

Continental Ranch Community Association  
Board of Directors Meeting  
November 18, 2025, 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, 2<sup>nd</sup> Vice-President; Mr. Tim Weiler, Secretary; Mr. Fred Fisher, Treasurer; Mr. Clement DeLarge, Director at Large; Mr. Jeff Williams, Director at Large. Also present: Ms. Lori Wuollet, Community Manager; Mr. J.J. Velarde, Assistant Manager. One member of the audience was in attendance and one member attended via Zoom.

**II. Call to Order:**

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

**III. Guests:** None

**IV. President's Message:**

No message given.

**V. Adopt the Agenda: MOTION (Weiler/DeLarge)** to adopt the November 18, 2025, Board Meeting Agenda as presented. Unanimously approved.

**VI. Consent Agenda:** The following committee meeting minutes were received: September 3, 2025, Covenants; September 4, 2025, ARC; September 8, 2025, Landscape; October 1, 2025, Covenants, October 2, 2025, ARC, October 16, 2025, ARC. **MOTION (Weiler/DeLarge)** to accept the consent agenda. Unanimously approved.

**VII. Approval of Board Meeting Minutes: MOTION (Weiler/DeLarge)** to approve the September 16, 2025, Board meeting minutes as presented. Unanimously approved.

**VIII. Homeowner Forum:** None

**IX. Finance:**

a. **Balance Sheet Report for September 30, 2025:** Operating Cash \$384,560.25; Total Cash Reserve \$1,586,070.96; Accounts Receivable \$46,506.30; Other Assets \$108,352.96; Pre-Paid Income Tax \$352.00; Pre-Paid Insurance \$2,600.00; Total Assets \$2,128,442.24.

b. **Net Income Review for Month Ending September 30, 2025:** Net income of \$191,577.52 and a favorable variance of the actuals and budget, year to date.

**X. Architectural Committee:** The Architectural Committee recommends allowing the Barbershop to place an advertising flag in the common area for 21 days during the Holiday Season as requested. **MOTION (DeLarge/Weiler)** Unanimously approved.

**XI. Landscape Committee:**

- a. The Landscape Committee recommends accepting the proposal from Brijer Resources to remove twenty-one trees along Coachline that are infected with Canker Fungus. NTE: \$3,150.00. **MOTION (Cicala/DeLarge)** Unanimously approved.

**XII. Covenants Committee:**

- a. **ID #25404, ID #18038, ID #21114, ID #110816, ID #110916 (Duty of Maintenance)** - recommendation of \$25 monthly fine & 30-day pool suspension until property is brought into compliance.
- b. **ID #117794, ID #121141, ID #105520, ID #120992, ID #106720, ID #17945, ID# 121519 (Duty of Maintenance)**- recommendation of \$75 monthly fine & 30-day pool suspension until property is brought into compliance.
- c. **ID #21166 (Duty of Maintenance)** - recommendation of \$100 monthly fine & 30-day pool suspension until property is brought into compliance.
- d. **ID #83033 (Duty of Maintenance)** - recommendation of \$50 weekly fine & 30-day pool suspension until property is brought into compliance.
- e. **ID #20571 (Duty of Maintenance)** - recommendation of \$100 weekly fine & 30-day pool suspension until property is brought into compliance.
- f. **ID #105620 (Trash Cans)** - recommendation of \$75 monthly fine & 30-day pool suspension until property is brought into compliance.
- g. **ID #117793 (Landscape Maintenance)** - recommendation of \$50 monthly fine & 30-day pool suspension until property is brought into compliance.
- h. **ID #19246 (ARC)** - recommendation of \$75 monthly fine & 30-day pool suspension until property is brought into compliance.
- i. **ID #109830 (ARC)** - recommendation of \$100 monthly fine & 30-day pool suspension until property is brought into compliance.
- j. **ID #24225 (Holiday Decorations)** - recommendation of \$75 monthly fine & 30-day pool suspension until property is brought into compliance.
- k. **ID #23033 (Landscape Maintenance)** - recommendation of \$75 weekly fine & 30-day pool suspension until property is brought into compliance.
- l. **ID #19001, ID #24225 (Inoperable Vehicle)** - recommendation of \$25 monthly fine & 30-day pool suspension until property is brought into compliance.

**MOTION (Weiler/Cicala)** to approve all covenants violations fines, suspensions and extensions as recommended by the Covenants Committee except ID# 105620 as that property has been cured. Unanimously approved.

**XIII. Unfinished Business:** None

**XIV. New Business:**

- a. **Senior Activities Room Rental Request** – Extensive discussion occurred. **MOTION (Cicala/Bracken)** to approve the Senior's Group to rent the Community Center for a zero dollar rate for three per week on the condition that the group set up and take down the chairs and tables on a daily basis and provide a schedule with specific days/times to the office. Unanimously approved.
- b. **Management Contract** – **MOTION (Weiler/DeLarge)** to table the discussion until the next meeting. Unanimously approved.

- c. **Annual Financial Audit – MOTION (Weiler/DeLarge)** to approve the proposal from J. Todd Lundering, CPA, to perform the 2024-2025 financial audit and tax returns, NTE: \$9,000. Unanimously approved.
- d. **Utilities Payment Automation- MOTION (Weiler/DeLarge)** to approve using Autopay for CRCA Utilities such as TEP, Southwest Gas and City of Tucson Water. Unanimously approved.
- e. **Line Dance Class** – discussion ensued. MOTION (Weiler/DeLarge) to approve extending the Follow my Lead Line Dance class from March to May 2026 as requested. Unanimously approved.
- f. **WP Pool Lighting - MOTION (Cicala/Weiler)** approve the proposal from Taylor Electric to replace all remaining lights (19ea RAB 18N and 6ea RAB 10N) at Windmill Park Pool, NTE: \$15,880 using Reserve Comp #501(B). Unanimously approved.
- g. **WP Pony Wall Repairs- MOTION (Cicala/Weiler)** to approve the proposal from Desert Starr Masonry & Repair to repair the stucco for the pony walls and misc. stucco repairs in the pool area, NTE: \$3,550. Unanimously approved.

**XV. Manager Report:**

Ms. Wuollet reported HOA Management Solutions continues to actively support homeowners by patiently handling daily calls and emails, updating pool keys for past-due accounts, and processing Board-approved covenant infractions. Management staff attended all committee meetings, and details of these interactions are outlined in the meeting minutes. The transition to the CINC system went live on November 1, leading to increased homeowner inquiries that are being addressed promptly. Covenants and governing documents remain fully enforced, and staff continue assisting residents with ARC applications as the process shifts to CINC's online platform. Homewise inspections are completed as received, with September and October closings totaling 21 homes in CRCA, 13 in Sunflower, and 2 in Sierra Pointe. Landscape updates include the Dog Park Ad Hoc Committee's proposal scheduled for December review, successfully establishing overseeded turf at Windmill Park, and a recommendation for removal of infected oak trees, with replacement proposals forthcoming. The Annual Meeting on October 28, 2025, concluded with the election of Bill Cicala, Jeff Williams, and Fred Fisher to two-year Board terms, and guidance is requested regarding staff bonus structure. The November–December newsletter has been distributed, with production shifted back to WestPress due to ongoing delays from AlphaGraphics. Wyverd Fiber's installation is nearing completion with weekly updates provided to homeowners. At the pool, the Windmill Park lighting system continues to fail, and a proposal for full replacement under Reserve Component #501B is pending Board approval.

Meeting adjourned at 6:53 P.M.

**Next Board of Directors Meeting scheduled for December 16, 2025, at 6:00 P.M. at the Community Center.**

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Tim Weiler, Secretary

*Minutes submitted by Lori Wuollet, Community Manager, as approved by the Board of Directors.*