

## DC Ranch Association – Board of Directors

Meeting Minutes: February 3, 2020



Date/Time: Monday, February 3, 2020 Started: 6:16 PM / Ended: 7:37 PM

Location: The Homestead Community Center

Purpose: Regularly Scheduled Meeting

Chaired By: Elizabeth Kepuraitis

Recording Gen Beaulac

Secretary:

Status: Approved

### Attendance:

Elizabeth Kepuraitis, President; Stephen Koven, Vice President

Directors: (telephonically) Mike Esparza, Treasurer; Dr. Philip Geiger, Secretary; Geoff Wilner, Director; Susan Grace, Director; Vince Durocher, Director

Directors

Absent:

Darren Shaw, Executive Director

Dee Nortman, Director of Finance

Management: Terri Raimondi, Communications Manager

Gen Beaulac, Executive Assistant

Guests: AquaTrac – Jim Kauth

### 1. Call to Order / Establishment of Quorum /Roll Call

Ms. Kepuraitis called the meeting to order at 6:16 p.m. A quorum was established with all seven board members present.

#### 1.1 Member Comment Period/Open Forum

- Grant Mills, Pioneer 2.9 Neighborhood – Mr. Mills expressed his concerns about the Board’s intention to review Pioneer’s (Parcel 2.9) status as it pertains to paying a specific neighborhood assessment. He requested that the Board cease the review of Pioneer’s status completely, and to also proceed with a CC&R change clarifying Pioneer’s current status. President Kepuraitis recognized Pioneer members attending the meeting and stated that the Board is reviewing the matter.
- John Dubaurskas, Pioneer 2.9 Neighborhood – Mr. Dubaurskas agreed with Mr. Mills. He suggested that Pioneer owners be given the opportunity meet with the Board to discuss the matter.

## **1.2 Approval of Meeting Minutes**

**Motion:** Mr. Durocher motioned to approve the January 6 executive session and regular meeting minutes. Mr. Esparza seconded the motion with one amendment to President's Comments section, changing wording "Ranch Council" to "DC Ranch Community Council," the motion passed 6-1. Mr. Koven abstained as he was not present at the meeting.

## **2. Reports**

### **2.1 President's Comments:**

Ms. Kepuraitis welcomed all NVMs, members from Community Council and all others present. Ms. Kepuraitis provided a recap from the executive session that preceded the regular meeting. The Board is contemplating whether the Pioneer neighborhood should pay a specific neighborhood assessment. Regarding the proposed Bylaw amendments and Board Member Roles and Responsibilities, the Board made the determination that the Treasurer need not be a board member.

### **2.3 Executive Director's Report:**

Mr. Shaw provided the following report:

- A New Transcore Reader to be installed at Windgate guest lane to improve traffic flow (\$7,000 – reserve expense)
- Market Street Villas roof replacement (units 46, 47 and 48) starting February 17 (reserve expense)
- Quarterly pond maintenance at Parcel T-1 (Canyon Villas) was completed
- 8-week Resident Leadership Development Program underway (1-21 kick-off) – next up leadership and board governance on February 4
- Community Standards reorganization (existing FTE to move to part time modifications and part time Covenant Commission – Commission costs to be reimbursed – will hire new CSA FTE)
- Sidewalk repair work at G.2/G.4 (The Parks) nearly complete (200 locations)
- Park and Manor park area irrigation renovation project complete (\$10,240 – reserve expense)– turf reduction in same park area planned in April
- DCR-27 was approved by Community Council (approved by Association 12-2-19)
- Updated reserve plan to reflect revised road replacement costs (part of annual audit)
- Arcadia sissoo tree initiative – neighborhood survey out
- Employee Team Value Awards to be awarded in February (Fun, Innovation, Professionalism, Teamwork and Passion) – Company-wide
- Replacing teak furniture at park area with wood composite furniture (\$3,800 – reserve expense)
- Culvert inspection complete (184 locations) – three locations in Country Club exceed 40% threshold (\$27,000 – reserve expense)
- Anderson Agency's 12-month review was conducted – a satisfactory rating was achieved

## **2.4 Year End Financial Review – Dee Nortman**

Ms. Nortman provided a year-end financial review. DC Ranch Association completed 2019 \$368,870 favorable to budget. She stated that year-end adjustments due to the annual audit would probably be made.

## **2.5 AquaTrac**

Jim Kauth with AquaTrac was present to provide information on the irrigation audit and renovation program. By switching from the existing Maxicom irrigation controllers to new ET Water irrigation controllers the association will save approximately \$760,800 in scheduled reserve expenses over the next 10 years. The new controllers will allow the landscape maintenance team to better monitor water usage throughout DC Ranch.

## **3. Unfinished Business**

### **3.1 Proposed Policy 303 (Common Area Landscape Maintenance Guidelines)**

**Motion:** Mr. Geiger motioned to approve proposed Policy 303, Common Area Landscape Maintenance Guidelines as presented. Mr. Durocher seconded the motion. With no further discussion the motion passed unanimously.

### **3.2 Annual Policy Review**

The Board discussed the policy review process at its January 6, 2020 board meeting. It was suggested that the matter be re-reviewed at this meeting, after Mr. Shaw was provided the opportunity to suggest some revisions to two policies.

- Policy 102 (Development and Management of Policies), Mr. Wilner asked for clarification on 102.4f as it states a board member can vote by proxy. This language conflicts with A.R.S. §33-1812 which prohibits proxy voting. Mr. Shaw deleted the applicable language.
- Policy 301 (Security Services), provides that “each street will be toured at a minimum of one time per each eight-hour shift, seven days per week, including those streets located within a sub-association,” Mr. Shaw updated the policy to say “each neighborhood, including sub-associations, will be toured once per eight-hour shift.”

**Motion:** Mr. Geiger motioned to approve proposed revisions to Policies 102 (Development and Management of Policies) and 301 (Security Services), and to approve and validate all Board-approved policies. Further, included in the motion was to delete all prior policies and procedures on the table provided as an attachment to these minutes. Mr. Durocher seconded the motion. With no further discussion the motion passed unanimously.

### **3.3 Board Member Roles and Responsibilities**

**Motion:** Ms. Grace motioned to approve the proposed Board Member Roles & Responsibilities as presented. Mr. Durocher seconded the motion. With no further discussion the motioned passed 4-3. The votes in favor were Geoff Wilner, Susan Grace, Stephen Koven & Elizabeth Kepuraitis. The dissenting votes were Mike Esparza, Phil Geiger & Vince Durocher.

## **4. New Business**

### **4.1 Bylaw Amendment Project**

A draft of the proposed Bylaw amendments will be will posted for a 20-day member comment period and will be brought back to the Board for its consideration at the March 2, 2020 board meeting.

### **4.2 Proposed Policy 307 (Schedule of Resale Fees)**

**Motion:** Mr. Geiger motioned to conditionally approve proposed Policy 307 (Schedule of Resale Fees) pending the 30-day member's comment period. The policy will be brought back to the Board for consideration at its May 4, 2020 meeting. Mr. Durocher seconded the motion. With no further discussion the motion passed unanimously.

## **5. Announcements**

- Policy Committee meeting: February 13, 2020 at 7:30 AM at the Ranch Offices
- Regular board meeting: March 2, 2020 at 6 PM at The Homestead Community Center

**6. Adjournment:** There being no further business to conduct Ms. Kepuraitis adjourned the meeting at 7:37 PM.