

DOUGLASS RANCH PROPERTY OWNERS' ASSOCIATION

Minutes of the Special Meeting of the Board of Directors
December 18, 2023

Call to Order: Meeting was called to order at 07:37 p.m. by Veris Simms, DRPOA President

Location: Virtual via Zoom

Attendance

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
Todd William	Treasurer	303-838-5117	drpoa.treasurer2020@gmail.com

Board Members Absent: None.

Association Members Present:

Members at Large:

None

I. Agenda:

- **Approval of the 2024 Budget.**
- The Board of Directors reviewed 2024 budget in its entirety.

II. Discussions –

- **Motion I:** Anamaria moved to open the meeting for a detailed discussion on the proposed budget for 2024.
- **Motion I Seconded:** Andréa Swenson
- **Motion I Passed:** Unanimously.

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III. Budget Line Items:

- **WIX** – Andréa Swenson recommends clearly defining what's included in the four different subscriptions associated with our WIX account.
 - i. **Website** – The main operating platform. Our Association's use of its website grew, and more storage space was needed for files. A WIX promotional offer solved our storage space crises. **Cost:** \$154.56 website platform with 50GB storage covering full 3 years until renewal on May 31, 2026.
 - ii. **Domain Name:** A domain name is needed to associate the physical IP address for the website. Under WIX it is added free for 1 year at the initial sign up which was in 2016. **Cost:** \$14.95 for www.douglassranch.org (renews yearly on Oct. 13).
 - iii. **Domain Name - Business Email:** Added in 2020. The Board of Directors decided to include a business email as a general email account for the Association. **Cost:** \$72.00 for drpoa@douglassranch.org (renews yearly on July 11).
 - iv. **Ascend Basic:** This tool helps businesses and organizations to communicate with their members. This enabled us to be in compliance HB-1137 (2013). **Cost:** 120.00 (renews yearly on Oct 24). The cost for 2023/2024 was donated by an Association Member.
 - v. **Total:** Subscription total, normally **\$206.95**, however, with the donation applied to the cost of the Ascend subscription, the total amount for 2024 is **\$90.00**.
- **Roads & Grounds:** Maintenance Plan Update. The Board discussed adding a new tab section for a 5-year plan in the maintenance schedule to include inflation costs and the lifespan of maintenance. No road overlay is planned for this year; however, the board will retain the budget allocation for maintenance cost specifically reserved for Drake Court. The board will also seek to obtain more accurate measurements of each private road in terms of square footage and depth to provide a better outlook for projected costs.
- **Budget Outline** – Discussed the budget spreadsheet organization, the overall outline, and categories.
- **Reserve Funds** – Discussed opening a savings account for the reserve funds and discussed alternative options to update from the previous investment plan of 2020.

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- i. **Motion II:** Todd Williams moved to close the discussion of the proposed 2024 Budget.
 - ii. **Motion II Seconded:** Anamaria Popescu
 - iii. **Motion II Passed:** Unanimously.

- IV. **Motion to adopt the proposed 2024 Budget –**
 - **Motion III:** Anamaria Popescu moves to adopt the propose 2024 budget.
 - **Motion III Seconded:** Todd Williams
 - **Motion III Passed:** Unanimously.

- V. **Motion to Approve Date, Time, and Location of the Budget Ratification meeting.**
 - **Motion IV:** Veris Simms moves to hold the budget ratification meeting on January 14, 2024, at 3:00 PM, at the Elk Creek Elementary School.
 - **Motion IV Seconded:** Anamaria Popescu
 - **Motion IV Passed:** Unanimously.

- VI. **Adjournment –**
 - **Motion V:** Andréa Swenson moved to adjourn meeting.
 - **Motion V Seconded:** Anamaria Popescu
 - **Motion V Passed:** Unanimously. Meeting adjourned 7:48 PM.

Respectfully Submitted by,

Andréa Swenson

DRPOA Secretary