

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

January 16, 2022

Call to Order: Meeting was called to order at 6:08 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
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:

Mark Ferguson	Roads & Grounds	720-403-3939	drpoa.randg@gmail.com
---------------	-----------------	--------------	-----------------------

Others Present:

Members at Large:

Tricia Jensen	Mike & Cathy Rheinberger
Dallas & AJ Ostrom	Brian & Pam Senjem
Jay & Lore Genender	Ana Maria Popescu
Charlie Williams	Ching-Shyan Chen
Doug Benning	

I. Approval of the Agenda –

- **Motion I:** Randy Jensen moves to approve the agenda
- **Motion I Seconded:** Andréa Swenson
- **Motion I Passed:** Unanimously
 - i. **Additions to the Agenda - None**

II. Approval of Minutes – December 12, 2021, Annual Meeting of the Members

- **Motion II:** So, moved by Veris Simms
- **Motion II Seconded:** Andréa Swenson

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

January 16, 2022

- **Motion II Approved:** Unanimously

III. Business from the Previous Meeting –

- **Barr Engineering: Discuss the Services for Changes to the Design and Approve the Additional Expenditure of \$1,527.60.** – Barr Engineering submitted their final invoice which itemized the following.

- **Finalizing Plans**
- **Documents Providing Scope of Work to Assist Bidding for the Construction Phase.**
- **Communications with the Board of Directors**
- **Final Contract Documents** \$1,527.60

- **Motion III:** Randy Jensen moved to approve the additional expenditure of \$1,527.60 and remit payment to Barr Engineering for services provided as itemized.

- **Motion III Seconded:** Veris Simms

- ii. **Motion III Voting Resumed and Approved:** Unanimously

- **Discuss Bid Proposal, Vote on the Question Whether to Award Contract to Plote Construction.**

- i. **Randy Jensen, Chair of the Storm Water/Pond Project Reports:**

Four contractors were present at the mandatory pre-bid meeting hosted by the committee. Of those present, two (2) construction contractors submitted bids to the committee on December 23, 2021.

The engineer’s estimate was approximately ~ \$160,000.00
(As prepared by Barr Engineering Co.)

Bidder 1 – American West Construction \$328,000.00
Bidder 2 – CPC Constructor \$249,000.00

The committee decided to hold off awarding the contract, due to the bid numbers exceeding engineer’s estimate. Meanwhile, committee member Todd Williams recommended pursuing a bid from a construction company with which he works with on a regular basis. Although this company did not attend the pre-bid meeting, they have been engaged discussions regarding the project for some time. This company (Bidder 3) submitted their bid on January 5, 2022.

Bidder 3 – Plote Construction \$161,519.80

The bid price does include tree removal but not clearing, grubbing, hauling away, tree planting, or restoration of the driveway near the cistern for the fire department. These items will have to be contracted

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

January 16, 2022

separately, and the committee will seek to contract other companies for that portion of the work. The total supplemental value engineering cost would be approximately \$18,000.00.

The total construction cost is estimated ~\$180,000.00

In efforts to keep costs at a minimum, Plote Construction proposed not backfilling the dam with dirt but use large rock to build the wall and fill in with dirt. Therefore, the committee recommends to the board of directors to accept the bid submitted by Plote Construction and vote to award them the contract.

- ii. **Motion IV:** Randy Jensen moved to accept Plote Construction's bid of \$161,519.80 and engage in discussions regarding value engineering, to reach an agreement on a construction contract.
 - iii. **Motion IV Seconded:** Todd Williams
 - iv. **Motion IV Approved:** Unanimously
- **Workshop for Association Members:** Once all discussion and 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) estimates are completed, Mr. Jensen recommended holding a Special Meeting of the Members to conduct a workshop to provide education on the project itself, report findings, present an outline of objectives, bid process, and present financing options, then vote on the special assessment.
 - **Special Meeting of the Members is schedule February 20, 2022, at 6 PM.**

IV. New Business –

- **Discuss Implementing a New Expense Reimbursement Policy** – This discussion was in response to an incident which took place on August 26, 2021, where the previous president failed to submit an expense report with receipt for a Zoom subscription and instead, reimbursed himself by cashing a counter check for \$156.00 the day before submitting his resignation. It is illegal to write oneself a check from the account of a non-profit organization and deposit monies into one's personal account.
- **Recommendation for a New Policy** – Board of Directors proposes the following:
 - i. Writing of a counter checks from this point forward is banned. Whether the board member is an authorized signatory does not grant authorization to write counter checks. If an attempt to write a counter check is made, any request(s) for reimbursement of the expense will be denied.
 - ii. The Treasurer will receive all invoices, expense reports, and receipts and in turn these will be presented to the Board of Directors for vote of

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

January 16, 2022

approval. The Treasurer will write the reimbursement check, then send to the assigned signatory, followed by the signatory to ensure the Board-approved reimbursement check is appropriately delivered to the individual or vendor.

- **Motion V:** Mr. Simms moves to develop a policy that outlines specific processes and procedures for reimbursements to board members and vendors and define how they shall be dispersed and amend language in the Bylaws and Declarations of Protective Covenants, Conditions, and Restrictions for Douglass Ranch (CC&Rs), accordingly, with advice of counsel.
 - **Motion V Amended with a Subsidiary Motion by Randy Jensen:** To be included: For any expenditures.
 - **Motion V:** Mr. Simms moves that no board member may request a counter check.
 - **Motion Va Amended with a Subsidiary Motion by Randy Jensen:** Any board member that writes a counter check shall reimburse Douglass Ranch Property Owners Association for that expense.
 - **Motion V and Va with Subsidiary Motions Seconded:** Andréa Swenson
 - **Motion V and Va with Subsidiary Motion Approved:** Unanimously.
- iii. **Discuss Whether to Approve the Expense of \$156.00 –**
- **Motion VI:** Mr. Williams moves to accept the counter check with receipts paying for the purposes of the Zoom meeting subscription for the Douglass Ranch Property Owners Association.
 - **Motion VI Seconded:** Mr. Simms
 - **Motion VI Tied:** Voting No: Mr. Jensen and Mrs. Swenson. Voting Yes: Mr. Simms and Mr. Williams. Andréa Swenson moved to table the motion until the next meeting and retake the vote.
 - **Tabling Motion VI Seconded:** Randy Jensen
 - **Motion VI Tabled:** Unanimously until the next meeting of the board of directors.

V. **Adjournment** – Meeting adjourned 7:06 PM

Submitted by, Andréa Swenson, DRPOA Secretary