

# DC Ranch Association Board of Directors Meeting

August 7, 2023



# Mission Statements

- **Ranch Association:** Emphasizing customer care and sustained property values. Protects fiscal and environmental assets. Provides professional financial, landscape, and maintenance staff. Manages community patrol and gate access services.
- **Community Council:** Visioning and facilitating initiatives that enhance residents' quality of life and serve collective interests. Provides recreational, educational, cultural, and volunteer opportunities. Promotes the DC Ranch brand and manages communication programs.
- **Covenant Commission:** Establishes and maintains standards for architectural and landscape design while working with property owners, builders, and architects to preserve harmony with our desert environment.

# Principles of Civil Dialogue

Respect and diversity of thought are valued at DC Ranch. Civil dialogue should be used when addressing the Board, another resident, or a DC Ranch staff member.



# Meeting Agenda

- Call to order
- Roll Call / Establish Quorum
- President's Comments
- Approval of Prior Meeting Minutes
  - June 12, 2023 Regular Meeting
  - June 12, 2023 Executive Session
  - July 14, 2023 Action without a Meeting
- 2<sup>nd</sup> Quarter Financial Report, Dee Nortman, Director of Financial Services
- Executive Director's Report
- Unfinished Business
  - 2023-2024 Board of Director Goals
  - Artificial Turf specification amendments
- New Business
  - Modification Committee Appointment
  - Policy Update Amendments
- Committee Reports
  - Firewise Committee Update
  - Budget and Finance
  - Modification Committee Update
  - Policy Committee Update
  - Sustainability Committee
  - Community Patrol and Gate Access Committee
- Member Open Forum
- Announcements
- Adjournment

# Roll Call

- Phil Geiger– President
- Greg Kiraly– Vice President
- Marla Walberg– Secretary
- John Shaw– Treasurer
- Elaine Cottey– Director
- Iryna Sukhovolets– Director
- Don Matheson - Director



# President's Comments

- Public Comment Statement/Board Meeting Protocol
- Organized Sports in Parks
- Modification Resolution
- Mack Industrial
- Hayden Road/Thompson Peak Dog Park update

# Approval of Prior Meeting Minutes

- June 12, 2023 Regular Board Meeting
- June 12, 2023 Executive Session Meeting
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# 2<sup>nd</sup> Quarter 2023 Financial Report

Director of Financial Operations

Dee Nortman

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## Statement of Revenue and Expense For the Period Ending June 30, 2023



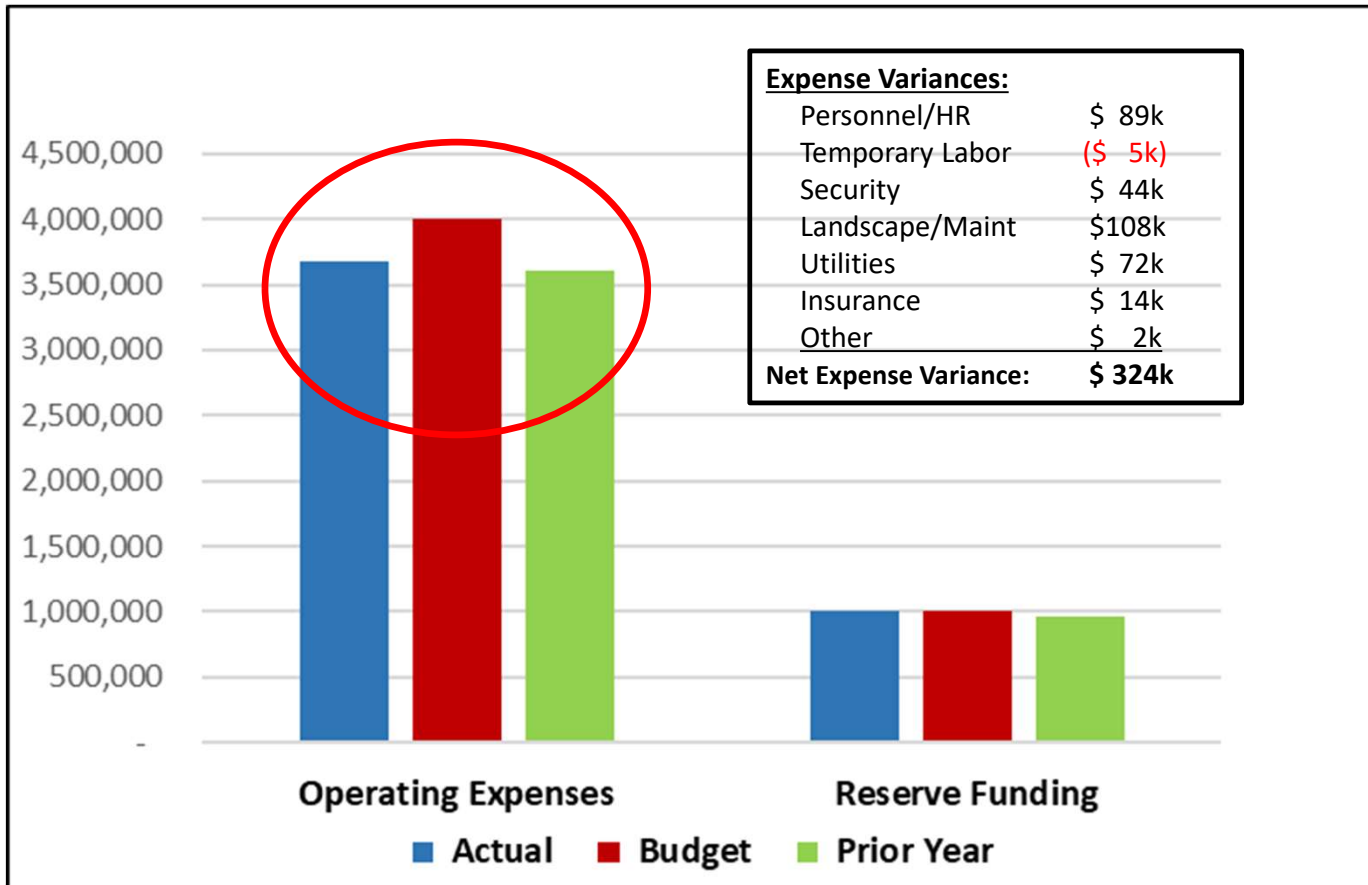
	June 2023			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>Revenue</b>						
Assessment	\$ 805,989	\$ 805,980	\$ 9	\$ 4,835,935	\$ 4,835,880	\$ 55
Non-Assessment	81,343	73,198	8,145	322,498	307,623	14,875
<b>Total Revenue</b>	<b>887,332</b>	<b>879,178</b>	<b>8,154</b>	<b>5,158,433</b>	<b>5,143,503</b>	<b>14,930</b>
<b>Expenses</b>						
Operating Expenses	630,047	705,256	(75,208)	3,681,874	4,005,665	(323,791)
Reserve Funding	168,104	168,104	-	1,008,624	1,008,624	-
<b>Total Expense</b>	<b>798,151</b>	<b>873,360</b>	<b>(75,208)</b>	<b>4,690,498</b>	<b>5,014,289</b>	<b>(323,791)</b>
<b>Operating Income/(Loss)</b>	<b>\$ 89,181</b>	<b>\$ 5,819</b>	<b>\$ 83,362</b>	<b>\$ 467,935</b>	<b>\$ 129,214</b>	<b>\$ 338,721</b>
Reserve Income/(Loss)	115,148	94,087	21,061	599,367	285,161	314,206
Capital Income/(Loss)	(4,908)	-	(4,908)	(29,445)	-	(29,445)
<b>Total Net Income/(Loss)</b>	<b>\$ 199,421</b>	<b>\$ 99,906</b>	<b>\$ 99,516</b>	<b>\$ 1,037,856</b>	<b>\$ 414,375</b>	<b>\$ 623,481</b>

## Statement of Revenue and Expense (Operating) For the Period Ending June 30, 2023



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# Expense Comparison For the Period Ending June 30, 2023



# Balance Sheet at 6/30/2023



<b>Assets</b>			
	<u>6/30/2023</u>	<u>12/31/2022</u>	<u>Y/Y Change</u>
<b>Operating Cash</b>	\$ 1,985,523	\$ 1,056,966	\$ 928,557
<b>Reserve Funds</b>	10,642,948	10,112,659	530,289
<b>Capital Funds</b>	69,168	69,168	0
Accounts Receivable, Net	135,093	318,660	(183,567)
Intercompany Receivables	-	9,713	(9,713)
Prepaid Expenses	304,654	261,358	43,296
Operating Lease RTU Asset	148,167	148,167	0
Other	2,206	36,528	(34,322)
<b>Total Current Assets</b>	<u>590,119</u>	<u>774,426</u>	<u>(184,306)</u>
<b>Fixed Assets</b>			
Property & Equipment	360,678	356,062	4,616
Depreciation	(288,800)	(259,354)	(29,445)
	71,879	96,708	(24,829)
<b>Total Assets</b>	<u><b>\$ 13,359,636</b></u>	<u><b>\$ 12,109,926</b></u>	<u><b>\$ 1,249,710</b></u>

<b>Liabilities/Equity</b>			
	<u>6/30/2023</u>	<u>12/31/2022</u>	<u>Y/Y Change</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable	\$ 331,999	\$ 384,101	\$ (52,103)
Intercompany Payable	284,859	147,688	137,171
Accrued Expenses	101,028	119,459	(18,431)
Prepaid Assessments	413,535	291,988	121,547
Deferred Revenue	-	-	-
Operating Lease RTU Asset	148,167	148,167	0
Other Current Liabilities	26,877	3,207	23,670
	<u>1,306,464</u>	<u>1,094,611</u>	<u>211,854</u>
<b>Long-Term Liabilities</b>			
Note Payable - Equipment	-	-	-
Other	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Equity</b>			
Operating Equity	418,352	543,843	(125,491)
Reserve Equity	10,431,088	10,369,893	61,195
Capital Equity	165,876	101,580	64,296
CY Net Income/(Loss)	1,037,856	0	1,037,856
	<u>12,053,172</u>	<u>11,015,316</u>	<u>1,037,856</u>
<b>Total Liabilities/Equity</b>	<u><b>\$ 13,359,636</b></u>	<u><b>\$ 12,109,926</b></u>	<u><b>\$ 1,249,710</b></u>

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# Statement of Cash Flows for period ending June 30, 2023



	<u>Current Month</u> Month Ended June 2023	<u>Year-to-Date</u> Year Ended June 2023
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net income (deficit) for period	\$ 199,421	\$ 1,037,856
Adjustments to reconcile net income (deficit)		
Depreciation	4,908	29,445
<i>(Increase)/Decrease in:</i>		
Accounts receivable	55,782	183,567
Intercompany receivables	8,116	9,713
Prepaid expenses	29,636	(43,296)
<i>Increase/(Decrease) in:</i>		
Accounts payable	(94,635)	(52,103)
Accrued expenses	(16)	(2,488)
Accrued payroll expenses	(28,404)	(15,942)
Prepaid assessments	8,779	121,547
Intercompany payables	(33,702)	137,171
Other liabilities	8,979	57,992
NET CASH FROM OPERATING ACTIVITIES	<u>158,863</u>	<u>1,463,462</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchases of Property, Plant & Equipment	-	(4,616)
NET CASH FROM INVESTING ACTIVITIES	<u>-</u>	<u>(4,616)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Principal payments of long-term debt	-	-
NET CASH FROM FINANCING ACTIVITIES	<u>-</u>	<u>-</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	<b>158,863</b>	<b>1,458,846</b>
CASH, BEGINNING OF PERIOD	<u>12,538,775</u>	<u>11,238,793</u>
<b>CASH, END OF PERIOD</b>	<b><u>\$ 12,697,639</u></b>	<b><u>\$ 12,697,639</u></b>

# Statement of Cash Flows for period ending June 30, 2023

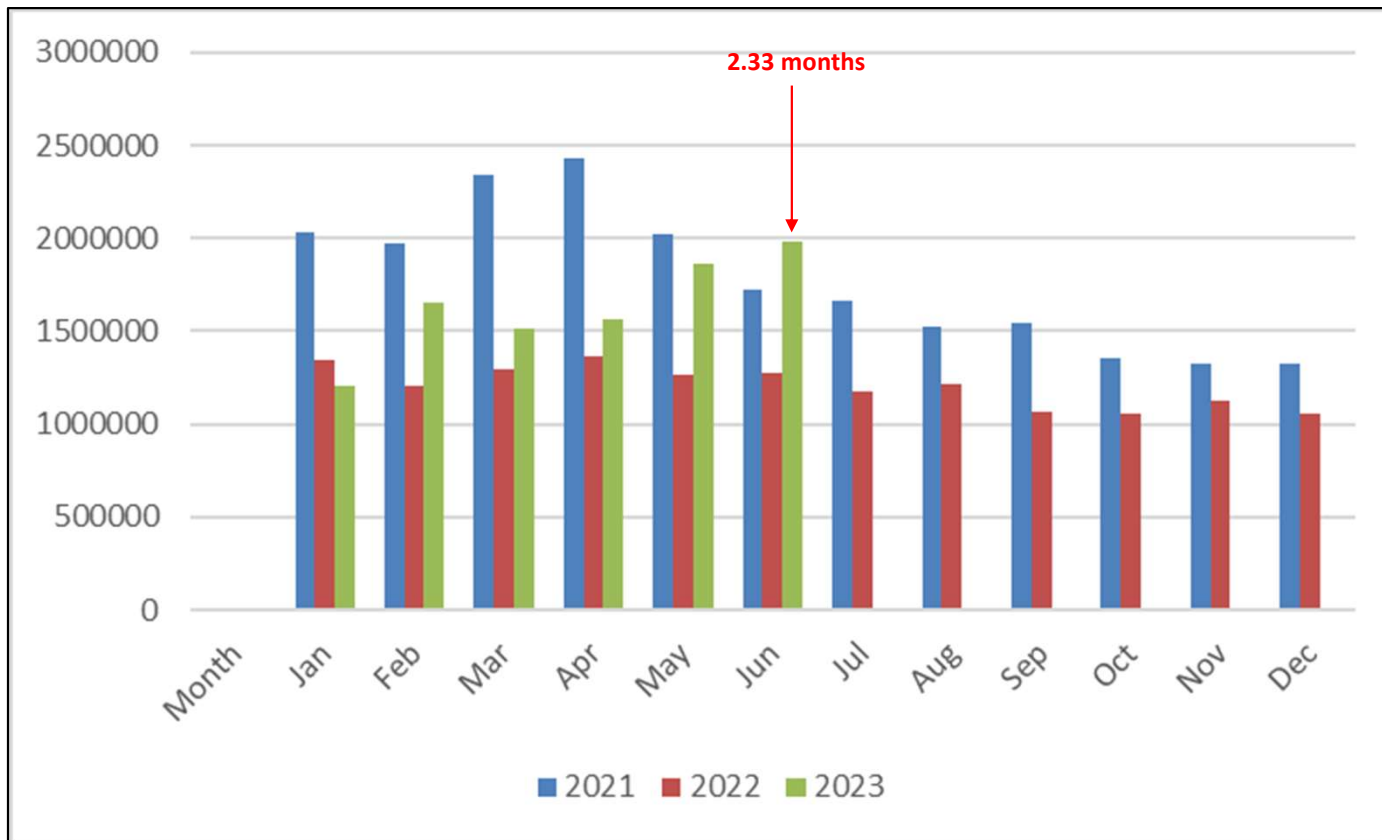


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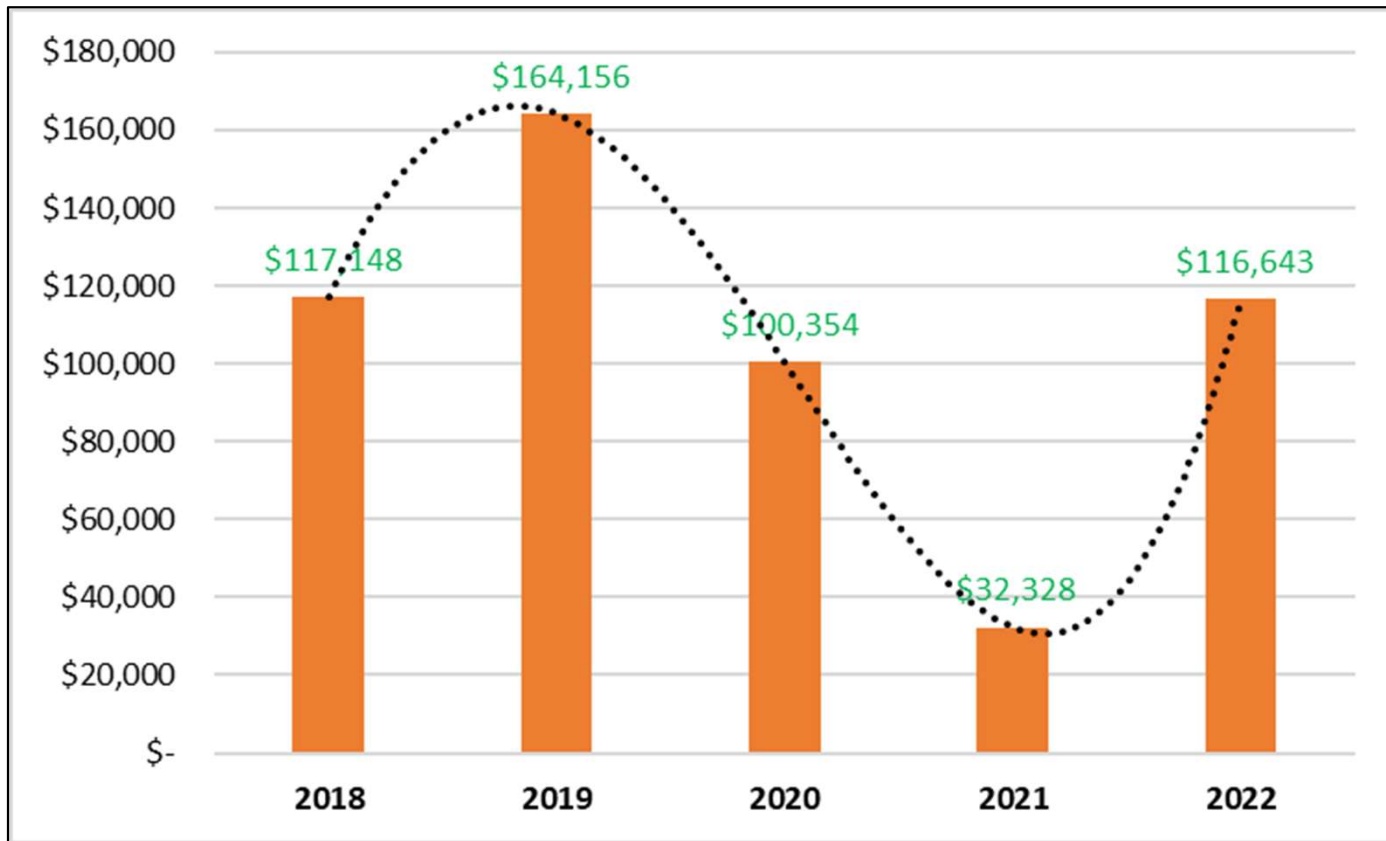




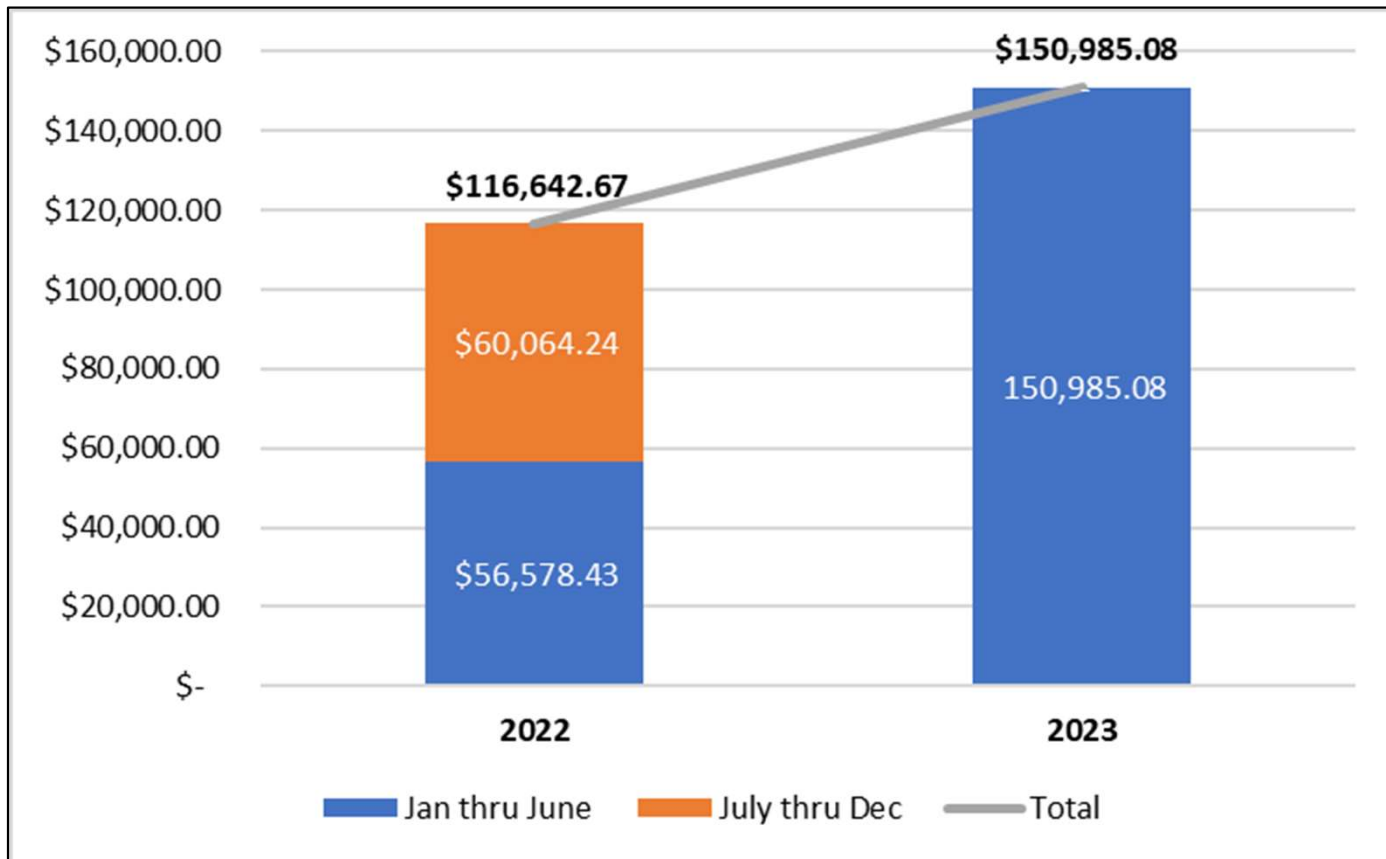
# Operating Cash Balances by Month



# Reserve Investment Income 2018-2022



# Reserve Investment Income 2022-2023



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# Questions?



# 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 26<sup>th</sup> storm caused 19 trees to fall, 11 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.

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# Executive Director's Report

- 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.
- Landscaping and Maintenance team participated in the clean up 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, and 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.

# Executive Director's Report

- 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 Lavinetta, 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 pm.
- 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 Director Goals**

**Modification and Community Standards Processes** – Board supports staff efforts to streamline the modification and enforcement process and support revisions/updates to the submittal and review process.

- a. Implement new software to track each Violation and Modification, including documentation in the database
- b. Increase inspections to include all modifications from past two years plus all going forward
- c. Continue implementation of the Board adopted resolution on completion of T&Es and outstanding violations before submitting a new modification request
- d. Review Enforcement policy annually
- e. Support revisions/updates to the Standards as warranted
- f. Only waive fines/fees when warranted, support and trust staff and their oversight on issues

**Safety and Security** –

- a. Support communication efforts and foster a community wide education program to increase resident awareness of Community Patrol and Gate Access scope of work
- b. Improve the understanding of the authoritative organizations regarding safety and security in DC Ranch so residents are aware of the limitations of the DC Ranch gate and community patrol in relationship to the proper use of the Scottsdale Police Department.
- c. Continue to monitor and improve the performance of Anderson Security.



# Unfinished Business

- 2023-2024 Board of Director Goals

## Support Ranch Committees

### Firewise Committee

- i. Continue to support and fund the approved Firewise plan/program, work with staff to prepare a long-term maintenance plan for cleared areas and continue to support expansion of Firewise efforts in sub-associations/surrounding properties in 2024 Budget
- ii. Attempt to secure 2024 pricing for Firewise clearing with same rates as 2022/2023 Firewise clearing expenses

### CPGA Committee

- i. Safety and Security – Support communication efforts and foster a community wide education program to increase resident awareness of Community Patrol and Gate Access scope of work
- ii. Complete work of humps, crosswalk lining, and in road crosswalk safety install, speed limit signage and implement new DCR 24 Speeding Standard by Q3
- iii. Re-registration of all gate tags by Jan 1, 2024
- iv. Investigate and recommend options to eliminate hard card gate passes and include costs in 2024 budget
- v. Install latches on pedestrian gates
- vi. Promote Neighborhood Block Watch programs

# Unfinished Business

- **2023-2024 Board of Director Goals**

- Sustainability Committee**

- i. Get the committee started and develop a recommendation for overseeding for Fall 2024
- ii. Support the committee in its infancy stage and mindfully consider any recommendations.

- Performance Review of the Executive Director –**

- a. Conduct annual Board evaluation of the Executive Director's Performance in November 2023
- b. Conduct six-month review of goals March 2024.
- c. Complete and offer ED new contract by April 1, 2024

- Board Relations**

- a. Develop a working relationship with Community Council Board so the right hand knows what the left hand is doing; communication; additional events to support collaboration, joint meeting in January 2024 and Joint board training in April 2024
- b. Maintain an active dialogue with the Executive Director to assess progress in maintaining and enhancing an environment that supports an engaged, committed, high-performing and stable management team.

# Unfinished Business

- 2023-2024 Board of Director Goals

- **Implement a Strong Communications Plan**

- a. Support new standard updates, CPGA, Good Yard recognition (trying to communicate the positive consistently)
    - b. Develop a Quick/Easy quiz on “Did you Know” for residents to learn more about the Association to address FAQs.

- **Manage the Association in a manner consistent with our approved operating budget and support the prudent and timely expenditure of reserve funds.**

- a. Offer budget workshops for resident input in September 2023 and October 2023 before the budget is adopted in November 2023
    - b. Benchmark dues assessment with other like communities for 2024 budget
    - c. Adopt a reasonable percentage funded and work towards an 80% funding within five years?
    - d. Adopt a reserve philosophy that supports our actions and plans utilizing a third-party professional for updates and site visits with PRA
    - e. Conduct an RFP to hire a third-party professional Road Management consulting company by Q3 2023

# Unfinished Business

- Artificial Turf specification amendment

6. Artificial Turf must be surrounded by a permanent concrete, ~~or~~ masonry header, metal edging, or curb. ~~that is a minimum of 4" wide.~~ Brick, travertine, concrete pavers, or extruded colored concrete are acceptable. ~~Metal or plastic~~ Plastic edging will not be ~~allowed.~~ permitted.

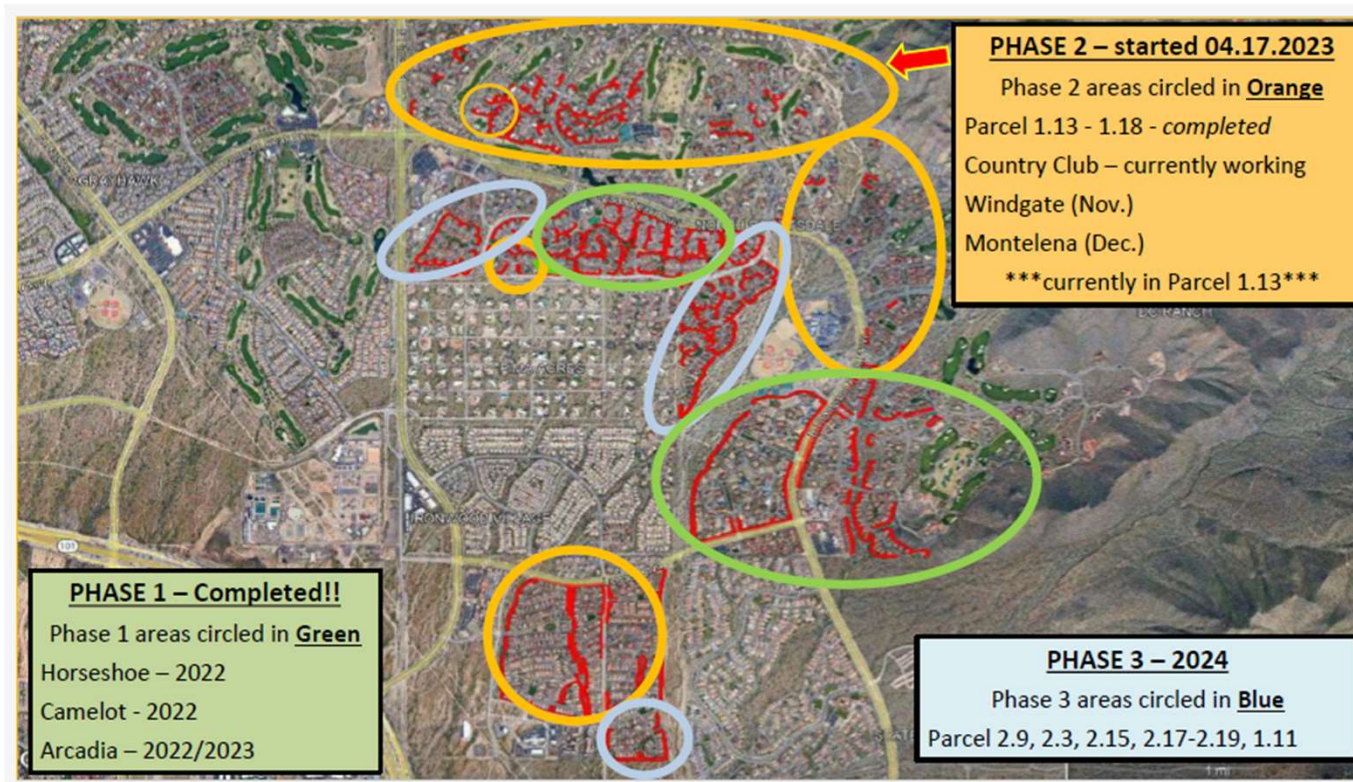
# New Business

- Modification Committee Appointment Recommendation
- Policy Update Amendments
  - Bylaw on Board Member requirements
  - Policy 101 Policy Committee Charter
  - Policy 102 Policy on Policies
  - Policy 104 Board Governance
  - Policy 106 Neighborhood Voting Members

# Firewise Committee Report

- Firewise is being completed in Country Club through end of October. It will then move to Windgate, and then to Montelena. Currently working with 2 Sub-Associations on Firewise project (The Villas, The Village at Market Street).
- Secured pricing that is consistent with 2022 and 2023 Firewise clearing for the contract for 2024 with Sun Country
- Grant application is still under review with the AZ Department of Forestry
- Congratulations to Desert Camp Villas, the first subassociation to obtain their Firewise certification of defensible space clearing

# Firewise Committee Report



# Committee Reports

- Firewise Committee
- Budget and Finance Committee Report
- Modification Committee Report
- Policy Committee
- Sustainability Committee
- Community Patrol and Gate Committee



# Member Open Forum



We want to hear from residents  
(three-minute limit).

Please raise your hand to be called  
upon to speak.

# Announcements

- Next Board Meeting, September 11, 6 pm
- Community Patrol and Gate Access, August 23, 6 pm, Main Conference Room
- Policy Committee, August 28, 3 pm, Main Conference Room
- Sustainability Committee, September 13, 5 pm, Main Conference Room

# Adjournment