

## DC Ranch Association – Board of Directors

Meeting Minutes: October 3, 2022



Date/Time: Monday, October 3, 2022, Started: 6:08 p.m. / Ended: 7:35 p.m.  
Location: The Ranch Office 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 6:08 p.m. A quorum was established with seven directors present.

### **President's Comments**

Dr. Geiger thanked all residents in attendance, reviewed the call to the public, and reminded residents when the meeting is open for comment.

Dr. Geiger and members provided updates on the Board's goals.

1. Provide necessary and functional audio and video access to Board meetings. Currently purchasing another system is too expensive, other options are being considered. (Rated 3.2/5)
2. Ensure Board members are informed and utilize the Board President as the primary contact for the Executive Director. (Rated 3.9/5)
3. Reaffirm the roles of the BOD is policy making, budget, and oversight of the Executive Director. (Rated 3.8/5)
4. Provide transparency for the Board's actions, decision making, and rationale. (Rated 4.5/5)
5. Provide resources for the staff and Executive Director to complete goals. (Rated 4.8/5)
6. Consistently follow up on T&D, modifications committee approvals and denials, and Covenant Commission determinations. (Rated 3.5/5)
7. Engage the community for improved safety measures. (Rated 2.5/5)
8. Complete Firewise implementation and continue the maintenance of defensible space. (Rated 4.5/5)
9. Implement conflict of interest policy and provide adequate training. (Rated 4.7/5)

10. Reassess the fines and fee structure. (Rated 4/5)
11. Continue progress on the tree replacement plan in Arcadia. (Rated 3.5/5)
12. Re-educate the community on the Covenant Commission, Ranch Association, and Community Council. (Rated 3.5/5)
13. Meet with sub-associations to seek improvements. (Rated 1.8/5)
14. Conduct Board review of the Executive Director's performance in November 2022 and March 2023. (Rated 2.3/5)

### **Consent Agenda**

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

- September 12, 2022 – Executive Session Minutes
- September 12, 2022 – Board Meeting Minutes
- September 28, 2022 – Access Control / Community Patrol Meeting with Board Members

### **Executive Director's Report**

- Painting of Stucco walls and view fencing to begin this month. Horseshoe Canyon \$28,922, Sierra Pinta wall \$22,176, Terrace Homes East \$32,207, Terrace Homes West \$30,555, Park and Manor \$38,375, Arcadia wash walls \$31,002.
- Asphalt patch and repair will occur this fall in Park and Manor.
- A speed table at Windgate will be installed. The plan is currently being evaluated by an engineer due to the changes of height of the road/ADA ramps, etc.
- The contractor is finishing up Firewise clearing in Horseshoe; next week will be Camelot 2.13/2.14.
- The Policy committee is amending recommendations for Standards of Home, Landscaping and Conduct. Escalating fines for infraction of all the Standards. For example, Pets off Leash-\$300, Pets attacking a human or another animal-\$1,250, Short-term rentals \$5,000.
- Modifications has processed 18 artificial turf applications.
- Resident Leadership Academy Class 3 continues, October 4<sup>th</sup> is Financial Stewardship with our very own Dee Nortman and Laura Spears presenting.
- We have finished interviewing the Benefit brokers that responded to the RFP. The broker will be selected this week, and we will begin competitive bidding of medical benefits. Open enrollment begins last week of October, and new benefits begin December 1. We did receive the renewal of the current benefit package, and the increase is 29%.
- Staff has started work on the DC Ranch insurance renewal effective January 1, 2023. We are estimating a 15% increase in premiums to industry market, property coverage, cyber and potential workman's compensation.
- Replacement of cameras at the manned gates are in process.
- Reserve Studies are being conducted for each neighborhood with completion by Q1 2023 by a third-party vendor Facilities Advisors Arizona.
- Conversations in the Park will be held at Sterling Villas Park on November 16 at 4 pm.
- NVM applications are now available. We have 11 areas in need of representation, The Villas, Courtyards Desert Parks, Village at Market Street 1 & 2, Country Club-Longhorn, Country Club-Craggy Spur/Mule Deer, Horseshoe Canyon, Windgate Rob's Camp, Upper Canyon Saguaro Canyon/Wingspan, Upper Canyon Wingspan and Arcadia. Deadline for applications is November 4, with ballots being mailed November 22, and must be

returned by December 9. Four NVMs are retiring, Pam Kacir, Chris Kirkpatrick, Scott Roberts, Beverly Schwartz.

- Every three years, the Community Council facilitates a Resident Demographic/Interest survey, which gives residents the opportunity to provide feedback. As part of the final phase, 14 residents participated in a beta test. The survey will launch September 26.
- Tree replacement is beginning in areas that lost trees during the storm, or that died in the summer.

Dr. Geiger encouraged all residents to consider being an NVM and urged residents to complete the resident survey.

## **Unfinished Business**

### Access Control / Community Patrol Committee Charter Amendment

The mission of the Access Control / Community Patrol Committee is to aid in the review and recommendations on various community concerns such as enhanced or improvement of scope of services offered by the Association's third-party vendor, camera technology improvements and locations, community speed limits, speed deterrent alternatives, reduction of motorized vehicles on paths, member accountability on standards, and emergency preparedness. The committee will make safety recommendations to the Board. The committee will start with a survey in early 2023.

Mr. Wilner motioned to approve the Committee Charter. Ms. Cottey seconded the motion. The motion passed unanimously.

### Access Control / Community Patrol Committee Update – Appoint Committee Members

Scott Hartman-Desert Camp

John Manning-Country Club

Lisa Olsen-Sub Association

Dale Tarzia-Silverleaf

Paul Lipari-Silverleaf

Kay Nadal-Silverleaf

Jeff Gajda-Silverleaf

Morgan Francis-Desert Parks

Grant Venable-Desert Parks

Nadar Kavandi-Desert Parks

Mr. Wilner motioned to move forward with the slate of nominated committee members. Ms. Walberg seconded the motion. The motion passed unanimously.

Ms. Cottey motioned to move forward with Mr. Kiraly as the elected chair of the committee.

Mr. Matheson seconded the motion. The motion passed unanimously.

Ms. Cottey motioned to move forward with Dr. Geiger as the elected co-chair of the committee.

Mr. Wilner seconded the motion. The motion passed unanimously.

### Survey Questions January 2023

The Board discussed the community survey questions for 2023. It was decided to send out two different surveys – one for the manned gates and one for the unmanned gates. Ms. Ray-Brethower will post the survey questions on the DC Ranch website.

### Signed Conflict of Interest Forms

Dr. Geiger reminded all Board members and committee members to turn in their forms.

### **New Business**

#### Overseeding

To save water and in accordance with the City of Scottsdale ordinance, overseeding will be done on a limited basis (12.5 acres will be overseeded and 7.5 acres will not).

#### 2023 Annual Budget

The 2023 Annual Budget Workshop will be held on October 10, 2022, at 6 p.m., at The Homestead. Due to rising costs and inflation, the Association is expecting a 20% increase to assessments.

#### Communications Protocol

Depending on scope, the Community Council and Ranch Association Boards of Directors will be notified of incidents either by their respective Executive Director or through resident communication channels (community-wide or neighborhood specific). For large scale emergencies, the existing *Emergency & Fire Notification Plan* will be activated.

### **Incident Categories**

**HIGH:** immediate, ongoing threat to safety and wellbeing

**Examples include:** Fire in the Preserve, active shooter, dangerous subject at large, house fire (if risk to other homes nearby)

**MEDIUM:** Incidents with potential future threat or prolonged ongoing resolution

**Examples include:** Health risk (including hazardous material spill), break-in, extended power loss

**LOW:** Incidents with minimal disruption to residents and no potential future threat

**Examples include:** Accident/water line break requiring re-routing of traffic, targeted break-in, dog attack

Incidents that do not fall into the above categories will not be communicated unless determined by the Executive Directors. Examples of incidents that will not be reported includes pets off leash, vehicles on the path and trail system, speeding, etc. These incidents will be handled by DC Ranch employees, security, and law enforcement as needed.

Ms. Ray-Brethower will post the communications protocol on the DC Ranch website.

### Modification Committee Policy Resolution

Mr. Wilner moved to amend the Resolution to allow the Modifications Committee to have some discretion when it comes to outstanding T&Ds, applying for modifications. He said that the Committee would not accept a new application for a modification unless the T&Ds and all currently outstanding violations are corrected with the caveat that the Committee shall have the authority to make exceptions for good and valid reasons. Mr. Wilner made a motion to amend the Resolution. Ms. Walberg seconded the motion. The motion passed unanimously.

### Sustainability Committee

The Sustainability Committee is being established as a joint committee of the Community Council, Ranch Association, and Covenant Commission that serves in an advisory capacity to provide guidance and counsel on sustainability initiatives and environmental practices for the organization and the community-at-large in accordance with governing documents. Resident rebates are being discussed as well. More information will be provided at a later date.

#### Sub Association Board Member Meeting

The DC Ranch Board of Directors will host a meeting tentatively scheduled on December 7, 2022, with the sub-association Board Members and their associated property managers.

#### Realtor Training

Beginning in January, once the new standards are approved, there will be new realtor training offered. There will also be additional questions added to the online training.

### **Committee Reports**

#### Firewise Committee

Dr. Geiger reported that the Firewise initiative is almost complete at Horseshoe and will begin in Camelot. The next meeting will be held October 4, 2022, at 1 p.m.

Dr. Geiger motioned to move forward with appointing Mr. Shaw as the co-chair of the Firewise Committee. Mr. Wilner seconded the motion. The motion passed unanimously.

#### Budget and Finance Committee

Mr. Shaw reported that there will be a public 2023 budget meeting on October 10, 2022, at 6 p.m. The 3<sup>rd</sup> quarter meeting to review the year-to-date budget will be October 24, 2022, at 3 p.m.

#### Modification Committee

Mr. Wilner reported that the next meeting will be October 11, 2022, at 4 p.m. There had been 29 modification requests nine of which were artificial turf.

Mr. Wilner motioned to nominate Pamela Anzelone to be part of the Modification Committee. Mr. Shaw seconded the motion. The motion passed unanimously.

#### Policy Committee

Ms. Cottey reported that the standards with redlines were being reviewed by Community Council. They will be ready to present to the Board of Directors at the November meeting. Moving forward, fines will be starting at \$300 per violation.

#### Access Control / Community Patrol Committee

Mr. Kiraly reported that the next meeting will be in four to six weeks with the survey commencing in January 2023.

### **Member Open Forum**

Member discussion centered around the policy committee, Community Center renovations / clubs, re-seeding, artificial turf, and security.

### **Announcements**

- Public Budget Meeting at The Homestead, October 10, 2022, at 6 p.m.
- Community Safety Forum at The Homestead, October 12, 2022, at 5 p.m.
- Board Executive Session, October 17, 2022, at 4 p.m.
- Next Regularly Scheduled Board Meeting (BOD in person, residents on Zoom), November 7, 2022, at 6 p.m.

**Adjournment:** There being no further business to conduct, Dr. Geiger adjourned the meeting at 7:35 p.m.