

DC Ranch Association – Board of Directors

Meeting Minutes: February 7, 2022



Date/Time: Monday, February 7, 2022 Started: 6:00 p.m. / Ended: 7:04 p.m.

Location: Via Zoom

Purpose: Regular Open Meeting

Chaired By: Geoff Wilner

Recording Mike Wells / Shannon Owsley

Secretary: Elaine Cottey

Status: Final

Attendance:

Directors: Geoff Wilner, President; Elaine Cottey, Secretary; Sam Hawkins, Treasurer; Dr. Philip Geiger, Director; Greg Kiraly, Director; Don Matheson, Director

Absent: Stephen Koven, Vice President

Management: Michele Ray-Brethower, Executive Director
Mike Wells, Director of Operations
Dee Nortman, Director of Financial Operations
Alexis Firehawk, Attorney

Call to Order / Establishment of Quorum / Roll Call

Mr. Wilner called the meeting to order at 6:00 p.m. A quorum was established with five members present (Mr. Matheson joined shortly thereafter). Ms. Ray-Brethower requested that Sub Association Management and Organizational Structure be added to the New Business of the agenda for the meeting.

President's Comments

Mr. Wilner thanked all residents in attendance, with a special thanks to the NVMs recognizing them for their service to the Association.

Mr. Wilner provided updates regarding the Governance Meeting on January 19, 2022, and Executive Session Meeting on February 7, 2022.

Approval of Prior Meeting Minutes

Dr. Geiger motioned to approve the minutes from the January 10, 2022, board meeting and the January 10, 2022, executive session. Mr. Hawkins seconded the motion. With no further discussion, the motion passed unanimously.

Executive Director's Report

- Westgate gatehouse repairs have been completed and reopened.
- Board of Director applications are available. One application had been received as of this date. Three Director terms expiring in April: Vice President-Stephen Koven, Treasurer-Sam Hawkins, and Director-Don Matheson.
 - 2.7.2022 Election Kickoff at Board of Directors meeting
 - 3.4.2022 Deadline for candidate applications | 5 p.m.
 - 3.14.2022 Meet the Candidates Night | 6 p.m.
 - 3.16.2022 Ballots mailed to Neighborhood Voting Members and to individual owners without NVM representation
 - 4.11.2022 Annual Meeting / Election Results Announced | 6 p.m.
- Completed renovations on the Sterling Estate east courtyard fountain, beginning on the west fountain.
- Held NVM Leadership training on January 26.
- Completed Anderson Security Agency's annual review.
- Firewise clearing to begin along the wash behind Arcadia on February 14.
- Collection letters sent to 19 owners for past due fines / fees of \$5,066.
- Employee team value awards to be awarded on February 25th based on five team values (fun, professionalism, innovation, passion, and teamwork).
- Arcadia Sissoo tree update-the DRB application is under appeal with City.
- A year in review: Modification Applications: 2020-270, 2021-339; up 26% from the previous year. Transfer / Disclosure: 2020-438, 2021-428. Speeding Infractions: 2020-114, 2021-117.

Unfinished Business

4th Quarter / Year End Financial Report

Dee Nortman, Director of Financial Operations, provided updates to the 2021 year-end financial report.

New Business

Budget and Finance Committee Appointment Update

There were two new committee member applications that would be reviewed after the Board Election process.

March Board Meeting Location

The Board discussed the format for the March Board Meeting and decided to hold it via Zoom.

Sub-Association Management

The Board discussed the current situation and future goals in relation to sub-association management as the Ranch Association currently was short-staffed and limited on time. Mr. Hawkins motioned to give the 60-day notice of cancellation to Desert Park Villas and not to take on any additional sub-associations at this time. Mr. Wilner seconded the motion. With no further discussion, the motion passed unanimously.

Organizational Structure

Ms. Ray-Brethower presented a revised organization chart to help with the current staffing shortage. It included the need to hire a front desk receptionist, a project manager, and a part-time communications coordinator. Dr. Geiger motioned to approve the organization chart as submitted. Ms. Cottey seconded the motion. With no further discussion, the motion passed unanimously.

Committee Reports

Firewise Committee

Dr. Geiger reported that the next committee meeting would be held on February 22, 2022, at 1 p.m. The first phase of clearing would include Arcadia, with the work beginning on February 14, 2022. The affected homeowners would be informed personally prior to the commencement of work.

Member Comments

Residents commented on:

- Traffic during the Waste Management Phoenix Open and increasing security operations
- Neighbor irrigation issues and general standards infractions
- The Sissoo trees' status and working out alternative solutions
- Additional resources needed to be able to take on sub associations
- A lack of security coverage in Park and Manor
- Speeding concerns at Trails End and the installation of speedbumps
- A special thanks to the Board for helping to make DC Ranch a premier living community

Announcements

- Nomination forms for Volunteer of the Year are available, deadline is March 4
- Next regularly scheduled Board Meeting, March 7
- Home and Landscape Expo, April 20, 5-7 pm, Desert Camp

Adjournment: There being no further business to conduct, Mr. Wilner adjourned the meeting at 7:04 p.m.