

**CONTINENTAL RANCH COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS' MEETING – COMMUNITY CENTER  
THURSDAY, 19 SEPTEMBER 2013– 6:45 P.M.**

The Board of Directors of the Continental Ranch Community Association met on Thursday, 19 September 2013 at the Community Center. Directors present: Mr. John Lambert, President; Ms. Peggy Bracken, 1<sup>st</sup> Vice President; Ms. Marilyn Stimpson, 2<sup>nd</sup> 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 20 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; not read.

**II. ROLL CALL/QUORUM:**

Six members of the Board of Directors were in attendance. Quorum of four required for the conduct of Association business. Five directors voting, without presiding officer voting, constitutes a unanimously approved decision. One vacancy remains within the Board of Directors.

**III. GUESTS:**

None noted.

**IV. PRESIDENT'S MESSAGE:**

The president announced his appointment of the 2013 Election Committee comprised of CRCA residents: Mr. John Abraham, Mr. Doug Childress, Ms. Annette Gilhuys, Mr. Dave Lawrence, Ms. Jennifer Martinez.

**V. CONSENT AGENDA:**

Guidance for consent agenda items was contained in the published agenda; not read.

The following committee minutes were received: Finance—14 August 2013; ARC—15 August and 4 September 2013; Nominating—28 August 2013; Election—29 August 2013; Covenants—4 September 2013; Pool—9 September 2013. **MOTION made/seconded (Stimpson/DeLarge) to accept the Consent Agenda as itemized. Unanimously approved.**

**VI. AGENDA:**

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

**VII. APPROVAL OF MINUTES:**

**A. 15 AUGUST 2013 MINUTES: MOTION made/seconded (Stimpson/DeLarge) to adopt the 15 August 2013 minutes of the Board of Directors meeting as presented. Unanimously approved.**

**B. 23 AUGUST 2013 SPECIAL MEETING:**

**MOTION made/seconded (Bracken/DeLarge) to adopt the minutes of the meeting certifying the slate of candidates for the upcoming election as presented. Unanimously approved.**

**VIII. LETTERS TO THE BOARD:**

**A. CMID WELL NOISE:**

Mr. Ken George's e-mail concerned CMID well 21-0 and legal action being sought from the HOA. No action taken.

**B. RICHMOND ESTATES SIGN LOGO:**

Ms. Linda Strempek requested CR logo be added to monument sign. (Item addressed under Unfinished Business.)

**C. REQUEST TO OBSERVE BALLOT COUNTING:**

Letter from residents requested authorization to oversee the Election Committee.

**MOTION made/seconded (Bracken/Vollbrecht) to not allow more than the Election Committee to conduct the election ballot counting with the contracted CPA firm. Unanimously approved.**

**IX. POOL COMMITTEE:**

**A. DRAINING POOLS:**

**MOTION made/seconded (Stimpson/DeLarge) to approve proposal from Oasis Pool Service to drain the Windmill Park Pool as soon as possible, turn the heat on at the Community Center pool for the duration of the draining process, and to shut the Community Center pool heat off when the project is complete, with cost not to exceed \$600.00, as recommended by the Pool Committee. Unanimously approved.**

**B. COMMUNITY CENTER POOL SEASON:**

**MOTION made/seconded (DeLarge/Vollbrecht) to keep the Community Center pool open and the kiddie pool heated until 1 December 2013 when it shall be closed for the season, as recommended by the Pool Committee. Unanimously approved.**

**X. COVENANTS COMMITTEE:**

**A. ACCOUNT #2027—PARKING AND LANDSCAPE DEBRIS:**

**MOTION made/seconded (DeLarge/Westphal) to approve recommendations of the Covenants Committee regarding Account @20274: Owner and guest parking restricted to garage, driveway and designated parking area next to home; not to park on cleared area behind or beside home unless approval from ARC to expand**

driveway has been received; trailer and landscape debris visible to neighboring properties and street to be removed by next Covenants meeting on 2 October 2013; trailer, when not in use, to be stored out of sight of neighboring properties and street. Compliance needed to avoid further action being taken. Unanimously approved.

**B. ACCOUNT #19377—MISCELLANEOUS ITEMS:**

**MOTION made/seconded (Stimpson/DeLarge) to approve a 30-day suspension of pool privileges and continue \$25.00 weekly fines on the account until the property is brought into compliance on miscellaneous items, as recommended by the Covenants Committee. Unanimously approved.**

**C. ACCOUNT #24743--WEEDS:**

**MOTION made/seconded (Stimpson/Vollbrecht) to approve another \$25.00 fine and 30-day suspension of pool privileges for weed violation, as recommended by the Covenants Committee. (Lot clean-up authorization to be considered next.) Unanimously approved.**

**D. ACCOUNT #25802—TRASH CAN AND TRASH:**

**MOTION made/seconded (DeLarge/Westphal) to approve another \$25.00 fine and 30-day suspension of pool privileges for trash can and trash violations, as recommended by the Covenants Committee. Unanimously approved.**

**E. ACCOUNT #21153—VEHICLE STORAGE:**

**MOTION made/seconded (Bracken/Westphal) to approve a \$25.00 fine and 30-day suspension of pool privileges for wrecked vehicle storage, as recommended by the Covenants Committee. Unanimously approved.**

**XI. LANDSCAPE COMMITTEE:** No recommendations.

**XII. ARCHITECTURAL REVIEW COMMITTEE:** No recommendations.

**XIII. ACTIVITIES/EVENTS:**

Recent block party successful. Block parties will continue every second Monday at Windmill Park.

**XIV. FINANCE COMMITTEE:**

Read by the president: Report for 31 August 2013. Operating Cash--\$358,392.25; Total Cash Reserve--\$891,383.71; Restricted Sunflower Mitigation Fund--\$13,680.23; Accounts Receivable--\$102,470.68; Other Assets--\$175,511.96; Pre-paid Income Tax--\$6,076.00; Pre-paid Insurance--\$2,832.00. 31 August 2013 total assets--\$1,550,346.83.

**XV. ELECTION COMMITTEE:**

**A. BALLOTING SERVICES:**

**MOTION made/seconded ( DeLarge/Vollbrecht) to accept proposal of HBL Certified Public Accountants to provide assistance with upcoming Association elections at an estimated cost of \$3,750.00. Unanimously approved.**

**B. ELECTION PROCEDURE:**

**MOTION made/seconded (Bracken/DeLarge) to accept the procedure as presented by the Election Committee for ballot counting on 22 October 2013. Unanimously approved.**

**XVI. NEW BUSINESS:**

**A. BRICK PATH AT WINDMILL PARK:**

**MOTION made/seconded (Stimpson/Vollbrecht) to approve use of volunteers to install a brick path from the Windmill Park west parking lot to the field on 5 October 2013, and using volunteer labor and materials donated by Titan Landscape. Unanimously approved.**

**XVII. UNFINISHED BUSINESS:**

**RICHMIND ESTATES MONUMENT SIGN—CR LOGO:**

**MOTION made/seconded (Stimpson/Vollbrecht) to approve refinish and mounting of the CR logo emblem on the Richmond Estates sign by Proios Corporation, at a cost not to exceed \$472.15. Unanimously approved.**

**XVIII. ACTIONS IN LIEU:**

Three actions in lieu noted—(1) Acknowledgement of the slate of candidates on 24 July 2013 by the Nominating Committee; (2) Resolution that all prospective directors and current directors on the Board of Directors sign an approved Agreement to Serve, in order to act in that capacity; (3) Approval of a closed meeting of the Nominating Committee on 28 August 2013 to develop a set of candidate interview questions for the "Meet the Candidates' Night" function.

**XIX. MANAGER'S REPORT:**

Mr. Seng highlighted continuing website issues with update nearly complete; A successful Meet the Candidates' function; Election ballots in process and will be mailed out soon; Parcel 26 rip rap completed by JANC Construction with work scheduled quickly and completed satisfactorily; Dog waste signs installed around Windmill Park; Seasonal plant replacement completed with tree replacements in process this week; Windmill Park pavers installation completed by Beyond Brick; Refinishing of parcel monument signs underway with an estimated three weeks to completion; Season ended after Labor Day for the pool monitors with a reduced staff remaining to close pools each evening; 9 September block party well attended; Community Center light installation in progress with permits approved and materials ordered; Emergency repairs made to Windmill Park roof leak, with drywall repair bids requested.

**XX. HOMEOWNER FORUM:**

Prepared participation statement included in meeting agenda; not read.

Ms. Sharon Schwartz, Scarlet Canyon, asked questions about painted walls.

Mrs. Alice King, Odyssey Way, complimented on landscaping throughout the community. Inquired about an anonymous statement published in the *Windmill*.

Mrs. Gladys Pope, Palm Brook, commented on Actions in Lieu.

Mrs. Sandy Padilla, School Hill Drive, commented on the recent Meet the Candidates' function.

Mr. Richard Roberts, Rosamond Way, asked questions about election campaigning.

Mr. Doug Childress, as Election Committee representative, challenged comments made by other audience members.

Mr. John Abraham, Palm Brook, challenged comments made by other audience members and indicated some residents stirring up discontent.

Mr. Bill Cicala, Carefree Way, stated he served on the Election Committee last year, and everything was handled properly.

Mrs. Magda Quiros, Greensleeves Way in Sunflower, had questions about how residents can learn more information about the items being discussed on the Board agenda.

Mr. Keith Hartsuck, Chervil Place, complimented the Covenants Committee regarding handling of his concerns.

**XX. ADJOURNMENT:**

**MOTION made/seconded (DeLarge/Vollbrecht) to adjourn at 7:32 p.m. Unanimously approved.**

Executive Session to follow.

**UPCOMING DATES:**

Volunteers installing brick path at Windmill Park—5 October 2013.

Monthly Block Party—14 October 2013, 5-8 p.m. at Windmill Park.

Board of Directors' Meeting—17 October 2013, 6:45 p.m. at Community Center.

CRCA Annual Meeting—22 October 2013, 7:00 p.m. at Twin Peaks Elementary School.

Incoming Board of Directors' Reorganizational Meeting—To Be Determined

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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)