

February 26, 2025

DRPOA Board meeting minutes

Board members present:

Wade Hiers

Paul Swenson

Jane Spooner

Community members attending via Teams:

Mike and Cathy Rheinberger

Barb Pleva

Paul Graver

Tom Washburn

Bill Martindale

Carl and Susie Price

Troy and Jolene Oughton

Veris Sims

Wade called the meeting to order at 6:05pm

- **Meeting Start:** Wade outlined the agenda, which included approving the minutes, discussing terms of office, and making an announcement about the treasurer resignation.
 - **Terms of Office:** Wade mentioned that the discussion on the terms of office would be postponed as Matt, who is needed for this discussion, was not present.
 - **Treasurer Resignation: Wade** announced that Dan Mcatee had resigned from his position as treasurer. Paul Swenson has offered to take over the role of treasurer, and the board will later fill the director for roads and grounds position.

- **Approval of minutes:** Wade initiated the approval of the minutes from the January 15th and January 30th meetings. A motion was made to assume the minutes were read, and it was seconded. The board members voted in favor, and the minutes were approved as written.
 - **Posting Minutes:** Wade confirmed that the approved minutes would be posted on the website shortly, likely by the next day.
- **Treasurer Resignation and Replacement:** Wade announced that Dan Mcatee resigned as treasurer, and Paul Swenson has graciously offered to take over the position. The board will fill the director for roads and grounds at the March 13, 2025 meeting
- **Filling Vacant Seat:** Wade discussed the process for filling the seat vacated by Dan Mcatee.
 - **Nomination Process:** At the March 13th meeting, the community will nominate and vote on a candidate to fill the vacant seat. The board will then appoint the chosen candidate following the rules written into the covenants.
 - **Term Duration:** The appointed candidate will serve a term lasting until the end of the year, with the seat up for reelection at the annual meeting in November or December.
- **Budget Presentation:** Paul Swenson presented the revised budget, highlighting the expected revenue of \$48,600 and expenses of \$47,450. The budget includes various expenses such as liability insurance, legal fees, road maintenance, and reserve fund contributions.
 - **Revenue and Expenses:** Paul Swenson presented the revised budget, highlighting an expected revenue of \$48,600 and total expenses of \$47,450. This includes various expenses such as liability insurance, legal fees, road maintenance, and reserve fund contributions.
 - **Reserve Funds:** Paul mentioned that the budget does not add as much to the reserve funds as desired. The reserve funds are crucial for maintaining commonly owned properties within the community.
 - **Specific Expenses:** Paul detailed specific expenses, including \$560 for dues and subscriptions, \$230 for communications, \$1,671.67 for increased liability insurance, \$1,200 for legal fees, and \$400 for income tax preparation.

- **Road Maintenance:** Paul discussed road maintenance expenses, including \$3,000 for patching and sealing cracks on Baldwin and Maylong, and \$2,000 for ditch maintenance on Baldwin to address flooding issues.
- **Asset Management:** Paul explained the asset management expenses, including \$10,000 for clearing trees along Douglas Ranch Dr. for fire safety, and \$6,000 for rebuilding steps to the open space, which are in poor condition.
- **Budget Review Committee:** Wade requested a third volunteer for the Budget Review Committee, which currently consists of Cathy Reinberger and Barb Pleva. The committee will independently approve budgetary items before submission to the community.
- **Fire Safety Measures:** The board discussed allocating \$10,000 for clearing trees along Douglas Ranch Dr. to ensure fire safety. This project will be carried out over three years by the Elk Creek Fire Department. It is based on the recommendations from Kelleigh McConaughy. The first phase will cover one-third of the road.
 - **Fire Safety:** The goal is to provide additional safety by clearing trees away from the road to prevent them from blocking the road in case of a fire.
 - **Community Concerns:** Community members raised questions about the fire safety measures. Wade and Cathy Reinberger provided detailed explanations, including the importance of clearing growth along the sides of the road to ensure safe passage for fire trucks and residents during a fire.
- **Budget Approval:** Wade made a motion to approve the budget for 2025, which was seconded by Paul and voted in favor by the board members. The budget includes maintaining the annual assessment at \$1,000 per property.
 - **Budget Upload:** The approved budget will be uploaded to the website for detailed review by the community. Wade mentioned that the budget would be available in the coming days.
- **Communication Preferences:** The board discussed the possibility of using digital communications to save costs on mailings. This topic will be further discussed at the March 13th meeting to gather input from the community. Wade mentioned that each mailing costs the community \$30 in postage, and using digital communications could significantly reduce this expense. Wade emphasized the importance of considering the preferences and needs of all community members, including those who may not be technology-friendly.

- **Meeting Adjournment:** Wade made a motion to adjourn the meeting at 6:45 PM, Jane seconded. Wade thanked everyone for their participation and encouraged them to reach out with any questions or concerns.

Follow-up tasks:

- **Budget Review Committee:** Find a third person with finance experience to volunteer for the Budget Review Committee. (Wade)
- **Budget Approval:** Upload the approved budget to the website for community review. (Paul)
- **Email Communication:** Consider changing bylaws to allow email and website postings instead of physical mailings to save costs. (Board)
- **Email Address Correction:** Correct the email address listed on the website to ensure it directs to the correct Douglas Ranch POA secretary. (Jane)
- **Meeting Agenda Timing:** Ensure the meeting agenda and link are sent out to the community at least one day before the meeting. (Wade and Paul)