

Douglass Ranch Property Owners Association

Minutes of the Board of Directors Meeting

June 11, 2013 – Draft #2

A Douglass Ranch Board meeting consisting of the following board members convened at the home of board member Lore Genender:

Susan Festag	President	303-816-1348	kpfestag@wispertel.net
John Allen	Vice President	303-816-0630	jdaallen@aol.com
Lore Genender	Treasurer	303-838-9494	lore@merit-tech.com
Tom Washburn	Secretary	303-838-2225	twashburn@wispertel.net

Call to Order: The DRPOA Board meeting was called to order at 6:34 pm by Ms. Festag.

1. Review of April 16th 2013 Minutes

The minutes were reviewed and edited through email exchanges prior to the meeting. After a short discussion a motion to approve the minutes as amended was made by Mr. Allen. The motion was seconded by Ms. Genender and unanimously approved.

2. Treasurer's Report

a) Review of Financial Status Reports

The following reports were presented during discussions:

- i. DRPOA Balance Sheet as of June 5, 2013
- ii. DRPOA A/R Aging Summary as of June 5, 2013
- iii. DRPOA Profit & Loss, January 1 through June 5, 2013
- iv. DRPOA Profit & Loss Budget vs. Actual, January 1 through June 6, 2013

b) Status of annual dues

All dues are paid except Moats who owe dues on their second property. Late fees plus interest are overdue from Moats and late fees are overdue from Hagars. Ms. Genender has sent statements to the Moats and the Moats' renters.

Discussed requirements of recently passed legislation (HB13-1276). The Board agreed to continue to bill for interest and late fees.

The Board agreed to a trigger date for Moats dues payment. The Moats should pay dues by 1 July 2013 or the case will be turned over to our attorney. Date of last statement to the Moats was June 1st.

A motion to initiate collection proceedings of Moats past dues on lot #36 was made by Ms. Genender. If payment is not made by July 31st, the Board will initiate debt collection proceedings. Mr. Allen seconded. The motion passed unanimously.

c) Additional financial issues

With 10K recently added to the road fund CD, the Board discussed moving a final 5K to the CD.

A list of upcoming bills was reviewed:

5K for road repairs

1K for pond

5K for snow removal in 2013.

Total: 11K

Will wait toward the end of the year and look at moving remainder of checking (14K – 11K = 3K) plus 3K in money market (6K total) into CD. Moving 5K into the CD seems do-able. The CD matures September 28th.

3. Dog Lots

a) Certificate of amendment Filed

The new dog “restriction” amendment was signed in the presence of a notary and was filed with Jefferson County. The amendment is on the Douglass Ranch website:

<http://www.douglassranch.org>.

4. Roads and Grounds

a) New Estimate – Sealing Cracks

Mr. Allen emailed an estimate from Loves Enterprises of Bailey to seal cracks in Douglass Ranch roads. John Alme drove the roads to review their status. Loves measured 8600 ft of crack. The cost to seal a crack depends on the width of a crack. At an estimated \$50/foot, this amount of crack equal \$4800. John Alme measured cracks and came up with an estimate of \$3800. John wants to talk with Martin Protective Coatings to get a second bid.

Mr. Allen agreed to begin to take over Roads and Grounds in coordination with John Alme.

b) Front Entrance – Stone Repair

Mr. Allen invited Creative Masonry of Littleton to inspect the Douglass Ranch front entrance sign per our concern over loose stones. About 22 loose stones and joints in the front entrance

sign were found to be in need of repair. A verbal estimate of 1K was discussed by the Board. A desired second bidder has not responded to our request.

The Board anticipated that upon receipt of a satisfactory written estimate, email could be used to vote on moving forward with the stone repair.

c) Road Plan Update

Ms. Genender and Ms. Festag have not yet found time to get together to work a Road Plan update. The task remains to be done.

5. Board Vacancy

a) Sosnowski Email – Suggested Board task – follow up

Ms. Genender called Comcast whose representative stated that the cable in Douglass Ranch does not belong to Comcast. Comcast does not provide service to Douglass Ranch. Ms. Genender will send an email to the Sosnowski's summarizing these findings to close the matter.

b) Contact with Jorgensen's

Ms. Festag contacted the Jorgensens. Colleen agreed to consider becoming a board member. Ms. Festag will mention Board service in the DR newsletter.

6. Continuing/New Items for Consideration

a) Firefighters Dinner – Report

Jean Alme stated that this year's Firefighter's dinner was the best ever. There was great response from the homeowners. This is Jean's last year coordinating the Firefighter's dinner.

b) Periodic Report filed with Secretary of State

The annual Periodic Report was filed by the DR attorney with the Colorado Secretary of State.

c) Washburn Deck Plans

Mr. Washburn submitted new deck plans to the Board via email. The plans were discussed at the meeting. Ms. Genender motioned to approve the plans and Mr. Allen seconded the motion. Mr. Washburn recused himself from voting. The motion was passed unanimously by the remaining board members.

d) Pond Aerator Invoice

An email letter and invoice from the Lenharts was received by Mr. Washburn. The Lenharts requested reimbursement in accordance with the Board's decision last year to support up to

\$1000 of the cost of a pond aerator. The cost of the aerator was \$3441. A check in the amount of \$1000 was written to the Lenharts.

e) **DR Cistern**

Mr. Washburn will discuss the state of the DR cistern with John Alme. Of interest is whether the fire department knows about the cistern and whether they consider it useful. A concern was raised that the boulders surrounding the cistern might impede fire truck access to the cistern.

The clearing of the pond's fire truck connection line will also be discussed with the fire department.

7. Master Calendar – review

Ms. Festag reviewed upcoming tasks and dates on the Master Calendar. Nine DR governance policies are up for an annual review by the Board. It was agreed that Board members would conduct this review outside of a Board meeting and raise concerns at the next Board meeting.

8. Next Meeting & Adjournment

The next board meeting will be September 10th at 6:30 at Mr. Allen's house.

Mr. Allen motioned to adjourn the meeting. Ms. Genender seconded. At 8:11 pm the meeting was adjourned.

Respectfully Submitted,
/s/ Tom Washburn, Secretary
Douglass Ranch Property Owners Association

