

DC Ranch Association – Board of Directors

Meeting Minutes: January 4, 2021



Date/Time: Monday, January 4, 2021 Started: 6:02 p.m. / Ended: 8:03 p.m.
Location: Via Zoom due to COVID-19
Purpose: Regular Open Meeting

Chaired By: Elizabeth Kepuraitis
Recording: Shannon Owsley
Secretary: Elaine Cottey
Status: Draft

Attendance:

Directors: Elizabeth Kepuraitis, President; Geoff Wilner, Vice President; Sam Hawkins, Treasurer; Elaine Cottey, Secretary; Dr. Philip Geiger, Director; Stephen Koven, Director; Don Matheson, Director

Management: Darren Shaw, Executive Director
Shannon Owsley, Executive Assistant

Call to Order / Establishment of Quorum /Roll Call

Ms. Kepuraitis called the meeting to order at 6:02 p.m. A quorum was established with all seven board members present.

Member Comment – N/A

Approval of Prior Meeting Minutes

Mr. Wilner motioned to approve the minutes from the December 7 and December 17, 2020 executive sessions, as well as the regular board meeting minutes from December 7, 2020. Mr. Koven seconded the motion. With no further discussion the motion passed unanimously.

President's Comments

Ms. Kepuraitis thanked all residents in attendance and extended a special thank you to the NVMs in attendance, recognizing them for their service to the Association. A special recognition was given to the newly elected NVMs.

Ms. Kepuraitis briefly addressed what was discussed during the Executive Session prior to this meeting. There were two speeding fine appeals, the Arcadia Sissoo Tree Project, and the request to consolidate two lots.

There was discussion regarding the merger of two lots (1864a, which is already merged, with 1868). Ms. Kepuraitis addressed that this essentially acknowledges the lot merger, and that the lot owner would be required to pay three assessments. It was requested that a small section of common area roadway be removed, as it is no longer needed for what was intended (access to

lot 1868). This does not change the ownership of the common area, as the owner would be issued an easement to run with the land and be required to maintain the landscape thereon. Mr. Hawkins motioned to approve the merger and Ms. Cottey seconded the motion. With no further discussion, the motion passed unanimously. Attorney Alexis Firehawk will prepare the legal agreement.

NVM Elections and Appreciation

Ms. Terri Raimondi mentioned departing NVMs, welcomed new NVMs (15), and noted there are five open NVM positions. Training will take place on January 20th. In total there are 39 new/returning NVMs, and 8 new/returning alternate NVMs.

Executive Director's Report

- Covid-19 / operations update: DC Ranch remains open as an essential business
- Annual Election Timeline
 - 2.1.2021 - Candidate Forms posted on DCRanch.com
 - 2.1.2021 - Election Kickoff at Board of Directors meeting
 - 3.1.2021 - Deadline for candidate applications | 5 p.m.
 - 3.15.2021 - Meet the Candidates Night | 6 p.m.
 - 3.6.2021 - Ballots mailed to Neighborhood Voting Members
 - 4.5.2021 - Annual Meeting/Election Results Announced
- Five-part Community Safety Series presented by Scottsdale Police Department via Zoom
 - 1.6.2021 Scams and Fraud
 - 3.3.2021 Self Awareness and Personal Safety
 - 5.5.2021 Teen Drug Use and Drug Trends
 - 8.8.2021 Teen Drivers
 - 10.13.2021 Surviving Critical Incidents
- Plant replacement to begin in January (roughly 1,000 plants)
- 16 Trees being replaced throughout community (\$10,600) – Reserves
- 170 Street lined sissoo trees trimmed for utility clearance
- 35 Directional signage headers replaced (\$9,572) – Reserves
- Open position on Budget and Finance Committee (two members interested)
- There is a committee meeting on January 25 – the committee will make a recommendation to the Board
- Arcadia sissoo tree project update
- Sub-Association management update
- DC Ranch podcast program is underway
- Anderson Agency two-year review to be conducted mid-January
- Starting January 1, all contractors will be required to use guest gate at Windgate
- Solar install guidelines are in development for commonly maintained roofs
- Team value awards to awarded in January based on five team values (fun, professionalism, innovation, passion, and teamwork)
- 312 warranty deeds received in 2020, 226 were new residents in DCR (72%), 86 were previously owners (28%)

Unfinished Business

Tree Species Selection at Arcadia – The Board addressed the replacement tree species selection at Arcadia. Ms. Cottey motioned to approve the Evergreen Elm as the replacement tree when the Sissoo Trees are removed, which supports survey data garnered from Arcadia owners. Mr. Wilner seconded the motion. With no further discussion the motion passed unanimously.

New Business

Proposed Revisions to Policy 104 – The Board reviewed proposed revisions to Policy 104 (Board Governance) reflecting that only Association Voting Members can remove a director from the Board. Ms. Cottey motioned to conditionally approve the revisions to Policy 104 (subject to 30-day posting for comment). Mr. Hawkins seconded the motion. With no further discussion the motion passed unanimously. The Board can formally consider approval at its March 1, 2021, meeting.

Neighbor Notification for Exterior Modifications – The Board discussed a proposed neighborhood notification process for exterior modifications considered to be visually invasive to adjacent properties. This would allow the neighboring homes the opportunity to comment, but the final approval would remain with the Modifications Committee. The matter was tabled to the February 1, 2021 board meeting.

Annual Auditing and Tax Service Preparation Services Contract – The Board addressed and supported the recommendation from the Finance Committee members of both the Association and Community Council to award the audit and tax preparation services a three-year contract to Mansperger, Patterson & McMullin, changing from Butler Hanson. The annual cost is \$16,250. Mr. Hawkins motioned to approve the contract with Mansperger, Patterson & McMullin. Ms. Cottey seconded the motion. With no further discussion the motion passed unanimously.

The Board tabled the following matters to the February 1, 2021, board meeting:

- Proposed Adjustments to Exterior Modification Fees
- Annual Policy Review moved to February meeting.

Special Presentation

Firewise Program – Mark Zimmerman, Fire Marshal – Mr. Zimmerman provided an in-depth overview of the Firewise program, Fire Department Defensible Space Guidelines, NAOS land issues, and Invasive Plants for our community. A virtual community event is in the works for March 31, 2021, to educate and inform all the residents.

Adjournment: There being no further business to conduct, Ms. Kepuraitis adjourned the meeting at 8:03 p.m.