

# DC Ranch Association - Board of Directors

## Meeting Minutes: Monday, November 6, 2017

**Date/time:** Monday, November 6, 2017 Started: 6:01 PM Ended: 7:07 PM  
**Location:** Homestead Community Center  
**Purpose/notes:** Regular scheduled meeting  
  
**Chaired by:** Susan Grace  
**Minutes rec. by:** Terri Raimondi  
**Status:** Minutes drafted

### Attendance

**Present:** Mike Esparza, Susan Grace, Fred Green, Tom Headley, Elizabeth Kepuraitis, Don Matheson  
**Absent:** Philip Geiger

**Invited Guests:** Executive Director Darren Shaw, Director of Financial Operations Sylvia Miles and Communications Manager Terri Raimondi

### Agenda

## 1. Call to Order

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### 1.1. Roll Call/Establish Quorum

Mr. Shaw conducted the roll call. A quorum was present.

**Status:** Completed

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### 1.2. Approval of Last Meeting's Minutes

**Status:** Completed

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#### 1.2.1. Approval of October 2, 2017 Regular Meeting Minutes

Ms. Grace suggested that the Board approve the minutes from the three October meetings collectively. Mr. Esparza made a motion to accept the minutes from the three meetings. Mr. Headley seconded the motion. The motion to approve the October 2, 2017 Meeting minutes, the October 11, 2017 Executive Session minutes and the October 25, 2017 Budget Workshop minutes passed unanimously.

**Status:** Completed

## 2. President's Report

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### 2.1. President's Report

Ms. Grace provided an update from the most recent Governance Committee meeting, which included information on the proposed assessments for ICON at Silverleaf and recent changes to the other governing entities of DC Ranch. Deborah Beardsley, an Associate Broker with Silverleaf Realty and 17-year resident of DC Ranch, will replace Melinda Gulick as the Covenant Commission President, and Jill Hegardt will serve as the shared member of the Community Council and Covenant Commission Boards. Ms. Grace reported that Community Council Executive Director Chris Irish recently met with the Scottsdale City Manager. The meeting touched upon the noise from Scottsdale Airport, but the city manager said that he was not well versed on the topic. She also revisited the concern regarding the potential for the land next to the school to be converted to multi-family dwellings. Ms. Grace stated that the land is presently zoned for single-family dwellings, so rezoning would be required if a change were to be proposed. Ms. Grace also reported on the October 11, 2017 Executive Session and said that the various topics discussed would help formulate 2018 goals and objectives for the DC Ranch Association.

**Status:** Completed

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## 3. Financial Report

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### 3.1. Third Quarter Financial Report

Director of Financial Operations Sylvia Miles presented the third quarter financial report.

Revenue was \$5,000 less than budgeted in September due to fewer sales of homes and the resulting disclosure fees being less than budgeted. Expenses were \$8,000 more than budgeted for the month primarily due to timing issues. Landscape services were \$4,000 more than budgeted, as projects delayed from prior months were completed. Utilities were \$7,000 more than budgeted because water usage was increased for the new projects installed.

Revenue was \$7,000 less than budgeted in the third quarter, again due to the lower number of homes sold resulting in lower disclosure fees. Expenses were \$19,000 more than budgeted. Administrative expenses were \$17,000 above budget for the quarter due to payroll costs being higher than budgeted. Security was \$4,000 over budget due to the purchase of new routers for the guard houses.

The year-to-date numbers show revenue, expenses and reserves very close to budget.

**Status:** Completed

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## 4. Executive Director's Report

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Mr. Shaw reported that the Windgate Pass sealcoating project is complete. He also informed the meeting that the Ranch Association is switching professional employment organizations. The Association will be dropping Insuperity and using Paychex as of December 1, 2017. The Association also recently switched its gate maintenance contract from Park Pro to Safeguard with a savings of about \$50,000. The speed camera device is in the testing phase in Country Club and Silverleaf. It is being tested on Desert Camp, Windgate Pass and Horseshoe Canyon roads and in Arcadia. Data is being gathered and will be presented to the Board at the January 8, 2018 meeting.

Ms. Raimondi provided a brief update on the Neighborhood Voting Member election. She stated that eight new NVMs have applied, but that openings still exist in The Villas, Montelena, The Haciendas, Happy Hollow, Craggy Spur, Rob's Camp, Saguaro Canyon, Wingspan, Veranda Place, Crescent Park and Canyon Villas.

Mr. Shaw closed his report with announcement that The Ranch Offices will be closed on Friday, November 10, 2017 for an all team leadership training.

**Status:** Completed

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## 5. Unfinished Business

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### 5.1. Policy Committee Report on proposed Board Ethics Policy

Mr. Headley made a motion to approve Policy 103, Board Ethics. Mr. Esparza seconded the motion. The motion carried unanimously.

**Status:** Completed

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### 5.2. Proposed Revisions to Community Standards for Conduct

Mr. Headley made a motion to approve the revised Standards for Conduct for the 30-day member comment period. Mr. Green seconded the motion. The motion carried unanimously. Member feedback will be reviewed, and the revisions will be considered prior to presenting the standards for formal adoption at the January 8, 2018 meeting.

**Status:** Completed

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## 6. New Business

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### 6.1. Approval of the 2018 Budget and Assessment Schedule

Mr. Headley made a motion to approve the 2018 Budget and Assessment Schedule. Mr. Green seconded the motion, which carried unanimously. Assessments will be mailed to all homeowners the week of November 20, 2017.

**Status:** Completed

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## 7. Committee Reports

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### 7.1. Committee Chair Reports

Mr. Matheson reported that the Modification Committee is working smoothly. He also reported that there is an \$8.5 million-dollar renovation planned for the Country Club at DC Ranch.

Mr. Headley reported on the Policy Committee meetings and encouraged member involvement.

Mr. Green commented about NVMs using their NVM email distribution lists to communicate internal DC Ranch issues to persons residing outside of the community. He requested that they refrain from using their NVM email distribution lists for these purposes.

**Status:** Completed

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### 8. Adjournment

The next Meeting is Monday, December 4, 2017 at 6 p.m. at The Homestead Community Center.

**Status:** Completed

These minutes have been approved by the Board Members and attested to by:



Tom Headley  
DC Ranch Association Board Secretary