

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors
Sunday, November 19, 2023

Call to Order: Meeting was called to order at 04:05p.m. by Veris Simms, DRPOA President

Location: Virtual via Zoom

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
Andréa Swenson	Secretary	(612) 201-0289	drpoa.secretary2020@gmail.com
Todd William	Treasurer	(303) 838-5117	drpoa.treasurer2020@gmail.com

Board Members Absent: None.

Association Members Present:

Tricia & Randy Jensen	Mike & Cathy Rheinberger
Barb Pleva	Kelli Jackson
Doug Benning	Susan Festag
Tom Washburn	Cairon Moore-Simms

I. Approval of the Agenda

- **Additions to the Agenda** – None.
- **Motion I:** Andréa Swenson moves to approve the meeting agenda.
- **Motion I Seconded:** Todd Williams
- **Motion I Approved:** Unanimously

- II. **Approval of Minutes** – April 23, 2023, approved May 31, 2023, in Board Action without a Meeting.
(See Appendix i, page 7)

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III. Report of Officers and Standing Committees –

▪ **Treasurer’s Report**

Balance on hand as of January 01, 2023, \$ 51,983.20

Receipts

Members’ Dues	\$36,500.00
Special Assessment Dues	17,966.67
Savings Interest	<u>15.14</u>

Total Receipts 54,481.81

\$106,465.01

Disbursements

Board Expenses	364.64
Dues & Subscriptions	30.00
Income Tax Preparation	-
Liability Insurance State Farm	-
Professional Fees - Attorney	867.00
Roads and Grounds	15,429.50
Snow Plowing	2,140.00
Stormwater Project	16,054.89
Water Rights	284.98
WIX Website Renewal	<u>433.51</u>

Total Disbursements \$ 35,604.52

Total 70,860.49

Balance on hand November 04, 2023, \$ 70,860.49

Todd Williams, Treasure

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- Mr. Williams requested a motion to transfer the amount of \$15,000.00 from checking to savings.
 - i. **Motion II:** Veris Simms moves to permit the transfer of \$15,000.00 from checking to DRPOA savings and Reserve Funds.
 - ii. **Motion II Seconded:** Anamaria Popescu
 - iii. **Motion II Passed:** Unanimously
 - 1. **Recommendations:** Invest a portion of funds from DRPOA's savings account and Reserve account, since percentage rates have increased to 5.6%.
 - 2. **Options:** Create a special savings account that will grow our investment and offer flexibility or invest in a Certificate of Deposit.

- **Roads and Grounds Report |** Anamaria Popescu, Chair
 - i. **Bidding** – Four contractors were invited to submit bids based on the scope outlined in the Douglass Ranch Reserve Worksheet, dated December 13, 2022, for road maintenance for Gordon Court and Meadowridge Lane and budget based on 2023 approved Budget.
 - ii. **Strategy:** To have maintenance done on both roads at the same time, instead of inconveniencing residents with two separate maintenance schedules. Only three companies submitted bids, each walked the grounds with either Vice President Anamaria Popescu or President Veris Simms. Each contractor was provided the description of the type of repair needed in conformance with the assumptions in the Reserve Worksheet (i.e. Seal Coat and Crack Seal).
 - iii. **Final Bid Results:**
 - 1. Enright Asphalt Sealcoating & Striping..... \$15,800.00
 - 2. Love's Enterprises..... \$21,000.00
 - 3. Sunland Asphalt and Construction..... \$15,900.00Although Enright was lowest bid, they were unable to perform the work until summer of 2024. Sunland provided a deductive change order for \$500 since they mobilized only once. **Final total:** \$15,429.50
 - iv. **Recommendations** – Because Drake Court only had crack seal applied and not sealcoating, a schedule maintenance is planned for Drake Court in 2024.
 - 1. **Scope of Work:** Apply crack seal in a few areas and apply seal coating throughout.
 - 2. **Cost:** Cost will realign with our budget of \$12,000.00 or less for maintenance repair.
 - 3. **Bids:** Bids will be solicited in the spring of 2024.
 - v. **Surface Overlay – Douglass Ranch Dr.** Jefferson County performed work to apply an asphalt overlay on the entire length of Douglass Ranch Dr. in June 2023.

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- **Firewise Committee | Veris Simms, Chair**
 - i. **Acknowledgement of Thanks** – Tom Washburn for developing the Time and Expense Tool. This tool allows residents to track their fire mitigation effort by entering the number of hours worked and expenses invested. And to Seana Nestegard for her contribution Firewise Newsletter.
 - ii. **Firewise USA® - Firewise Community Recertification** – Douglass Ranch has met the criteria for recertification. However, Firewise USA has amended the deadline and is now extended to December 15, 2023. Residents are urged to submit their hours by 5pm, December 14, 2023.
 - iii. **2023 Douglass Ranch Firewise Community Assessment** - Tom Washburn and Cathy Rheinberger completed a 2023 Douglass Ranch Firewise Community Assessment, with the assistance from Elk Creek Fire Department and Inter-Canyon Fire Department. The last Douglass Ranch Firewise Community Assessment was completed in 2016 and due for an update. Tom will present the assessment to the Firewise Committee for review and approval as part of our renewal with Firewise.

IV. New Business –

- **Read-through, Review, and Discuss Revised Policies:**
 - a. Policy I - Collections
 - b. Policy II - Conflict of Interest
 - c. Policy III - Conduct of Meeting
 - d. Policy IV - Enforcement
 - e. Policy IX - Reserve Study
- **Attorney Wendy Weigler** – As our attorney newly assigned to Douglass Ranch Property Owners’ Association, Wendy took time to familiarize herself with our governing documents as well as our policies and procedures. In her review, she found several policies that required updating. The service and cost to update policies I through IV was approved by the Board of Directors on [April 23, 2023](#). Policies I through IV were drafted by the attorney. Policy IX being obsolete was drafted by the Board of Directors but vetted by our attorney Wendy Weigler, hence, no copyright is added to Policy IX.
- **Motion to Approve and Adopt** – The policies were duly reviewed and amended by the Board of Directors and further vetted by our legal counsel. In the Board’s judgment, therefore, all five (5) policies have met the criteria as required in Policy [VII – Adoption and Amendment of Policies, Procedures, and Rules](#).
 - i. **Motion III:** Anamaria Popescu moves to approve and adopt the policies.
 - ii. **Motion III Seconded:** Todd Williams
 - iii. **Motion III Passed:** Unanimously.
 - 1. The policies will be mailed to each Lot Owner per the procedures outlined in Policy VII and will formally go into effect 15-days from date of postage.

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- **Annual Meeting of the Members** – DRPOA’s Annual Meeting of the Members will take place on Sunday, December 10, 2023, at 5:00 PM at Elk Creek Elementary.

V. Adjournment –

- **Motion IV:** Andréa Swenson move to adjourn.
- **Motion IV Seconded by:** Anamaria
- **Motion IV Approved:** Unanimously.
Meeting adjourned 4:35p.m.

See Board Action without Meeting (BAWM) – Appendix on Page 6.

Respectfully Submitted by,
Andréa Swenson,
DRPOA Secretary

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APPENDIX

Board Action without a Meeting (BAWM)

May 2023 – November 19, 2023


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Appendix i.

BAWM May 11, 2023

Approval of the Minutes for April 23, 2023.

From: veris simms drpoa.president21@gmail.com 
Subject: Re: April 23, 2023 Meeting Minutes - DRAFT A
Date: May 31, 2023 at 1:01 PM
To: drpoa.vicepresident@gmail.com
Cc: Andrea Swenson drpoa.secretary2020@gmail.com, Todd Williams drpoa.treasurer2020@gmail.com



There being no further correction to the minutes for April 23, 2023, as to the deadline date on May 18, 2023, the minutes stand approved as corrected.

Thanks.

On Thu, May 18, 2023 at 4:20 PM veris simms <drpoa.president21@gmail.com> wrote:
It is all good for me too.

Todd?

On Thu, May 18, 2023 at 12:57 PM <drpoa.vicepresident@gmail.com> wrote:

All good with it!

From: Andrea Swenson <drpoa.secretary2020@gmail.com>
Sent: Thursday, May 18, 2023 10:41 AM
To: Veris Simms <drpoa.president21@gmail.com>
Cc: Anamaria Popescu <drpoa.vicepresident@gmail.com>; Todd Williams <drpoa.treasurer2020@gmail.com>
Subject: Re: April 23, 2023 Meeting Minutes - DRAFT A

Good Morning,

It's Thursday, May 18, 2023 and last call to close the minutes.

There being no corrections offered to the minutes by the deadline of 5pm, May 15, 2023 or post deadline, the minutes stand approved as corrected.

If there corrections discovered later we can state an editorial correction for the record in our next board meeting minutes.

Agreed?

Best,

Andréa Swenson

 drpoa.secretary2020@gmail.com

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Appendix ii.

BAWM – May 31, 2023

Upgrading Our WIX Plan from Combo to Pro Plan.

Objective: Our media storage space is full. We have used 2.3 of 2.0 GB of storage under the Combo Plan.

Deadline: In 12 days, we will no longer be able to add any more files, such as documents (minutes or reports). Therefore, it will be necessary to upgrade our website plan. WIX had a 50% discount incentive to upgrade from our current Combo Plan. In the Board's judgement, the Pro Plan was selected as it offered the best price for our needs.

Benefits: The largest concern is remedying our file storage. Storage is upgraded to 5.0 GB. In addition, the upgrade will add more flexibility for the Association to issue electronic invoices and offer different payment options including ACH transfers for Association Members and the Treasurer will receive notifications of when an invoice has been paid. Bookkeeping is streamlined. Auto-Reminders can be managed for payment due date and overdue payments with late fees included. File forms increase from 10 input lines to 50 input lines allowing the Association to build important forms like the Fire Mitigation Time and Expense Tool, surveys, and other forms that may be needed in the future.

Cost: Price is locked in at \$433.51 total for next 3-years, reduced to ~ \$144.50, per year or ~ \$12.04 per month.

From: Andrea Swenson drpoa.secretary2020@gmail.com
Subject: Re: Deadline May 31st - DR Website Media Files Storage Space
Date: May 31, 2023 at 1:20 PM
To: Veris Simms drpoa.president21@gmail.com
Cc: Todd Williams todd@todwilliams.biz, Anamaria Popescu drpoa.vicepresident@gmail.com, Todd Williams drpoa.treasurer2020@gmail.com

Thank you, Veris!

Motion I: Anamaria Popescu moves to go with the Pro Plan and allow online invoice payments.

Motion I Seconded: Mr. Todd Williams

Motion I Passed: Unanimously.

We will get the new website plan initiated.

Thank you!

Andréa Swenson

✉ drpoa.secretary2020@gmail.com

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Appendix iii.

BAWM - August 17, 2023.

Approval for Seal Coat and Crack Seal. Deadline to award the contract to Sunland Asphalt and Construction by August 17, 2023, to ensure the work is performed by mid-September.

From: Andrea Swenson <drpoa.secretary2020@gmail.com>
Sent: Wednesday, August 16, 2023 5:22 PM
To: Anamaria Popescu <drpoa.vicepresident@gmail.com>
Cc: Todd Williams <todd@toddwilliams.biz>; drapopescu610@gmail.com; Veris Simms <drpoa.president21@gmail.com>; Todd Williams <drpoa.treasurer2020@gmail.com>
Subject: Re: Urgent: Approval for Seal Coat and Crack Seal Please

I have been out of the office all day. Just got your email request.

Yes, I'll set a formal motion for a BAWM so that we can attach to the next set of minutes.
I'll set you Todd, for making the Motion to approve Sunland work.

- **Motion I August, 16, 2023:** Todd Williams moves to approve Sunland to commence work on Gordon Court for Seal Coat and Crack Seal for the amount of ~ \$15.8k
- **Motion I August 16, 2023, Seconded:** Andréa Swenson.
- **Motion I August 16, 2023 Passed:** Unanimously.

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Appendix iv.

BAWM – September 28, 2023.

Approve attorney fees to review, comments, and provide responses and clarifications.

Finally, to produce the final draft for review by the Association Members.

From: Andrea Swenson drpoa.secretary2020@gmail.com
Subject: Re: CC&R's
Date: February 19, 2024 at 11:34 AM
To: Todd Williams todd@toddwilliams.biz
Cc: Anamaria Popescu drpoa.vicepresident@gmail.com, Veris Simms drpoa.president21@gmail.com, Todd Williams drpoa.treasurer2020@gmail.com



AMENDMENT TO: Board Action without a Meeting Final September 16, 2023

Terms of Discussion: For consideration and approval, Veris reported to the Board, the estimated proposed cost for attorney fees of **\$1,400.00**, to review our comments and provide responses and clarification as necessary on the CC&R's. This does *not include* a zoom invite at an additional charge of \$350.00 per hour. If a zoom call is needed, the Board would limit the meeting to one hour.

Motion to Amend Motion II Board Action without a Meeting Final September 16, 2023: Veris Simm moves to amend "Board Action without a Meeting Final September 16, 2023", that the Board of Directors accept the cost estimate proposed for the attorney fees of **\$1,400.00** to review our comments on the CC&R's and provide responses and clarifications as necessary, and therefore allow Kim Porter to proceed.

Motion to Amend Motion II Board Action without a Meeting Final September 16, 2023 Seconded By: Anamaria Popescu

Motion to Amend Motion II Board Action without a Meeting Final September 16, 2023: Voting "Yes": Mr. Williams and Mrs. Swenson. Voting "No": 0

Amendment to Motion II Passed: Unanimously.

Andréa Swenson

✉ drpoa.secretary2020@gmail.com

From: Andrea Swenson <drpoa.secretary2020@gmail.com>
Sent: Thursday, September 28, 2023 10:15 AM
To: Todd Williams <todd@toddwilliams.biz>
Cc: Veris Simms <drpoa.president21@gmail.com>; Anamaria Popescu <drpoa.vicepresident@gmail.com>; Todd Williams <drpoa.treasurer2020@gmail.com>
Subject: Re: CC&R's

Board Action without a Meeting Final September 16, 2023:

Follow through with action steps discussed and promised during our Special Meeting of the Members May 01, 2022 and Small Group Discussions June 21-26, 2022:

Information and cost obtained by Veris Simms and provided to the Board of Directors for on September 14, 2023 for consideration and approval.

Motion II: Anamaria Popescu moves that the Board of Directors accept the cost estimate proposed for the attorney fees to review our comments on the CC&R's and provide responses and clarifications as necessary and therefore allow Kim Porter to proceed.

Motion II Seconded: Andréa Swenson

Motion II Passed: Unanimously.

Andréa Swenson

✉ drpoa.secretary2020@gmail.com

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Appendix v.

BAWM October 19, 2023, final November 19, 2023

Renewal of State Farm Liability Insurance.

From: Andrea Swenson drpoa.secretary2020@gmail.com
Subject: Re: State Farm Policy 2023-2024
Date: November 19, 2023 at 5:18 PM
To: Veris Simms drpoa.president21@gmail.com
Cc: Todd Williams drpoa.treasurer2020@gmail.com, Anamaria Popescu drpoa.vicepresident@gmail.com



Very well,

Board Action without a Meeting: Motion III

Motion III: Anamaria Popescu moved to approve the renewal of the State Farm Liability Insurance policy for 2023-2024

Motion III Seconded: Andréa Swenson

Motion III Approved: Unanimously.

Motion III and vote to renew the State Farm Liability Insurance policy for 2023-2024 will be attached to the meeting minutes of November 19, 2023.

Yours,

Andréa Swenson

 drpoa.secretary2020@gmail.com