

Continental Ranch Community Association  
Board of Directors Meeting  
at the Community Center  
April 16, 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. Two 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/Connie)** to adopt the April 16, 2024, Board Meeting Agenda as presented. Unanimously approved.

**VI. Consent Agenda:** The following committee meeting minutes were received: March 4, 2024, Landscape; March 6, 2024, Covenants; March 7, 2024, ARC; March 20, 2024, Ad Hoc IT and March 21, 2024, ARC. **MOTION (Weiler/Connie)** to accept the consent agenda. Unanimously approved.

**VII. Approval of Board Meeting Minutes: MOTION (Weiler/Connie)** to approve the March 26, 2024, Board meeting minutes as presented. Unanimously approved.

**VIII. Homeowner Forum:**

Ms. Rojanna Harvey shared with the Board a community-focused, 'Green Expo' event scheduled for Saturday, April 27<sup>th</sup>, that she coordinated. Management advised they would send out an email blast to promote the event, and another audience member from Sunflower Community Association agreed to share with their Board.

**IX. Homeowner Requests to Board:**

**a. W.A.P.A. Dust Control Request: MOTION (Cicala/Clement)** to approve the proposal from Aztec Environmental Services, LLC to apply a dust control solution across the surface of the CRCA common area and utility easement between Parcel 17 and Silverbell Road to last a period of one-year, NTE \$3,100.00. Unanimously approved. It was discussed that after W.A.P.A. completes the transmission

pole replacement project in 2025, a bid would be requested from Earthcare Consultants, LLC, that offered a product that would last up to three years instead of one.

**X. Finance:**

- a. **Balance Sheet Report for March 31, 2024:** Operating Cash \$221,680.08; Total Cash Reserve \$1,467,314.16; Accounts Receivable \$47,777.80; Other Assets \$113,867.96; Pre-Paid Income Tax \$352.00; Pre-Paid Insurance \$2,600.00; March 31, 2024, Total Assets \$1,853,592.00.
- b. **Net Income Review for Month Ending March 31, 2024:** Ms. Bracken noted a net income of \$258,250.60 and a favorable variance of the actuals and budget, year to date.

**XI. Activities:**

- a. **Community Yard Sale**, April 20<sup>th</sup> from 7am to 2pm
- b. **Marana Dumpsters**, April 27<sup>th</sup> from 10am to 1pm

**XII. Ad Hoc I.T. Committee:**

- a. **Security Camera & Alarm Monitoring Upgrade: MOTION (Clement/Bracken)** to approve the proposal from Connect Security to upgrade the security camera NVR system to a cloud-based NVR, integrated with alarm monitoring to replace the current system with Tucson Alarm, NTE \$5,361.38 for installation and \$2,699.76 per year for recurring subscription costs. Unanimously approved.
- b. **Pool Key Access Control System Upgrade: MOTION (Clement/Weiler)** to approve the proposal from Connect Security to upgrade the current pool key access system to a cloud-based system after both pools close for the 2024 pool season, NTE \$3,713.09 for installation and \$720.00 per year for recurring subscription costs. Unanimously approved.
- c. **Network Attached Storage Conversion: MOTION (Cicala/Connie)** to approve the proposal from Reliable IT Solutions to replace the local office server with network attached storage, NTE \$2,051.88. Unanimously approved.
- d. **Ad Hoc I.T. Committee Discharge: MOTION (Clement/Connie)** to discharge the Ad Hoc I.T. Committee, as recommended by the committee. Unanimously approved.

**XIII. Landscape Committee:**

- a. **Committee Feedback – Turf at Silverbell Main Monuments:** Mr. DeLarge shared that the committee's current plan will eliminate approximately 50% of the turf and the committee is preparing to present to the Board the potential cost savings compared to current expenses.
- b. **Coachline Tree Installments: MOTION (Connie/Clement)** to approve the proposal from AAA Landscape to install 8 trees in specified locations on Coachline Blvd., NTE \$3,376.00. Discussion ensued about the tree installments being a non-essential expense and to put it off until the following fiscal year. Motion defeated with six opposed and one in favor (Clement).

**XIV. Architectural Review Committee:**

- a. **New Committee Member Appointment: MOTION (Cicala/Connie)** to appoint Ms. Florence Irving to the Architectural Review Committee, as recommended by the committee. Unanimously approved.
- b. **Design Guidelines Amendments – Sections: 'Additions & Modifications' (pg. 6) & 'Guest Residence' (pg. 6): MOTION (Cicala/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 May/June 2024 edition of *The Windmill* newsletter, and a copy of the approved Design Guidelines will be made available online at [www.CRCATucson.com](http://www.CRCATucson.com) on May 1, 2024.

**XV. Covenants Committee:**

- a. **ID #18132 (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 \$100 monthly fine & 30-day pool suspension until the property is brought into compliance.
- c. **ID #20571 (Duty of Maintenance)** – Recommendation of \$50 weekly fine & 30-day pool suspension until the property is brought into compliance.
- d. **ID #19079 (Duty of Maintenance)** – Recommendation of \$50 monthly fine & 30-day pool suspension until the property is brought into compliance.
- e. **ID #49308 (Unightly Materials)** – Recommendation of \$75 monthly fine & 30-day pool suspension until the property is brought into compliance.
- f. **ID #115057, #20059 (Unightly Materials)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- g. **ID #20059 (Duty of Maintenance)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- h. **ID #20059 (Landscape Parking)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- i. **ID #120045, #24090, #22115, #84460 (Duty of Maintenance)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- j. **ID #49308, #52524, #116108, #106724 (Holiday Decorations)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- k. **ID #70449, #25713 (Unightly Materials)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- l. **ID #70449, #22989 (Trash Cans)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- m. **ID #24225 (Inoperable Vehicle)** – Recommendation of \$25 monthly fine & 30-day pool suspension until the property is brought into compliance.
- n. **ID #54638 (Landscape Maintenance)** – Recommendation of a one-time \$25 fine, 30-day pool suspension and cost of debris removal, which will be scheduled no sooner than April 17, 2024, if the property is not brought into compliance by April 16, 2024.
- o. **ID #119231 (Trailer Parking Request)** – Recommendation to deny the request that a trailer be kept on the property.
- p. **ID #21174 (Storage Pod Request)** - Recommendation to allow a storage pod on the property for two months.

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

**XVI. Unfinished Business:**

No unfinished business.

**XVII. New Business:**

- a. **Appoint Nominating Committee:** Postponed decision to the May 21, 2024, Board Meeting. Ms. Boorse from the Sunflower Community Association volunteered to communicate this with the Sunflower Board of Directors.
- b. **Tucson Food Truck Roundup Request: MOTION (Clement/Connie)** to approve the request from Tucson Food Truck Roundup to host one event per month at the Windmill Park West Parking Lot. Discussion ensued with questions regarding how the host will manage blocking off the parking lot or working around any vehicles already there – management to request more information. Unanimously approved contingent on the answers to these questions.
- c. **Playground Rules Signs: MOTON (Weiler/Connie)** to approve the proposal from Tucson Print Graphics to install new ‘Playground Rules’ signs at six playgrounds, as recommended by Continental Ranch’s insurance carrier, NTE \$1,460.93. Unanimously approved.
- d. **Community Dumpsters MOTION (Cicala/Smith)** to approve renting a 4-yard dumpster from Waste Management, two weekends per year, to be placed at the Windmill Park West Parking Lot, NTE \$300.00 annually. Unanimously approved.

**XVIII. Action-In-Lieu of Meeting:**

- a. **Windmill Park Concrete Repairs: MOTION (Weiler/Cicala)** to approve the proposal from KAPPCON General Contracting to repair concrete at Windmill Park including lawn edging, a portion of the paver walkway and grouted riprap border of the splash pad area, NTE \$6,127.00 from Reserves. Unanimously approved.

**XIX. Manager Report:**

Ms. Boykin reported that in March, 10 homes sold/closed in CRCA, 7 homes sold/closed in Sunflower & 0 homes sold/closed in Sierra Pointe; Windmill Park sport’s field turf being transitioned to summer Bermudagrass; backflow covers to be taken into storage before May; community center pool scheduled to open May 17<sup>th</sup>; pool monitor hiring underway; Pima Pool Plastering completed the kiddie pool resurface project; KAPPCON General Contracting completed the splash pad surge tank replacement; Arizona Luxury Lawns & Greens installed the new splash pad area artificial turf; AAA Landscape to begin the Windmill Park bridge drainage improvement project this week; Tucson Fence Company scheduled to replace three panels of fencing by the splash pad area beginning April 29<sup>th</sup>; Bates Paving scheduled to begin asphalt projects for the community center and Phobos Park on April 29<sup>th</sup>; billing statements mailed on time for the May 1<sup>st</sup> semi-annual assessments along with emailed paperless billing; house paint violation enforcement to begin in May; and 515 kids signed up for the Easter Egg Hunt event with 163 pounds of food donated to the Marana Food Bank.

**XX. Adjournment:**

Meeting adjourned at 6:48 P.M. Executive Session to follow.

**Next Board of Directors Meeting scheduled for May 21, 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*