEM:

MOTION made/seconded (Stimpson/Bracken) to approve the proposal from Titan Landscape for the replacement of the irrigation system on Coachline Boulevard, south of Twin Peaks, at a cost not to exceed \$79,810.04, as a reserve study item to be scheduled for November 2013, as recommended by the Landscape Committee. Unanimously approved.

B. PARCEL 15-C TOT LOT IRRIGATION:

MOTION made/seconded (Bracken/DeLarge) to approve the proposal from Titan Landscape for the replacement of the irrigation system at the parcel 15-C tot lot at a cost not to exceed \$6,812.53, as recommended by the Landscape Committee. Unanimously approved.

C. DEAD TREE REMOVAL:

MOTION made/seconded (Stimpson/Westphal) to approve the proposal from Brijer Resources for removal of and stump grind three dead Ironwood trees on Coachline Boulevard at a cost not to exceed \$250.00 as recommended by the Landscape Committee. Unanimously approved.

D. TREE REPLACEMENTS:

MOTION made/seconded (DeLarge/Stimpson) to approve the proposal from Titan Landscape for installation of five 24" box Texas Mountain Laurel trees on Twin Peaks, and one 36" box Swan Hill Olive on Coachline, to replace dead trees; cost not to exceed \$2,000.00 as recommended by the Landscape Committee. Unanimously approved.

E. SHRUB FERTILIZATION:

MOTION made/seconded (Bracken/Stimpson) to approve the proposal from Titan Landscape to apply the second annual shrub fertilization at a cost not to exceed \$3,500.00 as budgeted and recommended by the Landscape Committee. Unanimously approved.

XI. COVENANTS COMMITTEE:

A. MISCELLANEOUS ITEMS IN YARD:

MOTION made/seconded (DeLarge/Stimpson) to approve a \$25.00 weekly fine be placed on Account #19377 until the property is brought into compliance, and a 30-day suspension of pool privileges for the unresolved violation, as recommended by the Covenants Committee. Unanimously approved.

B. WEEDS VIOLATION:

MOTION made/seconded (Stimpson/DeLarge) to approve a \$25.00 fine and 30-day suspension of pool privileges for weeds violation, Account #24743, as recommended by the Covenants Committee. Unanimously approved.

C. TRASH CAN VIOLATIONS:

Account #18698 has been cleared. Account #24225, homeowner is deceased; postpone action. **MOTION made/seconded (Westphal/DeLarge) to approve a \$25.00 fine and 30-day suspension of pool privileges for trash can violation, Account #25802, as recommended by the Covenants Committee. Unanimously approved.**

D. NEWSLETTER ADVERTISEMENT:

MOTION made/seconded (Bracken/Westphal) to approve the Covenants' Committee recommendation for a covenants ¼-page newsletter ad for no on-street parking, outside the normal advertising area in the next *Windmill*. Unanimously approved.

XII. FINANCE COMMITTEE:

A. BALANCE SHEET REPORT:

Read by the president: Report for 31 July 2013: Operating Cash--\$457,948.67; Total Cash Reserve--\$892,163.95; Restricted Sunflower Mitigation Fund--\$13,680.23; Accounts Receivable--\$115,084.10; Other Assets--\$175,511.96; Prepaid Income Tax--\$6,076.00; Prepaid Insurance--\$2,832.00. Total Assets--\$1,663,296.91.

B. 2013-2014 BUDGET RECOMMENDATION:
MOTION made/seconded (Westphal/DeLarge) to adopt the 2013-2014 annual budget as recommended by the Finance Committee. Unanimously approved.

XIII. ARCHITECTURAL REVIEW COMMITTEE:

A. RV VARIANCE:

Committee cannot accept the screening on property, Account #50-011, as presented and according to the current design guidelines. The property owner is no longer pursuing this variance request. No further action.

XIV. ACTIVITIES/EVENTS:

A. BLOCK PARTY:

Function on 12 August 2013 well attended and successful.

XV. NEW BUSINESS:

A. WEBSITE REPAIR:

MOTION made/seconded (DeLarge/Vollbrecht) to rescind the previously approved website contract with Graphic Fusion for \$1,700.00, and approve the upgrade and repair proposal from Colibris Web Design and Communication at a cost not to exceed \$1,140.00. Unanimously approved. (Budget code 80004.)

B. FURNITURE REPLACEMENT, PARCEL 28:

MOTION made/seconded (Stimpson/Westphal) to approve proposal from Titan Landscape for replacement of the rubber coated benches near the Twin Peaks monument, at a cost not to exceed \$2,195.00, following the reserve study recommendations. Unanimously approved. (Reserve item #404-5A.)

XVI. UNFINISHED BUSINESS:

A. RICHMOND ESTATES MONUMENT SIGN:

MOTION made/seconded (DeLarge/Westphal) to approve proposal from Proios Corporation/Sandblasting and Painting, Tucson, for refinishing of the lettering at the Richmond Estates monument, at a cost not to exceed \$1,856.75 including tax. Unanimously approved. (Reserve item #1403-B.)

B. WINDMILL OFFICE MONUMENT:

MOTION made/seconded (DeLarge/Stimpson) to approve proposal from Territorial Sign Company, Tucson for the steel and masonry portion of the Windmill Park monument refurbishment, at a cost not to exceed \$4,540.07 including tax, and the proposal from Sovereign Electric, Tucson, for the electrical and lighting portion, at a cost not to exceed \$2,788.00 including tax. Unanimously approved. (Reserve item #250-W.)

C. PARCEL SIGN REFINISH:

MOTION made/seconded (DeLarge/Bracken) to rescind the previous approval of

The Painted Gecko and approve the contract with Proios Corporation/Sandblasting and Painting, Tucson, for the refinishing of all 19 steel monument signs in CRCA, and Richmond Estates signs, plus monuments at Silverbell/Coachline, at a cost not to exceed \$19,675.00 with the condition that the contractor will refinish one sign and allow the Board president and management to inspect and authorize proceeding with the rest of the signs included in the proposal. Unanimously approved.
(Reserve Item #1403-A.)

XVII. ACTIONS IN LIEU:

Three Actions in Lieu noted—(1) Approval of the Nominating Committee meeting of 8 July 2013 to be a closed meeting for the purpose of the Committee's development of candidate interview questions; (2) Approval of the Nominating Committee meeting of 16 July 2013 to be a closed meeting for the purpose of the Committee deciding on their recommended slate of candidates; and (3) Acknowledgement by the Board of Directors of receipt of the slate of candidates on 24 July 2013, for the upcoming election.

XVIII. MANAGER'S REPORT:

Mr. Seng highlighted continuing website issues, expansion of the *Windmill*; scheduling of Meet the Candidates night on 12 September at the Community Center; Sod replacement at the Windmill Park fields; season end for pool monitors on 3 September; very few rule violations at pools noted this month; seasonal plant replacements by Titan Landscape; next block party, 9 September; awaiting drawings and permits for Community Center light project, with anticipated installation in mid-September; awaiting response from Town of Marana regarding the Parcel 69 basin issue; awaiting \$100 fine signs to be added to the dog waste signs.

A request to use the Community Center on Tuesdays needs scheduling consideration since the boy scouts also use the building on a part time basis. Management will work through scheduling/rental fees details with both parties.

Regarding Parcel 26 rip rap project, Diamond Jade contractor has been unresponsive. Management recommends canceling that contract and approving a new contractor.

MOTION made/seconded (Lambert/Vollbrecht) to give Diamond Jade until 22 August 2013 to respond, and thereafter authorize approval of contract with JANC at a cost not to exceed \$1,940.59. Unanimously approved.

XIX. HOMEOWNER FORUM:

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

Mr. John Abraham, Palm Brook Drive, thanked the Board, all committees and volunteers for their service to the community.

Mr. Don Alvarez, Dreamaker Drive, noted his suggestion for pledge of allegiance at Board meetings and a letter he submitted to the Board.

Ms. Sharon Schwartz, Scarlet Canyon, inquired about painting walls.

Ms. Roxanne Ziegler, Mountain Sky, spoke about bids on capital improvement projects.

Mr. Jim Alam, Desert Crystal Court, discussed irrigation water use.

**XX. ADJOURNMENT:
MOTION made/seconded (Bracken/Stimpson) to adjourn at 7:35 p.m.
Unanimously approved.**

Executive Session to follow.

UPCOMING DATES:

Monthly Block Party—9 September 2013 at Windmill Park, 5-8:00 p.m.

Meet the Candidates' Night—12 September 2013, at the Community Center, 7:00 p.m.

Board of Directors' Meeting—19 September 2013, at the Community Center, 6:45 p.m.

CONNIE DeLARGE, Secretary

Attachments for file:

Sign-in Sheets

Meeting Agenda

Committee Minutes

Financial Statement

Letters to the Board

Contractor Proposals

Actions in Lieu

Manager's Report

Any other documents pertaining to the meeting

(Minutes submitted by Edna M. Coburn; rewritten by authority of the Board of Directors)