

## DC Ranch Association – Board of Directors

Meeting Minutes: February 1, 2021



Date/Time: Monday, February 1, 2021 Started: 6:07 p.m. / Ended: 7:00 p.m.  
Location: Via Zoom due to COVID-19  
Purpose: Regular Open Meeting

Chaired By: Geoff Wilner  
Recording: Shannon Owsley  
Secretary: Elaine Cottey  
Status: Draft

### **Attendance:**

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

Management: Darren Shaw, Executive Director  
Shannon Owsley, Executive Assistant  
Dee Nortman, Director of Financial Operations

### **Call to Order / Establishment of Quorum /Roll Call**

Mr. Wilner called the meeting to order at 6:07 p.m. A quorum was established with five board members present.

### **Member Comment**

Sue Greenberg praised Larry Cowles, Mike Wells, and Vince Muldrow for their recent help and accommodations.

### **Approval of Prior Meeting Minutes**

Mr. Koven motioned to approve the minutes from the January 4, 2021, executive session and regular board meeting. Mr. Hawkins seconded the motion. With no further discussion the motion passed unanimously.

### **President's Comments**

Mr. Wilner thanked all residents in attendance and extended a special thank you to the NVMs in attendance, recognizing them for their service to the Association.

Mr. Wilner briefly addressed what was discussed during the executive session prior to this meeting. There was a joint modification appeal; a short-term rental appeal; a request to review the CC&Rs; a review of the Arcadia Sissoo Tree Project, ICON, and PPP funds; and a discussion of excessive speeding tickets.

Mr. Wilner also reported the following items from the most recent Governance Committee Meeting.

- The transition process from the Covenant Commission to the Community Council.
- Upcoming Board members terms expiring for both the Community Council and the Ranch Association.
- A traffic study to take place by the City involving the intersections of Trailside and Pima.
- The developments of the Lake Project and its enhancements the city will provide presently and any possible future plans.

### **Executive Director's Report**

- Covid-19 / operations update: DC Ranch remains open as an essential business, but the office remains closed.
- Annual election process: Currently four position are up for election. Two 3-year terms and two 2-year terms.
  - 2.1.2021 - Candidate Forms posted on DCRanch.com
  - 3.1.2021 - Deadline for candidate applications | 5 p.m.
  - 3.6.2021 - Ballots mailed to Neighborhood Voting Members
  - 3.15.2021 - Meet the Candidates Night | 6 p.m.
  - 4.5.2021 - Annual Meeting/Election Results Announced
- Five-part Community Safety Series underway. Presented by Scottsdale Police Department via Zoom.
  - 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
- Speeding program FAQ developed.
- More than \$20,000 saved on Market Street Villas flood insurance cost.
- NVM training was held January 20, 2021.
- Sub-Association training program scheduled February 24, 2021.
- Street patching project at Arcadia soon to be completed (\$75,000 reserves). Roughly 100 locations – sissou tree roots were removed from under street. City submittal process for project approval in development.
- Sub-Association management update. In discussion with ICON now, hopeful to bring others on by 2022.
- Completed Anderson Security Agency's annual review.
- Interviewed new account manager candidates – made selection (Jason).
- Community Firewise Program scheduled March 31, 2021.
- Evaluating automated AP processing via third party.
- Street tree audit underway.
- Working with Council to renovate DCRanch.com.
- Employee team value awards to be awarded in February based on five team values (fun, professionalism, innovation, passion, and teamwork).

## **2020 Year End Financial Report**

Dee Nortman presented the 2020 Year End Financial Report. The presentation is attached and made part of these minutes.

## **Unfinished Business**

Annual Policy Review – Dr. Geiger motioned to approve the policy manual as is, except for Policy 104, which was out for a 30-day member comment period. Revisions to Policy 104 were conditionally approved at the January 4 board meeting. They will be formally considered at the March 1 board meeting. Mr. Koven seconded the motion. With no further discussion, the board passed unanimously.

Proposed Adjustments to Exterior Modification Fees – Mr. Hawkins motioned to approve the Modification Committee recommendations for adjusted exterior modification fees effective March 1, 2021. Ms. Cottey seconded the motion. With no further discussion, the board passed unanimously.

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. Dr. Geiger motioned to approve using the Neighbor Notification Form to notify neighboring properties that may be impacted by the modifications. Mr. Koven seconded the motion. With no further discussion, the board passed unanimously.

## **New Business**

Budget and Finance Committee Appointments – Mr. Hawkins motioned to appoint Glenn Bier and Jon Dubauskas as new members of the Budget and Finance Committee through June 7, 2021. Ms. Cottey seconded the motion. With no further discussion, the board passed unanimously.

## **Committee Reports – N/A**

## **Announcements**

- March 1st – Next regularly scheduled board meeting at 6 p.m. via Zoom
- March 3rd – Community Safety Series at 5 p.m. via Zoom
- March 31st – Community Firewise Program at 5 p.m.

**Adjournment:** There being no further business to conduct, Mr. Wilner adjourned the meeting at 7:00 p.m.