

# DOUGLASS RANCH PROPERTY OWNERS' ASSOCIATION

Minutes from the Special Meeting of the Members  
February 20, 2022

**Call to Order:** Meeting was called to order at 6:10p.m. by Veris Simms, DRPOA President

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

## **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	VP Road & Grounds/ SWP	303-681-5745	drpoa.r&g@gmail.com
Tom Washburn	VP Firewise	720-900-9094	drpoa.vp.firewise@gmail.com

**Board Members Absent:** None

### **Others Present:**

Lot	Proxy	Lot	Proxy
01	Randy Jensen	27	
03		29	
05/06		30	
07	Randy Jensen	31	Susie Price
08		32	
09		33	
11		34	
12		36	Randy Jensen
13		37	
14		38	
20		39	
21	Doug Benning	40	
25		41	Randy Jensen
26		42	

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- I. **Verification of Quorum** – A quorum of thirty percent (30%) of the votes entitled to be cast is required, in order for the vote to take place. Votes are based on one vote per lot. Of the 42 lots, 29 lots were present with six (6) of the Lot Owners represented by proxy. The quorum exceeded the required thirty percent (30%) minimum to total 69% of the Lot Owners present.
- II. **Storm Water/Pond Workshop | Randy Jensen & Todd Williams – Note:** A breakdown of how the assessment was determined was included in the packet mailed to each Lot Owner along with the announcement for the Special Meeting of the Members. (This packet which also included a numbers breakdown is available upon request).
  - **Spillway bypass** – The condition of the bypass that runs north along the pond is rotting and can no longer be ignored. **Conclusion:** It would be more cost effective to run the water under Douglass Ranch Dr. and directly into the pond, than repair or build a new bypass in the same location. This requires that the dam crest be raised, in order to upgrade to current standards, as directed by the County.
  - **Jefferson County Agreement** - The County agreed to redirect the culvert under the road by realigning the outfall channel to run directly into the pond, if DRPOA will implement the upgrade to the dam. If DRPOA does not follow through and implement the upgrade as agreed upon, the county will step in and perform the improvement to the dam themselves and charge DRPOA for the project cost. Raising the dam crest requires engineering expertise.
  - A. **Barr Engineering Awarded the Contract to Design the Dam.** – The cost of the engineering and design fee of \$23,300.00 was negotiated down to \$19,800.00. Barr Engineering, compared to other bidders, will not require a geotechnical investigation. Any unforeseen expenditures or additional scope would need to be renegotiated.
    - The total project cost is \$183,600.
  - B. **Construction Phase – Bid Award** - Four contractors were present at the mandatory pre-bid meeting hosted by the Storm Water/Pond Project committee. Of those present, two (2) construction contractors submitted bids to the committee on December 23, 2021.
    1. **Plote Construction Awarded the Job** - Plote Construction was awarded the job for \$161,519.80. Plote proposed not backfilling the dam with dirt but use large rock to build the wall and fill in with dirt, instead, to maintain low costs.
    2. **Value Engineering;** a systematic method to analyze the construction bid, to determine the most cost beneficial means for each line item, and ultimately to reduce costs into the scope of work.
      - i. **Trees** – Plote Construction will remove trees; less expensive to DRPOA if the Association buys trees. Plote will plant.
      - ii. **Clearing and Grubbing** – Elk Creek Fire Department will chip trees.

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- iii. **Construction Inspection** - Barr Engineering will monitor and inspect construction.
- **Special Assessment Cost** - \$4,100 per Lot.
- **Payment Options Presented by DRPOA Treasurer, Todd Williams.**
  - i. **Option 1:** Submit full payment of \$4,100, due by April 30, 2022.
  - ii. **Option 2:** Submit an initial payment of \$2,300 due by April 30, 2022. With Option 2, the owner may submit the remaining balance of \$1,800 through a series of payment alternatives:
  - iii. **Option 2a:** Pay \$900.00 annually over 2 years for 2023 and 2024 payable in conjunction with the annual dues.
  - iv. **Option 2b:** Pay \$600.00 annually over 3 years respectively for 2023, 2024, and 2025 payable in conjunction with the annual dues.
  - v. **Option 3:** Pay any amount larger than \$2,300 due by April 30, 2022, with the balance to be paid in equal installments over the next two years.
- III. **Vote Special Assessment** – Colorado Law requires that written ballots give Members the opportunity to Vote “for” or “against” the action taken.
  - **Voting Yes – Approve the Special Assessment of \$4,100,00: 27**
  - **Voting No – Not approve the Special Assessment of \$4,100,00: 2**
- IV. **Review and Discuss 2022 budget** – Annual dues will increase because of the line for Firewise projects.
  - **Shaded Fuel Break** – 300ft wide.
  - **Matching Grants** – required that 50% of the cost be put down, in order to earn a matching grant.
  - **Reserve Study for Roads & Grounds**
- V. **Adjournment** – Meeting adjourned 7:40pm

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