

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Annual Meeting of the Members

Sunday, December 10, 2023

Call to Order: Meeting was called to order at 05:20p.m. by Veris Simms, DRPOA President

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

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 Attendance In-Person by Lot

LOT	ASSOCIATION MEMBERS	LOT	ASSOCIATION MEMBERS
03	Paul Graver	26	Rick & Magda Koth
5/6	Todd Williams	28	David Froman
07	Sean & Kelli Jackson	29	Tandy Martindale
08	Jay Genender	30	Carl and Susie Price
09	Tom & Kate Washburn	32	Joe & Sean Nestegard
12	Cairon Moore-Simms	33	John Jerz
15	Howard Hiers	34	Brian & Pam Senjem
17	Mary Adrian	37	Dave Sanders
16	John & Barb Pleva	38	Paul Swenson
18	Mike & Cathy Rheinberger	39	Richard Merrick
20	Susan Festag	42	Aaron & Amy Reilly
23	Carson Maczuzak		
25	Doug Benning		

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Association Members Represented by Proxy

LOT	ASSOCIATION MEMBERS	PROXYHOLDER(S)
01	Mark & Andrea Ferguson	Jack & Barb Pleva
11	Gary & Colleen Jorgensen	Todd Williams / Gail Hite
19	Jane Spooner	Cathy Rheinberger
21	Mark Wallace & Susan Ley	Mike & Cathy Rheinberger
27	Ching-Shyan & Amy Chen	Barb Pleva
31	Michael Lagos	Jack Pleva
36	Troy & Jolece Oughton	Jack Pleva
40	Randy & Tricia Jensen	Barb Pleva
24	Dan McAtee & Kristen Tesch	Jack & Barb Pleva

I. Approval of the Agenda

- **Additions to the Agenda** – None.
- **Motion to Amend, Motion I:** Susie Price move to amend number 12 and change the discussion from Women’s Social Committee to state “Social Committee”.
- **Motion I Seconded:** Todd Williams
- **Motion I to Amend the Agenda Approved:** Unanimously
 - i. **Motion II Approval of the Agenda as Amended:** Cairon Moore-Simms moved to approve the agenda as amended.
 - ii. **Motion II Seconded:** Aaron Reilly
 - iii. **Motion II to Approved:** Unanimously

II. Approval of Minutes – Approved November 30, 2023, See Appendix i.

III. Report of Officers and Standing Committees –

- **Secretary’s Report** | Andréa Swenson. Respectfully acknowledge there is nothing to report at this time.
- **Treasurer’s Report** | Todd Williams. – Mr. Williams reviewed the budget in its entirety and expounded on particular items and expenditures as necessary or upon request. (See budget summary in Appendix ii.)

Report of the Treasurer of the DRPOA for the Year Ending December 31, 2023

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Balance on hand January 1, 2023, \$51,983.20 ¹

Receipts

Members' Dues	\$36,500.00	
Special Assessment	17,966.67	
Savings Interest	<u>16.61</u>	
Total Receipts		<u>54,483.28</u>
Total		<u>\$106,466.48</u>

Disbursements

Board Expenses	\$ 569.77	
Dues & Subscriptions	30.00	
Income Tax Preparation	- -	
Liability Insurance State Farm	1,259.00	
Professional fees - Attorney	2,372.00	
Roads and Grounds	15,429.50	
Snow Removal	2,540.00	
Stormwater Project	17,527.65	
Water Rights	284.98	
Wix	<u>433.51</u>	
Total Disbursements		\$40,466.41
Total		<u>\$66,020.07</u>

Balance on hand, December 10, 2023, 66,020.07

- **Policy IX** – Some discussion on Policy IX was given. However, for the sake of time it was decided to reserve further discussion at later date.
- **Motion III:** Tom Washburn moved to table the discussion on Policy IX
- **Motion III Seconded:** Aaron Reilly
- **Motion III to Table Discussion on Policy IX Approved:** Unanimously

IV. Ratification of the Budget –

- **Motion IV:** Carl Price moved to accept the proposed 2024 budget.
- **Motion IV Withdrawn:** Carl Price withdrew the motion to approve until the budget has been approved by the board.

V. Roads & Grounds Report | Anamaria Popescu – ²

¹ See Appendix i., 2023 Budget Summary, page 7

² See Appendix ii., Road Maintenance Summary, page 8

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- **Two Agenda Items Accomplished** – The repaving of Douglass Ranch Drive and maintenance to Gordon Court and Meadowridge Lane. Maintenance is projected to have a 3–4-year life.
- **Project Road Repair – Drake Court** – Schedule for spring/summer of 2024 for seal coat.
- **Concerns Regarding Quality of Work.** - Anamaria Popescu assured the Unit Owners of Lot 16 that Sunland will be contacted and arrange to have them come out in the spring to review the concerns regarding the quality of work issues raised.

- **Motion V:** Aaron Reilly moves to address concerns brought up by Unit Owners on Lot 16 with the vendor for accountability of quality of work Sunland Asphalt was contracted to perform.
- **Motion V Seconded:** Rick Koth
- **Motion V Approved:** Unanimously

VI. Firewise Committee | Tom Washburn – Firewise Assessment and Fire Management Plan.

- **5-Year Assessment** – In keeping with the Firewise standards for certification a general assessment of the subdivision is required and must be conducted by our local fire department officials at Elk Creek Fire District.
- **Action Items** – Results of the assessment provides recommendations on proactive steps the community can implement to safeguard the community in the event of a wildfire. Unfortunately, the Colorado State Forest Service do not support a second firewise assessment.
- **Approval** – With the combined efforts of Tom Washburn and Cathy Rheinberger the presented an assessment to the Elk Creek Fire District Chief and have been approved by the Firewise committee. Assessment shows that Douglass Ranch is at high risk of a devastating wildfire, due to the level of forest density on the east and west side of the subdivision. (to read more see Appendix iii. report attached).
- **Firewise USA Certification** – DRPOA, sufficiently met all requirements and has been recertified.
- **Firewise Newsletter** - Seana Nestegard has resigned as contributor. Acknowledgment of thanks to Sean Nestegard for her contribution.

VII. Design Review Board | Rick Koth, Chair –

- **Active Design Review Committee** – Any planned modifications or updates to the exterior to one’s property, please make sure to submit them to the Design Review Committee.
- **Lot 07** – The landscaping and proposed construction continue post Storm Water Pond Project. The proposed floating dock, and other structures have been closely checked with both the Committee and Nathan Campeau, Engineer of Record to the Storm Water Pond Project from Barr Engineering.

VIII. Governing Documents Committee | Veris Simms, Chair - Good progress has been made on DRPOA’s covenants, the remaining two governing documents, Article of

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Incorporation and Bylaws are still under review. Target date to complete review is the end of January.

- IX. Social Committee** - Presentation made before the Board of Directors by Susie Price and Kelli Jackson in support of establishing a social committee and the benefits.
- **Liability Insurance** - Concerns were raised whether DRPOA Liability Insurance would cover social gatherings. It does.
- X. Adjournment** – Meeting adjourned 7:22pm

Respectfully Submitted,

Andréa Swenson,

DRPOA Secretary

Approval of the Minutes for December 10, 2023³

³ See Appendix iii., page 9

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APPENDIX

2023 Budget Summary

2023 Roads Repair Summary

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Appendix i.

2023 Budget vs Actuals

Income Budget		Douglass Ranch Property Owners' Association 2023 Budget vs. Actuals (1/1/2023-12/30/2023) as of 12/9/2023		Actuals of 12/9/2023			Comments
	Actual Income	Expense	Budget	Actuals	Variance		
Expenses per lot	\$ 642.86	Dues & Subscriptions	\$ 80.00	\$ 30.00	\$ 50.00		
Build Reserve per lot	\$ 357.14	Wix	\$ 220.00	\$ 433.51	\$ (213.51)		Membership Renewed for 3 years at a massive discount until May 2026
Annual Dues	\$ 42,000.00	Liability Insurance State Farm	\$ 1,300.00	\$ 1,258.00	\$ 42.00		
Special Assessment	\$ 20,700.00	Professional fees - Attorney	\$ 2,150.00	\$ 2,372.00	\$ (222.00)		
		Income Tax Preparation	\$ 350.00	\$ -	\$ 350.00		
		Roads and Grounds	\$ 12,000.00	\$ 15,429.50	\$ (3,429.50)		Ended up doing two roads instead of one. Savings for next year. Seal Coat and Crack Seal Meadow Ridge and Gordon Court - Final Invoice from Sunland with \$500 discount for second mobilization.
		Board Expenses	\$ 600.00	\$ 544.43	\$ 55.57		Includes Meeting Room Rental, office supplies, postage, checks, bank fees
		Snow Removal	\$ 7,000.00	\$ 2,540.00	\$ 4,460.00		
		Water Rights	\$ 300.00	\$ 284.98	\$ 15.02		
		Stormwater Project	\$ 17,500.00	\$ 17,527.65	\$ (27.65)		Majority of actual costs were for work completed in 2022 but paid in 2023, \$4,043.19 new expenses incurred in 2023 includes tree planting (actual) and seeding (projected costs)
		Projected expenses	\$ 41,500.00	\$ 40,420.07	\$ 1,079.93		Note: 11/5/2023 \$1472.76 Check paid to Sean Jackson was for the following: 1. Wire and posts for the trees to protect from elk and wind. (Normal install for trees in this climate) 2. Stain and supplies to repair the boards. The existing boards were not protected and in very bad shape. It was much more cost effective for us to clean and seal, rather than buy new lumber. 3. Large nails (railroad spikes) to secure the 4x4's to the dirt. 4. Screws to secure the planks to the 4x4's.
		Contingency - 12.5%	\$ 3,000.00				
		Total Expenses	\$ 44,500.00	\$ 40,420.07	\$ 4,079.93		
		Build reserve per Policy IX **	\$ 15,000.00	\$ 15,000.00	\$ -		
Total Income - All sources	\$ 62,700.00	\$ 55,467.00	Ordinary Projected Expenses + Reserve	\$ 59,500.00	\$ 55,420.07	\$ 4,079.93	
	Budget	Actual Income					Checking Balance, 11/4/2023 \$ 6,427.95
			Current Policy/Study requires \$143,000, this will fully fund the reserve in four years				Savings Balance, 11/4/2023 \$ 59,592.12
							Total Checking and Savings \$ 66,020.07
++ Special Assessment Payments \$ 20,700.00 ++ - This is the projected amount to be collected from the special assessment for 2023.							

22,808.69
36,732.52
55,467.75
4,073.46

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Appendix ii.

2023 Road Maintenance Report

**Roads and Grounds Report
 December 2023**

Road Name	Last Seal Coat	Last Crack Seal	Bid 1				Bid 2				Bid 3 Love's 8/17/2023 Total	Bid 4 B&H (8/7/23)
			Enright 8/10/23 Crack Seal	Enright 8/10/23 Seal Coat	Enright 8/10/23 Mobilization (1 Mob)	Enright 8/10/23 Total	Sunland 8/16/23 Crack Seal	Sunland 8/16/23 Seal Coat	Sunland 8/16/23 Mobilization	Sunland 8/16/23 Total		
			Note: Enright can not do it this year, only in June 2024 therefore bid rejected				Winning Bid (2023)-Two Mobs to allow some access on roads during paving ops-Note: if 1 Mob will deduct \$500 off price					
Gordon Court (2023)	2020	2020	\$1,250.00	\$5,002.00	\$850.00	\$7,102.00	\$2,349.50	\$13,580.00	Part of Bid (2 Mobs)	\$15,929.50	\$8,121.00	Wont Crack Seal
Meadow Ridge (2023)	2018	2018	\$1,750.00	\$6,141.50	\$0.00	\$7,891.50					\$12,918.00	
Baldwin Court (2026 or 25)	2021	2021				\$0.00				\$0.00		
May Long Court (2025)	2019	2019				\$0.00				\$0.00		
Drake Court (2024)	2019	2022				\$0.00				\$0.00		
Dougllass Ranch Drive-Asphalt Overlay	2023		\$3,000.00	\$11,143.50	\$850.00	\$14,993.50	\$2,349.50	\$13,580.00	N/A	\$15,429.50	\$21,039.00	NO BID
						\$850.00				Final Price: Deductive Change Order for \$500 since done in 1 Mobilization		
						w two mobs	\$15,843.50					

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Appendix iii

Approval of the Minutes for the Annual Meeting of the Members,

December 10, 2023

From: Andrea Swenson drpoa.secretary2020@gmail.com
Subject: Re: Minutes Annual Meeting of the Members 10DEC23_DRAFT A.
Date: January 11, 2024 at 2:45 PM
To: Anamaria Popescu drpoa.vicepresident@gmail.com
Cc: Veris Simms drpoa.president21@gmail.com, Todd Williams drpoa.treasurer2020@gmail.com,



Good Afternoon,

Approval of the Minutes Deadline:

There being no further corrections to the minutes as of **Wednesday, January 10, at 6:00 PM**, the minutes stand approved as corrected.

Thank you!

Andréa Swenson |

✉ drpoa.secretary2020@gmail.com