

DC Ranch Association – Board of Directors Meeting Minutes: June 3, 2024



Date/Time: Monday, June 3, 2024, Started: 6:01 p.m. / Ended: 7:47 p.m.
Location: The Homestead Community Center 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 6:01 p.m. A quorum was established with seven directors present.

Dr. Geiger motioned to adopt the agenda. Mr. Shaw seconded the motion. The motion passed unanimously.

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:

- Recognition of Anderson Security team members Adam Snow and James Clark for professional handling of a bus incident at Windgate on May 10.
- NVMs are needed for Village at Market Street #2, Courtyards at Desert Parks and Upper Canyon Wingspan.

- NVM Spotlight – Ms. Kohl spotlighted Alternate Neighborhood Voting Member Howard Sobelman – Upper Canyon Whistling Wind and Neighborhood Voting Member Jodi Kaye – The Parks Acacia Court.

Consent Agenda

- a. May 6, 2024 – Regular Meeting Minutes

Dr. Geiger requested the following amendments to the May 6 meeting minutes:

- Include language in the Park and Manor streetscape tree initiative motion that the annual expense would be “built into future assessments annually moving forward”
- Add Dr. Geiger’s explanation for his nay vote for the Park and Manor streetscape tree initiative motion

Dr. Geiger motioned to approve the consent agenda with proposed amendment to the May 6 meeting minutes. Ms. Sukhovolets seconded the motion. The motion passed with 6 ayes and 1 nay (Matheson).

2023 Audit Presentation – Paul Hansen, Butler Hansen PLC CPAs

Ms. Nortman advised that the Finance Committee met with the auditor to review the audit, the audit numbers are in agreement with the Ranch Association books, and the audit will be posted to DCRanch.com. Mr. Hansen provided an overview of the 2023 audit and noted that a clean opinion was issued which is the best opinion that can be issued.

Mr. Young motioned to accept the 2023 audit as presented. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

Executive Director’s Report

- The Homestead Acoustic Improvements – These improvements are complete and have been tested. Thank you to IT Manager Jeff Shaw for his work on this initiative.
- Neighborhood Watch Signs - The Covenant Commission has considered the request to approve Neighborhood Watch signage. They’ve indicated support for signage that is consistent with DC Ranch brand.
- Canyon Village Office Lease – The office lease has been executed by Ranch Association and Community Council. Occupancy targeted for October 2024.
- Business Insider Article. Communications staff provided information and toured a reporter around the community. The article, “What’s it like to visit the most expensive neighborhood in Scottsdale” was recently published and cast DC Ranch in a positive light.
- Budget Timeline Finalized – The 2024 budget process kicks off in June.
- Volunteer of the Year – 2024 award recipients are Natalie Ingram (Leadership), George Sevilis (Good Neighbor), Edie Smith (Philanthropy), Aniston Rusch and Cooper Ingram (Youth), and Lynda Boepple, Copper Ridge (Community Partner).
- Resident Leadership Academy - Participants of Class IV learned more about the community and its operations beginning in January; the final session was held in late April. Graduates of the program enjoyed a graduation celebration in early May.

- City Elections – DC Ranch, in partnership with the Scottsdale Progress and the Scottsdale Chamber of Commerce, will host a Mayoral Candidate Forum at The Homestead Community Center on June 19. Also slated are two City Council Candidate events (June 24 Open House and Aug. 26 Forum) at The Homestead before/after the primary election on July 30.
- Team Initiatives – Summer planning session (DCR2025), Let Us Know protocols, reserve study and community patrol RFPs in development, evaluating insurance broker relationship, recruitment underway.
- Police Community Forum Report Out
 - Held at The Homestead on May 28, hosted by Scottsdale Police Department
 - Burglary series: arrests in mid-March; no further incidents. Anticipated return so need to remain vigilant.
 - New Park Ranger Unit, providing support at city parks and the preserve.
 - Improved staffing and technology support in the department.
 - Fire department using grant funding to create fire breaks in the preserve.
 - Winter Visitor To Do List:
 - SPD Vacation Watch
 - Neighborhood Watch
 - Lock It Up
 - Home Automation
 - Interactive Cameras (inside and outside)
 - Suspend Deliveries
 - Hire a Professional
 - Post “no trespassing”
- Verti-cutting was completed throughout DC Ranch (20 acres). This process will help remove the Ryegrass and open the canopy so the Bermuda grass can come out of dormancy and begin its spring/summer transition.
- Landscape Team applied 21-0-0 ammonia sulphate to give the Bermuda grass a boost as it utilizes the stored starches and sugars from the winter dormancy. When temps hit triple digits, the team will apply 20-0-0 fertilizer with Wolftrax 5% Iron at 5lbs. per 1000 sq. ft.
- 2024 DCRA backflow testing is complete.
- The landscape team started inspections of the over 180 culverts throughout DC Ranch.
- Ethel’s Garden rose planting is complete; roses are in full bloom. Crepe Myrtle trees in Ethel’s Garden responded well to recent pruning and are starting to bloom.
- Spring/summer annual flowers have been installed in planter beds and pots.
- Weed spraying throughout all neighborhoods is complete. The Landscape Team has completed most of the manual weed reduction throughout the DCR medians, roadside and common areas.
- The Landscape Department is recruiting for two positions (irrigator, landscaper).
- Signage project to replace faded signage throughout DC Ranch is complete.

- Paint Project is complete. Exterior walls were painted in Arcadia, Sterling, Desert Haciendas, Rosewood, Montelena, Pioneer.
- Completed weekly light check and repairs for North Country Club, PU1 & PU2, Path & Trails.
- In Country Club Village, the team cleaned oil spill near East Gate entry and repaired and painted bollard lights near DC Ranch Country Club.
- In Market Street Village, the team cleaned and removed broken roof tiles of from rainstorm at Lot# 61; replaced and repaired damaged electrical wires for entry gates; repaired broken lock mechanism at electrical panels of green belt.
- In Camelot, the team repaired worn out wooden post for low voltage panel box at 94th Street neighborhood.
- Market Street Villas Painting Project: Bids were due May 31 and are being evaluated.
- In the Estates: restored and painted metal fence near the park ramada.
- In Windgate: removed graffiti from utility box; repaired support rings on safety ladder of vault; repaired damaged driveway pavers from a fallen tree near Jacaranda Park.
- In Horseshoe: scheduled maintenance of all water features (including large stream).
- In Arcadia: repaired electrical issue and replaced burnt wires for gates at guardhouse; resealed Kemper Park teak furniture.
- For the Community Council: replaced damaged wires for the splash pad motor; re-wired electrical conduit for interior exit signs; repaired broken pet drinking fountain; repaired a burnt wire for a Path & Trail light pole; re-located street directional signs on 94th Street and Legacy.
- Vehicle maintenance items: replaced windshield wipers for vehicles and repaired a flat tire.
- Split Rail Fence Project – Country Club. DC Ranch has over 41,000 linear feet of split-rail wooden fencing throughout the community, one-third in Country Club. Fencing provides a layer of protection from wildlife and around significant landmarks such as wash areas, drainage areas, buildings and pathways. It also offers a natural material that adds character and charm to the landscape. The wooden fencing is affected by extreme weather conditions, termite damage and vehicle accidents. In early June, the maintenance team will begin a significant fencing project in the Country Club neighborhood to repair/replace and repaint all deteriorated fencing. The project will run through Sept. 1.
- Additional Patrol – Staff gave 30-day notice to suspend additional patrol services provided by Anderson Security. The service agreement for additional patrol will end on June 21, 2024. It can be reactivated as necessary.
- Dedicated Camera Monitoring Position – Program launched on May 24, 2024, with monitoring during designated hours. Scottsdale PD to assist with camera redundancy and provide feedback on camera locations and setup. Creation of reporting for program evaluation and process improvement underway.
- Gatehouse Lighting Enhancement – Initial phase I installation complete at West Gate.
- The Gate and Camera Maintenance Services Provider Request for Proposal (RFP) was released on May 21, 2024. The RFP was provided to 11 Service Providers, Including the

current vendor AAA Smart business. Interested vendors attended a Gate Maintenance Service Provider Site meeting on May 31, 2024.

- Improvements to Incident Reports (IR)
 - Additional Reports created
 - Community Center (specific)
 - Open House Signs
 - Vacation Watch
 - IR Templates for Patrol
 - Continued Collaboration with Scottsdale PD
 - Maintenance performed on Patrol 3 Trail Vehicle
 - Enhanced Emergency Response Training:
 - Jason Harris completed EMR Training
 - James Clark awarded Officer of the Year by The Arizona Private Security Professional's Association (APSPA)
- a. CFD Update, Elizabeth Kepuraitis – Ms. Kepuraitis provided an update on the status of the Community Facilities District (CFD). At DC Ranch's request, the City Council rescheduled the CFD discussion to their June 25 City Council meeting agenda.
- b. NVM Roundtable Concept – Ms. Kohl provided an overview of planned NVM Roundtables which are intended to promote exchange of information, foster strong partnerships, and share information on what is planned for 2025, four NVM Roundtables are planned.
- c. Committee Chair and Staff Liaison Guidelines – Ms. Kohl provided an overview of the Guidelines. The Guidelines were developed to support the valuable work of the committees, streamline how they function, and bring consistency and understanding to committee operations. They will be distributed to committee chairs and staff liaisons in early June.

Old Business

Consider Committee Member Appointments

Ms. Kohl provided an overview of the recommended committee appointments for terms of July 1, 2024 to June 30, 2025:

- Budget & Finance.
 - David Peterson (continuing)
 - Jon Dubauskas (continuing)
 - Glenn Bier (continuing)
 - Kyle Levy (new)
 - Douglas Whitaker (new)
- Community Patrol & Gate Access
 - Scott Hartman (continuing)

- John Manning (continuing)
- Lisa Olsen (continuing)
- Jeff Gajda (continuing)
- Karen Gallivan (from ad hoc committee)
- Pauline Kelley (from ad hoc committee)
- Modifications.
 - Dean Gerstein (continuing)
 - Pam Anzalone (continuing)
- Policy.
 - Stephen Koven (continuing)
 - Tom Headley (continuing)

Ms. Kohl advised that the Policy Committee and Modification Committee can add up to one additional member if they so choose.

Mr. Young motioned to appoint committee members as recommended and presented for terms of July 1, 2024 to June 30, 2025. Mr. Underwood seconded the motion. Motion passed unanimously.

Committee Reports

Budget and Finance Committee

Mr. Underwood advised that the Committee reviewed the 2023 audit and is reviewing financial policies. The Committee will participate in the upcoming budget process and review.

Modification Committee

Mr. Young advised that the Committee is reviewing modification submittal policies and procedures.

Sustainability Committee

Ms. Sukhovolets advised that the Committee is focused on recycling and water usage. The Committee will be drafting articles for inclusion in community publications.

Community Patrol and Gate Access Committee

Mr. Shaw advised that the Committee is reviewing the Scope of Services for the Gate Access and Community Patrol RFP.

Policy Committee

Ms. Walberg advised that the Committee recently reviewed Policy 103 and Policy 107. The Committee supported annual acceptance and signature of Policy 103 for Board Members, Committee Members and NVMs, and introduce an electronic signature option. The Committee also discussed Board representation on Committees and agreed that one Board Member serving on each Committee is appropriate, with the Modification Committee having two Board Members.

Member Open Forum

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

- Sound issues during Board meetings held in The Homestead Community Center

Announcements

- June 19 Mayoral Forum at The Homestead Community Center
- Next Regularly Scheduled Board Meeting, August 5, 2024, at 6:00 p.m., The Homestead Community Center

Adjournment: There being no further business to conduct, Mr. Underwood motioned to adjourn the meeting. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

Mr. Matheson adjourned the meeting at 7:47 p.m.