

Continental Ranch Community Association  
Board of Directors Meeting  
at the Community Center  
August 15, 2023 at 6:45 P.M.  
MEETING MINUTES

**I. Roll Call/Quorum:**

Directors present: Ms. Peggy Bracken, President; Mr. Bill Cicala, 1st Vice-President; Mr. Bill Dawes, 2nd Vice-President; Mr. Tim Weiler, Secretary; Ms. Connie DeLarge, Treasurer; Mr. Fred Fisher, Director at Large; and Mr. Brandt Smith, Director at Large. Also present: Ms. Ashley Boykin, Community Manager and Mr. J.J. Velarde, Assistant Manager. Five audience members were in attendance.

**II. Call to Order:**

Ms. Peggy Bracken, President, called the meeting of the Board of Directors to order at 6:45 P.M.

**III. Guests:**

None scheduled.

**IV. President's Message:**

No message given.

**V. Adopt the Agenda:**

**MOTION (Weiler/Smith)** to adopt the August 15, 2023, Board Meeting Agenda as presented. Unanimously approved.

**VI. Consent Agenda:**

The following committee meeting minutes were received: July 3, 2023, Landscape; July 6, 2023, ARC; July 12, 2023, Covenants; and July 20, 2023, ARC. **MOTION (Weiler/Smith)** to accept the consent agenda. Unanimously approved.

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

**MOTION (Weiler/DeLarge)** to approve the July 18, 2023, Board Meeting Minutes as presented. Unanimously approved.

**VIII. Homeowner Forum:**

Ms. Boorse from Sunflower Community Association advised Sunflower is looking into amending their governing documents and requested information regarding requirements from the Continental Ranch Master Association. Management responded that they would research and follow up with her. Mr. Childress from North Atolia Drive thanked the Board for their service.

**IX. Homeowner Requests to Board:**

**a. Windmill Park Library Box: MOTION (Cicala/Weiler)** to approve the request for a "Little Free Library" donation at Windmill Park, pending approval of exact location and with the condition the association will not be responsible to maintain. CRCA can remove the library box at any time for reasons

including, but not limited to, proper maintenance not being done in a timely manner. Motion passed with six in favor and one opposed (Dawes).

**X. Finance:**

- a. Balance Sheet Report for July 31, 2023:** Operating Cash \$484,424.03; Total Cash Reserve \$1,324,131.65; Accounts Receivable \$66,491.54; Other Assets \$119,382.96; Pre-Paid Income Tax \$1,047.00; Pre-Paid Insurance \$2,600.00; July 31, 2023, Total Assets \$1,998,077.18.
- b. 2023-2024 Annual Budget:** discussion ensued regarding an increase to semi-annual assessments and the Board appointed three members (Peg Bracken, Bill Dawes and Fred Fisher) to analyze expenses and report back to the Board before the end of August.
- c. Discontinue Mailing of the *Windmill* Newsletter: MOTION (Cicala/Bracken)** to approve distributing the bi-monthly *The Windmill* newsletter through electronic means only, effective November 1, 2023. Seventy-five printed copies will be available for the Windmill Park and Sunflower Community offices. Unanimously approved.

**XI. Slate of Candidates:**

Board meets August 25, 2023 at 5:00 P.M. to certify slate.

- XII. Election Committee Appointment: MOTION (Bracken/Smith)** to appoint the following five members to the 2023 Election Committee: Steve Bracken, Clement DeLarge, Dianne Kerns, Larry Lemieux, Steve Bracken and Jeff Williams. Dave Lawrence from W. Colony Park Drive appointed as an alternate. Unanimously approved.

**XIII. Activities:**

- a. Dog Day at the Pool: MOTION (Fisher/Smith)** to not approve hosting a Dog Day at the Pool event this year. Unanimously approved.
- b. 2023 Christmas Donation Drive: MOTION (Cicala/DeLarge)** to approve supporting Casa de los Niños for the 2023 CRCA Christmas donation drive in place of doing the traditional 'Adopt-A-Family' donation drive. Unanimously approved.

**XIV. Landscape Committee:**

No recommendations.

**XV. Architectural Review Committee:**

No recommendations.

**XVI. Covenants Committee:**

- a. ID #18132, #18132, #92340 (Duty of Maintenance)** – Recommendation of \$100 weekly fine & 30-day pool suspension until the property is brought into compliance.
- b. ID #20571 (Duty of Maintenance)** – Recommendation of \$75 weekly fine & 30-day pool suspension until the property is brought into compliance.
- c. ID #109357 (Holiday Decorations)** – Recommendation of \$50 monthly fine & 30-day pool suspension until the property is brought into compliance.
- d. ID #21108, #19403 (Unsightly Materials)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- e. ID #18301 (Inoperable Vehicle)** - Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.

- f. **ID #19403 (Landscape Parking)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- g. **ID #19658, #36552, #80903 (Unsightly Materials)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- h. **ID #117045, #21114 (Trailer)** – Recommendation of \$75 weekly fine & 30-day pool suspension until the property is brought into compliance.
- i. **ID #117045 (ARC)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- j. **ID #20656 (Fascia)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.

**MOTION (Cicala/Smith)** to approve all covenants violations fines, suspensions and extensions as recommended by the Covenants Committee; unanimously approved.

**XVII. Unfinished Business:**

None.

**XVIII. New Business:**

- a. **Windmill Park Ramada Roofs (2) Replace**
- b. **Windmill Park New Ramada Roofs Painting**
- c. **Windmill Park Ramada Lights Replace**

**MOTION (Bracken/Cicala)** to postpone review of New Business items a-c to the October 17<sup>th</sup> Board Meeting. Unanimously approved.

- d. **Windmill Park Pool and Building Water Shut Off Valve Repair: MOTION (Cicala/DeLarge)** to approve the proposal from Plumb Plumbing to repair the Windmill pool and building water shut off valve, NTE \$642.00. Unanimously approved.
- e. **Splash Pad Water Shut Off Valve Install: MOTION (Cicala/DeLarge)** to approve the proposal from Plumb Plumbing to install a new shut off valve for the splash pad water inlet source, NTE \$725.00. Unanimously approved.
- f. **The Villas Park Furniture Refurbish** – request to revise quote to only include refurbish of trash can enclosure and to bring to the September 19<sup>th</sup> Board Meeting for review.

**XIX. Manager Report:**

- a. Ms. Boykin reported that in July, 13 homes sold/closed in CRCA, 1 home sold/closed in Sunflower & 1 home sold/closed in Sierra Pointe; Bobcat Pass entrance riprap installation completed; Twin Peaks & Coachline 'long run' of irrigation corrected; community drive scheduled with Landscape Committee members and AAA Landscape accounts manager; bids solicited for splash pad surge tank replacement; Villas playground equipment replacement underway by Tree Frogs; reminded of Meet the Candidates Night on September 19<sup>th</sup>; and presented a request from Jacob Schoenleben with 'Nautical Bowls' to sell outside the pools on occasion **MOTION (Cicala/Dawes)** to not approve the request (unanimously approved).

**XX. Adjournment:**

Meeting adjourned at 7:45 P.M. Executive Session to follow.

**Next Board of Directors Meeting scheduled for September 19, 2023, at 6:45 P.M. at the Community Center.**

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Tim Weiler, Secretary

*Minutes submitted by Ashley Boykin, Community Manager as approved by the Board of Directors*