



DC Ranch Association
Board of Directors Meeting Minutes
Tuesday, June 9, 2026 | 5:00 p.m.
Desert Camp Community Center / Zoom

Board Members Present: Marla Walberg, David Underwood, Chris Mullen, Jodi Kaye

Board Member(s) Absent: Dr. David Green

Staff Present: Scott Levy, Kim Visser, Phillip Christensen, Aimee Herman, Jose Barcenas, Jose Cadenas, Vince Muldrow, Elizabeth Bird

I. Call to Order/Quorum Established:

Marla Walberg called the meeting to order at 5:00 p.m. Roll call confirmed a quorum of four (4) directors present.

II. Adopt Agenda

Mr. Underwood motioned to adopt the agenda; seconded by Mr. Mullen. Motion passed unanimously.

III. President's Comments

President Walberg congratulated Aimee Herman on her selection as Director of Community Operations & Security for the Association. Aimee has served as the Account Manager at DC Ranch for GardaWorld Security for the past year. Aimee has a 15+ year background in event security and guest services. We are also pleased to welcome new GardaWorld Account Manager Paul Ryan to the Ranch. President Walberg shared there was a lot on the agenda tonight, as senior leadership has been working diligently to get a plethora of road construction, security enhancements, and other projects in motion.

IV. Approval of Consent Agenda

Consider approval of meeting minutes from April 1, 2026 Regular Open Session; May 6, 2026 Special Open Meeting; May 11, 2026 Joint Board Orientation Open Session.

Mr. Underwood motioned to approve all 3 meeting minutes en banc. Ms. Kaye seconded the motion. Mr. Mullen requested to amend the motion to consider the April 1/May 6 minutes together and the May 11 minutes separately. Mr. Underwood agreed to amend his motion accordingly. Called the question, motion to approve the April 1 and May 6 minutes approved unanimously.

Mr. Underwood motioned to approve the May 11 Joint Board Orientation minutes. Ms. Kaye seconded the motion. Motion carried with 3 directors voting in affirmative; 1 abstention.

V. Ranch Leadership Report

Mr. Levy and Ms. Visser presented the Ranch Leadership Report. Mr. Levy shared there was a lot of activity ramping up in the summer months related to reserve projects and construction work around the Ranch. Mr. Levy recognized the Ranch Association leadership team who are making this progress happen every day.

Mr. Levy shared that all final bids for Board-approved road work in 2026 will be received yet this week. This summer's road campaign has been coined as "26 in 26", given there will be about 26 road maintenance projects completed by end of the year. Five projects are total/partial reconstruction, with the balance being road maintenance (isolated repairs, crack fill, seal coat, etc.). By scheduling the projects in this manner, we will largely 'catch up' on road work that was deferred from prior years and complete current work due based on the reserve studies. Additional information on schedules, closure maps, and logistics will be communicated to affected neighborhoods. Director Mullen inquired regarding timing of road work on Cross Canyon Way in Country Club. Mr. Levy noted this would be scheduled at end of road work in Q4, after golf course construction is completed.

Mr. Christensen provided a financial update. Mr. Christensen thanked all NVMs able to attend the recent NVM Forum on Ranch Finances. Mr. Christensen shared that the year-to-date financial report is strong and steady. Revenue is running 2% ahead of budget, primarily due to modification fees ahead of budget. Expenses 12% below budget. Currently running under budget in personnel costs (Landscaping);

contracted services in Landscaping is under due to timing/seasonal factors; and we have not yet touched any of the operating contingency fund. Overall, very strong and healthy. On the reserve side, just under \$100k for first 4 months of year with a large amount of projects just ramping up now through end of year. We have about \$14M in Reserve funding. Very healthy on cash side overall, with more than 3 months of operating cash on hand. We also recently had our auditors on site for some field work, expect the audit to wrap up soon.

Ms. Bird presented update on Communications activity. Ranch Association Board & NVM election results were shared out. Neighborhood updates across several neighborhoods were shared. DCRanch.com website is currently in re-design to remain a useful resource for the community.

Ms. Herman provided a security update. Current project underway includes replacing of gate operators and barrier arms at all staffed gatehouse lanes. Work has been completed at Country Club – West Gate; will proceed through the summer to all remaining staffed gates on a 2-week cycle.

Mr. Cadenas provided Landscape update. Shared that the landscape team is currently underway with Monsoon Prep. This includes culvert cleaning across the community. The culvert in Tapadero was recently cleaned out. Another culvert in Windgate near Ethel's Garden is being serviced. Several additional culverts will be serviced in the coming weeks.

Mr. Barcenas shared maintenance and project update. Ranch leadership has prioritized replacement for several playgrounds in the community. The first playground to be replaced will be Desert Haciendas in August 2026. This will be followed by playgrounds in The Estates, Terrace Homes East, Terrace Homes West, and Park & Manor.

Mr. Muldrow presented Community Standards update. DCR-03 Civil Behavior and Dialogue was reviewed. Residents, guests, and vendors are expected to conduct themselves in civil and respectful. Violations are subject to fines and removal of access to community amenities.

VI. Old Business

a. Country Club at DC Ranch Golf Course Construction Update

Mr. Levy shared request to the Board from Jason Asbra, General Manager of Country Club at DC Ranch. Continued renovation of the golf course. In late July

and August, preparing to lay new concrete for cart paths. Club is requesting variance to DC Ranch construction hours (summer: 6am-6pm Mon-Fri; 8am-5pm Sat). Requesting variance for work in targeted period of July 20-August 7 to have 5:00am start time. Club will work with DC Ranch leadership to communicate to Country Club residents. Mr. Underwood commented that this work makes sense given condition for employees.

Mr. Underwood motioned to approve the construction hours variance as presented; motion seconded by Mr. Mullen. After Board discussion, question was called. All votes in favor, motion carried unanimously.

b. Landscape & Maintenance Yard Update

Ms. Visser presented the Board with update on the proposed enhancements to current Landscape & Maintenance Yard. Ranch leadership has been working closely with City of Scottsdale and Scottsdale Unified School District on enhanced site plan to include an air-conditioned trailer for Ranch landscape & maintenance staff use. The city identified an alternative site for the trailer at the location, with better access to existing utilities and fire access. The main remaining item needed is approval letter from the Scottsdale Unified School District (owner of property), which is being worked on by Ranch general counsel Curtis Ekmark. To ensure staff safety & comfort during this permitting process in the hot summer months, staff are using the Ranch Office lunchroom for their breaks/lunches – providing access to air conditioning, clean facilities.

VII. New Business

a. FrontSteps HOA Software Preview

Mr. Levy presented a brief preview of “FrontSteps HOA Software” This is a replacement for the legacy software platform “ABDI – Applications By Design”. Residents may not be familiar with the name of the company ABDI, but many interface with it daily for visitor management, access control, security incident reporting, standards violation reporting and more. Simply put, ABDI is failing. Significant and ongoing concerns with the software, associated hardware, and slow/minimal support from the company based in Florida.

Ranch leadership evaluated the market and received proposals from several potential successor software providers. After review, we selected FrontSteps. FrontSteps is a robust HOA management platform. The good news is that DC Ranch is already an existing FrontSteps customer. DC Ranch uses the “Caliber” accounting

module for all HOA financial operations. “Caliber” is owned by “FrontSteps”, ensuring that our DC Ranch ‘source of truth’ in terms of resident information will flow directly from Caliber to FrontSteps. Multiple functions including Visitor Management, Financial Statements and information, dedicated payment portal for assessments including reduced fees for ACH/Credit Card with additional support for Apple Pay/Google Pay. We anticipate a transition to FrontSteps in Fall 2026.

b. Discuss Ranch Board 2027 Meeting Times

Director Mullen discussed potential change to Ranch Board meeting times in 2027. Mr. Mullen suggested gathering data on meeting start time and day of week. Mr. Mullen noted over past several years board meeting times have been at 6:00pm or 5:00pm, meetings have been held on Mondays or Tuesdays. Typically input is sought from Board members and staff as to their availability/preferences. Data point that is missing is from constituents. Mr. Mullen understands all meetings are livestreamed and recorded, so people can watch at their leisure but there are benefits to live participation. Mr. Mullen feels NVMs have best read on their communities, and suggests getting data on their preference for days of week and time of day for board meetings.

Mr. Mullen motioned to direct staff to survey the Neighborhood Voting Members and ask them which days of the week and times of the evening work best for them for Ranch Board meetings, and that staff report findings back to Board at August meeting. There was no second to the motion. Motion failed.

VIII. Committee Updates

- **Budget & Finance:** Very active and engaged committee members, meeting monthly. Held a pre-audit meeting with auditors. Continue to review financial related policies. Prepared to engage with staff on budget development for 2027. Next meeting 6/24 at 3pm
- **Community Patrol & Gate Access:** CPGA has good turnout and participation from committee. Excited about transition to FrontSteps. Focus on speeding enforcement/traffic calming. Welcome resident feedback on potential problem areas. Overall goal is slowing people down and enhancing safety within neighborhoods. Next meeting 6/15 at 3pm
- **Modifications.** Next meeting 6/23 at 2pm. Moving efficiently through
- **Policy:** Policy Committee has been reviewing the 100-level administrative policies and making some suggested edits to the Board. Financial policies under review by Finance Committee. Next meeting for 7/10 at 2:30pm
- **Sustainability:** On summer hiatus

IX. Member Open Forum

- Reported concern of increased Wasp presence. Maintenance Manager advised this is known issue, working with pest control vendor to address
- Reiterated that repairs to Cross Canyon Way be completed after golf course construction is completed.
- Appreciation for job well done on Country Club West Gate renovations – kudos to Aimee Herman
- Appreciation for Ranch leadership and security response to major gate strike at Terrace Homes East neighborhood. Anticipated this to be drawn out process, Aimee helped ensure this was repaired next day by gate vendor
- Question regarding number markings on sidewalks – is this for upcoming repairs? Answer: Yes, contract signed to complete concrete sidewalk repairs in identified areas per reserve study
- Comment regarding placement of speed radar in Windgate. Feel harassed by Board & Association issuing tickets I should not be responsible for as this was my vendors have been speeding
- Recent lack of response from several different people on a concern, with exception being Kim Visser

X. Announcements

- a. No Board meeting in July
- b. Next Board meeting is Tuesday, August 4 at 5:00pm at Desert Camp/Zoom

XI. Adjourn Meeting

There being no further business, Mr. Underwood motioned to adjourn the meeting. Ms. Kaye seconded the motion. Meeting adjourned at 6:12 p.m.