

Continental Ranch Community Association
Board of Directors Meeting
at the Community Center
February 20, 2024, at 6:00 P.M.
MEETING MINUTES

I. Roll Call/Quorum:

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

II. Call to Order:

Ms. Peggy Bracken, President, called the meeting of the Board of Directors to order at 6:00 P.M.

III. Guests:

None scheduled.

IV. President's Message:

No message given.

V. Adopt the Agenda: MOTION (Weiler/Smith) to adopt the February 20, 2024, Board Meeting Agenda as presented. Unanimously approved.

VI. Consent Agenda: The following committee meeting minutes were received: January 3, 2024, Covenants; January 4, 2024, ARC; January 8, 2024, Landscape; January 18, 2024, ARC; and January 25, 2024, Ad Hoc I.T. **MOTION (Weiler/Connie)** to accept the consent agenda. Unanimously approved.

VII. Approval of Board Meeting Minutes: MOTION (Weiler/Smith) to approve the January 16, 2024, Board meeting minutes as presented. Unanimously approved.

VIII. Homeowner Forum:

A homeowner from N. Acacia Grove discussed an ongoing issue with their neighbor's barking dogs. Board member, Mr. Smith, offered to reach out to contacts with the Marana Police Department and see if he could be of assistance. Homeowner with account ID# 85537 requested violation fines be waived due to the issue now being resolved. **MOTION (Cicala/Smith)** to approve waiving \$150.00 in violation fines for account ID# 85537; unanimously approved.

IX. Homeowner Requests to Board:

a. Residential Wall Repair Request: MOTION (Cicala/Weiler) to approve the proposal from Desert Starr Masonry & Repair to repair the residential wall as requested that was damaged by a tree in association common area, NTE \$1,200.00. Unanimously approved.

X. Finance:

- a. **Balance Sheet Report for January 31, 2024:** Operating Cash \$483,966.21; Total Cash Reserve \$1,441,654.10; Accounts Receivable \$67,434.61; Other Assets \$113,867.96; Pre-Paid Income Tax \$1,047.00; Pre-Paid Insurance \$2,600.00; January 31, 2024, Total Assets \$2,109,874.88.
- b. **Net Income Review for Month Ending January 31, 2024:** YTD net income reviewed; Mr. Fisher commented that while there is a strong favorable variance of the YTD actuals minus the budget, the Board should continue to spend cautiously due to numerous straight-lined expenses that are likely to go up, especially expenses for gas (utility). **MOTION (Cicala/Smith)** to approve reducing the pool heater temperature settings from 85 degrees to 82 degrees for the 2024 pool season. Unanimously approved.
- c. **Tax Election Resolution for 2024 Tax Returns:** **MOTION (Weiler/Connie)** to approve the resolution to apply any excess of membership income over membership expenses against the subsequent tax year member dues as provided by IRS Revenue Ruling 70-604. Unanimously approved.
- d. **2024 Pool Monitor Budget:** **MOTION (Fisher/Smith)** to approve the estimated budget for the 2024 pool monitor staff as presented with a 50-cent increase each returning year and a wages capped at \$18.00 per hour. Unanimously approved.

XI. Ad Hoc I.T. Committee:

- a. **Reliable IT Solutions Managed Service Renewal:** **MOTION (Clement/Cicala)** to approve the annual renewal of the managed service contract with Reliable IT Solutions at the same rate as the previous year, NTE \$4,440.00. Unanimously approved.
- b. **Reserve Study Amendment:** **MOTION (Clement/Smith)** to approve amending the Reserve Study to extend the useful life of the office computers from 4 to 8 years, as recommended by Reliable IT Solutions. Unanimously approved.

XII. Landscape Committee:

- a. **Windmill Park Walkway Bridge Lawn Drain:** **MOTION (Cicala/Weiler)** to approve the proposal from AAA Landscape to improve drainage through the Windmill Park walkway bridge, NTE \$1,346.00. Unanimously approved.
- b. **Silverbell Turf Sprinkler Heads Upgrade:** **MOTION (Clement/Smith)** to postpone this agenda item to the March board meeting. Unanimously approved.

XIII. Architectural Review Committee:

- a. **Design Guidelines Amendment – ‘Additions & Modifications’:** **MOTION (Weiler/Smith)** to approve amendments by the Architectural Review Committee to the Design Guidelines as presented. Unanimously approved.

Amendments to go into effect upon publication of the March/April 2024 edition of *The Windmill* newsletter, and a copy of the approved Design Guidelines will be made available online at www.CRCATucson.com.

XIV. Covenants Committee:

- a. **ID #18132, #92340 (Duty of Maintenance)** – Recommendation of \$100 weekly fine & 30-day pool suspension until the property is brought into compliance.
- b. **ID #20293, #20656 (Duty of Maintenance)** – Recommendation of \$75 monthly fine & 30-day pool suspension until the property is brought into compliance.

- c. **ID #106716, #49308, #19079 (Duty of Maintenance)** – Recommendation of \$50 monthly fine & 30-day pool suspension until the property is brought into compliance.
- d. **ID #20571 (Duty of Maintenance)** – Recommendation of \$25 weekly fine & 30-day pool suspension until the property is brought into compliance.
- e. **ID #43961 (Unsightly Materials)** – Recommendation of \$50 monthly fine & 30-day pool suspension until the property is brought into compliance.
- f. **ID #20152 (Duty of Maintenance)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- g. **ID #18080 (Trash Cans)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- h. **ID #115057 (Unsightly Materials)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- i. **ID #103089 (Temporary Storage Request)** – Recommendation to allow temporary storage of business materials at the property for two months.
- j. **ID #34483 (Landscape Maintenance)** – Recommendation of a one-time \$25 fine, a 30-day pool suspension, and a lot clean up in the amount of \$100.00 to be scheduled no sooner than 2/21/2024.

MOTION (Smith/Connie) to approve all covenants violations fines, suspensions and extensions as recommended by the Covenants Committee. Unanimously approved.

- k. **Additional Bulk-Item Pick-Up Day: MOTION (Cicala/Connie)** to not approve entering into an exclusive hauler agreement with Waste Management to increase bulk-item pick-ups to three days per year. Unanimously approved.

XV. Unfinished Business:

- a. **Pool Service Proposals: MOTION (Clement/Smith)** to approve proposals from Oasis Pool Service. Unanimously approved.
- b. **Community Center Main Pool Pump #1 Replace: MOTION (Clement/Connie)** to approve the proposal from Oasis Pool Service to replace the failed community center main pool pump, NTE \$2,842.35. Unanimously approved.

XVI. New Business:

- a. **Saguaro Aquatics Swim Lessons: MOTION (Cicala/Weiler)** to approve the renewal of Saguaro Aquatics swim lessons for 2024. Unanimously approved.
- b. **Insurance Policy Renewal: MOTION (Cicala/Connie)** to approve the Businessowners and Commercial Liability Umbrella insurance policies with American Family Insurance for 2024-2025, NTE \$10,426.00. Unanimously approved.
- c. **Splash Pad Deck Repaint: MOTION (Weiler/Bracken)** to table this agenda item to the next Board meeting after first confirming if power washing will be effective. Unanimously approved.
- d. **Splash Pad Fencing Partial Replace: MOTION (Smith/Weiler)** to approve the proposal from Tucson Fence Company to replace and paint metal fencing by the splash pad, NTE \$5,674.00. Motion passed with six in favor and one opposed (Clement DeLarge).
- e. **Community Center Kiddie Pool Resurface: MOTION (Connie/Smith)** to approve the proposal from Pima Pool Plastering to resurface the community center kiddie pool, per the Reserve Study, NTE \$8,908.83. Unanimously approved.

- f. **Community Center Building Interior Repaint: MOTION (Cicala/Smith)** to approve the proposal from Approved Painting to repaint the community center building interior, NTE \$2,400.00. Unanimously approved.
- g. **Community Center Kiddie Pool Fence Repaint: MOTION (Cicala/Connie)** to approve the proposal from Approved Painting to touch up paint on the community center kiddie pool fencing, NTE \$350.00. Unanimously approved.
- h. **Community Center HVAC #1 Replace: MOTION (Cicala/Connie)** to approve the proposal from Sensi Mechanical to replace the community center HVAC unit #1, per the Reserve Study, NTE \$11,700.00. Unanimously approved.
- i. **Community Center Asphalt Repave & Curbing Replace: MOTION (Connie/Weiler)** to approve the proposal from Bates Paving to repave asphalt and replace concrete curbing at the community center, per the Reserve Study, NTE \$60,614.00. Unanimously approved.
- j. **Phobos Park Asphalt Repair & Reseal: MOTION (Cicala/Connie)** to approve the proposal from Bates Paving to repair and reseal the asphalt at Phobos Park, per the Reserve Study, NTE \$2,507.00. Unanimously approved.
- k. **Windmill Park Pool Heaters Replace: MOTION (Cicala/Weiler)** to table the agenda item to the March board meeting. Unanimously approved.

XVII. Action-In-Lieu of Meeting:

- a. **2023-2024 Annual Upper Tree Pruning: MOTION (Weiler/Clement)** to approve the proposal from Brijer Resources to perform the annual upper tree pruning for 121 trees, NTE \$20,000.00. Unanimously approved.

XVIII. Manager Report:

Ms. Boykin reported that in January, 8 homes sold/closed in CRCA, 5 homes sold/closed in Sunflower & 1 home sold/closed in Sierra Pointe; AAA Landscape is spraying weeds; Brijer Resources has almost finished the annual upper tree pruning; the field has been marked for the egg hunt section and will not be mowed until after the Easter Egg Hunt event; Windmill pool scheduled to reopen March 1st; the splash pad surge tank replacement has been delayed due to investigation of soil stability; Aztec Chem-Dry completed the Windmill Park building tile grout cleaning and sealing; Approved Painting repainted the guard rail at the end of N. Ceremony Place; Dave Bang & Associates confirmed the new Windmill Park ramada roofs are to be installed February 21st; safety inspections for all playgrounds and the community center were completed with a commercial safety inspector covered under AmFam Insurance – advised to install ‘playground rules’ signs at 6 playgrounds; and the next Board meeting will take place on March 26th due to Pima County Elections utilizing the community center on March 19th.

XIX. Adjournment:

Meeting adjourned at 7:44 P.M. Executive Session to follow.

Next Board of Directors Meeting scheduled for March 26, 2024, at 6:00 P.M. at the Community Center.

Tim Weiler, Secretary

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