

DC Ranch Association Board of Directors Meeting

Please note: This presentation is subject to change; the final will be presented on May 6.

May 6, 2024



Welcome



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
- Adopt Agenda
- Presentation from ADOT
- President's Comments
- Consent Agenda
- Staff Reports
- Old Business: Committee Charters
- Old Business: Committee Appointments
- Old Business: Funding Office Tenant Improvements
- New Business: Park and Manor Neighborhood Tree Trimming and Pedestrian Gate
- Committee Reports
 - Budget and Finance
 - Modification Committee
 - Sustainability Committee
 - Community Patrol and Gate Access Committee
 - Ad Hoc Committee: Patrol RFP
 - Policy Committee
- Member Open Forum
- Announcements
- Adjournment

Roll Call

- Don Matheson – President
- Iryna Sukhovolets– Vice President
- Marla Walberg– Secretary
- Dave Underwood– Treasurer
- Phil Geiger– Director
- John Shaw- Director
- David Young– Director



ADOT Presentation

- Gael Luna, ADOT Community Relation Project Manager
 - Update on Pima/Princess-Shea 101 Project
 - Q&A

President's Comments

- Welcome New Board Directors
- Announce Board Officers
- Executive Session Report

President's Comments

- Spotlight: NVMs

Consent Agenda

- Board Meeting Minutes
 - April 1, 2024 Regular Meeting Minutes

Executive Director's Report

- **Ranch Association:** Emphasizes customer care and sustained property values; protects fiscal and environmental assets; provides professional financial, landscape, and maintenance staff; manages community patrol and gate access services.
- **Community Council:** Visions and facilitates 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.

Executive Director's Report

- *The Homestead Acoustic Improvements.* New equipment and microphones are scheduled for installation in the next thirty days.
- *Gate Maintenance Request for Proposals.* This RFP will be released this month.
- *Neighborhood Initiatives: Market Street Villas*
- *Neighborhood Initiatives: Park and Manor Tree Trimming and Pedestrian Gate*
- *Neighborhood Initiatives: Terrace Homes East NVM Election and Tree Trimming*
- *Community Monitoring.* Scottsdale Police Department has confirmed that there has been no SATG activity in the community since March; however, they urge the community to remain vigilant, and they continue to conduct monitoring in the community.
- *Neighborhood Watch Signs.* A couple of neighborhoods have requested to install Neighborhood Watch signs; signage guidelines are in the final stages of review.

Executive Director's Report - Landscape

- DC Ranch rainfall YTD is at 5.17", enabling suspension of water use for about 8 weeks.
- Annual backflow testing and repairs are complete.
- 2024 Phase 1 Tree Install project is underway. 17 of the 34 trees have been installed. Project will be completed in 2 weeks.
- The 8-week Trimtect Plant Growth Regulator testing in Ethel's Garden and Sterling Park has been successful. After testing, there will be before and after pictures to show the differences. The purpose was to find a product that could cut down on the plant growth in fast-growing plants. Eliminating this plant growth will reduce both the amount of labor needed to maintain the plants and the amount of landscape debris and removal.
- Weed spraying continues and is about halfway complete. Rain and high winds slowed the project, so completion will be in about 2 weeks. Once weeds are sprayed, the landscape team will use a weed eater to trim down the taller/dead weeds.

Executive Director's Report - Landscape

- The new Calendar of Tree care contract was signed and is underway with tree trimming completed in the Horseshoe, Sterling, Arcadia, Market Street Villas, Terrace Homes East/West, Park & Manor, Desert Haciendas, The Estates, and Haciendas neighborhoods.
- Firewise Grant process continues. DC Ranch submitted both applications for Phases 3 & 4 to the DFFM (Department of Forestry and Fire Management). The applications are currently being reviewed for processing. Final determinations on both phases are expected soon.
- Landscape team is recruiting for two open positions, one landscaper and one irrigator.
- The Landscape and Maintenance teams participated in the quarterly Adopt-A-Road event, during the City of Scottsdale Earth week. This event had the team cleaning up 25 large trash bags of litter from our roadways and medians.

Executive Director's Report - Landscape

- Hotspot update: All locations from the Hotspot list (except for Ethel's Garden) have been completed. Ethel's Garden is about halfway completed. In E.G., the Crape Myrtle trees have been pruned. Deep root fertilization was completed on the Crape Myrtles, Redbuds, and rose bushes. The Landscape Team has planted about 2 dozen roses, 2 dozen various shrubs, 2 Anacacho Orchid trees. Next week, the team will install a Crepe Myrtle, Redbud, and White Orchid tree. Ethel's Garden is in full bloom. Mike Wells to report further later in the meeting.

Executive Director's Report - Maintenance

- Signage project contract was signed. The signs are being made and will be installed in June. All neighborhoods will see some signage updates on signs that are faded/weathered.
- Completed weekly light check and repairs at North Country Club, PU1 & PU2 areas.
- Painting Project continues. To date, the vendor has completed the exterior walls in Arcadia, Sterling, and Desert Haciendas (largest, with 2 linear miles of walls), and Rosewood. The vendor is currently in Montelena, and then moves to Pioneer. Vendor should be completed with all painting by end of May.
- In Market Street Villas, the maintenance team painted a garage door for lot# 61; repaired courtyard gate at lot# 64; and vendor completed roof leak repair at lot 25.
- In Haciendas, the maintenance team added a power outlet to the Main Park area.
- In Terrace Homes West, the maintenance team repaired the fire pit.
- In The Estates, the maintenance team cleaned the Gazebo area for the recent Family Park Party, repaired/welded metal railing around the park, and repaired a broken mailbox.

Executive Director's Report - Maintenance

- In Country Club, the team repaired the entry clearance sign at Westgate gatehouse and installed a temporary door at the Eastgate gatehouse.
- In Sterling, the team added a power outlet in the park and installed a light in the gazebo.
- In Arcadia, the team completed paint/stucco repairs at the Kemper Park Ramada.
- For the Security team, the maintenance team changed out and replaced the batteries for the Security Golf Cart.
- For the Community Council, the maintenance team completed the following enhancements at Market Street Park: repaired the stucco on several walls; painted several walls; painted lighting on master panel door; repaired drinking fountain for a clogged drain. The team also replaced a drain at the Homestead and repaired some damaged stucco on exterior walls.

1st Quarter 2024 Financial Report



Statement of Revenue and Expense for the period ending March 31, 2024

	March 2024			Year to Date		
	Actual	Budget	Variance	Actual	Budget	Variance
Revenue						
Assessment	\$ 878,650	\$ 878,626	\$ 24	\$ 2,635,950	\$ 2,635,878	\$ 72
Non-Assessment	52,476	57,154	(4,678)	147,694	171,462	(23,768)
Total Revenue	931,126	935,780	(4,654)	2,783,644	2,807,340	(23,696)
Expenses						
Operating Expenses	571,162	707,386	(136,224)	2,012,086	2,076,679	(64,593)
Reserve/Capital Funding	180,211	180,211	-	565,633	565,633	-
Total Expense	751,373	887,597	(136,224)	2,577,719	2,642,312	(64,593)
Operating Income/(Loss)	\$ 179,753	\$ 48,183	\$ 131,570	\$ 205,925	\$ 165,028	\$ 40,897
Reserve Income/(Loss)	98,167	82,686	15,481	430,914	491,908	(60,994)
Capital Income/(Loss)	(2,856)	(2,857)	1	16,431	16,429	2
Total Net Income/(Loss)	\$ 275,064	\$ 128,012	\$ 147,052	\$ 653,271	\$ 673,365	\$ (20,094)

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Mgmt fee (\$36k)
Interest \$5k
Other \$7k



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EE costs \$42k
Mgmt fees \$13k
Other \$10k



Balance Sheet at March 31, 2024

Assets			
	<u>3/31/2024</u>	<u>12/31/2023</u>	<u>Y/Y Change</u>
Operating Cash	\$ 1,689,458	\$ 1,602,148	\$ 87,310
Reserve Funds	12,063,906	11,711,519	352,388
Capital Funds	90,668	65,668	25,000
Accounts Receivable, Net	131,052	99,735	31,317
Intercompany Receivables	-	237	(237)
Prepaid Expenses	224,715	103,802	120,913
Interfund Transfers	52,345	112,498	(60,153)
Operating Lease RTU Asset	148,167	148,167	0
Other	2,206	43,571	(41,365)
Total Current Assets	<u>558,485</u>	<u>508,010</u>	<u>50,475</u>
Fixed Assets			
Property & Equipment	360,678	360,678	-
Depreciation	(326,814)	(318,245)	(8,569)
	33,864	42,433	(8,569)
Total Assets	<u><u>\$ 14,436,382</u></u>	<u><u>\$ 13,929,778</u></u>	<u><u>\$ 506,604</u></u>

Liabilities/Equity			
	<u>3/31/2024</u>	<u>12/31/2023</u>	<u>Y/Y Change</u>
Liabilities			
Current Liabilities			
Accounts Payable	\$ 287,822	\$ 437,543	\$ (149,721)
Intercompany Payable	198,599	225,360	(26,761)
Accrued Expenses	132,386	160,781	(28,395)
Prepaid Assessments	391,055	274,964	116,091
Deferred Revenue	-	-	-
Interfund Transfers	52,345	112,498	(60,153)
Operating Lease RTU Asset	148,167	148,167	-
Other Current Liabilities	38,332	36,060	2,272
	<u>1,248,706</u>	<u>1,395,373</u>	<u>(146,667)</u>
Long-Term Liabilities			
Note Payable - Equipment	-	-	-
Other	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Equity			
Operating Equity	737,221	737,221	-
Reserve Equity	11,689,082	11,689,082	-
Capital Equity	108,101	108,101	-
CY Net Income/(Loss)	653,271	-	653,271
	<u>13,187,676</u>	<u>12,534,405</u>	<u>653,271</u>
Total Liabilities/Equity	<u><u>\$ 14,436,382</u></u>	<u><u>\$ 13,929,778</u></u>	<u><u>\$ 506,604</u></u>

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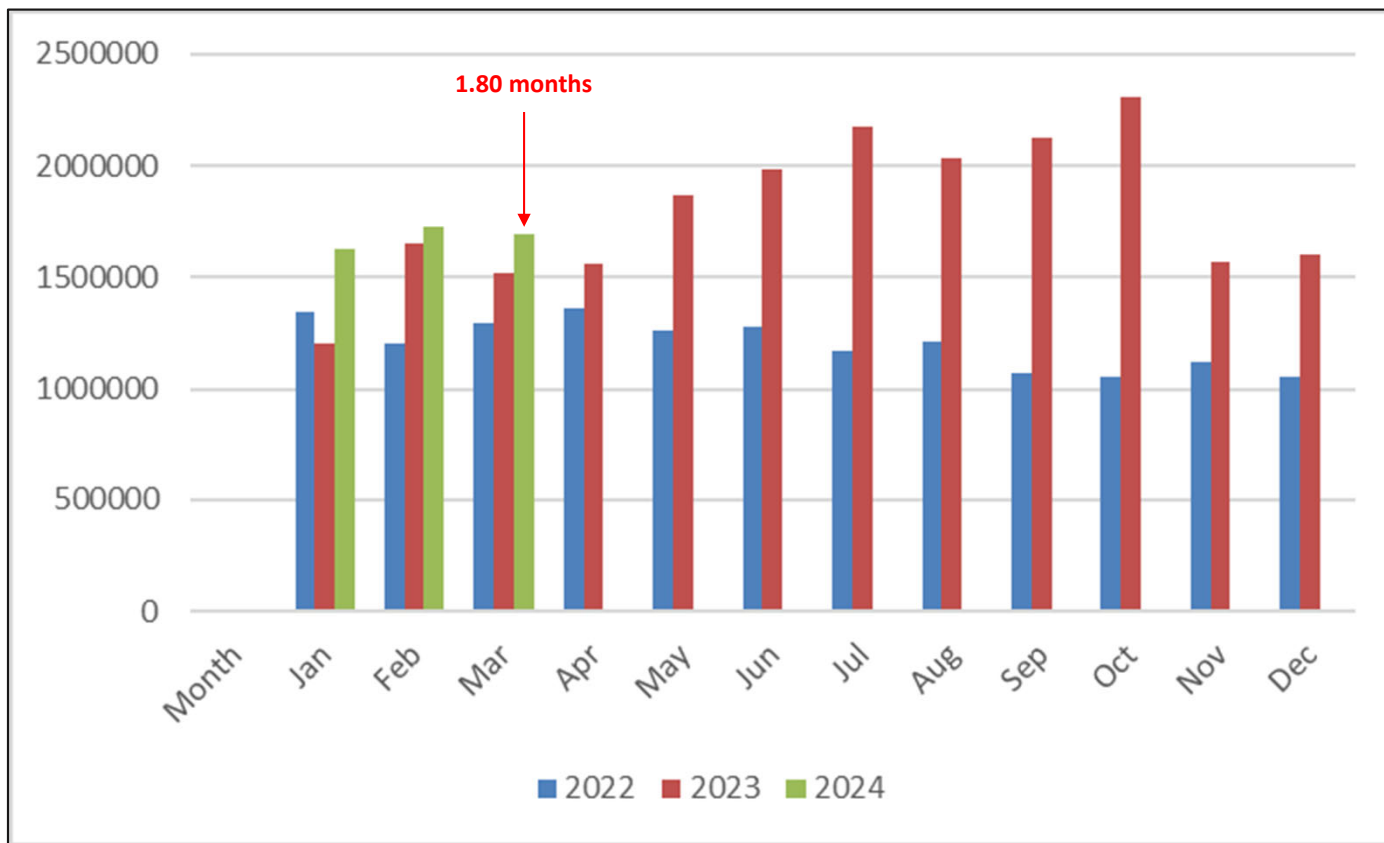
Statement of Cash Flows for the period ending March 31, 2024

	<u>Current Month</u> Month Ended March 2024	<u>Year-to-Date</u> Year Ended March 2024
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income (deficit) for period	\$ 275,064	\$ 653,271
Adjustments to reconcile net income (deficit)		
Depreciation	2,856	8,569
<u>(Increase)/Decrease in:</u>		
Accounts receivable	(17,851)	(31,317)
Intercompany receivables	-	237
Prepaid expenses	81,217	(120,913)
<u>Increase/(Decrease) in:</u>		
Accounts payable	(11,692)	(149,721)
Accrued expenses	-	(6,588)
Accrued payroll expenses	(104,014)	(21,807)
Prepaid assessments	(32,934)	116,091
Intercompany payables	(211,651)	(26,761)
Other liabilities	40,813	43,637
NET CASH FROM OPERATING ACTIVITIES	21,808	464,698
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of Property, Plant & Equipment	-	-
NET CASH FROM INVESTING ACTIVITIES	-	-
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payments of long-term debt	-	-
NET CASH FROM FINANCING ACTIVITIES	-	-
NET INCREASE (DECREASE) IN CASH	21,808	464,698
CASH, BEGINNING OF PERIOD	13,822,225	13,379,335
CASH, END OF PERIOD	\$ 13,844,033	\$ 13,844,033

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CASH, END OF PERIOD	\$ 13,844,033	\$ 13,844,033

Operating Cash Balances by Month



1st Quarter 2024 Financial Report

Questions?



Update: Monitoring Measures

- *Additional Patrols in Place.* The supplemental patrols will continue; they are evaluated on a rolling thirty-day basis.
- *Dedicated Camera Monitoring Position.* Final agreement under review with launch in early May.
- *Drones Procurement Update.* Drone coverage services will be a value add alternate in the RFP.
- *Gatehouse Lighting Enhancement.* Gatehouses are scheduled for lighting upgrades in the following order: East Gate, West Gate, Windgate, Arcadia. Final pricing under review. Once the first install is complete, impact will be evaluated prior to further enhancements. Phase 1 will be completed in May.
- *Third Party Assessment.* To be included in RFP process; community evaluations complete; other options under consideration.

Update: Landscaping Initiatives

2024 Landscape Improvement Plan

- ✓ *Hotspot Initiative (2024) - completed*
- Tree Installation Project (2025/2026) - preparing
- Shrub Initiative (2027/2028)



Update: Landscaping Initiatives

Hotspot Initiative

Over the last 5 months, the Landscape team installed over 950 plants throughout 16 different locations.

*Although the Hotspot Initiative is complete, needed plant replacement will continue.



Update: Landscaping Initiatives

Looking forward: the Landscape Team is planning and preparing for a 2-year phase for the Tree Install Project, to start in 2025.

Tree Installation Project (2025/2026)

- 120 tree installs
- 2-year plan
- \$120,000 total
(\$60,000 each year)



Update: Asphalt Project

- Frank Civil has completed all neighborhood asphalt reports.
- Frank Civil is crafting a baseline standard for condition of Ranch-Association-owned roadways.
- Road improvements may start as early as fall 2024, as part of a long-term, multi-year plan to improve roadways throughout DC Ranch.
- Staff and Frank Civil are assessing existing reserve funding,
- Frank Civil is developing a report to include needed improvements, prioritization, and costing.
- Staff will conduct an RFP for a full onsite reserve study that would incorporate the plan prepared by Frank Civil. Once this is complete, we can compare available reserve funding with needed funding, identify the funding gap, and formulate a funding plan.
- Timing Recap:
 - April 2024 Reports Finalized
 - August 5, 2024 Frank Civil Report to the Board* (or special meeting in July)
 - August 2024 Bidding for Phase I
 - Sept. 2024 Phase I Projects Begin; Reserve Study Underway; Budgeting for 2025

Old Business

- *Consider Changes to Committee Charters Regarding Board Representation*
 - Continued from board discussion at April 1 meeting
 - Budget & Finance. Chair - Dave Underwood. The charter does not require a second Board director (it is optional), so no adjustment to the charter would be required.
 - Community Patrol & Gate Access. No additional board member is required, so no change to the charter would be required.

Old Business

- *Consider Changes to Committee Charters Regarding Board Representation*
 - Modifications. Chair – David Young. The charter requires two members from the Board. The charter is currently not consistent with the CC&Rs.
 - Suggested language - NEW: *The Board moves to amend the Modifications Committee charter Section II to read as follows: The Modifications Committee shall consist of at least three but no more than five members approved by and serving at the Board's discretion. One member of the Modification Committee shall be an Association Board Director and per ARS 33-1817, that person shall serve as the Committee Chair. Other committee members may include architects or similar professionals who may not be members of the Association.*
 - Current language: The Modifications Committee shall consist of at least five and not more than seven members approved by and serving at the Board's discretion. Two members of the Modification Committee shall be an Association Board of Directors. Per A.R.S. 33-1817 (1), the Committee's chairperson must be a current Board director, and the Board of Directors will elect the committee's chairperson at the annual meeting each year or as required. Other committee members may include architects or similar professionals who may not be members of the Association.

Old Business

- Policy. Marla Walberg is chair of this committee in her officer role as secretary. The charter requires a minimum of two and maximum of three Board directors. This committee charter would require a change. *Suggested motion: The Board moves to amend the Policy committee charter to provide for one Board director who shall serve as chair.*
- Sustainability. The charter allows for but does not require up to two Board liaisons. The Board should appoint a Board liaison to this committee.
- *Consider Changes to Committee Charters – Other Action:* Consider combination of the Community Patrol and Gate Access Committee and the CPGA RFP Ad Hoc Committee.

Old Business: Board Committee Appointments

- Dependent on Charter Amendments, if any
- *Budget & Finance*. Dave Underwood is chair. The Board may appoint a second board member to serve on the committee; it is not required.
- *Community Patrol & Gate Access*. **This Committee needs an appointment of a Board director who would serve as chair.** The Board may appoint a second board member; it is not required.
- *Modifications*. The charter requires two members from the Board. David Young was appointed as chair. If the charter is amended, the Board may appoint a second board member on the committee, but it is not required. Absent that change, the Board must appoint a second Board member to serve on this committee.
- *Policy*. The charter requires a minimum of two and maximum of three Board directors. If the charter is amended, the Board can choose whether to appoint another board director. If not, the Board does not need to take action as Marla Walberg is already chair.
- *Sustainability*. The charter allows for but does not require up to two Board liaisons. **The Board should appoint a Board liaison to this committee.**

Old Business

- *Consider Approach to Funding Office Tenant Improvements*

New Business

- *Consider Approval of Park and Manor Votes on Tree Trimming and Pedestrian Gate*
 - Neighborhood Committee formed and led by NVMs Angie Rusch and Kyle Levy to consider two initiatives:
 - Initiative 1 - Annual neighborhood streetscape tree structural pruning
 - ✓ Vote Tally: 84 in favor, 18 against
 - Initiative 2 - Reinstallation of a pedestrian gate at the main entrance to the neighborhood
 - ✓ Vote Tally: 28 in favor, 74 against

Committee Reports

- Budget and Finance Committee, Dave Underwood
- Modification Committee, David Young
- Sustainability Committee, Iryna Sukhovolets
- Ad Hoc Committee: Community Patrol RFP, Marla Walberg
- Community Patrol and Gate Access Committee – Meeting May 23
- Policy Committee, Marla Walberg – Meeting May 21

Member Open Forum



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

Please raise your hand to be called
upon to speak.

State your name and neighborhood.

Announcements

- June 3, 2024: Next Ranch Association Board Meeting

Adjournment