

DC Ranch Association Board of Directors Meeting

September 11, 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
 - August 7, 2023 Regular Meeting
 - August 7, 2023 Executive Session
- Executive Director's Report
- Unfinished Business
 - Policy Amendment Updates
 - Market Street Villas Paint Colors
 - Maintenance Yard Update
- New Business
 - Policy 103 Ethics, Harassment, and Non-Discrimination
 - Policy 107 Neighborhood Committees
 - Policy 201 Financial Operations Controls
 - Policy 202 Financial Reporting
 - Policy 203 Financial Audits
- 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 Update
- Anonymous Comments
- Board Goals Update

President's Comments

- **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.

President's Comments

- **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

President's Comments

- **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.

President's Comments

- **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

Approval of Prior Meeting Minutes

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

“Let Us Know” Presentation

- Let Us Know feature on the DCRanch website, presented by Elizabeth Dankert, Communications Sr. Manager

Executive Director's Report

- All 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.
- Rye grass 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.
- 1 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.



Executive Director's Report

- 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.

Executive Director's Report

- 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.

Windgate Pass



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.



Windgate Pass/Rob's Camp Crosswalk



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.



Executive Director's Report

- 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 and Terravita. 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 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.

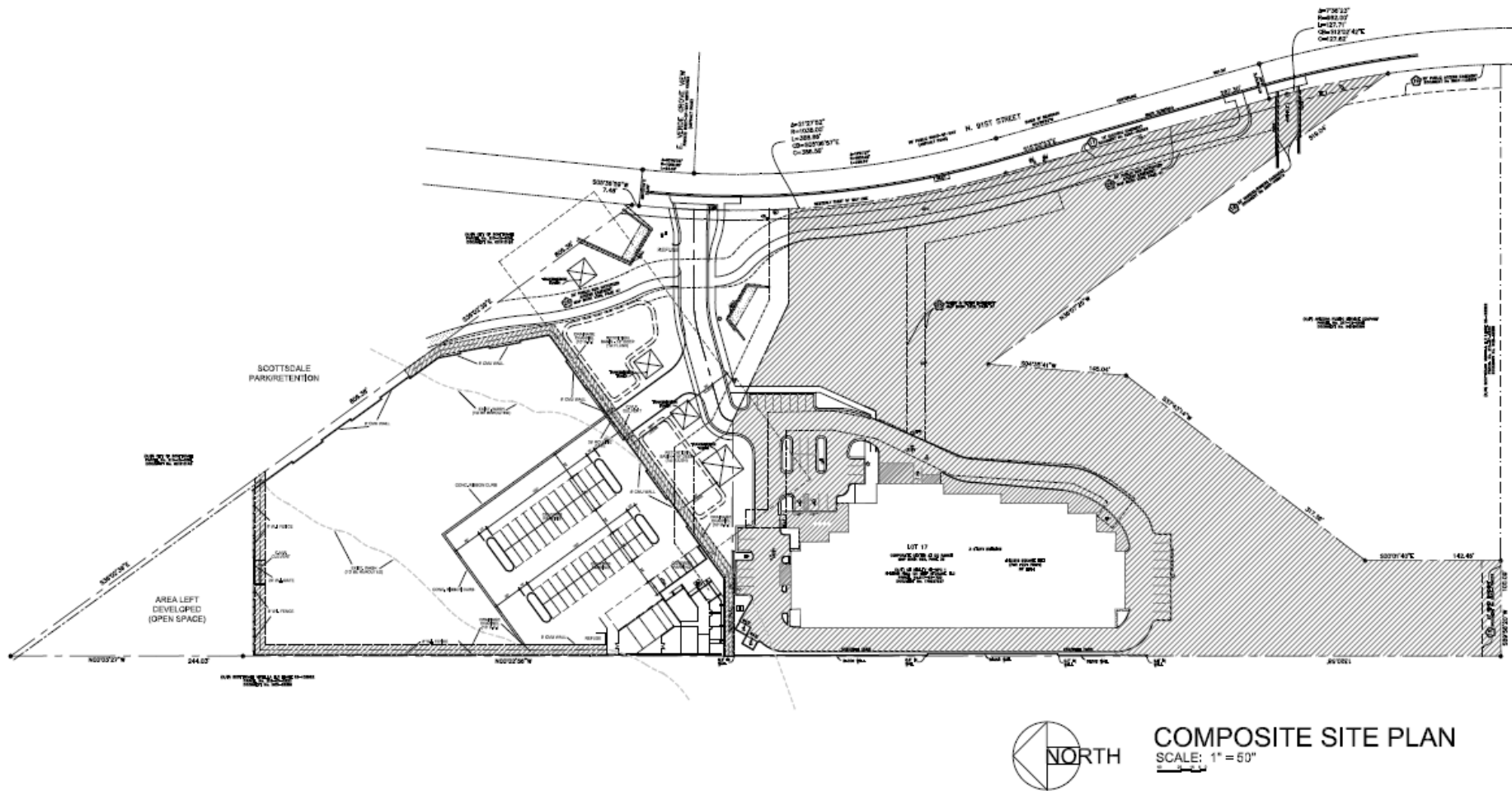
Unfinished Business

- Policy Update Amendments
 - Bylaw on Board Member requirements
 - Policy 101 Policy Committee Charter
 - Policy 102 Policy on Policies
 - Policy 104 Board Governance
 - Policy 106 Neighborhood Voting Members
- Market Street Paint Colors
- Maintenance Yard Update

Unfinished Business

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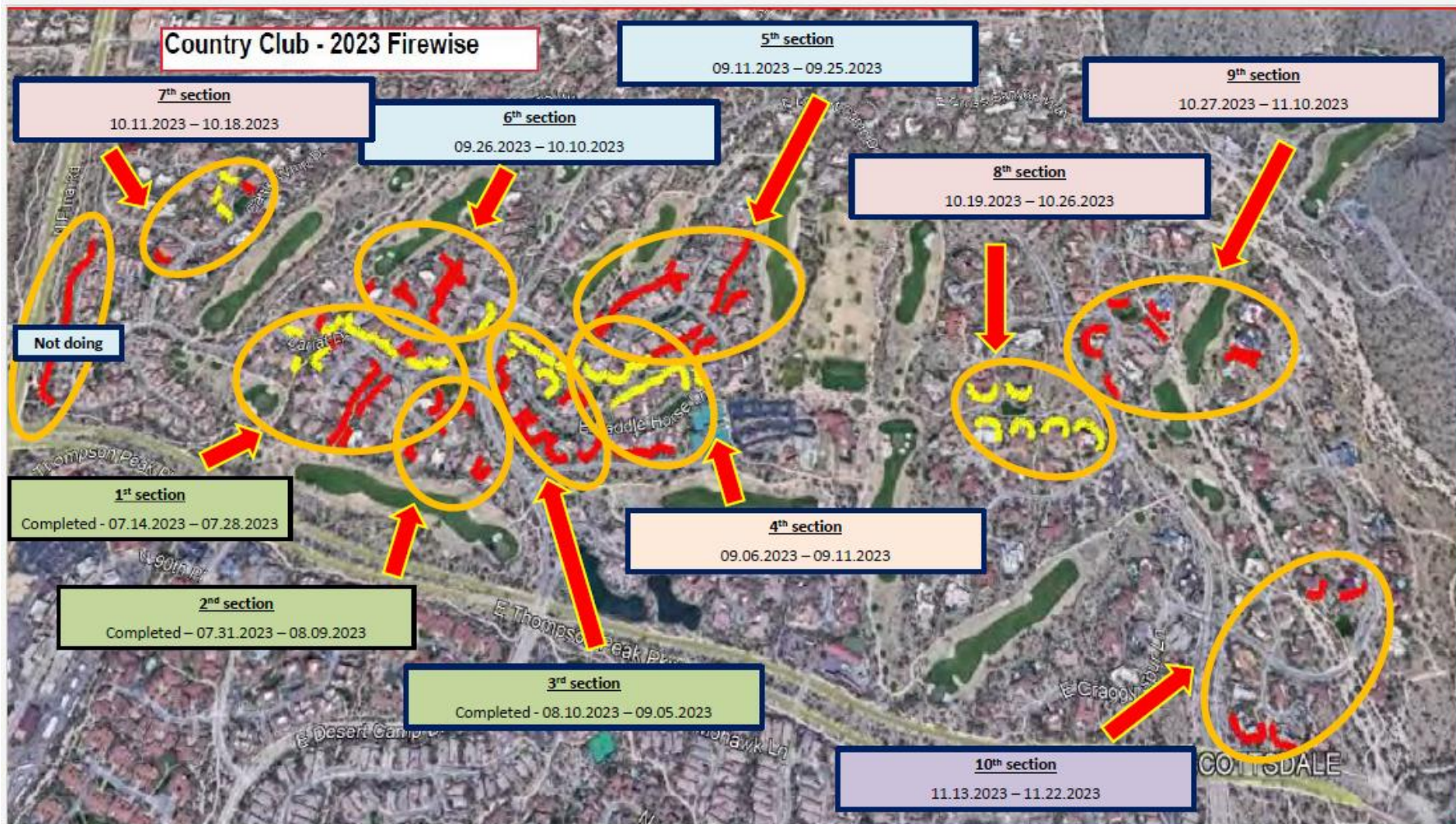
New Business-Maintenance Yard



Firewise Committee Report

- Firewise is being completed in Country Club through end of October. Grant application is still under review with the AZ Department of Forestry,
- Currently, started section 4 in Country Club today, Monday, September 11.

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

- Sustainability Committee, September 13, 5 pm, Main Conference Room
- Budget and Finance Budget Meeting, September 18, 3 pm, Main Conference Room
- Board Budget Presentation, September 20, 3 pm, Main Conference Room, residents can join via zoom
- Next Board Meeting, October 2, 6 pm
- NVM applications available beginning October 2 on DCRanch.com
- Policy Committee, September 27, 11 am, Main Conference Room
- Annual Budget Presentation, October 10, 6 pm, The Homestead
- Community Patrol and Gate Access, October 25, 4:30 pm, The Homestead
- 6th Annual Safety Forum, October 25, 6 pm, The Homestead

Adjournment