

DC Ranch Association – Board of Directors

Meeting Minutes: November 2, 2020



Date/Time: Monday, November 2, 2020 Started: 6:02 PM / Ended: 7:06 PM

Location: Via Zoom due to COVID-19

Purpose: Regular Open Meeting

Chaired By: Elizabeth Kepuraitis

Recording Gen Beulac

Secretary:

Status: Draft

Attendance:

Directors: Elizabeth Kepuraitis, President; Geoff Wilner, Vice President; Sam Hawkins, Treasurer; Elaine Cottey, Secretary; Stephen Koven, Director; Dr. Philip Geiger, Director; Don Matheson, Director

Management: Darren Shaw, Executive Director
Gen Beulac, Executive Assistant
Dee Nortman, Director of Financial Services

1. Call to Order / Establishment of Quorum /Roll Call

Ms. Kepuraitis called the meeting to order at 6:02 p.m. A quorum was established with all seven board members present.

2. Member Comment Period

No comments

3. Approval of Prior Meeting Minutes

Motion: Mr. Koven motioned to approve the following minutes: October 1, 2020 executive session, October 5, 2020 regular meeting, October 5, 2020 executive session, October 7, 2020 executive session and the October 12, 2020 special budget workshop as written. Mr. Hawkins seconded the motion, with no further discussion the motion passed unanimously.

4. President's Comments

Ms. Kepuraitis thanked all residents in attendance and extended a special thank you to the NVMs in attendance and recognized them for their service to the Association.

Ms. Kepuraitis provided a recap of the executive session that occurred prior to the regular board meeting, items discussed were speeding fine appeals and the Arcadia Sissoo Tree project.

5. Executive Director's Report

- Covid-19 / operations update
- Two police matters involving drugs/arrests in Desert Parks
- Open position on Budget and Finance Committee (two members interested)
- 2021 proposed budget complete
 - October 7 Budget and Finance Committee review
 - October 12 Board budget workshop
- Final week of Resident Leadership Development Program
- NVM candidate statements due back 11-2 – ballots are due back 12-14
- Sidewalk repairs at Arcadia, Rosewood and Camelot
- Winter rye transition work complete
- All-Team meeting held at Desert Springs Park /Quarterly Awards
- Annual performance reviews underway
- QR codes for gate passes and parking on order
- Changes to contractor gate access at Windgate due to gate arm hits
- Podcast program starts November 9 – joint initiative (Council and Association)
- New Landscape Manager joins the team: Erik Houston

6. 3rd Quarter Financial Report – Dee Nortman

Ms. Nortman provided the 3rd quarter financial report. Year-to-date, the DC Ranch consolidated financial statement shows that the operation is \$42,000 favorable to budget.

7. 2021 Proposed Operating Budget, Reserve Plan and Assessment Schedule

Mr. Shaw provided a brief presentation. The entire budget was reviewed in detail at an October 17 budget workshop. Mr. Wilner expressed his position that he did not think \$400,000 in Firewise Program funding should have been included in the 2021 reserve plan schedule through 2023. **Motion:** Mr. Hawkins motioned to approve the proposed 2021 operating budget, reserve plan and assessment schedule for the Ranch Master and the 16 neighborhoods. Ms. Cottey seconded the motion. With no further discussion the motion passed unanimously.

8. Arcadia Sissoo Tree Removal/Replacement Plan

- The Board approved the project on October 5, 2020 at a regularly scheduled board meeting
- The following project plan was proposed by Mr. Shaw
 - Engage landscape architect services (asap)
 - Replacement tree species selection process (asap)
 - Secure Covenant Commission approval for replacement species (December)
 - Begin street repair and patching where needed per the reserve plan (asap)
 - Begin City of Scottsdale approval process (February 2021)
 - Establish tree purchase options/contract grow (February 2021)
 - Landscape architect to develop project specifications (late spring/early summer)
 - Establish mapping plan for tree replacement (late spring/early summer)
 - Rebid project costs (mid-summer)
 - Determine project related lot assessment (late summer)
 - Schedule pre-project neighborhood meeting (early fall)
 - Begin the work (October 2021)

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Motion: Mr. Koven motioned to approve engaging the services of CollectiV as the Landscape Architect for the project, at a cost not to exceed \$30,000. Mr. Hawkins seconded the motion. Discussion regarding whether or not the Ranch Master would participate with the expenses ensued. Mr. Shaw was asked to bring this discussion to the December 7, 2020 board meeting. With no further discussion the motion passed unanimously.

Motion: Mr. Hawkins motioned to proceed with the tree replacement species selection process without neighborhood committee involvement, but rather with surveying the owners to gain their input on the final tree species selection. Dr. Geiger seconded the motion. With no further discussion the motion passed unanimously.

Adjournment: There being no further business to conduct, Ms. Kepuraitis adjourned the meeting at 7:06 PM.

DRAFT