

DC Ranch Association – Board of Directors Meeting Minutes: August 7, 2023



Date/Time: Monday, August 7, 2023, Started: 6:00 p.m. / Ended: 7:39 p.m.
Location: The Ranch Offices and Zoom
Purpose: Regular Open Meeting

Chaired By: Dr. Phil Geiger
Recording: Meghann Hill

Status: APPROVED

Attendance:

Directors: Dr. Philip Geiger, President; Greg Kiraly, Vice President; Marla Walberg, Secretary; Iryna Sukhovolets, Director; John Shaw, Treasurer; Don Matheson, Director; Elaine Cottey, Director

Absent: None

Management: Michele Ray-Brethower, Executive Director
Meghann Hill, Director of Community Services
Dee Nortman, Director of Financial Operations
Alexis Firehawk, General Counsel
Jeffrey Rons, Landscape Manager
Kathren Coleman, Communications Coordinator

Call to Order / Establishment of Quorum / Roll Call

Dr. Geiger called the meeting to order at 6:00 p.m. A quorum was established with seven directors present.

President's Comments

Dr. Geiger thanked all residents in attendance, reviewed the call to the public, and reminded residents when the meeting is open for comment. Dr. Geiger opened the meeting and provided updates on the following items:

- Board Meeting Protocol – Resident comments can be made before the Board votes on any proposed motion. Anonymous comments will not be recognized.
- Organized Sports – Organized sports activities are not permitted in DC Ranch parks and Common Areas.
- Modification Resolution – All modifications must be submitted to the Committee for review and approval. Any outstanding violations on a property should be remedied prior

to submittal of a modification application. Unapproved modification may result in fines and the unapproved modification may be subject to removal at the owner's expense.

Consent Agenda

Ms. Cottey motioned to approve the consent agenda. Mr. Shaw seconded the motion. The motion passed unanimously.

- June 12, 2023-Regular Meeting Minutes
- June 12, 2023-Executive Session Meeting Minutes
- July 14, 2023-Action without a Meeting

Director of Financial Operations – 2nd Quarter Financial Report – Dee Nortman

Ms. Nortman provided an update on the 2nd Quarter Financials. Full reports are available on the DC Ranch website.

Executive Director's Report

- DC Ranch culverts have been inspected and removal of excess brush and vegetation was completed in the washes, we have one culvert that will be completed by a third-party vendor.
- July 26th storm caused 19 trees to fall, 10 DC Ranch and 9 Owner trees.
- All street and signage clearance trimming has been complete in Horseshoe and Windgate. Country Club is slated for the same work this month.
- This year's turf transition has been challenging due to the record low temperatures we had in June and then the extreme transition temperatures we've had throughout July with minimal humidity.
- Sun Country will start tree trimming at The Homestead, Desert Camp, Market Street Park, Legacy medians and Camelot medians next week.
- Risk University – Jeff Rons, Joe Felix, Jose Cadenas and Jose Barcenas completed the 14-week training.
- We hired two new Landscape team members, Julian Ramirez, and Carlos Rascon, we also have an Irrigator position and a Spray Technician/Landscaper.
- Asphalt project began in Park and Manor at the end of July. Work is anticipated being completed by August 12.
- Roof inspections at Market Street Villas are in process and will continue for the next couple of weeks.
- We have changed vendors for street sweeping with Sunstate Sweeping, and we are utilizing GPS to track sweeping throughout the community. Residents can expect street sweeping monthly the second week of each month on Monday, Wednesday and Friday.
- Sign replacement is occurring in Arcadia, Horseshoe, Windgate, Country Club, Planning Unit 2 and some medians. We are also in the process of ordering and installation of the Firewise Certification signage.
- Arcadia gatehouse AC unit failed, and a new unit has been installed.
- Replaced the failed motors at Ethel's Garden and Horseshoe stream.

- Park and Manor wood fence repairs completed, and Country Club is currently being inspected, and we will work to repair and/replace wood fencing where needed.
- Landscape and Maintenance team participated in the cleanup of the medians along Thompson Peak Parkway and Legacy in collaboration with the City of Scottsdale Adopt-A-Road program.
- Continued removal of graffiti on unmanned call boxes. Please do not post any four-digit access codes on the call boxes. We will deactivate all codes immediately, and Owners will have to arrange for assignment of a new code.
- Completed install of garage lights, repaired stem wall and painted at Market Street Villas.
- Completed the install and cleaning of cobblestone at Westgate entrance.
- Replaced playground equipment in Prospect Park, and Horseshoe Park.
- Completed the painting of Community mailboxes in Park and Manor and the Estates.
- Resealed the Teak furniture at Sterling Park.
- Deep cleaned and power wash the splash pad and common stucco walls at Market Street Park.
- Implementing a work order system through Asset Essentials to track Landscaping and Maintenance work orders throughout the community.
- Market Street Villas residents currently are participating in a paint survey to update their neighborhoods exterior paint colors, the deadline for the vote is August 28, and we have to reach 51% vote of the Owners to move forward.
- Congratulations to the new Sustainability Committee Members, Ron Stacy, Rich Anzelone, Megan Nestor, Rich Parrish and Sandy Markin. Jeff Rons, Ranch Association staff, Luis Ayala Community Council staff, RA Board members Phil Geiger, and Iryna Sukhovolets, Community Council Board member Rolland Dickson, as well as RA and CC Executive Directors will also be participating.
- Davina Lunetta has been hired as Project Manager, to help oversee our larger projects, Maintenance Yard Construction as well as oversight of our Community Patrol and Gate Access contract, and Gate Management/Maintenance contract, Insurance claims at the community gates.
- Board 2024 Budget Presentation, September 20, 3:00 p.m.
- A RFQ was sent out Road Maintenance/Management contract, we have received five vendor responses and anticipate interviewing the top two in the next two weeks and moving forward with a contract.
- Still awaiting response for the AZ Department of Forestry Fuels Mitigation grant. We have been informed that our application is still in the review process.
- We are in testing phase for headlight tags for gate access to replace the smart cards and license plate cards.
- Re-registration of all vehicles and license plates associated with your property will begin in September, and all residents will be required to update their information. More information will follow on this process.

- Speed limit change from 25 mph to 35 mph for Windgate Pass, just east of Mountain Spring road where the undivided highway ends to Saguaro Canyon will be implemented on September 1. Signage is on order and will be swapped out accordingly.
- Crosswalks are to be repainted on Windgate pass and Mule Deer in Country Club this month, with an additional crosswalk to be added at Rob's Camp and Windgate pass. We are still exploring options for the pedestrian crosswalk at Ethel's Garden and Crescent Park.

Unfinished Business

2023-2024 Board of Directors Goals

Dr. Geiger provided an overview of the proposed 2023-2024 Board of Directors Goals:

1. Modification and Community Standards Processes – Discussion took place with a consensus that paint and modification submittal fee review be added to the goal.
2. Community Patrol and Gate Access – Discussion took place with a consensus that a path and trail usage study be added to the goal.
3. Support Ranch Association Committees
4. Performance Review of Executive Director
5. Board Relations
6. Implement Strong Communications Plan
7. Manage Association in a Manner Consistent with Approved Operating Budget and Support Prudent Expenditure of Reserve Funds

Ms. Cottey motioned to accept the 2023-2024 Board of Directors Goals with the proposed edits. Mr. Matheson seconded the motion. The motion passed unanimously.

Artificial Turf Specification Amendments

Dr. Geiger advised that the Modifications Committee proposed that artificial turf be allowed to have the same edging as is allowed for real turf. The Covenant Commission and Governance Committee reviewed the proposal and agreed that an update to the artificial turf policy to allow metal edging around artificial turf be considered.

Mr. Matheson motioned to approve the amendment to artificial turf specifications as presented. Ms. Walberg seconded the motion. The motion passed unanimously.

New Business

Modification Committee Appointment

Dr. Geiger advised that the Committee recommended Blake Miraglia be appointed to the Modification Committee effective immediately.

Ms. Sukhovolets motioned to appoint Blake Miraglia to the Modification Committee. Ms. Cottey seconded the motion. The motion passed unanimously.

Policy Update Amendments

Ms. Ray-Brethower provided an overview of the proposed Policy updates and advised that the policies will be posted to the DC Ranch website for 30 days for resident review and comment.

Mr. Matheson left the meeting at 7:15 p.m.

- i. Bylaw on Board Member Requirements – Add “Trustee” as eligible and Owner or Trustee must be in good standing. Discussion took place with a consensus that the language regarding violations be changed from “outstanding violations of the Community Standards” to “unresolved violations of the Community Standards.”

Ms. Sukhovolets motioned to post the recommended Bylaw, as amended, on Board Member Requirements policy change to the DCRanch.com website for a 30-day comment period. Ms. Cottey seconded the motion. The motion passed unanimously.

- ii. Policy 101 Policy Committee Charter – Change provide “advice” to provide “recommendations.”

Ms. Sukhovolets motioned to post the recommended Policy 101 revisions to the DCRanch.com website for a 30-day comment period. Ms. Walberg seconded the motion. The motion passed unanimously.

- iii. Policy 102 Policy on Policies – Change meeting notification posting timeframe to 4 calendar days in advance to be consistent with other Policies and add policies shall be written “with consistent formatting following DC Ranch Brand Standards.”

Mr. Shaw motioned to post the recommended Policy 102 change, as amended, to the DCRanch.com website for a 30-day comment period. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

- iv. Policy 104 Board Governance – Add expense signature authority to allow authorized Director-level staff members to sign any valid payment to the Executive Director that is at or below the Director-level staff members spending authority.

Ms. Sukhovolets motioned to post the recommended Policy 104 change to the DCRanch.com website for a 30-day comment period. Mr. Shaw seconded the motion. The motion passed unanimously.

- v. Policy 106 Neighborhood Voting Members – Add definition of “good standing” to mirror language from the Bylaw on Board Member Requirements, clarify example of NVM voting, and add requirement for Neighborhood Voting Members (NVMs) to sign the Policy 103 Ethics Policy each year in which they serve.

Ms. Sukhovolets motioned to post the recommended Policy 106 change to the DCRanch.com website for a 30-day comment period and send the Policy changes to NVMs for comment. Ms. Cottey seconded the motion. The motion passed unanimously.

Committee Reports

Firewise Committee

Ms. Ray-Brethower provided an update on Phase 2 Firewise clearing progress, advised that 2024 clearing pricing has been secured and is consistent with 2022 and 2023 pricing, and the grant application is still under review with AZ Department of Forestry. Ms. Ray-Brethower congratulated Desert Camp Villas as they are the first sub-association to obtain their Firewise certification. Residents can review Firewise information on the DC Ranch website.

Budget and Finance Committee

Mr. Shaw and Dr. Geiger advised that the Budget and Finance Committee meetings are Open Meetings and residents are encouraged to attend and submit any feedback regarding the 2024 Association budget.

Modification Committee

Dr. Geiger advised that the City of Scottsdale reopened its rebate program for artificial turf installation. Dr. Geiger provided an overview of the Committee meeting schedule and standard review timeline. Next meeting will be on August 8, 2023 at 3:00 p.m.

Policy Committee

Ms. Walberg advised that the next meeting will be on August 28, 2023 at 3:00 p.m.

Sustainability Committee

Dr. Geiger advised that the first meeting of the Committee will be September 13, 2023.

Community Patrol and Gate Access Committee

Mr. Kiraly advised that the new speed and traffic control signage for Windgate Pass has been ordered, DCR-24 Speeding Policy updates have been implemented, awaiting bids on crosswalk enhancements for Windgate Pass, staff is testing headlight gate transponder tags, and reregistration of resident vehicle information will begin in October. Ms. Ray-Brethower advised that a new Foothills District Commander for Scottsdale PD has been announced and a new crosswalk will be added to Rob's Camp and Windgate Pass. Next meeting will be August 31, 2023, at 6:00 p.m.

Member Open Forum

Dr. Geiger opened the floor for open comments. Discussion took place regarding the following items:

- NVM votes for sub-associations and DC Ranch Association
- Firewise clearing costs for sub-associations

Announcements

- Next Regularly Scheduled Board Meeting (BOD in person, residents on Zoom), September 11, 2023, at 6:00 p.m.
- Community Patrol and Access Meeting at Ranch Office Main Conference Room, August 31, 2023, at 6:00 p.m.
- Policy Committee Meeting at Ranch Office Main Conference Room, August 28, 2023, at 3:00 p.m.
- Sustainability Committee Meeting at Ranch Office Main Conference Room, September 13, 2023, at 5:00 p.m.

Adjournment: There being no further business to conduct, Dr. Geiger adjourned the meeting at 7:39 p.m.