

DC Ranch Association – Board of Directors

Meeting Minutes: September 11, 2023



Date/Time: Monday, September 11, 2023, Started: 6:09 p.m. / Ended: 8:23 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; Marla Walberg, Secretary; Iryna Sukhovolets, Director; John Shaw, Treasurer; Don Matheson, Director

Absent: Greg Kiraly, Vice President; Elaine Cottey, Director

Management: Michele Ray-Brethower, Executive Director
Meghann Hill, Director of Community Services
Alexis Firehawk, General Counsel
Kathren Coleman, Communications Coordinator

Call to Order / Establishment of Quorum / Roll Call

Dr. Geiger called the meeting to order at 6:09 p.m. A quorum was established with five 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.

- Mack Industrial Development – Mack hosted a meeting which was attended by several DC Ranch residents.
- Board Goals – Review of 2023-2024 goals.

A moment of silence was held in honor of September 11.

Consent Agenda

Mr. Matheson motioned to approve the consent agenda. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

- August 7, 2023-Regular Meeting Minutes
- August 7, 2023-Executive Session Meeting Minutes

Let Us Know Presentation – Elizabeth Dankert, Communications Sr. Manager

Ms. Dankert provided an overview of the Let Us Know notification feature available for residents to use on the DC Ranch website.

Executive Director's Report

- DC Ranch culverts have been inspected. We discovered 3 culverts not on the original culvert list, and all of them had debris. The Country Club canal culvert was cleaned out (rented a dump truck and tractor for this work), and the other 2 culverts we have obtained bids and will be completed by a third-party contractor.
- Desert Haciendas, Market Street Villas, Legacy medians, Camelot medians, and Market Street Park, Homestead, and Desert Camp Community Center all had tree trimming completed last month.
- 20 trees were lost in the storm, throughout the community from July 26 s, on the 26th. We will be replacing these in late September – early October.
- Tractor had a critical repair and much needed service performed on it in August. We rented another tractor to continue work.
- Ryegrass seed has been ordered and will be delivered September 7th. Desert Camp Community Center is not scheduled to have Ryegrass installed, due to DCSIP.
- Ethel's Garden Crepe Myrtle trees have been misted and injected with fertilizer. One Crepe Myrtle tree has been removed, along with several expired rose bushes. The rose bushes will be installed later in the year (December), and Crepe Myrtle trees will be installed in late winter/early spring.
- Extreme day and nighttime heat, along with little rain/humidity have caused a significant amount of stress to all plants. We have lost many shrubs, trees, and turf due to these unprecedented weather events. We are replacing these plants that have expired, in late September – early October.
- New trees planted in Arcadia that did not fare well through the summer will be replaced under warranty in the Fall when cooler temps prevail to ensure the new trees thrive. Even though they received prescribed water, and hand watering the extreme heat prevailed.
- One Landscaper position and 1 irrigation position currently open in Landscaping.

- Jeff Rons and Mike Wells attended the SHADE conference and attended several landscape classes throughout the day.
- Park & Manor Asphalt project was completed. Warranty work will be completed in September.
- Signage update was completed last month in Windgate, Arcadia, Horseshoe, Country Club, PU2, and Ranch Association common areas. Many of these signs were faded and need updating.
- Market Street Villas Annual Roof Inspections were completed. Minor repairs were made to cracked tiles, securing soffits/fascia/flashing, and cleaning roofs and roof gutters.
- Rusted Metal Entry/Exit Gate Refurbishment project. All rusted entry/exit gates were sanded down and had a Sealer applied to them to ensure they are protected and will get full lifespan.
- Completed cobble repair for 15 missing stones at Westgate entry way. Needed to jackhammer and cleanout concrete debris, then apply the cobble to those 15 areas, and then cure.
- All surveys completed of sidewalk trip hazards in unmanned gates (which were planned for this year). Proposals expected this month with signed contracts and then work to begin.
- Jacaranda Park water feature motor was replaced.
- Arcadia gatehouse planters had stucco and paint repairs completed last month.
- Arcadia gatehouse overhang was hit, and we are completing contract to have this completed.
- Trash cans and pet stations in Country Club had general maintenance and deep cleaning performed last month.
- Drinking fountains & pet drinking fountains were repaired at: Desert Camp Community Center, TPP & 90th St. comfort station.
- New work order system was officially launched, for August there were 150 work orders over and above the weekly neighborhood work assigned.
- Mike Wells completed a Council Board Presentation on Ranch Association's Monsoon Response Plan.
- August Safety Meeting discussed Hand & Power Tool Safety. Employee Handbook Topic discussed employee injuries on the job.
- Currently we have delayed replacement of mailbox kiosks in neighborhoods to help reduce costs to neighborhood expenses. We have had very few issues this year on them, last year, it was weekly maintenance issues, and delayed repairs.
- In the middle of budget work, Budget and Finance budget presentation number 1 is scheduled for September 18, and then the initial Board Budget Presentation, September 20, 3 pm.
- Contracted with Frank Civil Engineering to serve as our third-party vendor on Road Maintenance/Management contract. They currently are reviewing The Estates, Desert Haciendas, Tapadero, Terrace Homes East and West are the priority for 2023, and trying to assess road conditions and necessary budget for the remaining neighborhoods.

- 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 replacing hard cards and license plate readers due to the technology changes and the issues/complaints about these cards, transferability, having to hold your transponder out and waving it frantically to get the transponder to get the gate to react. If you have had a hard card/license plate transponder for longer than a year, you can either purchase a new windshield tag for \$25 or headlight tag for \$35. All the test candidates using the headlight tag responded very positively to their use. They reported gate arms/gates responded quicker and at a further distance than previously and have had no issues. You must remind your car detailer not to try and pick off the headlight tag or they will not function appropriately.
- Re-registration of all vehicles and license plates associated with your property will begin in October, and all residents will be required to update their information. More information will follow on this process.
- NVM applications are available beginning October 2 and the deadline for submission is November 3, 2023.
- 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 was implemented on September 1. Signage has been installed. Please note the speed limit change is not 35 mph on all of Windgate Pass, only for the certain section noted and posted as such. Drivers speeding over 10 mph will be issued a speeding citation.
- Crosswalks are to be repainted on Windgate pass and Mule Deer in Country Club on September 20th, more information will be sent to the residents in Country Club and Windgate. A new crosswalk will be installed at Rob's Camp and Windgate pass. We are still exploring options for the pedestrian crosswalk at Ethel's Garden and Crescent Park.
- Montelena will have warranty work done on six of their roads on September 21. There will be separate communication to residents on what to expect for the work to be completed efficiently.
- Dana Bondon joins us this week as a new Modification Specialist staff person. She has worked in Modification and New Home construction at Desert Mountain. Vince Muldrow transferred back to Community Standards and will be responsible for enforcement of Desert Camp, Windgate and Horseshoe.
- All the guard houses computers have been replaced, and Jeff Shaw, the IT manager is also working on the placement in the next two weeks. He is also working on a cabling issue we are experiencing at Westgate. Trail camera routers are scheduled to be replaced by the end of October.
- Legacy of DC Ranch construction is moving quickly, they are currently installing all the common area landscaping and anticipate new residents in the community by Q3 of 2024. There will be a new operating budget and reserve budget for this new neighborhood.
- The Community Council and Ranch Association Board of Directors have completed thorough reviews of the DC Ranch Standards for Home, Conduct and Landscape and made changes to the document to encourage community betterment and clarification

on expectations to meet DC Ranch standards. The updates include an escalating fine schedule and clarity on board discretion to increase fines for the purposes of enforcement compliance and owner obligation of landscaping maintenance, home maintenance and conduct to DC Ranch standards. The updated Home, Conduct and Landscape Standards can be found on DCRanch.com under Standards and Guidelines.

- Safety Forum will be October 25 at 6 pm. The City of Scottsdale Fire Department and Emergency Management team will be on site to discuss emergency evacuations in our community due to fire or flood. We will provide information that you should consider for your Ready Go Bag. Scope of services for Community Patrol and Gate Access as well as calls for service for the community will be reported by our City of Scottsdale Police Crime Prevention Officer, Rob Katzaroff.

Unfinished Business

Policy Update Amendments

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

- i. Bylaw on Board Member Requirements – Discussion took place with a consensus that the language regarding “unresolved covenant violations of the Community Standards” be added back into the Bylaw.

Ms. Sukhovolets motioned to approve the Bylaw on Board Member Requirements policy as amended. Mr. Shaw seconded the motion. The motion passed unanimously.

- ii. Policy 101 Policy Committee Charter – Discussion took place with a consensus that the policy be approved as presented.

Mr. Shaw motioned to approve Policy 101 as presented. Mr. Matheson seconded the motion. The motion passed unanimously.

- iii. Policy 102 Policy on Policies – Discussion took place with a consensus that the policy be approved as presented.

Ms. Walberg motioned to approve Policy 102 as presented. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

- iv. Policy 104 Board Governance – Discussion took place with a consensus that the policy be approved as presented.

Ms. Walberg motioned to approve Policy 104 as presented. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

- v. Policy 106 Neighborhood Voting Members – Discussion took place with a consensus that the definition of “good standing” be updated to mirror language from the Bylaw on Board Member Requirements.

Ms. Walberg motioned to approve Policy 106 as amended. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

Market Street Villas Painting Project

Ms. Ray-Brethower provided an update on the Market Street Villas neighborhood committee work on an amendment to the paint color schemes. The neighborhood voted and more than 51% voted to amend the paint color schemes.

Ms. Sukhovolets motioned to approve the neighborhood amended paint color schemes for Market Street Villas. Ms. Walberg seconded the motion. The motion passed unanimously.

Maintenance Yard Update

Ms. Ray-Brethower provided an update on the status of the process to purchase land to accommodate a maintenance yard. Staff is currently working with APS to confirm their requirements to allow the Association to build on the proposed lot.

New Business

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.

- i. Policy 103 Ethics, Harassment and Non-Discrimination – Add “Neighborhood Voting Member” to the policy along with Board and Committee members.

Ms. Walberg motioned to post the recommended Policy 103 change to the DCRanch.com website for a 30-day comment period. Ms. Sukhovolets seconded the motion. Dr. Geiger recommended an amendment to the motion to eliminate section 103.5f of the policy which prohibits a Chair of a Committee from being a real estate agent, and to add to section 103.8 that residents of DC Ranch cannot be discriminated against if they apply for a job with DC Ranch. Ms. Walberg motioned to post the recommended Policy 103 change with Dr. Geiger’s proposed amendments to the DCRanch.com website for a 30-day comment period. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

- ii. Policy 107 Neighborhood Committees – Updates definition of “good standing” to mirror language from the Bylaw on Board Member Requirements. Discussion took place with a consensus that section 107.6d regarding 51% approval by owners for each candidate for a Neighborhood Committee be removed from the policy.

Ms. Walberg motioned to post the recommended Policy 107 change to the DCRanch.com website for a 30-day comment period. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

- iii. Policy 201 Finance Operations Controls
- iv. Policy 202 Financial Reporting
- v. Policy 203 Financial Audits

Dr. Geiger motioned to post Policy 201, 202 and 203 to the DCRanch.com website for a 30-day comment period. Mr. Matheson seconded the motion. The motion passed unanimously.

CFD Update/Action Plan

Ms. Ray-Brethower provided an update on the CFD, which is a DC Ranch Community Facilities District through the City of Scottsdale. The CFD agreement is a special taxing district that allows for maintenance of public improvements. The CFD is coming due, and staff is planning to ask the City of Scottsdale to continue the agreement to obtain continued funding for ongoing landscaping maintenance for the medians along Thompson Peak, Legacy and Pima Rd.

Committee Reports

Firewise Committee

No updated provided.

Budget and Finance Committee

Mr. Shaw advised that the Committee will be meeting to begin a review of the 2024 budget.

Modification Committee

No updated provided.

Policy Committee

Ms. Walberg advised that the next meeting will be on September 27, 2023.

Sustainability Committee

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

Community Patrol and Gate Access Committee

No updated provided.

Member Open Forum

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

- Desert Camp project questions should be directed to Community Council
- Options for in-person Board meetings

Announcements

- Sustainability Committee Meeting at Ranch Office Main Conference Room, September 13, 2023, at 5:00 p.m.
- Budget and Finance Committee Meeting at Ranch Office Main Conference Room, September 18, 2023, at 3:00 p.m.
- Board Budget Presentation at Ranch Office Main Conference Room, September 20, 2023, at 3:00 p.m.
- Policy Committee Meeting at Ranch Office Main Conference Room, September 27, 2023 at 11:00 a.m.
- Next Regularly Scheduled Board Meeting (BOD in person, residents on Zoom), October 2, 2023, at 6:00 p.m.
- NVM applications available beginning October 2 on DCRanch.com
- Annual Budget Presentation at The Homestead, October 10, 2023 at 6:00 p.m.
- Community Patrol and Access Meeting at The Homestead, October 25, 2023, at 4:30 p.m.
- 6th Annual Safety Forum at The Homestead, October 25, 2023, at 6:00 p.m.

Adjournment: There being no further business to conduct, Dr. Geiger adjourned the meeting at 8:23 p.m.