

# DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

February 23, 2022

**Call to Order:** Meeting was called to order at 6:07 PM 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 |
| Mark Ferguson  | Roads & Grounds | 720-403-3939 | drpoa.randg@gmail.com         |
| Randy Jensen   | Director        | 303-681-5745 | jensen5513@gmail.com          |

**Board Members Absent:** None.

### **Others Present:**

#### **Members at Large:**

Tricia Jensen  
Cairon Moore-Simms

Mike & Cathy Rheinberger

#### **I. Approval of the Agenda**

- Correction to item VII, proposed by Randy Jensen: Discussion regarding the use of Community Members email & phone numbers for Firewise Handbook Directory, to simply state, "all directories." Board of Directors agreed in unanimity.
- **Additions to the Agenda** – None.

#### **II. Revisit the amended motion regarding the previous president's reimbursement decision and vote. Executive session.**

- The board came to a consensus agreement to continue discussion in an executive session directly after regular board meeting.

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### III. **Continue discussion and motion to develop a protocol regarding Board Member's request for reimbursement to be entered into our governing documents.**

The board came to a consensus agreement to draft new language recommended to be added into the new DRPOA Bylaws, in effect, to state the following:

- No Director of the Board is allowed to request a counter check at any time.
- The Director must turn in an expense report with receipts.
- Once the draft of the proposed language is satisfactorily completed, it will be presented the Board for a vote of approval.

### IV. **Recap of the Special Assessment Meeting: Construction contract with Plote Construction & Construction Inspection with Barr Engineering.**

- **Randy Jensen** – Special Assessment was passed. Next step is mail out invoices for the Special Assessment.
- **Motion I:** Randy moves to enter into a construction contract agreement with Plote Construction for the amount not to exceed \$135,555.00.
- **Motion I Seconded:** Veris Simms
- **Motion I Passed:** Unanimously.
  
- **Motion II:** Randy Jensen moves to enter in a construction-inspection contract with Barr Engineering for the amount not to exceed \$8,000.00.
- **Motion II Seconded:** Andréa Swenson
- **Motion II Passed:** Unanimously.  
Members of the committee, Randy Jensen and Todd Williams will oversee costs. In the event of overages, the community will be notified, and the costs will be brought to the board for vote of approval.
  
- **Motion III:** Randy Jensen moves to allow Douglass Ranch Property Owners Association to purchase up to \$15,487.00 worth of materials to included tree replacement (Aspen, Colorado Spruce, and Ponderosa Pine) and replacement of the boardwalk.
- **Motion III Seconded:** Veris Simms
- **Motion III Passed:** Unanimously.  
This expenditure goes towards our commitment to reduce the value engineering costs.

### V. **Governing Document Workshop (set a date)** – The board came to a consensus agreement that CC&Rs Committee chair, Randy Jensen will organize a meeting with the CC&Rs committee to do the following: a final review of the cover letter from our attorney and draft documents, coordinate a mailing date thereby providing sufficient lead time for community members to review, then set a date for the town hall meeting/workshop.

**Discussion to adopt a Reserve Study (all responsible DRPOA assets, .pdf of Reserve Study available in Roads and Grounds) | Randy Jensen.** Current Policy IX states that we must have enough money in reserve to resurface our roads. The following covers roads, culvert, and pond spillway. Costs compare at current price if we overlay all DRPOA's private roads will come to ~\$162,000.00. Based on traffic-wear and overall

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condition, Meadowridge Lane and Drake Court present the greatest need for overlay. Baldwin Court, May Long and Gordon Court presents the least concern since these are low traffic areas. Cost analysis is based upon Roadway Surface Assumptions, i.e., the thickness of overlay (i.e., 1"-2" asphalt overlay) fog and chip seal, and years' service life:

**Road Reserve based on our current 5-year plan is:** \$76,314.03.

- Recommends annual preventative maintenance be budgeted according to the existing 5-year plan. Preventative maintenance reduces risk to needing a full depth overlay.
- Propose the Reserve Study amount be kept at a balance enough to fund a 2" overlay for the Meadowridge Lane and Drake Court which, as state above, is currently at \$76,314.03.
- Proposed strategy – In the event Jefferson County begins overlay of Douglass Ranch Drive (a county road), approach the county for a price to overlay Meadowridge Lane and Drake Court.
- Other Assets: Culverts – estimated costs to preserve and maintain the culverts of DRPOA roads will not require as much overall maintenance as does the Douglass Ranch Dr. Pond culvert. However, some maintenance is projected at some point. Costs listed are based on Reserve Study worksheet (see link provided in footnote), i.e. lining the existing culverts with plastic materials once the existing corrugated metal pipes reach the end of their useful life. Mr. Jensen will inspect the culverts this summer, along with Veris and Mark, and project their remaining life for budget purposes. Regular inspections should be performed annually between the months of June and July. Culvert Assumptions are based on corrugated pipe, rate of deterioration.

|   |                    |
|---|--------------------|
| Drake Court   | \$13,000.00        |
| Meadowridge Lane  | \$18,750.00        |
| Baldwin Court   | <u>\$ 5,250.00</u> |
| Culvert replacement reserve<br>(based on current CDOT data) | <u>\$37,000.00</u> |

- **Pond Spillway: 100-year Event** - projected costs to replace rip-rap materials after a major flood. \$12,500.00

Recommended Budget in Reserve Needed \$125,814.03<sup>1</sup>

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<sup>1</sup> See Douglass Ranch Reserve Worksheet | Downloads on [www.douglassranch.org/roads-grounds](http://www.douglassranch.org/roads-grounds)

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- **Cisterns for Fire Suppression** - There is an 8,000-gallon cistern at the corner of Douglass Ranch Drive and Meadowridge Lane. It was constructed as a supplemental water supply for firefighters to use for fire suppression in the event of a house fire or wildfire. It is constructed of fiberglass and should not have any need for repairs. Therefore, \$0 funds are needed for this asset.
- **Recommendation** – Mr. Washburn recommended to update the projected timeline for repairs and maintenance to reflect the inspections results. In this way, DRPOA can propose a budget to fund the Reserve Study, accordingly. Mr. Jensen will also update the assumptions in the Reserve Study and predict the proper timing for including the culverts in the Reserve amount after the inspections are completed.
- **Motion IV:** Veris Simms moved to adopt the Reserve study and revise Policy IX to state projected funds needed to implement repair and maintenance, and assumptions proposed in the Reverse Study.
- **Motion IV Seconded:** Randy Jensen
- **Motion IV Passed:** Unanimously.

**VI. Compliance with Colorado Common Interest Law (CCIOA) 38-33.3-317 (3.5) (b) (I). Concerning The Records Kept by The Unit Owners' Association of a Common Interest Community.** - It was brought to our attention by Mr. Washburn that our Association has not been in compliance with a state law enacted in May 29, 2012 and amended in March 27, 2014 which prohibits the association from publishing to other members and residents, the person's telephone number, electronic mail address, (or both) including mail address without prior written consent.

- **Motion V:** Mr. Simms moved that the Board of Directors begin review of all legal opinions published by our attorney with regard to CCIOA law 38-33.3-317 (3.5) (b) (I). If there are no published opinions, then contact our attorney.
  - **Motion V Amendment:** Mr. Jensen submitted an amendment to the Motion V to add words, "if all agree on the opinion, then it is not necessary to "go to the attorney." If we cannot agree amongst ourselves on the interpretation of **38-33.3-317 (3.5) (b) (I)**, then the board of directors will meet with the attorney together to obtain a clear interpretation.
  - **Motion V and Amendment Seconded:** Andréa Swenson
  - **Motion V and Amendment Passed:** Voting Yes: Mr. Simms, Mrs. Swenson, Mr. Jensen, and Mr. Williams. One Abstention: Mr. Washburn.
- **Motion VI:** Randy Jensen moves to remove all directories from the DRPOA website.
- **Motion VI Seconded:** Mr. Simms
- **Motion VI Passed:** Unanimously.

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**Meeting Adjourned – 7:37 PM**

- **Board Action without a Meeting – Approval of the Minutes for February 23, 2022:** The minutes were originally submitted via electronic mail to the Board of Directors on June 22, 2022. No corrections were offered to the minutes and was subsequently re-submitted on August 21, 2022.
  - **Motion Set August 23:** Andréa Swenson moves to approve the minutes as corrected.
  - **Motion Seconded:** Randy Jensen
  - **Motion Passed:** Unanimously.

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