

DOUGLASS RANCH PROPERTY OWNERS' ASSOCIATION
Minutes from the Annual Meeting of the Members – Budget Ratification
January 22, 2023

Call to Order: Meeting was called to order at 4:10 p.m. by Veris Simms, DRPOA President

Location: Elk Creek Elementary School, 13304 US Highway 285, Pine, CO 80470-9543

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
Tricia Jensen	Vice President	303-973-9992	triciaaka@aol.com
Andréa Swenson	Secretary	612-201-0289	drpoa.secretary2020@gmail.com
Todd Williams	Treasurer	307-287-6255	drpoa.treasurer2020@gmail.com

Board Members Absent: None.

Association Member's Attendance - All Association Members present or by proxy were duly signed and accounted for.

Lots Represented in Person - 21¹

Paul & Corinne Graver	Mike & Cathy Rheinberger
Todd Williams (2-Lots)	Doug Benning
Sean Jackson	Richard Koth
Tom Washburn	Bill & Tandy Martindale
Gary Jorgensen	Carl Price
Cairon Moore-Simms	Jerz- Popescu
Charlie Williams	Brian & Pam Senjem
Howard & Tonya Hiers	Paul Swenson
John & Barb Pleva	Richard Merrick
Mary Adrian	Randy Jensen

¹ Please note: Lot Owners, Hite-Williams own lots 5 and 6.

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Lots Represented by Proxy – 12

No Forms RCV'D	Lot	Date	Lot Owner Name	Name of Proxy Agent
1.	19	1/17	Jane Spooner	Cathy Rheinberger
2.	31	1/17	Michael Lagos	Tricia Jensen
3.	21	1/18	Mark Wallace & Susan Ley	Mike & Cathy Rheinberger
4.	41	1/18	Jeremy Spector-Ken Seifert	Randy Jensen
5.	36	1/18	Troy & Jolece Oughton	Randy Jensen
6.	24	1/21	Dan McAtee & Kristen Tesch	Randy Jensen
7.	32	1/19	Joe & Seana Nestegard	Anamaria Popescu
8.	01	1/22	Mark & Andrea Ferguson	Randy Jensen
9.	37	1/22	Dave & Marie Sanders	Paul Swenson
10.	27	1/22	Ching-Shyan & Mei Chen	Richard Koth
11.	14	1/22	Robert & Kathryn Althage	Gary Jorgensen
12.	42	1/22	Aaron & Amy Reilly	Cairon Moore-Simms

TOTAL NUMBER OF LOTS REPRESENTED IN PERSON OR BY PROXY: 33.

- I. Business from the Previous Meeting** – The Annual Meeting of the Members was reconvened on this date, Sunday, January 22, 2023.
- **Purpose** - To review the 2023 budget which had undergone further revision on December 22, 2022, during the Special Meeting of the Board, and to complete the following outstanding agenda items:
 - i. Receive the reports from both our standing committees and special committees.
 - ii. Vote to approve or veto the budget.
 - **Presentation: Propose 2023 Budget | Todd Williams, Treasurer** - Mr. Williams reviewed budget line items specifying the scope of our expenses, and provided further insight on the Reserve Study, and projected cost assumptions therein.² Bulleted line items most discussed:

² See pages 5-7 spreadsheets attached.

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- i. **Dues Increase Proposed** - \$1,000.00 per lot.³
- ii. **Funding** –
 - 1. **Rebuild Ready Reserves** – With the completion of the **Storm Water-Pond Project**, our reserve funds need to be restored.
 - a. **Primary Objective:** While advancing the rebuilding of our reserve funds, it will also minimize the potential need to burden Association Members for a special assessment in the future.⁴
 - iii. **Elk Creek Fire District Matching Grant** – An estimated \$36,000.00 is required to qualify for a 50% matching grant with the Elk Creek Fire District (ECFD). If the grant award comes through, it will fund a proposed mitigation project for a shaded fuel break along portions of the Douglass Ranch open space, and our shared border with the Glenelk Community. The project is slated for some time in 2024/2025.⁵ Prior to withdrawal of reserve funds, this line item will be brought before Association Members for a vote of approval.
- **Discussion From the Floor** –
 - i. **Revising Policy IX** - The necessity of revising our Policy IX – Reserved Study was discussed.
 - 1. **Resolved:** Policy IX is under review and the board will have this item finalized and approved no later than February 12, 2023.
 - ii. **Enforcement of the Covenants** –
Response: While directors have a fiduciary duty to enforce the covenants, they cannot be expected to be personally cognizant of all infractions that are being committed at any given time. Therefore, members were urged, if you see something, say something. Multiple avenues have been provided to the convenience of the Association Members by which they may inform the board of violation(s) committed. Members were urged to use those mediums.⁶
- **Recommendations From the Floor:**
 - i. **Douglass Ranch Dr.** - Repairs and rehabilitation are long overdue.
 - 1. **Resolved:** Anamaria Popescu will contact Jefferson County.
 - ii. **Dues Payment Plan** – The board will establish a payment plan option for those who wish to avail themselves of it.

³ See Table 1, page 5, Section, **Income**.

⁴ See Tables 1 and 2, pages 5 and 6.

⁵ See Table 3, page 7, Section, **Elk Creek Fire Matching Grant Funds**.

⁶ Please review Policy IV – Enforcement. <https://www.douglassranch.org/policies-and-procedures>

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II. Other Business –

- **Committee Chair Reports - Standing Committees and Special Committees:** Postponed. Committee Chairs will submit a written report, instead, to be attached to the minutes of the next regular meeting of the board.
- **WIX Ascend Basic Plan** – This item was stricken from the agenda as three lot owners have since stepped forward to donate the cost of the subscription, funding the Ascend Basic Plan for the next three years.

Budget Approval –

- **Motion I:** Paul Graver moved to approve the 2023 Budget as presented with the understanding that a revised Policy IX will be completed not later than February 12, 2023.
- **Motion I Seconded:** Carl Price.
- **Motion I Passed:** 29-3

III. Adjournment – Meeting adjourned 6:25pm

Submitted by, Andréa Swenson, DRPOA Secretary

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Table 1: Projected Expenses for 2023

Douglass Ranch Property Owners' Association
2023 Budget

Income		Expense	
Expenses per lot	\$ 642.86	Dues & Subscriptions	\$ 80.00
Build Reserve per lot	\$ 357.14	Wix	\$ 220.00
Annual Dues	\$ 1,000.00	Liability Insurance State Farm	\$ 1,300.00
		Professional fees - Attorney	\$ 2,150.00
		Income Tax Preparation	\$ 350.00
		Roads and Grounds	\$ 12,000.00
		Board Expenses	\$ 600.00
		Snow Removal	\$ 7,000.00
		Water Rights	\$ 300.00
		Firewise Projects	\$ -
		Projected expenses	\$ 24,000.00
		Contingency - 12.5%	\$ 3,000.00
		Total Expenses	\$ 27,000.00
		Build reserve per Policy IX **	\$ 15,000.00
Total Income - All sources	\$ 42,000.00	Ordinary Projected Expenses + Reserve	\$ 42,000.00

Current Policy/Study requires \$143,000, this will fully fund the reserve in four years

++ Special Assessment Payments \$ 20,700.00 Targeted for Reserve \$ 20,700.00
 ++ - This is the projected amount to be collected from the special assessment for 2023.

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Table 2: Reserved Study - Revised 22DEC22

DRPOA Reserve Study as of December 2022
 (see assumptions in separate tab)

DRPOA owned Roads

Road	Length	Width	Sq. ft	Sq. Yards	Asphalt @ 110 lbs. per sq yd.	Tons	Chip Seal	1" Asphalt Overlay	1.5" Asphalt Overlay	2" Asphalt Overlay
Baldwin Court	1,390.00	18.00	25020	2,780.00	305,800.00	152.90	\$6,255.00	\$19,112.50	\$28,668.75	\$38,225.00
Drake Court	1,388.00	19.00	26372	2,930.22	322,324.44	161.16	\$6,593.00	\$20,145.28	\$30,217.92	\$40,290.56
Gordon Court	1,023.00	19.00	19437	2,159.67	237,563.33	118.78	\$4,859.25	\$14,847.71	\$22,271.56	\$29,695.42
Meadowridge Lane	1,241.00	19.00	23579	2,619.89	288,187.78	144.09	\$5,894.75	\$18,011.74	\$27,017.60	\$36,023.47
May Long Court	620.50	19.00	11789.5	1,309.94	144,093.89	72.05	\$2,947.38	\$9,005.87	\$13,508.80	\$18,011.74
	5,662.50		106,197.50	11,799.72	1,297,969.44	648.98	\$26,549.38	\$81,123.09	\$121,684.64	\$162,246.18

Road reserve \$76,500.00

Culverts on DRPOA Roads

Private road culvert replacement	Culvert 1 - LF	Culvert 2 - LF	Culvert 3 - LF	Culvert 4 - LF	Culvert 5 - LF	18"	24"	36"	Cumulative cost per road
Baldwin Court	30	0	0	0	0	\$0.00	\$0.00	\$5,250.00	\$5,250.00
Drake Court	40	40	0	0	0	\$0.00	\$6,000.00	\$7,000.00	\$13,000.00
Meadowridge Lane	30	30	30	30	30	\$18,750.00	\$0.00	\$0.00	\$18,750.00
Gordon Court	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
May Long Court	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
18" Plastic/LF	\$125.00								
24" Plastic/LF	\$150.00								
36" Plastic/LF	\$175.00								
									Culvert replacement total \$37,000.00
									Current amount needed \$18,000.00

Other DRPOA owned assets & items in the current Reserve study

Pond Spillway and silt removal	Replace 100 cubic yards of riprap at \$125/yard after a major flood event and clean silt deposit	Spillway reserve	\$12,500.00
Cistern tank @ Meadowridge	8,000 gallon cistern at the corner of Douglass Ranch Drive (see assumptions tab)		\$0.00
Elk Creek Fire District matching grant funds	Funds necessary to match an Elk Creek Fire District grant to provide a shaded fuel break around the southern portion of Douglass Ranch		\$36,000.00

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Table 3: From 2nd Tab of Table 2 - Roadway Surface Assumptions

Additional Information ⁷	Roadway Surface Assumptions
Fog Seal - \$.18 per sq ft	Adds approximately 4 to 5 years service life
Chip Seal = \$2.250 per sq yd	Adds approximately 8 years service life, more if the road is new
1" Asphalt Overlay = \$118.00 per ton	Adds approximately 15 years service life
1.5" Asphalt Overlay = \$118.00 per ton	Adds approximately 20 years service life
2" Asphalt Overlay = \$118.00 per ton	Adds approximately 30 years service life
Annual preventive maintenance and patching should be budgeted according to the 5-year plan.	
**The risk of all roads needing a full depth overlay at the same time is very small therefore the Reserves amount should be maintained at a level to construct a 2" overlay on the two roads in the worst condition, which is Drake Court and Meadowridge Lane.	
The suggested strategy for repairs beyond minor patching, sealing, and crack sealing would be to assess the conditions when a contractor is in the area, such as a CDOT contractor, or a Jefferson County contractor, obtain pricing for a chip seal or asphalt overlay, and determine the best course of action at that time.	
At the current rate of deterioration and with proper routine preventive maintenance, the remaining service life of all the roads in the ownership of Douglass Ranch Property Owners Association, as of June 2021 is shown below	
Baldwin Court	15 years
Drake Court	3 - 5 years
Gordon Court	15 years
Meadowridge Lane	5 - 7 years
May Long Court	15 years

Culvert Assumptions

The culverts under the DRPOA roads were constructed using a Corrugated Metal Pipe or CMP. They will need to be replaced when they start to rust and before they start to collapse. This can be accomplished by slip-lining the existing culverts with a Plastic pipe without having to dig up the road. The normal useful life of a CMP is up to 35 years. Since our roads were constructed around 1989 that means our culverts have reached their life expectancy and need to be inspected as soon as possible to determine a schedule for repairs. The assumption is that they will need to be replaced or repaired in the next 5 years. Once this expense has been realized this asset will come off the reserve amount.

Pond Spillway

Once the new spillway has been constructed it can be expected that a storm event of 50 or 100 years could displace some of the riprap in the spillway. Inspection of the spillway and Dam area will be required after each major event and the riprap brought back to pre-storm conditions.

Cistern Tank @ Meadowridge

There is a 8,000 gallon cistern at the corner of Douglass Ranch Drive and Meadowridge Lane. It was constructed for the fire department to draw water from when fighting a fire here. It is constructed of fiberglass and should not have any need for repairs therefore a \$0 need has been given this asset.

Elk Creek Fire District Matching Grant funds

Douglass Ranch has been working with the Elk Creek Fire Department to construct a shaded fuel break around the southern portion of the subdivision, both in open space and on property owned by Glen Elk. The project is slated to be constructed in the 2024/2025 time frame. The total project cost is estimated to be \$72,000 in 2022 dollars and our match will be 50% of the total cost. This will provide a much needed fuel break to protect the entire subdivision.

⁷ To learn more, please also read the Elk Creek Fire Protection District Ambassadors' report from **November 30, 2022, Annual Meeting of the Members**, bottom of page 5, bullet number 5.: "Plans for Mitigation from the DR Open Space East toward Glen Elk Subdivision through ECFD," https://www.douglassranch.org/files/ugd/49a3c4_dd2d3dcc5da3418a9b0ade6f7b196241.pdf