

DC Ranch Association – Board of Directors

Meeting Minutes: June 20, 2022



Date/Time: Monday, June 20, 2022, Started: 6:00 p.m. / Ended: 7:59 p.m.

Location: The Homestead and Zoom

Purpose: Regular Open Meeting

Chaired By: Dr. Philip Geiger

Recording Shannon Owsley

Secretary: Elaine Cottey

Status: Approved

Attendance:

Directors: Dr. Philip Geiger, President; Greg Kiraly, Vice President; Elaine Cottey, Secretary; John Shaw, Treasurer; Don Matheson, Director; Marla Walberg, Director; Geoff Wilner, Director

Management: Michele Ray-Brethower, Executive Director
Shannon Owsley, Executive Assistant
Alexis Firehawk, Attorney

Call to Order / Establishment of Quorum / Roll Call

Dr. Geiger called the meeting to order at 6:00 p.m. A quorum was established with seven directors present.

President's Comments

Dr. Geiger thanked all residents in attendance and on Zoom. Special appreciation was given to Mr. Sam Hawkins and Mr. Stephen Koven for their service on the Board.

Dr. Geiger reviewed the "call to the public" and how it is misunderstood. He said that in the past some residents misunderstood the purpose and expectations for public comment and therefore read the following statement: "It is not intended to serve as a vehicle for back-and-forth debate with the public body on a topic not specifically on the agenda. Members of the governing body are prohibited from discussing or acting on matters not specifically identified on the agenda. In that case they can only respond to criticisms made by those who have addressed the public body, ask staff to review a matter, or request that a matter be put on a future agenda." Dr. Geiger said that he hoped that this would help clarify the rules around public comment.

Dr. Geiger advised the public that they may comment on any item on the agenda following a motion and a second by a member of the board at which time the chair will call for public comment on the specific issue under consideration and provide the speaker with three minutes on that topic.

Dr. Geiger explained that the Board had added a consent agenda to the agenda, and explained that the consent agenda groups routine, non-controversial items into a single agenda item. In doing so, the grouped items can be approved in one action, rather than through the filing of multiple motions. Having a consent agenda will help streamline meetings and allow the Board to focus on more substantive issues.

Consent Agenda

Mr. Kiraly motioned to approve the consent agenda. Mr. Wilner seconded the motion. The motion passed unanimously.

2020 Audit Presentation – N/A

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 candidates that are being screened, then the EDs will interview six candidates, and the goal is to have this position filled in July 2022.
- The Landscape Manager position has been posted and we are currently taking applications. We are also taking applications for Landscape Crew members as we have three positions vacant.
- Community Standards and TD process revamping is underway. We will be utilizing the modules available in our current software, Caliber, which 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 the standards. This additional workload will require an increase in staffing for 2023.
- Mid-year evaluations are being prepared for non-management, full-time staff.
- We have completed an organization-wide RFQ for all three entities' insurance needs. After interviews with 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.
- 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 at Scottsdale Road and Miller. Maintenance and Landscaping equipment is all at Kitchell yard.
- Started the bid process for Westgate gatehouse renovation. (\$30,000)
- 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) Completed 1.13 to date.
- 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 at the 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

Mr. Shaw motioned to appoint Ms. Walberg to the Budget and Finance Committee. Mr. Wilner seconded the motion. With no further discussion, the motion passed unanimously.

Mosquito Control

Dr. Geiger reviewed mosquito control and what the Association can do to help with prevention (i.e., fogging, DynaTrap, resident education). The Association will not be fogging the entire community due to health concerns and limited effectiveness. The Association encourages residents to reduce standing water and to become educated on mosquito control.

New Business

Security Committee Charter

- Committee Chair will be a Board member.
- Membership will consist of seven members, two of which are Board members, the other five including representation from each Village (both manned and unmanned gates), as well as a sub-association representative if possible. (Two staff members will serve on the committee but not be in the count of seven members.)
- Committee will seek community input regarding security/safety matters and recommend changes to scope of services, review member Security survey (which will be delayed until the committee can fully contribute) and develop recommended changes to address opportunities for improvement.

Ms. Cottey motioned to approve the Security Committee Charter (to include speeding). Mr. Wilner seconded the motion. With no further discussion, the motion passed unanimously.

Appointment of Board Member(s) for Security Committee

Dr. Geiger motioned to appoint Mr. Matheson as Chair of the Security Committee and Mr. Shaw as the additional Board member. Ms. Cottey seconded the motion. With no further discussion, the motion passed unanimously.

DCR-09 Motorized Vehicles and Drone Policy Update

Ms. Ray-Brethower clarified that the updated policy now includes allowing staff, security, and country club employees (not members) on the paths and trails with carts. It is difficult to enforce Association regulations on the paths. Residents are encouraged to call non-emergency police line. Ms. Ray-Brethower will add language to the forms that residents sign when they pick up their fobs.

Artificial Turf Guidelines

Guidelines are being established for artificial turf and applications to the Modifications Committee will open in August 2022.

Approval of 2021 Audit

Per the Budget and Finance recommendation, Mr. Shaw motioned to approve the 2021 Audit. Ms. Cottey seconded the motion. With no further discussion, the motion passed unanimously.

2022 Audit Vendor Consideration

Mr. Shaw motioned to consider Butler Hansen, P.C., for the 2022 Audit per the Budget and Finance Committee's recommendation. The Community Council already had approved hiring Butler Hansen for the Community Council's audit. Ms. Cottey seconded the motion. With no further discussion, the motion passed unanimously.

Speed Table at Windgate

Mr. Kiraly made a motion to approve the \$18,000 purchase for a speed table to be installed at Windgate. Mr. Matheson seconded the motion. By a 5-2 vote (Ms. Walberg and Ms. Cottey opposing), the Board approved the motion.

Policy 104 on Board Governance

Mr. Wilner made a motion to have the Board President continue to vote on all matters for this year per policy 104.11a. Mr. Kiraly seconded the motion. With no further discussion, the motion passed unanimously.

Committee Appointments

Each year the Board appoints members to its three standing committees, which are 1) Budget and Finance Committee, 2) Modifications Committee, 3) Policy Committee and 4) Firewise Committee. The following appointments and reappointments were announced, and a motion to approve all appointments and reappointments was made by Ms. Cottey and seconded by Mr. Shaw. The motion passed unanimously.

Committee Reports / Appointments and Reappointments

Budget and Finance Committee

2022-2023 Proposed and Approved Appointments and Reappointments

- 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)

Mr. Shaw reported that the next committee meeting would be held on July 25, 2022, at 3:00 p.m. Meetings will be held in person at the Ranch Office conference room.

Firewise Committee

2022-2023 Proposed and Approved Appointments and Reappointments

- 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

Dr. Geiger reported that the next committee meeting would be held on July 26, 2022, at 1:00 p.m. Meetings will be held in person and via Zoom.

Modification Committee

2022-2023 Proposed and Approved Appointments and Reappointments

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

Mr. Wilner reported that the training meeting would be held on June 23, 2022, at 1:00 p.m. Meetings will be held via Zoom.

Policy Committee

2022-2023 Proposed and Approved Reappointments

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

Ms. Cottey reported that the next meeting would be scheduled in July for standards policy updates. Topics being reviewed are standards of home, landscape, and conduct.

The recording of Committee Meetings will be on the agenda for the August 1 Board Meeting. Residents are invited to attend all Committee Meetings.

Member Open Forum

Topics of discussion included safety of paths and trails, sub-association concerns and obligations, mailbox issues and package deliveries, and Zoom problems.

Mr. Matheson motioned to continue hosting the Board meetings in a hybrid fashion, but to find alternative audio / location options. Ms. Cottey seconded the motion. With no further discussion, the motion passed unanimously.

Announcements

- Next Regularly Scheduled Board Meeting, August 1, 2022, at 6:00 p.m.
- Resident Leadership applications are available and due by June 30, 2022. Eight class sessions begin on Tuesdays, August 23 to November 29, 2022, from 6:00-8:00 p.m.

Adjournment: There being no further business to conduct, Dr. Geiger adjourned the meeting at 7:59 p.m.