

# **DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION**

Minutes from the Regular Meeting of the Board of Directors

October 13, 2022

**Call to Order:** Meeting was called to order at 6:06 p.m. by Veris Simms, DRPOA President

**Location:** On-line

## **Attendance**

### **Board Members Present:**

Veris Simms	President	720-220-5631	drpoa.president21@gmail.com
Andréa Swenson	Secretary	612-201-0289	drpoa.secretary2020@gmail.com
Todd William	Treasurer	303-838-5117	drpoa.treasurer2020@gmail.com
Randy Jensen	Director	303-681-5745	jensen5513@gmail.com

**Board Members Absent:** None.

### **Others Present:**

### **Members at Large:**

Cairon Moore-Simms	Mike and Cathy Rheinberger
Barbara Pleva	Tricia Jensen

- I. **Approval of the Agenda** - approved by consensus agreement.
  - **Additions to the Agenda** – None.
- II. **Approval of Minutes** – Postponed (See Board Actions without a Meeting)
- III. **Reports of Officers and Standing Committees** –
  - **Treasurer's Report | Todd Williams** – Report no new changes to the account balance since last reported on September 14, 2022.

*Balance on hand October 12, 2022*

**\$210,107.02**

- i. **Receipts** – None
- ii. **Disbursements** – no disbursements made since last report on September 14, 2022.

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- **Proposed Funding for Anticipated Expenses in 2023 –**
  - iii. **General Operating Expenses** - \$22,000.00
  - iv. **Funding for Firewise Action Items** – Costs to be determined. However, the aim is to fund these expenses without the having to levy a special assessment.
  - v. **Dues Increase for 2023** – Recommends dues increase to \$1,000.00 per lot for the coming year. This will also help restore DRPOA’S Road Reserves which is currently under-funded.
  - vi. **Factoring Cost Increases** – Snow plowing contract cost is expected to rise due to increase gas prices. A budget workshop is proposed to review these expenses before submitting the 2023 budget to the community.

### IV. Special Committees

- **Storm Water - Pond Project | Todd Williams, Chair** – With the exception of a few items which are postponed until next spring, the project is complete.
  - i. **Adjustments** – Excavation error: Certain footage of ground did not get excavated at the culvert as per engineering specifications. However, this was resolved at an additional cost to DRPOA according to the design plan set.
  - ii. **Items Cost Deducted from the Construction Contract** – The following items were deducted from the construction contract and handled by the Storm Water-Pond Project committee.
    - 1. Soil Export
    - 2. Tree removal and grubbing
    - 3. Fence removal and erosion control.
  - iii. **Overages** - All overages were between \$13,000 to \$14,000. Despite overages, project costs remained within budget parameters.
  - iv. **Contingency Spending** – Cost adjustments to correct the incomplete excavation requiring fill flow at the culvert is being negotiated down to around two-thirds of the cost. The committee is also currently in negotiation with Barr Engineering to resolve the situation with their observer who didn’t catch the excavation error. Costs in discussion:
    - 1. \$10,500 – flow fill
    - 2. \$1,600 deduction of haul truck dumping materials in the wrong place.
    - 3. \$4,000 for changes made by the contractor of more materials than needed.
  - v. **Final** – A comparison was made against construction bids total project. Other items left is restoring the boardwalk and tree plantings. A partial payment of \$100,000.00 was negotiated with Plote Construction for the base contract. *(See board action without a meeting.)*

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### V. Roads and Grounds Report | Veris Simms –

- **Road Repairs Drake Court** – Love’s Enterprises provided an itemized bid to perform crack sealing with Crafcro hot tar sealant, and apply crack seal material to the 46 alligator cracked areas, in lieu of infrared hot patching. Overall cost: \$9,295.00. Repairs scheduled for the following week.
- **Snow Plowing Contract with Lazy T Property Management: Wyatt Thomas, Owner/Operator** – Bid includes the following plow service at price per snow depth, deicer treatment for portions of Meadowridge Lane and Gordon Court, and occasionally plowing a path by the fire suppression cisterns at the intersection of Meadowridge Lane and Douglass Ranch Dr.:
  - i. \$275.00 per 3”
  - ii. \$255.00 per 2”
  - iii. \$225.00 per 1”
  - iv. Add \$50.00 for deicer
- **Motion I:** Todd Williams moves to accept the bid of \$255.00 per 2”, deicer treatment at \$55.00, and maintenance of access path to fire suppression cisterns.
- **Motion I Seconded:** Randy Jensen
- **Motion I Passed:** Unanimously

### VI. Secretary Report | Andréa Swenson – No new updates to the Membership Directory. The DR website access remains very good with site sessions split evenly between desktop and mobile. Members report using mobile phone more frequently to browse the site. Mobile platform is still under construction with the assistance of Tom Washburn who is working to get the entire website mobile phone friendly.

### VII. Special Committee

- **Governing Documents Committee -**
  - i. **Small Group Discussions** – The overall aim is to provide owners who did not attend the town hall meeting the opportunity to actively get involved and partner with the committee’s endeavor through the final stages of revising our governance. And through this process, build a better consensus from lot owners their comments and suggestions.
  - ii. **Attorney’s Fees** - The budget of \$6,600.00 has been spent. However, Kim Porter is willing to work with DRPOA on an affordable price package to draw up a finalized draft (based on this final round of respondents’ comments and suggestion) which will be submitted to the Lot Owners for a vote of approval.

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### Standing Committees –

#### ▪ Firewise Committee –

- i. **Survey** - A survey is being prepared by committee member, Tom Washburn, to gauge reactions to fire mitigation. Result will be published.
- ii. **Newsletter** – the committee has developed a newsletter called *the Douglass Ranch Extinguisher*. Issues will be published periodically with focus topics on wildfire preparedness and safety, and helpful tips.
- iii. **Firewise USA Certification** – Every year Douglass Ranch must renew their status by reporting its activity employed towards wildfire preparedness through education and fire mitigation work. The committee has developed a spreadsheet to help residents track their hours and expense invested in mitigation work. The fire mitigation spreadsheet will be launch on the Firewise USA news and information page on the DR website by early November.

### VIII. New Business –

- **Community Communications: E-broadcasts using WIX Ascend.** In the last two years the board of directors have taken advantage of employing E-broadcasts to communicate with community members. E-Broadcast improves response rates to the notification over standard email chain. The cost is 3-free per month with website subscription but in that advent of increased activity for news and information, it was necessary to upgrade to 5-E-Broadcast per month at \$120 for the year. The consensus of the board is to restrict messaging activity to board business only.
- **Nominations for Board of Directors** – There are four vacancies for 2023. Three directors' 2-year term are up, and one director, who resigned last spring, had 1 year left of their term. Please send letters of nomination via email to: [drpoa.president21@gmail.com](mailto:drpoa.president21@gmail.com)
- **Set Date for the Next Regular Meeting of the Board and the Annual Meeting of the Members –**
  - i. **Next board meeting** - Sunday, November 13, 2022, at 4:00 PM
  - ii. **Annual Meeting of the Members** – Wednesday, November 30, 2022, at 6:00 PM. Location of the meeting will be at Elk Creek Elementary.

### IX. Meeting Adjourned 7:53 PM

#### ▪ Board Action without a Meeting –

- i. **Storm Water-Pond Project Chair Todd Williams** recommends partial payment sum of \$100,000.00 negotiated with Plote Construction for the base contract.

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- ii. **Motion** - Todd Williams moved to submit a partial payment of \$100,000.00 to Plote Construction for the work at the pond and pay the remaining balance once the final number is agreed upon.
- iii. **Motion Seconded:** Randy Jensen
- iv. **Motion Approved:** 3-1, with one abstention. Voting Yes: Mr. Simms, Mr. Williams, Mr. Jensen. Abstained Vote: Mrs. Swenson
- **Approval of the Minutes for September 14, 2022** - Approved October 16, 2022.

**Submitted by,** Andréa Swenson, DRPOA Secretary