

DC Ranch Association – Board of Directors Meeting Minutes: November 6, 2023



Date/Time: Monday, November 6, 2023, Started: 6:02 p.m. / Ended: 8:31 p.m.
Location: The Ranch Offices and Zoom
Purpose: Regular Open Meeting

Chaired By: Dr. Phil Geiger
Recording: Meghann Hill

Status: APPROVED

Attendance:

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

Absent: None

Management: Michele Ray-Brethower, Executive Director
Meghann Hill, Director of Community Services
Kathren Coleman, Communications Coordinator
Dee Nortman, Director of Financial Operations

Call to Order / Establishment of Quorum / Roll Call

Dr. Geiger called the meeting to order at 6:02 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 opened the meeting and provided updates on the following items:

- Board Meeting Protocol – Resident comments can be made before the Board votes on any proposed motion. Anonymous comments will not be recognized.
- Modification Resolution – All modifications must be submitted to the Committee for review and approval. Any outstanding violations on a property should be remedied prior to submittal of a modification application. Unapproved modification may result in fines and the unapproved modification may be subject to removal at the owner's expense.
- Mack Industrial Update – Street from Legacy to DC Ranch Corporate Center will be a no truck zone which was requested by DC Ranch.

- Addition to New Business – Add discussion about December Board meeting being hybrid (in-person and Zoom) or Zoom only.

Consent Agenda

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

- October 2, 2023-Regular Meeting Minutes
- October 2, 2023-Executive Session Meeting Minutes
- October 20, 2023-Executive Session Meeting Minutes

Director of Financial Operations – 3rd Quarter Financial Report – Dee Nortman

Ms. Nortman provided an update on the 3rd Quarter Financials. Full reports are available on the DC Ranch website.

Mr. Shaw motioned to accept the 3rd Quarter Financial Reports as presented. Ms. Cottey seconded the motion. The motion passed unanimously.

Executive Director's Report

- Staff has completed 2024 budget development. The Board reviewed the budget draft at a joint work session with the Finance Committee. An open budget meeting was held on October 18, finalization and adoption of the budget anticipated tonight under old business on the agenda.
- Resident Leadership Academy - Class IV applications are now open through Dec. 15 on DCRanch.com. Applicants ideally have a genuine interest in learning more about the community's governance and operations.
- Conversations in the Park. Two neighborhood events are scheduled for residents, November 8 for Park and Manor, and December 6 for Terrace Homes East and Terrace Homes West. Both events start at 4 pm-5:30 pm, with both Presidents and Executive Directors of Community Council and Ranch Association attending.
- NVM application deadline. The acceptance of applications for NVM representation ends on November 3. Currently, have 7 vacancies.
- Staff Service Project. We have an All-Team service project scheduled for November 8 from 1-4 pm at The Homestead. We will be completing projects for the second year for HandsOn Greater Phoenix.
- Transponders. Staff will be working with Board of Directors, NVMs, Committee members and residents who have obtained their transponder since January 1, to make the conversion to headlight tags from the hard card transponders by year end.
- Updating Registration of Vehicle Information. Re-registration of all vehicles and license plates associated with your property will go in conjunction with the headlight tags, but those that have windshield tags will be able to begin the process starting January 1.
- Administrative Coordinator hired. Omar Conchas-Acuna has started as the Administrative Coordinator. Omar is responsible for issuance of speeding violations,

camera maintenance and relocation, the new re-registration of vehicle process, collections and assisting with insurance claims on gate hits.

- Benefits Open Enrollment. The open enrollment for benefits has started, and DCRA staff have until November 13 to make changes to 2024 coverage.
- All-Team Value Awards. The All-Team value award nominations are being accepted through December 22. The awards are awarded in February 2024 and are based on our five team values (fun, professionalism, innovation, passion and teamwork). These are peer-based nominations, and staff have been provided the nomination forms.
- 4th Quarter Team Building. 4th Quarter team building event scheduled for December 14 for all Ranch Association employees.
- Event. Safety Forum was held on October 25 at 6 pm. The City of Scottsdale Fire Department and Emergency Management team discussed emergency evacuations and we provided a Ready, Set, Go! Bag. We have some leftover bags remaining and if any resident would like one, they can stop by the front desk to pick one up.
- Artificial Turf applications. 8 artificial turf applications received this month. City of Scottsdale rebate program is still available. Residents are reporting an easy process, and rebates are worth the investment.
- Overseeding. Overseeding is complete, and the first mow is expected to be next week with fertilizer to follow in the middle of November.
- Adopt-A-Road. DC Ranch Landscape team just completed the Adopt-A-Road cleanup where they collected 27 bags of trash on the Road designated for DC Ranch.
- Tree Replacement. To date, we have replaced 66 trees, and have 11 trees scheduled for October from the loss during the July Monsoon.
- Association Office Holiday Closures. The Association offices on Market Street will close in observance of Thanksgiving on Wednesday, November 22 at noon and will reopen on Monday, November 27 at 8:30 am. Any emergencies during this time should be reported to the Command Center at 480.397.9659.
- Tree Trimming. Tree trimming was completed in Terrace Homes East, Terrace Homes West, Park and Manor, The Estates, and Country Club. Windgate trees to be trimmed by the end of November.
- Culvert Cleaning. Culvert cleaning was completed behind Country Club, Lot 250. Two additional culverts, near lot #131, and #217. Sierra Pinta wash will be completed by month end.
- Wood Fences. Country Club wood fences maintenance and replacement still ongoing.

Unfinished Business

Policy Update Amendments

Ms. Ray-Brethower and Ms. Walberg provided an overview of the proposed Policy updates and advised that the policies were posted to the DC Ranch website for 30 days for resident review and comment.

- i. Policy 103 Ethics, Harassment and Non-Discrimination – Discussion took place with a consensus that the policy be approved as presented.
- ii. Policy 107 Neighborhood Committees – Discussion took place with a consensus that the language regarding Election of Neighborhood Committee Members be updated to state “if more than five residents want to participate on the Neighborhood Committee a vote may be required” and “Neighborhood Committee Members are elected by the affirmative vote of at least 51% of those that vote within the Neighborhood.”
- iii. Policy 201 Financial Operations Controls – Discussion took place with a consensus that the policy be approved as presented.
- iv. Policy 202 Financial Reporting – Discussion took place with a consensus that the policy be approved as presented.
- v. Policy 203 Financial Audits – Discussion took place with a consensus that the policy be approved as presented.

Mr. Shaw motioned to approve Policy 107 as amended, and Policies 201, 202, and 203 as presented. Ms. Cottey seconded the motion. The motion passed unanimously.

2024 Board Calendar

Dr. Geiger provided an overview of the audio concerns and issues experienced when holding meetings in The Homestead Community Center. Audio improvements are not planned for Homestead. Audio/visual improvements are included as part of the Desert Camp Community Center renovation; however, that location will not be available for many months. Staff looked into offsite options to host meetings, but the cost to rent facilities was found to be too high.

Ms. Ray-Brethower provided an overview of the 2024 Board meeting calendar.

Comments from residents were heard with many expressing a desire to offer meetings via Zoom. Discussion took place regarding options to hold meetings via Zoom and in-person with a consensus that the Homestead audio concerns were too great to host meetings at the Center and Zoom meetings held in the Ranch Offices are a better option at this time.

Mr. Kiraly motioned to hold meetings via Zoom at the Ranch Offices until an improved sound system is available, with the option for residents to request attendance in person at the Ranch Office to be offered on a first come first serve basis as space allows. Ms. Cottey seconded the motion. The motion passed with 5 ayes, 1 nay (Geiger) and 1 abstain (Sukhovolets).

New Business

Policy Update Amendments

Ms. Ray-Brethower and Ms. Walberg provided an overview of the proposed Policy updates and advised that the policies will be posted to the DC Ranch website for 30 days for resident review and comment.

- i. Policy 210 Asset Disposal – Establish a policy for disposal of Ranch Association assets. Discussion took place with a consensus that “estimated market value” be added to the policy language.

Mr. Shaw motioned to post Policy 210 as amended to the DCRanch.com website for a 30-day comment period. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

- ii. Policy 302 Fines for Rule Restrictions and Community Standards – Updates fines to mirror the Board approved updated Standards for Home, Landscape and Conduct.

Ms. Walberg motioned to post Policy 302 as presented to the DCRanch.com website for a 30-day comment period. Ms. Cottey seconded the motion. The motion passed unanimously.

Approval of 2024 Annual Budget

Dr. Geiger provided an overview of the 2024 budget timeline and thanked the Budget and Finance Committee members for their efforts. The Board reviewed and discussed the proposed 2024 Annual Budget.

Mr. Shaw motioned to approve the 2024 budget with the addition of a notation advising that expenses are estimates at this time and may not cover all current and future costs. Ms. Cottey seconded the motion. The motion passed with 6 ayes and 1 nay (Matheson).

Committee Reports

Firewise Committee

Ms. Ray-Brethower advised that Firewise clearing continues in Country Club.

Budget and Finance Committee

Budget review and approval, no further update provided.

Modification Committee

Mr. Matheson advised that topping trees is not allowed, and staff can provide information on how to properly maintain trees on residential property.

Policy Committee

No update provided.

Sustainability Committee

Dr. Geiger advised that the next Committee meeting will be held on November 28.

Community Patrol and Gate Access Committee

Mr. Kiraly advised that the Committee participated in the Safety Forum; presentations provided at the Forum were beneficial and residents are encouraged to review the information shared during the Forum. Crosswalks and signage updates have been completed. The Committee is currently looking into path and trail usage and concerns related to motorized vehicles on trails.

Member Open Forum

Dr. Geiger opened the floor for open comments. Discussion took place regarding the following items:

- Firewise expenditures and clearing inspections
- Board Applications to be posted February 2, 2024 with two seats open

Announcements

- Next Regularly Scheduled Board Meeting, December 4, 2023, at 6:00 p.m. via Zoom
- Resident Leadership Academy IV applications are now available and due by December 15
- NVM Appreciation event, December 13, 6 pm

Adjournment: There being no further business to conduct, Dr. Geiger adjourned the meeting at 8:31 p.m.