

Continental Ranch Community Association  
Board of Directors Meeting at the Community Center  
October 13, 2015 at 6:45 pm  
MEETING MINUTES

**I. Roll Call/Quorum:**

Directors Present: Mr. John Lambert, President; Mr. Bill Dawes, 1<sup>st</sup> Vice-President; Mr. Nick Westphal, 2<sup>nd</sup> Vice-President; Ms. Peggy Bracken, Secretary; Ms. Marilyn Stimpson, Treasurer; Mr. Al Diaz, Director at Large; Mr. Bob Vollbrecht, Director at Large. Also present: Mr. Josh Seng, Community Manager and Stephen Hinchliffe, Project Coordinator; and 2 residents in the audience.

**II. Call to Order:**

Mr. John Lambert, President, called the meeting of the Board of Directors to order at 6:45 p.m.

**III. Guests:**

No scheduled guests were present.

**IV. President's Message:**

No report given.

**V. Adopt the Agenda:**

**MOTION (Dawes/Vollbrecht)** to adopt the October 13, 2015 Board Meeting Agenda. Unanimously approved.

**VI. Consent Agenda:**

The following committee meeting minutes were received: September 2, 2015 Covenants; September 3, 2015 ARC; September 14, 2015 Landscape; September 17, 2015 ARC; **MOTION (Dawes/Stimpson)** to accept consent agenda. Unanimously approved.

**VII. Approval of Board Meeting Minutes:**

**a. MOTION (Bracken/Stimpson)** to approve the September 15, 2015 Board Meeting Minutes as presented. Unanimously approved.

**VIII. Homeowner Forum:**

Resident Doug Childress thanked Board member Peggy Bracken for her service on the Board.

**IX. Activities / Events:**

*The following were noted-*

- a. Food Truck Roundup** – every 2nd Monday at Windmill Park; next to be November 9<sup>th</sup>.
- b. Holiday Decorating Contest**
- c. Photos with Santa**

**X. Pool Committee:** No Business

**XI. Landscape Committee:**

- a. **Plant Replacements Parcel 15c – MOTION (Dawes/Vollbrecht)** to approve replacement of dead/missing plants in parcel 15c NTE \$662, as recommended by the landscape committee. Unanimously approved.
- b. **Planter Bed Irrigation Repair – MOTION (Stimpson/Bracken)** to approve proposal from Landtamers Landscaping for repair of irrigation to the Desert Traditions planter bed, NTE \$325. Unanimously approved.

**XII. Finance Committee:**

- a. **Balance Sheet Report for September 30, 2015** Operating Cash \$316,454.05; Total Cash Reserve \$956,647.19; Accounts Receivable \$131,122.15; Other Assets \$163,502.96; Pre-Paid Income Tax \$5,447.00; Pre-Paid Insurance \$2,832.00; September 30, 2015 Total Assets \$1,579,005.35.

**XIII. Election Committee**

- a. **2015 Election Procedure – MOTION (Diaz/Bracken)** to approve procedure as presented. Unanimously approved.

**XIV. Covenants Committee:**

- a. **ID #25802 (Lack of approval for Patio Addition)** – \$100 weekly fine and 30-day pool suspension until the owner submits an ARC application.
- b. **ID #18390 (Trash Cans)** – \$100 monthly fine and a 30-day pool suspension until the property is brought into compliance.
- c. **ID #20122 (Holiday Lights)** – \$50 monthly fine and a 30-day pool suspension until the property is brought into compliance.
- d. **ID #21169 (Trash Cans)** – \$25 monthly fine and a 30-day pool suspension until the property is brought into compliance.
- e. **ID #21169 (Unightly Material)** – \$25 monthly fine and a 30-day pool suspension until the property is brought into compliance.
- f. **ID #25025, #18194, #40658 (Trash Cans)** – \$25 fine and 30-day pool suspension if property not brought into compliance by September 15, 2015.
- g. **ID #22589 (Trailer Parking)** – \$25 weekly fine and 30-day pool suspension until the property is brought into compliance.
- h. **ID #19980 (Tree Encroachment)** – \$25 fine and a 30-day pool suspension & lot cleanup scheduled for October 14, 2015 if property is not brought into compliance by October 13, 2015.
- i. **ID #26471, #1883, #19383, 18505 (Weeds)** – \$25 fine and a 30-day pool suspension & lot cleanup scheduled for October 14, 2015 if property is not brought into compliance by October 13, 2015.

**MOTION (Dawes/Vollbrecht)** to approve all covenants violations as recommended by the Covenants Committee. Unanimously approved. Request for fine to be waived by owner ID #19980, denied.

- j. **ID #21169 (Landscape Parking) – MOTION (Lambert/Diaz)** to approve \$25 monthly fine and a 30-day pool suspension until the property is brought into compliance. Unanimously approved.

**XV. New Business:**

- a. **Annual Financial Audit – MOTION (Stimpson/Vollbrecht)** to approve proposal from Todd Lundering CPA for the 2015 YE financial audit, NTE \$8,500. Unanimously approved.
- b. **Association Management Contract Renewal – MOTION (Bracken/Stimpson)** to renew the contract with HOA Management Solutions for the 2015/2016 fiscal year. Unanimously approved.
- c. **Tax Parcel Consolidation – MOTION (Westphal/Bracken)** to approve management to pursue consolidating the CRCA tax parcels. Unanimously approved.
- d. **Annual Cleaning of Community Center Chairs – MOTION (Bracken/Stimpson)** to approve proposal from Aztec Chemdry for cleaning of the padded chairs at the Community Center, NTE \$400. Unanimously approved.
- e. **Storage Shed Ventilation – MOTION (Stimpson/Bracken)** to approve proposal from Hamstra Heating & Cooling for installation of exhaust fan system on storage shed at Windmill Park, NTE \$1,175. Unanimously approved.

**XVI. Old Business**

- a. **Landlord Lease Compliance – MOTION (Lambert/Diaz)** to approve \$25 weekly fines and 30-day pool suspension for all rental properties who have not submitted the required acknowledgement form, as presented on the list of outstanding properties. Unanimously approved.
- b. **Pre-Sale Inspection Findings – MOTION (Dawes/Lambert)** to deny appeal. Unanimously approved.

**XVII. Action-in-Lieu**

- a. NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors approves the proposal from Rent-a-techie for replacement and configuration of office server computer, NTE \$2,929.79.

**XVIII. Manager Report:**

Mr. Seng provided report to Board; 22 homes sold and closed in Continental Ranch and 3 homes in Sunflower; 2015 Annual Meeting to be held at Leman Academy of Excellence on October 20th at 7pm; scheduled closure of Windmill Pool on November 1<sup>st</sup>; contractor change order for restroom remodel flooring tiles and HVAC system presented to Board, **MOTION (Lambert/Westphal)** to approve change order, unanimously approved; landscape updates include seeding of the grass areas and replacement of the annual flowers; office roof tile repairs completed; contract explanations presented regarding the delays in completing the phone system replacement; next Block Party scheduled for November 9th from 4pm – 7pm.

**XIX. Adjournment:**

Meeting adjourned at 7:23 P.M.  
Executive Session to follow.

**Next Board of Directors Meeting to be determined, as decided by the newly elected Board following the Annual Election.**

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Marilyn Stimpson, Secretary

*Minutes submitted by Josh Seng, Community Manager as approved by the Board of Directors*