

**DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION**

Minutes from the Regular Meeting of the Board of Directors

Sunday, October 6, 2024

**Call to Order:** Meeting was called to order at 04:25 p.m. by Veris Simms, DRPOA President

**Location:** Elk Creek Elementary, 13304 US Highway 285, Pine, CO 80470

**Board Members Present:**

Veris Simms	President	720-220-5631	drpoa.president21@gmail.com
Anamaria Popescu	Vice President	(856) 448-3464	drpoa.vicepresident@gmail.com
Andréa Swenson	Secretary	612-201-0289	drpoa.secretary2020@gmail.com

**Board Members Absent:** None.

**Association Members Attendance In-Person by Lot**

LOT	ASSOCIATION MEMBERS	LOT	ASSOCIATION MEMBERS
02	Tiffani McKnight	22	Michael Chand
03	Paul & Corrine Graver	24	Dan McAtee
07	Sean & Kelli Jackson	26	Rick Koth
08	Jay & Lore Genender	28	Dave Froman
09	Tom & Kate Washburn	29	Tandy Martindale
10	Jule Gronhovd	30	Carl & Susie Price
12	Veris & Cairon Moore-Simms	33	John Jerz & Anamaria Popescu
13	Charlie Williams	34	Brian & Pam Senjem
15	Wade & Tonya Hiers	35	Pryse & Ellen Elam
16	Jack & Barb Pleva	36	Troy & Jolece Oughton
17	Matt & Yoanna Adrian	27	Dave Sanders
18	Mike & Cathy Rheinberger	38	Paul & Andréa Swenson
19	Jane Spooner	39	Richard Merrick
20	Susan Festag	42	Aaron & Amy Reilly

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Attendance Total: | **28**

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**Association Members Represented by Proxy**

LOT	ASSOCIATION MEMBERS	PROXYHOLDER(S)
01	Mark & Andrea Ferguson	Jane Spooner
11	Ronnie & Rosemarie De Manna	Kelli Jackson
21	Mark Wallace & Susan Ley	Mike & Cathy Rheinberger
23	Matt & Carson Maczuzak	Kelli Jackson
27	Ching-Shyan & Amy Chen	Mike Rheinberger
31	Michael Lagos	Dan McAtee
32	Joe & Seana Nestegard	Paul or Andréa Swenson
40	Randy & Tricia Jensen	Jane Spooner

Total Represented by Proxy: | 8

- I. **Approval of the Agenda**
  - **Additions to the Agenda** – None. Agenda Approved.
  
- II. **President’s Opening Address** - Veris Simms thanked the community for their support and recounted what he had accomplished in his 2 years as President of Douglass Ranch Property Owners’ Association, and the successes and accomplishment achieved by the board of directors overall.
  
- III. **Approval of Minutes** – Andréa Swenson read the meeting minutes of April 14, 2024, before the board of directors and assembly. No corrections were offered to the minutes. The minutes were approved as read.
  
- IV. **Report of Officers and Standing Committees** –
  - **Secretary’s Report | Andréa Swenson**
    - i. **Realty Status** - Four lots are currently for sale, one is currently under contract, and one lot was under contract by a luxury home short-term rental company like VRBO. Andréa discussed the urgency of updating our CCRs, since our Declaration as it currently stands does not prohibit commercial buyers from purchasing a home solely for vacation rental purposes, posing a potential risk of an influx in commercial takeover.
    - ii. **Website Enhancements** - Sections throughout the website have been updated using WIX templates for layout and ease of transition from desktop view to mobile view. Themes maintain the Douglass Ranch colors also updated. Photo images are Colorado

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based photographers of nearby mountain ranges, landscapes, and rivers.

- iii. **Environmental** – Under “Member Resources” the Environmental page provides resources to help residents keep their forest healthy and wildfire safe. Sources are from our Official Development Plan (ODP), the Colorado State Forest Service, and more, provide help with control measures to mitigate both invasive plants and insect infestation<sup>1</sup> as outlined in our forest management program. Members are encouraged to please read and study these documents.
  - iv. **Roads and Grounds** - New sections has been organized to help residents stay informed about the current road conditions, snow removal, construction progress and alerts, and other important updates, including an outlet for lot owners to report problems or make inquiries.<sup>2</sup>
  - v. **Governing Resource: CCIOA and more** - Two pages have been updated, one added for the “Model Code of Ethics.” Most important is the “Governing Resources” page which now includes up to date .pdf documents for CCIOA (Colorado Common Interest Act), the Nonprofit Corporation Act, and CRS Title 7. Mrs. Swenson also included a bookmark in CCIOA directing readers where to find laws applicable to preexisting July 1, 1992, common interest communities. The goal is to provide access to reliable governance for lot owners and board members alike. Helpful related articles on governance are sourced from various Colorado HOA law firms, including the law firm Winzenburg, Leff, Purvis, & Payne which represents DRPOA.<sup>3</sup>
- **Acknowledgment of Thanks** - Andréa Swenson thanked several members of the community for their input and support.
  - **Term of Office** - Andréa Swenson briefly discussed board tenure. The term of office for the current board were re-established in accordance with our bylaws which directs the reader to the exact phrase, “as set forth in the articles” for tenure, further noting that the term limits are governed by the Articles of Incorporation, which states 3-year term. A spreadsheet was created tracking the board seat and the tenure from 2015 to date. Mrs. Swenson acknowledged thanks to Susan Festag who found her spreadsheet which tracks which lot owners have served on the board of directors throughout DR history very helpful.

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<sup>1</sup> <https://douglassranch.org/environmental>. See Confers | Mitigating Tree Disease, Invasive Plants | Weed Mitigation, Landscaping | Trees & Shrubs, and Forest Health & Management.

<sup>2</sup> <https://douglassranch.org/roads-grounds>

<sup>3</sup> <https://douglassranch.org/governing-resources-ccioa-title-7>

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- **Resignation** - Andréa Swenson provided her resignation from the board at the conclusion of this meeting and stated she had served her 3-year term.
- **Treasurer's Report | Veris Simms** – Mr. Simms reviewed the 2024 budget vs. actual expenditures and income received as of Sept 30, 2024, expounding on certain punch items and its expenditures such as tax preparation (required to file taxes from 2021 to 2023) and roads and grounds expenditures. (See budget summary in Appendix i.)

Annual Dues 2024	\$41,000.00
Special Assessment	\$20,350.00
2023 Annual dues paid in 2024	\$3,000.00
2022 Annual dues paid in 2024	\$500.00
2023 Late fee's paid in 2024	\$2,243.44
2024 Annual Dues & Assessment payment plan	\$1,800.00
<b>Total Income -All sources</b>	<b>\$68,893.44</b>

## Disbursements:

DORA registration	\$43.00
Wix	\$86.95
Liability Insurance State Farm	\$1,552.00
Professional fees – Attorney	\$4,535.50
Professional fees -Governing Documents	\$0
Income Tax Preparation	\$1,080.00
Roads and Grounds	\$10,705.00
Board Expenses	\$1,072.54
Snow Removal	\$4,165.00
Water Rights	\$284.98
<b>Total Operation Expenses</b>	<b>\$23,239.00</b>
<b>Actual Income vs. Actual Expenses</b>	<b>\$24,653.45</b>

## Bank Accounts as of September 30, 2024

*Checking Account	\$51,470.31
*Premier Savings Account Principle	\$51,231.24
* Premier Savings Interest (Pending)	\$204.86
*Savings Account	\$10,005.35
<b>Total Balance as of September 30, 2024</b>	<b>\$112,911.76</b>

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### **V. Roads & Grounds Report | Anamaria Popescu –**

- **Mailbox Relocation on May Long CT** – The Postmaster for the US Postal Service in Pine has ordered Lots 39, 40 and 41, to relocate their mailbox posts from within May Long Court to Douglass Ranch Dr., citing the lack of a turn-around posed a safety issue for their delivery drivers. Mr. Merrick (Lot 39) asked that his mailbox be not moved, since he has recently had discussions with the Postmaster who agreed his mailbox may remain where it is. Anamaria agreed to call A Sanchez (company contracted to move the mailboxes) to cancel the relocation, but warned mail may not be delivered.
- **Roads & Grounds Maintenance** – Dr. Popescu reported the many accomplished achieved over the past two years as Roads and Grounds Chair, most notably,
  - i. Douglass Ranch Dr. was repaved by Jefferson County within 6 months of taking office,
  - ii. Road Plan and Maintenance Survey was completed. Results provided input for our road reserves and is published on the Roads and Grounds section of the website.
  - iii. Gordon Court and Meadow Ridge maintained: crack sealed and seal coated,
  - iv. All culverts had been cleaned and fixed.
  - v. Baldwin Court drainage issue fixed.
- **Resignation.** Dr. Popescu tendered her resignation from the board effective immediately after the annual meeting.

### **VI. Firewise Committee | Veris Simms – Firewise Assessment and Fire Management Plan.**

- **Firewise USA Certification** – Mr. Simms urged the community to fill out the Firewise spreadsheet on the website after performing even the smallest amount of mitigation to ensure we maintain our Firewise Certification. Deadline to qualify for recertification is this November. If we fail to qualify, Douglass Ranch will no longer be eligible to receive recognition or benefits afforded to Firewise USA® Communities.
- **Second Emergency Egress Route** – Tom Washburn reported State Farm has increased their insurance rates up 93%. For Douglass Ranch residents who may be impacted by State Farm's rate hike, the primary reason cited:
  1. Our subdivision does not have a secondary emergency egress route posing significant risk to both residents and first responders. State Farm is not willing to take the risk.
  2. Poses significant impact on home sales. State Farm will not insure new incoming owners.
  3. Solution. State Farm may reconsider adjusting their rates, if the second egress route is paved or at minimum lined with gravel and is officially registered on all map platforms.

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### **VII. Design Review Board I Rick Koth, Chair –**

- **Active Design Review Committee** – Any planned modifications or updates to the exterior of one’s property, please make sure to submit them to the Design Review Committee.
- Rick Koth also noted that the Design Review Standards are available on the Website, Mr. Koth urged residents to please review them.

### **VIII. Governing Documents Committee I Veris Simms, Chair –** The revised documents did not pass. Further work was suspended, since the board only received comments from three lot owners.

- Aaron Reilly, former president of the board and documents committee member, urged the community to come together and finalize our governance given the long process in obtaining input from the community, and the fact that they are not in compliance with current Colorado Law, also that nothing prohibits commercial buyers from purchasing a lot with intent to convert into a rental property.

### **IX. President’s Report I Veris Simms**

- **In Memoriam Mary Adrian** - – Mr. Simms reported the passing of our long-time, community member, Mary Adrian. The home was left to her son, Matt Adrian through the Mary Adrian Trust. Matt and his wife, Yoanna, are now the new lot owners.
- **Greg Podd** – A communication was received from Greg Podd, owner of Elk Creek Estate, LLC, regarding multiple resident complaints filed against him with Jefferson County from the Douglass Ranch subdivision. Discussion followed.
- **Resignation.** Mr. Simms formally tendered his formal resignation.

### **X. 2025 Board of Directors Candidates & Nominations I President Veris Simms, Presiding.** Mr. Simms officially announced the five candidates who expressed interest in running for a seat on the board during the meeting. The assembly was called upon to provide nominations from the floor, allowing members present to participate in the selection process.

- **Nomination from the floor –**
  - i. Dave Sanders nominated Paul Swenson as candidate for a board seat.
  - ii. Nomination seconded by: Tandy Martindale
  - iii. Paul Swenson accepted. Nomination was approved without objection.
- **Candidate Speech for Election** - Each candidate in attendance delivered their speech before the members present.

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### **The candidates were:**

- Matt Adrian
- Wade Hiers
- Randy Jensen (not present)
- Dan McAtee
- Jane Spooner
- Paul Swenson

**Voting Results** – The votes between Randy Jensen and Paul Swenson were tied 15 to 15. There being a quorum still present, Members were asked to recast their votes. Paul Swenson won 21 votes to Mr. Jensen’s 13 votes.

### **The 2025 Board -**

- Wade Hiers
- Jane Spooner
- Dan McAtee
- Matt Adrian
- Paul Swenson

Following the conclusion of the annual meeting, since all members of the current board have resigned, the Association will move forward with the necessary steps to ensure a smooth transition and continuation of our activities.

**XI. Member Open Forum** – In accordance with Policy III - Conduct of Meeting, Association Members or Member’s designated representative was recognized for 5-minutes to speak. Members at the meeting were recognized in the same order as their name appeared on the sign-up sheet. Those who did not place their name on the sign-up sheet were recognized, nonetheless.

**XII. Adjournment** – Meeting adjourned 6:41 PM

**Approval of the Annual Meeting Minutes** – Minutes were via Board Action without Meeting, October 14, 2024. See attached Appendix ii, page 10.

**Respectfully Submitted,**

Andréa Swenson,

DRPOA Interim-Secretary

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APPENDIX

# DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

## Minutes from the Regular Meeting of the Board of Directors

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### Appendix i

#### 2024 Budget Summary

Douglass Ranch Property Owners' Association 2024 Budget  
Date: **30-Sep-24**

Budgeted Income			Actual income as of 9/30/24	Expenses	Budget	Actual expenses as of 9/30/24	Notes
	Per Lot	Total					
Expenses - per lot	\$ 500.00	\$21,000.00	\$ 20,500.00	DORA registration - Secretary of State	\$60.00	\$43.00	
Build Reserve fund per lot	\$ 500.00	\$21,000.00	\$ 20,500.00	Wix	\$90.00	\$86.95	
Annual Dues 2024	\$ 1,000.00	\$ 42,000.00	\$41,000.00	Liability Insurance State Farm	\$1,300.00	\$1,552.00	
2023 Annual dues paid in 2024			\$3,000.00				
2022 Annual dues paid in 2024			\$500.00				
Special Assessment Dues paid in 2024			\$ 20,350.00	Professional fees - Attorney	\$1,225.00	\$4,535.50	\$2103.00 -Billing for November and December 2023 paid in 2024. November: (Response to questions from Board regarding special meeting request). December: (Attorney attended Annual Meeting, including travel, zoom meeting follow up regarding Annual Meeting and Budget Ratification) \$175.00-Billing for April 2024-general Budget Ratification and conduct of meetings clarification. \$1400.00-Billing for April 2024-response to community members attorney requests for records. \$630.00 Billing for May 2024-Policy IX, Board elections, 1995 Bylaw change and response to community member. \$227.50 Billing in May- Telephone conference regarding ballot deadline communication and counting ballots.
2023 Late Fee's paid in 2024			\$ 2,243.44	Professional fees - Governing documents	\$1,000.00		No funds used as of this 7-29-24.
2024 Annual Dues & Assessment payment plan			\$ 1,800.00	Income Tax Preparation	\$500.00	\$1,080.00	Paid for 2021, 2022, 2023, Federal and State Tax returns. Increase in the price per year for preparation to \$360.00.
				Roads and Grounds	\$9,500.00	\$10,705.00	Road Survey and maintenance plan report paid in full. \$7,610 to Ground Engineering. 7 culverts clean and cleared, 1000 ft. trench and culvert clean out, 4 tons of rocks for retention, total \$3095.00.
				Board Expenses	\$600.00	\$1,072.54	School rentals, Budget Ratification notices & postage, Governing Document printing & Postage. P.O.Box rental.
				Snow Removal	\$5,400.00	\$4,165.00	
				Water Rights	\$325.00	\$284.98	
				Projected expenses	\$20,000.00		
				Contingency	\$1,000.00		
				<b>Total Operating Expenses</b>	<b>\$21,000.00</b>	<b>\$23,239.00</b>	
				Build reserve per Policy IX **	\$21,000.00	21,000.00	
<b>Total Income - All sources</b>	<b>\$ 42,000.00</b>	<b>\$68,893.44</b>		Ordinary Projected Expenses + Reserve	<b>\$42,000.00</b>	<b>\$44,239.00</b>	Actual Expenses as of 9/30/24
				Actual Income vs. Actual Expenses		<b>24,653.45</b>	

**Bank Accounts as of 9/30/24**

9-30-24	Checking Account	\$51,470.31
9-30-24	Premier Savings Principal	\$51,231.24
9-30-24	Premier Savings Interest <b>Pending</b>	\$204.86
9-30-24	Savings Account	\$10,005.35
	<b>TOTAL</b>	<b>\$112,911.76</b>

\*\* Savings should have a maximum balance of \$9,000

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**From:** drapopescu610@gmail.com  
**Subject:** RE: Annual Meeting of the Members - October 06, 2020 - Draft A  
**Date:** October 14, 2024 at 12:42 PM  
**To:** Andrea Swenson drpoa.secretary2020@gmail.com, Veris Simms drpoa.president21@gmail.com  
**Cc:** Anamaria Popescu drpoa.vicepresident@gmail.com, Veris Simms vcvc Simmons@gmail.com



Looks good

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**From:** Andrea Swenson <drpoa.secretary2020@gmail.com>  
**Sent:** Monday, October 14, 2024 10:41 AM  
**To:** Veris Simms <drpoa.president21@gmail.com>  
**Cc:** Anamaria Popescu <drpoa.vicepresident@gmail.com>; Veris Simms <vcvc Simmons@gmail.com>; Anamaria Popescu <drapopescu610@gmail.com>  
**Subject:** Re: Annual Meeting of the Members - October 06, 2020 - Draft A

Good morning,

I apologize, it was an oversight resulting from multiple distractions. The list has been amended, showing Jane Spooner as the proxy holder only for Ferguson and Jensen.

So, the count is now to 8 lot owners represented at the annual meeting, instead of 9.

All corrections have been made as requested. If there are no further corrections to the minutes by **12N, October 14, 2024**, the minutes will stand approved as corrected.