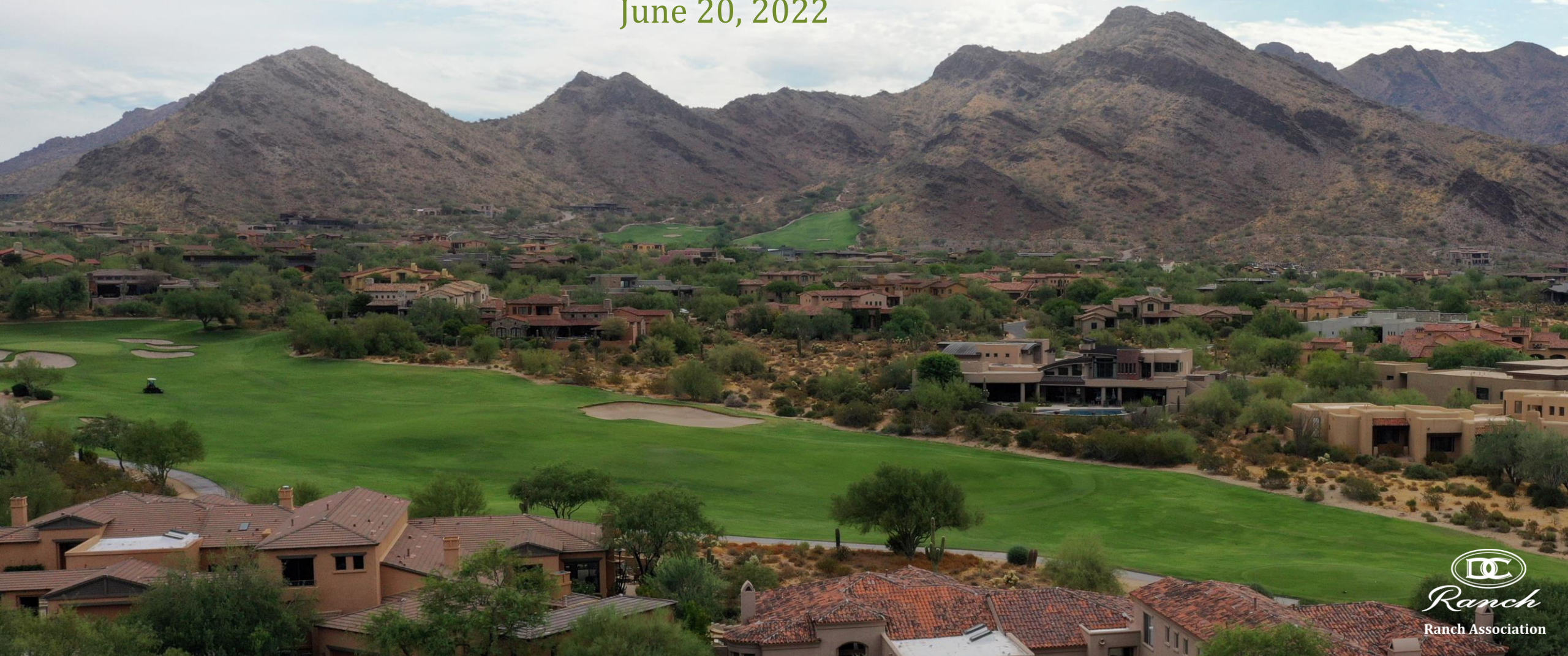


# DC Ranch Association Board of Directors Meeting

June 20, 2022





# Mission Statements

- **Ranch Association:** Emphasizing customer care and sustained property values. Protects fiscal and environmental assets. Provides professional financial, landscape, and maintenance staff. Manages security 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
- Consent Agenda
- 2021 Audit Presentation
- Executive Director's Report
- Unfinished Business
  - Board Appointment to Budget and Finance
  - Mosquito Control
- New Business
  - Security Committee Charter Approval
  - Board Appointment of Security Committee
  - DCR-09 Motorized Vehicles and Drones
  - Artificial Turf Guidelines
  - Approval of 2021 Audit
  - Speed Table at Windgate
- Committee Reports
- Member Open Forum
- Announcements
- Adjournment

# Roll Call

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



# President's Comments

- Public Comment Statement
- Board Appreciation to past Directors  
Sam Hawkins, and Stephen Koven

# Consent Agenda

- a. May 9, 2022-Board Meeting
- b. May 9, 2022-Executive Session
- c. Ethics Policy 103 Approval

# 2021 Audit Presentation

Introduction of Audit by Laura Spears, DC Ranch Accounting Sr. Manager

2021 Audit Presentation, Brad Enos, Mansberger, Patterson & McMullin, PLC



# Executive Director's Report

- The new Director of Community Services has started. Meghann Hill will oversee management of Landscape and Maintenance teams, special projects, Reserve Study, and budget.
- We received 213 applications for the shared IT Manager position. It is down to a pool of 12 that are being screened and the Eds are interviewing 6 and we are still have the goal of this position hired in July 2022.
- The Landscape Manager position has been posted and we are currently taking applications for the Landscape Manager position. We are also taking applications for Landscape Crew members as we have three positions vacant.
- Community Standards and TD process revamping underway. Will be utilizing the modules available in our current software, Caliber that houses the homeowner database, Accounting, etc. to document and streamline our processes. This will eliminate the egregious infraction enforcement process and we will be enforcing all of the documents. This additional workload will require an increase in staffing for 2023.
- Mid-year evaluations are being done on non-management, full-time staff.
- We have completed an organization wide RFQ for all three entities insurance needs and after interviews of four different brokers, we have opted to go with a new broker. We will be utilizing Brown and Brown and anticipate a risk management assessment to be conducted before year end to ensure we are adequately covered.

# Executive Director's Report

- Replacement pots for Jacaranda park have been delivered and we will be scheduling their installation in the next month.
- New sod has been installed at Market Street Park.
- Working on the gravel refresh project at Sterling Villas, as well as adding new plants in the planting bed along a driveway and repairing irrigation in the planted pots on the columns to water pots without damaging the columns.
- We are waiting for the final two of the replacement leased trucks from Enterprise, we have received three.
- Ordered final phase of park furniture. (\$249,500) One phased order from last year has been delivered, expecting the other in June/July.
- Maintenance office has been relocated to the Peaks complex on Scottsdale Road and Pinnacle Peak. Equipment all at Kitchell yard.
- Started the bid process for Westgate gatehouse renovation. (\$30,000)

# Executive Director's Report

- Awaiting parks playground equipment to be repaired and updated as needed, currently in the bid process to get pricing.
- Getting bids for stucco wall repair and painting throughout the community.
- In the bid process of Ethyl's Garden water feature refurbishment.
- Speed humps will be installed on Trail's End going to/from the DC Ranch Country Club currently scheduled for July 24. The speed limit signs will also be changed to 20 mph from 15 mph as decided by the Board in May.
- Sidewalk inspections are being conducted and scheduling of repairs will begin. (\$38,000)
- Gatehouse computers are on order for replacement. (\$3,000)
- Firewise clearing continuing in Horseshoe for another 4 weeks, then to Camelot, both yellow and red defensible space and then yellow defensible space for Arcadia.
- Applied for the Fuels Mitigation Grant through the AZ Department of Forestry and Fire Management end of May, if selected, potentially \$20,000-\$500,000 grant monies to assist with the efforts within the community. .

# Unfinished Business

- Board Appointment to Budget and Finance Committee
- Mosquito Control

# New Business

- Security Committee Charter
  - Committee Chair will be a Board member
  - Membership will be 7 members, 2 of which Board members, the other 5 are representation from each Village (both manned and unmanned gates), as well as a subassociation representative if possible. (2 staff members will serve on the committee but not be in the count of 7 members).
  - Committee will see community input regarding security matters and recommend changes to scope of services, review member Security survey and develop recommended changes to address opportunities for improvement.
- Appointment of Board member(s) for Security Committee



# New Business

- DCR-09 Motorized Vehicles and Drone Policy Update
- Artificial Turf guidelines
- Approval of 2021 Audit
- 2022 Audit vendor consideration
- Speed Table at Windgate

# Committee Reports

- **Board Committee Reappointments**

## Budget and Finance Committee

Charter - The Board will review and approve the charter and membership annually, usually at the first or second meeting after the election of officers. Membership to include Board Treasurer as Chair, one additional Board member and up to five residents, preferably representative of each Village.

### **2021-2022 Ending June 21, 2022**

Sam Hawkins/John Shaw - Chair - Board Treasurer (Desert Parks)  
Elaine Cottey - Board Secretary (Silverleaf)  
David Peterson (Desert Parks)  
Glen Bier (Silverleaf)  
Dave Underwood (Desert Camp)  
Scott Horsley (Country Club)  
Jon Dubauskas (Desert Camp)

### **2022-2023 Proposed**

John Shaw - Chair - Board Treasurer (Desert Parks)  
Marla Walberg - Board member (Silverleaf)  
David Peterson (Desert Parks)  
Glen Bier (Silverleaf)  
Dave Underwood (Desert Camp)  
Jon Dubauskas (Desert Camp)  
Vacancy (Country Club resident preferred)

# Committee Reports

- **Board Committee Reappointments**

## Firewise Committee

Charter - The Committee shall be composed of seven (7) members; three residents, two Board Directors, one of which will serve as Chair appointed by the Board of Directors, and two Association staff members. Past Directors may also serve on this committee. Additional committee members may consist of residents and local or state fire prevention officials.

### 2021-2022 Ending June 20, 2022

Phil Geiger, Sitting Director (Chair)  
Greg Kiraly - Sitting Director  
Andrea Brin  
Kris James  
Paul Staker  
Erik Houston Landscape Manager  
Bill Lord, Director of Maintenance

### 2022-2023 Proposed

Phil Geiger - Sitting Director (Chair)  
Greg Kiraly - Sitting Director  
Andrea Brin  
Kris James  
Paul Staker  
Meghann Hill, Director of Community Services  
Landscape Manager or other staff designee

# Committee Reports

- **Board Committee Reappointments**

## Modifications Committee

Charter - The Modifications Committee shall consist of at least three and not more than five members approved by and serving at the Board's discretion. The chair of the Modification Committee will be an Association Board member. The Board of Directors select the Chair. Other committee members may include architects or similar professionals who may not be members of the Association.

### 2021-2022 Ending June 28, 2022

Don Matheson - Chair  
Pam Kacir  
Scott Whitmire  
Dina Hudson  
Brian Juedes

### 2021-2022 Proposed

Geoff Willner - Sitting Director (Chair)  
Pam Kacir  
Scott Whitmire  
Jan Spielman  
Dean Gerstein

# Committee Reports

- **Board Committee Reappointments**

## Policy Committee

Charter - The Committee shall be composed of three (3) to five (5) members, two of which shall be sitting directors on the Board and one member will be the Executive Director. Past directors may also serve on this committee. The committee's chairperson shall be appointed by the Board of Directors.

### **2021-2022 Ending June 20, 2022**

Elaine Cottey - Sitting Director (Chair)  
Phil Geiger - Sitting Director  
Stephen Koven - Sitting Director  
Tom Headley - Past Director  
Michele Ray-Brethower - Executive Director

### **2022-2023 Proposed**

Elaine Cottey - Sitting Director (Chair)  
Phil Geiger - Sitting Director  
Stephen Koven - Past Director  
Tom Headley - Past Director  
Michele Ray-Brethower - Executive Director



# Committee Reports

- Firewise Committee next meeting, July 26, 1 pm, Main Conference Room/zoom.
- Budget and Finance Committee Report
  - Next meeting, June 27, 3 pm
- Modification Committee Report
  - Training on June 23, 1 pm
- Policy Committee Report
  - Meeting to be scheduled in July for Standards policy updates

# Member Open Forum



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

Please raise your hand to be called  
upon to speak.

# Announcements

- No meeting in July; next Board Meeting, August 1, 6 pm
- Resident Leadership applications are available and due by June 30. Eight class sessions on Tuesdays, Aug 23-Nov 29, 6-8 pm.

# Adjournment