

DC Ranch Association – Board of Directors Meeting Minutes: February 5, 2024



Date/Time: Monday, February 5, 2024, Started: 6:00 p.m. / Ended: 7:43 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; John Shaw, Treasurer; Elaine Cottey, Director; Iryna Sukhovolets, Director; Don Matheson, Director

Absent: None

Management: Jenna Kohl, Executive Director
Meghann Hill, Director of Community Services
Dee Nortman, Director of Financial Operations
Mike Wells, Director of Operations
Davina Lunetta, Project Manager

Call to Order / Establishment of Quorum / Roll Call/Adopt Agenda

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

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

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:

- Executive Director Agreement – The Board approved terms for the Executive Director Contract in Executive Session.
- Call for Applicants – The Finance Committee has an opening and residents are encouraged to submit if they are interested in joining the Committee. The Board of

Directors will have two open positions and residents are encouraged to submit an application by March 1.

- Modification Reminder – 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. Ms. Kohl advised that temporary adjustments have been made to the modification submittal requirements for specific security related items such as cameras and lighting; a waiver of the modification submittal review fee for security related items has been approved through March 31, 2024.

Consent Agenda

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

- January 8, 2024-Regular Meeting Minutes
- January 17, 2024-Ratification of Action Taken re: Governance Agreement

Staff Reports

a. Executive Director’s Report

- Ranch Association Board Elections: Two director seats open.
 - Feb. 1: Applications open
 - Mar. 1: Applications due
 - Mar. 11: Meet the Candidates Night
 - Mar. 13: Ballots mailed to NVMs
 - April 1: Ballots due; election results announced at Annual Meeting
- Transition - The Executive Director is grateful for the cooperation and support of the Ranch Association team, board, and residents during the transition to shared leadership.
- Recruitment - The team is recruiting for several open positions in the landscape and maintenance and administrative departments.
- Bylaw Amendment in Process - Votes are due Feb. 9 on the bylaw amendment related to Good Standing.
- Office Lease - The lease for the shared office space expires in Sept. 2024; we are exploring various options in DC Ranch to determine the best solution from cost, efficiency, and resident service perspectives.
- Safety Matters - The team continues to work with law enforcement regarding the recent crimes in DC Ranch.
 - Secured Anderson to provide additional patrols throughout the community.
 - Community-wide communications provide updates to residents.
 - Modification process temporarily adjusted for security cameras and lighting to allow at a staff level to expedite review.
 - Modification fees waived through Mar. 31 for standards-compliant modification requests for security cameras and lighting.

- Two new break ins this past weekend, plus false alarms; police response activated.
 - Crimes are top priority for Foothills District of Scottsdale PD.
 - Landscape –
 - Firewise work was completed in Montelena and has moved on to Pioneer.
 - Plant Installs for the Hotspot Locations continue in Sterling, Park & Manor, The Estates, and Market Street Villas. Plant supply is limited in some cases.
 - Completed installation of fertilizer on all turf throughout community.
 - Landscape Team will assist the City of Scottsdale Adopt-A-Road clean-up on February 23.
 - Maintenance –
 - Paint project continues for exterior common walls. Arcadia exterior walls and Sterling walls are complete. Up next is Rosewood, then Desert Haciendas, Montelena, and Pioneer.
 - Phase 2 Sidewalk Project in Windgate is complete. The Windgate Phase 3 sidewalk project begins in February.
 - Repaired and painted damaged drywall and Pergola at The Homestead Community Center.
 - Painted stucco at Ramada in the park area at The Estates.
 - Replaced wooden post for a low voltage panel at Terrace Homes East.
 - Repaired fallen street sign at Terrace Homes West.
 - Repaired and repainted the wooden fence in Upper Canyon.
 - Completed the following in Country Club: continuing the repair and repaint of the wooden fences throughout the neighborhood, light check of the north/south areas of neighborhood and cleaned the oil spills at the guest lane of Eastgate.
 - Holiday décor – The community-wide Holiday Decoration program was completed.
 - Safety meetings – The landscape and maintenance monthly safety meeting focused on Ladder & Back Safety.
 - Values Awards – The team will be announcing and celebrating values award winners at the Annual Values Award ceremony on Feb. 9; the Ranch Offices will close early so all staff can attend the ceremony.
 - Community Facilities District - The team contributed to preparation of a budget for renewal of the CFD, including research, reading the Bonds/Feasibility Studies, tallying assets, and compiling information onto a large spreadsheet. This report will be used to request an update to the CFD allocation with the City of Scottsdale. Council Treasurer Elizabeth Kepuraitis has been spearheading this project and will provide a report.
- b. Update on Community Facilities District – Elizabeth Kepuraitis – Ms. Kepuraitis provided an overview of the Community Facilities District Agreement and actions taken to date by staff to review and update the Agreement with the City of Scottsdale.

- c. Financial Report – Dee Nortman, Director of Financial Operations - Ms. Nortman provided a review of the finances for the fiscal year 2023.

Ms. Cottey motioned to accept the financials as presented. Mr. Shaw seconded the motion. The motion passed unanimously.

Old Business - None

New Business

Consider Expenditure for Acoustic Improvements for Hybrid Meetings

Ms. Kohl advised that staff is recommending the Board authorize the Executive Director to spend up to \$12,000 for improvements to the sound system at The Homestead for the purpose of enhancing sound quality for hybrid board meetings. The expenditure is unbudgeted and therefore would require Board approval. The requested improvements were researched and recommended by IT Manager Jeff Shaw. The system improvements will not include a camera upgrade but will replace components that will help eliminate feedback, add microphones, and improve sound quality. Total project costs are estimated to be \$24,000, with costs to be shared evenly between Community Council and Ranch Association if both Boards approve the expenditure. Discussion took place with a consensus that the recommended improvements and associated costs be approved.

Ms. Sukhovolets motioned to authorize the Executive Director to spend up to \$12,000 for improvements to the sound system at The Homestead for the purpose of enhancing sound quality for hybrid meetings. Ms. Walberg seconded the motion. The motion passed unanimously.

Consider Ad Hoc Committee for Community Patrol and Gate Access Contract RFP

Ms. Kohl advised that staff is recommending the Board authorize formation of an ad hoc committee to facilitate the request for proposal initiative for the community patrol and gate access services contract. The current contract with Anderson Security expires at the end of 2024.

The ad hoc committee would be tasked with gathering resident feedback on current services, providing guidance on a scope of services for the RFP, identifying potential bidders, creating selection criteria, reviewing RFP proposals, and making a recommendation to the Ranch Association Board of Directors.

Ms. Cottey motioned to authorize the formation of an ad hoc committee to facilitate the request for proposal initiative for the community patrol and gate access services contract and to appoint Ms. Walberg as chair and Ms. Sukhovolets as vice-chair. Mr. Kiraly seconded the motion. The motion passed unanimously.

Committee Reports

Firewise Committee

Mr. Wells advised that Firewise clearing continues in Pioneer.

Budget and Finance Committee

Next meeting is April 29, 2024 and audit report review is scheduled for May 20, 2024.

Modification Committee

Mr. Matheson advised that the Committee is averaging 14 modification reviews per month.

Policy Committee

Ms. Walberg advised that the Bylaw Amendment vote was distributed to NVMs and is due February 9, 2024.

Sustainability Committee

Ms. Kohl advised that the Committee is currently focusing on recycling and will visit a recycling plant. The Committee is also planning to review overseeding policies and water usage.

Community Patrol and Gate Access Committee

Mr. Kiraly advised that the next meeting is scheduled for March 26 at 6:00 p.m. The Committee is currently reviewing options to address concerns related to motorized vehicles on paths and trails.

Member Open Forum

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

- Wrong way drivers in alleyways
- Motorized vehicles on paths and trails
- Speeding on public roadways
- Arcadia back gate barrier arm status
- Reflector replacement on metal entry/exit gates

Announcements

- Asphalt Road Condition Presentation, February 7, 2024, at 6:00 p.m. at The Homestead.
- Next Regularly Scheduled Board Meeting, March 4, 2024, at 6:00 p.m.
- Meet the Candidates Night, March 11, 2024, at 6:00 p.m. at The Homestead

Adjournment: There being no further business to conduct, Dr. Geiger adjourned the meeting at 7:43 p.m.