

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes of the Board of Directors

Thursday, January 14, 2021

Call to Order: Meeting called to order at 7:04pm by Aaron Reilly, President

Location: Virtual meeting via Zoom

Attendance

Board Members Present:

Aaron Reilly	President	512-769-6400	drpoa.president@gmail.com
Veris Simms	Vice President	720-220-5631	drpoa.vicepresident@gmail.com
Andréa Swenson	Secretary	612-201-0289	drpoa.secretary2020@gmail.com
Randy Jensen	Treasurer	303-8385117	drpoa.treasurer2020@gmail.com
Mark Ferguson	Roads & Grounds	720-403-3939	drpoa.randg@gmail.com

Others Present:

New Board Members: Dallas Ostrom
Todd Williams

Advisory Committee Member: Tricia Jensen

Absent: None

I. Approval of the Agenda -

- **Review Board Responsibilities and Duties, Primary Outside Contracts, and Advice**
- **Review the Board of Directors' Annual Calendar**
- **Treasurer's Report for 2021 and Approve the Budget**
- **Discuss All Continuing and Pending Business**
- **Board Officer Vacancies and for President and Treasurer**

i. Additions to the Agenda - None

II. Discuss Board Officer Responsibilities and Duties, Primary Outside Contracts, and Advice – As a precursor to selecting Board Officers, Mr. Reilly invited each officer to present a brief overview of their responsibilities and duties unique to their office.

- **Roads and Grounds Update –** Mr. Ferguson informs the following:
 - i. **Culvert Project –** Discussions with the Jefferson County contractors continue and will be partnering with Paul Swenson and Randy Jensen to

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oversee this project and continue monitoring the springs and pond for stability and flow.

- ii. **Firewise** – Focus on Firewise, especially in the current drought conditions.
 - iii. **Emergency Fire Exit: Douglass Ranch Subdivision** – Plans are in the works to develop a second exit at the furthestmost end of the subdivision which will enhance fire safety precautions.
 - iv. **Walking Path** – Create a walking path to our free space for our residents to enjoy. This is also the part of the revision intended for our Declaration of Protective Covenants, Conditions, and Restrictions for Douglass Ranch (CC&Rs).
- **Secretary** – Email signatures for Board officers have been created as a courtesy in efforts to bring uniformity in their official email communications.
 - i. **Untapped Wix Website Tools**
 - 1. **Email Campaign** – In fall 2020, it was discovered that our Wix website platform offers email templates. These email templates are engaging, clean and efficient. Recommends continuing to use this feature for official communications to the community.
 - 2. **Newsletters** – Our website platform provides us templates for Newsletters. Recommends to consider utilizing this feature to our advantage its benefits and features.
 - 3. **Forum** – This feature is useful in providing an additional outlet for community discussions on topics initiated by the Board of Directors or Board Officer, or also initiated by community members. It is clean, efficient and provides community members and Board Members with the ability to post media to keep residents updated and informed.

III. Treasurer's Report for 2021 and Approve the Budget –

- Balance of the DRPOA Checking Account:
 - i. **Current Balance:** \$25,384.20
 - ii. **Available Balance:** \$25,834.20
- **Balance of the DRPOA Regular Savings**
 - i. **Current Balance:** \$75,117.15
 - ii. **Available Balance:** \$75,117.15
- **DRPOA 2020 Budget Summary of Ordinary Income/Expense** (see attached spreadsheet) –
 - i. **Budget** - \$ 27,652.00
 - ii. **Actual** - \$27, 674.27
 - iii. **Available** - \$22.27
 - iv. **Attorney's Fee** - \$6,600.00 – this is highlighted in the spreadsheet to show that this expense is not a fixed price but an average rate. Mr. Jensen recommends that we inquire whether we would need to be billed for the entire \$6,600.00, since the Board of Directors did a lot of pre-work of the documents. In any event, this amount will be prorated to expenditures in the 2021 budget. Mr. Jensen offers his assistance to review the bill from the attorney when it arrives.

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- **Use Excel Spreadsheets** – The Board of Directors prior to the 2020 Board used Quick Books software. Mr. Jensen recommends saving DRPOA money and use Excel. Mr. Jensen has already created the tables and the necessary formulas for the spreadsheets. Click on the related tab, enter data and the budget year.
- **2021 Proposed Budget Ordinary Income/Expense** – The following is the budget that was presented at the Annual Meeting but is still pending member approval. It also includes budget totals projected for roads repair based on the 5-year plan (\$12,000). Snow removal depends on the number of events. Liability insurance is a fixed rate at \$1,090, and the JeffCo Culvert Project \$5,000. (see attached handout).
 - i. **Budget** - \$27,125.00
 - ii. **Actual** - \$27,125.00 (does not include attorney fees)
 - iii. **Total Projected Expenses** - \$33,725.00 (includes anticipated Attorney fees)
 - iv. **Anticipated Deficit** - \$12,000.00
- **Covering Expenditures** – Mr. Jensen advised the board may need to pull from Savings, if necessary. Mr. Reilly suggests considering recommending not voting for or against a special assessment.
- **Dues Paid and Invoicing** - Mr. Jensen demonstrated the new tabs he created that easily records member activity for dues paid and presented an invoice template for each lot. All that needs doing is inputting data, print, and mail.
- **Addressing the Budget Deficit** - It is understood that a \$12,000.00 deficit is not sustainable for any length of time. Although attorney's fee is a large part of that deficit and the Culvert Project, once those are completed, we will be ~ \$2,000.00 over budget. This leaves us under funded by 10%. Mr. Reilly recommends assessing dues by a ~ 10% increase to run a balanced budget.

IV. Discuss All On-going and Pending Business –

- **A Briefing Outlining the Process of Ratifying the Governing Documents** – Mr. Reilly informs that he recently received an email update from Kim Porter. Mr. Reilly communicated to Kim Porter that, and if the board agrees, in order to see the project through to completion, both he and Mr. Jensen would like to continue on as advisors to review the new draft of the governing documents.
- **Process**
 - i. **The first draft** - This will be made available sometime next week.
 - ii. **Set a meeting** – Set a meeting for discussion, questions, or adding revisions, before the draft is present to the owners.
 - iii. **Communicate to our Attorney** – Advise Kim Porter who is the next DRPOA President.
 - iv. **Specific highlighted areas** will differentiate items that we specifically want changed versus items that Kim Porter recommends. Additionally, she will include other similar rules which have been employed by other HOA/POA as an optional choice to consider. Kim has also proposed an index for easier referencing.
 - v. **Confirmation Process** – Once the Board of Directors are satisfied with the end result, a final draft will be written and presented to the

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membership for review. A series of meetings should be scheduled allow time for discuss and vote to ratify.

- **Meadowcreek Bed & Breakfast** – This property is up for sale. A prospective buyer is considering purchase of the property. However, they would like to build additional guest rooms, and they are researching the possibility of applying to Jefferson County to change the OPD (Official Development Plan) to allow the property to be used as an event center without the need for renting room. Currently, for instance, renting the large hall for events like weddings are not allowed, unless the entire facility is rented out as a B&B.
- **Fiber Optic Internet South Park Telephone** – The latest status from David Shipley request letters of support from residents advocating for the installation of Fiber Optic Internet, to further the likelihood of a grant award.
 - i. **Letter of Introduction-** Mr. Reilly recommends a letter be sent to David Shipley introducing the new DRPOA President.
 - ii. **No Conduit Available** - Initial expectations were that there was a conduit running through the subdivision in which would connect the infrared cables from the street to the homes. Tests revealed, in fact, no conduit.
 - iii. **No Word on Decision** – At this time, Mr. Reilly has had no word from Mr. Shipley on decision results from the Colorado Broadband Board. Recommends the next Board President be proactive by sending a follow up email to Mr. Shipley inquiring about their decision.
 - iv. **Alternatives to No Conduit** - In order to avoid aerial cables, direct trenching will need to be dug for burial of the fiber wire on resident's property. In some cases, the trench may run under the resident's driveway. However, South Park Telephone has the ability to tunnel underneath without digging up the driveway.
 - v. **Central Data Storage** – DRPOA has a G-suite business domain email which provides data storage of important documents. Mr. Reilly recommends that any officers who have important documents in their possession which should be house in the central data should be forwarded to the Secretary, Andréa Swenson.

V. Selection of Board Officers. – The following Officers were selected:

- **President** – Dallas Ostrom
- **Vice President** – Veris Simms
- **Treasure** – Todd Williams
- **Secretary** – Andréa Swenson
- **Roads and Grounds** – Mark Ferguson
 - i. **Motion I** – Mark Ferguson moves to adopt the roster of the selected Board Officers.
 - ii. **Motion Second:** Andréa Swenson
 - iii. **Motion I** - Approved Unanimously

VI. Future Action Steps –

- **Andréa Swenson** – Will connect with Aaron Reilly for transferring documents to the data storage.

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- **Dallas Ostrom and Todd Williams** - Both will coordinate with the former officers, Mr. Reilly and Mr. Jensen to transfer control of their official Gmail account.
- **Veris Simms** – Mr. Simms reminded the Board that dues notices are to be mailed by next week. Andréa Swenson will print address labels for the mail distribution.
- **Aaron Reilly** – Mr. Reilly will send an email from the official DRPOA President's email to our attorney, Kim Porter, as both an introduction of new DRPOA President, Dallas Ostrom, and will copy Dallas on the email, advising transfer of authority to contact.
- **Dallas Ostrom** – Proposes that next meeting discussions of creating a Firewise Committee be added to the agenda.

VII. Next Scheduled Board Meeting – Thursday, January 21, 2021 at 6:00pm.

VIII. Adjournment - Meeting Adjourned 9:25pm

Submitted by, Andréa Swenson, DRPOA Secretary