

## DC Ranch Association – Board of Directors Meeting Minutes: May 6, 2024



Date/Time: Monday, May 6, 2024, Started: 6:02 p.m. / Ended: 9:04 p.m.  
Location: The Ranch Offices and Zoom  
Purpose: Regular Open Meeting

Chaired By: Don Matheson  
Recording: Meghann Hill

Status: APPROVED

### **Attendance:**

Directors: Don Matheson, President; Iryna Sukhovolets, Vice President; Marla Walberg, Secretary; Dave Underwood, Treasurer; Dr. Philip Geiger, Director; John Shaw, Director; David Young, Director

Absent: None

Management: Jenna Kohl, Executive Director  
Meghann Hill, Deputy Executive Director  
Mike Wells, Director of Operations  
Davina Lunetta, Project Manager  
Dee Nortman, Director of Finance and Administration

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

Mr. Matheson called the meeting to order at 6:02 p.m. A quorum was established with seven directors present.

Mr. Underwood motioned to adopt the agenda. Mr. Young seconded the motion. The motion passed unanimously.

### **ADOT Presentation – Gael Luna, ADOT Community Relation Project Manager**

Mr. Luna provided a presentation on the current and upcoming ADOT road improvement project.

### **President's Comments**

Mr. Matheson thanked all residents in attendance, reviewed the call to the public, and reminded residents when the meeting is open for comment. Mr. Matheson opened the meeting and provided updates on the following items:

- Welcome New Board Directors – David Underwood and David Young were elected to the Ranch Association Board of Directors.
- Announce Board Officers:
  - President – Don Matheson
  - Vice President – Iryna Sukhovolets
  - Treasurer – David Underwood
  - Secretary – Marla Walberg
  - Director – Dr. Phil Geiger, John Shaw, David Young
- Executive Session Report – Board discussed pending and current litigation and received legal advice.
- NVM Spotlight – Mr. Matheson spotlighted Neighborhood Voting Member Ron Stacy, Villas at Desert Camp.

### **Consent Agenda**

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

- April 1, 2024-Regular Meeting Minutes

### **Staff Reports**

- a. 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
    - Park and Manor Tree Trimming and Pedestrian Gate
    - 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.
  - 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, before and after pictures will 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; 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.
- 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.
- 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.
- 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 Ethel's Garden, the Crepe Myrtle trees have been pruned. Deep root fertilization was completed on the Crepe Myrtles, Redbuds, and rose bushes. The Landscape Team has planted about 2 dozen roses, 2 dozen various shrubs, and 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.
- 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 and repaired courtyard gate; vendor completed roof leak repair.
- 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 fixed a broken mailbox.
- 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 patrol team, the maintenance team changed out and replaced the batteries for the patrol 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.
- b. Director of Financial Operations – 1<sup>st</sup> Quarter Financial Report – Dee Nortman  
Ms. Nortman provided an update on the 1<sup>st</sup> Quarter Financials. Full reports are available on the DC Ranch website.
- c. Update on Monitoring Measures
- Additional Patrols in Place. Supplemental patrols 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.
- d. Update on Landscape Initiatives
- 2024 Landscape Improvement Plan
    - Hotspot Initiative (2024) – completed
    - Tree Installation Project (2025/2026) – preparing
    - Shrub Initiative (2027/2028)
- e. Update on Neighborhood Asphalt Reports
- Frank Civil has completed all neighborhood asphalt reports.
  - Frank Civil is crafting a baseline standard for the 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

Ms. Kohl provided an overview of the proposed changes to Committee Charters regarding Board representation. Board discussion took place regarding Board Director participation on Committees.

Dr. Geiger motioned to maintain Board Committee representation to include two Board members, one as Chair and one as Vice Chair. Ms. Sukhovolets seconded the motion. Motion failed with 2 ayes (Geiger, Sukhovolets) and 5 nays.

Mr. Shaw motioned to change the Committee Charters to provide for one Board member to serve as Chair on each Committee and two Board members to serve on the Modification Committee. Ms. Walberg seconded the motion. The motion passed with 5 ayes and 2 nays (Geiger, Young).

Ms. Kohl advised that the current Modification Committee Charter is not consistent with the CC&Rs. Ms. Kohl recommended the Charter be amended to state: *The Modification 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.*

Mr. Young motioned to amend the Modification Committee Charter as presented. Ms. Sukhovolets seconded the motion. Motion passed with 6 ayes and 1 nay (Geiger).

Ms. Walberg provided an overview of the CPGA RFP Ad Hoc Committee and recommended consideration of merging the CPGA Committee and the CPGA RFP Ad Hoc Committee.

Dr. Geiger motioned to keep the CPGA Committee and the CPGA RFP Ad Hoc Committee separate. Motion was not seconded.

Ms. Sukhovolets motioned to combine the CPGA Committee and the CPGA RFP Ad Hoc Committee. Mr. Shaw seconded the motion. Motion passed with 6 ayes and 1 nay (Geiger).

### Consider Board Committee Appointments

Ms. Kohl advised that the Board Treasurer serves as the Chair of the Budget and Finance Committee and the Board Secretary serves as the Chair of the Policy Committee. At the April 1

Board meeting, Mr. Young was appointed Chair of the Modification Committee. The CPGA Committee needs to have a Chair appointed and the Modification Committee needs to have a Vice-Chair appointed. The Sustainability Committee needs to have a Board Liaison appointed.

Mr. Young motioned to appoint Ms. Sukhovolets as the Liaison of the Sustainability Committee. Mr. Shaw seconded the motion. Motion passed unanimously.

Mr. Young motioned to appoint David Underwood as the Vice-Chair of the Modification Committee. Ms. Sukhovolets seconded the motion. Motion passed unanimously.

Mr. Shaw motioned to appoint himself to serve as Chair of the CPGA Committee. Ms. Sukhovolets seconded the motion. Motion passed unanimously.

#### Consider Approach for Funding Office Tenant Improvements

Ms. Nortman provided an overview of the recommended funding option. The Community Council will pay for the improvements out of operating funds and the savings realized month after month will build back cash on hand. The Ranch Association will reimburse Council for 50% of the tenant improvements by paying the current monthly rental rate through 2027.

Ms. Sukhovolets motioned to approve the funding option for the tenant improvements as presented. Mr. Underwood seconded the motion. Motion passed unanimously.

#### **New Business**

##### Consider Approval of Park and Manor Tree Trimming Project and Gate Removal

Ms. Hill advised that the Park and Manor neighborhood formed a Neighborhood Committee to consider two initiatives, 1) annual neighborhood streetscape tree structural pruning and 2) reinstallation of a pedestrian gate at the main entrance to the neighborhood. A neighborhood vote was conducted over a 30-day period using electronic voting. Per the Governing Documents, the Ranch Association Board maintains sole discretion to veto any neighborhood vote initiatives, therefore staff is bringing the neighborhood vote information to the Board for final review and consideration.

The streetscape tree initiative received the required majority votes in favor of increasing the annual neighborhood expenses to include the annual structural pruning of the neighborhood streetscape trees, which would result in this expense being shared among all properties in 2024 as a special assessment and then built into future assessments annually moving forward. Final streetscape tree initiative vote tally: 84 in favor, 18 against. Board to approve or veto initiative as voted on by neighborhood.

The pedestrian gate initiative did not receive the required majority vote in favor or against increasing neighborhood expenses to reinstall the gate with annual ongoing neighborhood expenses for the maintenance of said gate. Final pedestrian gate initiative vote tally: 28 in favor, 74 against. Staff is requesting the Board provide staff direction as to whether the

pedestrian gate should be reinstalled or removed from the Park and Manor neighborhood, with consideration of neighborhood vote tally.

Mr. Underwood motioned to accept the Neighborhood Committee vote to approve the streetscape tree structural pruning initiative for Park and Manor which would result in this expense being shared among all properties in 2024 as a special assessment and then built into future assessments annually moving forward. Ms. Sukhovolets seconded the motion. The motion passed with 5 ayes, 1 nay (Geiger), and 1 abstention (Shaw).

Dr. Geiger explained that his nay vote for the Park and Manor streetscape tree initiative is because the cost will be incorporated into the neighborhood operating budget and he would rather see it as a special assessment that the neighborhood can stop, but if in operating budget it will continue forever.

Ms. Walberg motioned to remove the Park and Manor pedestrian gate and associated signage. Mr. Young seconded the motion. The motion passed with 6 ayes and 1 abstention (Shaw).

## **Committee Reports**

### Budget and Finance Committee

Mr. Underwood advised that candidates were interviewed to fill the two open Committee positions.

### Modification Committee

Mr. Young advised that the Committee is reviewing submittal forms and processes. The Board recommended additional communications be sent advising residents of the modification submittal process, specifically related to the addition of security cameras and lighting.

### Sustainability Committee

No update.

### Ad Hoc Committee: Community Patrol RFP

No additional report provided.

### Community Patrol and Gate Access Committee

No additional report provided.

### Policy Committee

No additional report provided.

## **Member Open Forum**

Mr. Matheson opened the floor for open comments. Discussion took place regarding the following items:

- City of Scottsdale Traffic Light Maintenance

**Announcements**

- Next Regularly Scheduled Board Meeting, June 3, 2024, at 6:00 p.m.

**Adjournment:** There being no further business to conduct, Mr. Matheson adjourned the meeting at 9:04 p.m.