

Douglass Ranch Property Owners Association

Minutes of the Board of Directors Meeting

December 6, 2011 – Final

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

Brent Ballard	President	303-816-5620	brentpballard@hotmail.com
Susan Festag	Vice President	303-816-1348	kpfestag@wispertel.net
Lore Genender	Treasurer	303-838-9494	lore@merit-tech.com
Tom Washburn	Secretary	303-838-2225	twashburn@wispertel.net
John Alme	Member At Large	303-816-4011	norskejohn@aol.com

Call to Order: The DRPOA meeting was called to order at 6:50 pm. by Mr. Ballard.

1. Review of annual meeting minutes

The minutes of the Nov 15th Annual Meeting were reviewed.

Mr. McAtee's question of whether the board would consider a request to consider a green border on the neighborhood entrance sign was discussed. The board will not pursue this matter further without a direct homeowner plan / request.

The minutes need two documents attached: the summary and the questionnaire regarding conflicting driveway parking restrictions in the covenants.

Ms. Festag motioned to approve the annual meeting minutes as amended. Mr. Ballard seconded the motion. The motion passed unanimously.

The minutes of the September 13th meeting of the board were reviewed.

Ms. Festag motioned to approve the September 13th meeting minutes as amended by comments received by email . Ms. Genender seconded the motion. The motion passed unanimously.

2. Selection of New Offices

After a short discussion the re-elected board members agreed to serve on the board in the following capacity:

Ms. Genender	Treasurer
Ms. Festag	President
Mr. Ballard	Vice President
Mr. Washburn	Secretary
Mr. Alme	Road and Grounds

3. Proposed governance document re: reserve study

The DR lawyer recommended an additional POA governance policy in compliance with Colorado HB 09-1359 regarding 'reserve study'.

Pursuant to counsel's recommendation and a draft 'Policy and Procedure Reserve Study' prepared by the DR POA attorney, Ms. Festag presented the draft 'Policy and Procedure Reserve Study' to the board.

The document states that DR does not currently have a Reserve Study. The DR plan for road replacement is not considered to be a reserve study.

Mr. Alme motioned to approve the draft Policy and Procedure Reserve Study. Mr. Ballard seconded the motion. The motion passed unanimously.

Ms. Festag will add an item to the POA's calendar to ensure an annual review of conflict of interest policies, procedures, and rules and regulations (also per SB 09-1359) is conducted.

4. Dog Lots & Letter to DOW

Mr. Alme reported that Ms. Festag had spoken to Dave Chadwick of the Colorado Parks and Wildlife (formerly known as the Department of Wildlife). Also Jean Alme spoke to Howard Horton of the CPW (DOW). The draft letter from DR POA to the CPW was re-edited. Ms. Festag presented the re-edited draft letter to the board. The board agreed to send comments on the draft letter to Ms. Festag by Thursday, 12/8/11.

A discussion of reported dogs on the Dunn's property ensued. A question of whether or not to enforce covenants was discussed. The potential ramifications when covenants are not enforced was raised. The exact steps to take when a report of dogs on a property that is dog-restricted was unclear. Ms. Festag will propose a plan forward in the form of a decision tree.

It was noted that the Dunn renter has moved their RV after a request to do so.

5. Covenant Questionnaires re: parking

Two questionnaire responses were received at the annual meeting. Mr. Washburn has forwarded one to Ms. Festag. The second will follow before the end of the week. To date, eleven comments have been received.

It was reported that Bryan and Kay Collier did not receive the mass email regarding the questionnaire. The questionnaire will be included in the DR newsletter to be sent in mid-December.

6. Old DRPOA records

Ms. Festag has a collection of 1994 to 2002 / 2003 DR board minutes stored in tubs. However the tubs are missing minutes from '02 to '03. Mr. Washburn will look through his files for these minutes.

Ms. Festag requested a Table of Contents for legal documents on the DR web site.

Ms. Genender will try to locate old tax records from Deb Gentile.

7. December newsletter

Ms. Festag distributed a draft newsletter and requested comments by Thursday, 12/8. The newsletter will be sent with Ms. Genender's 2011 Financial Status Report – which was not presented at the Annual Meeting.

8. Community Association Institute (CAI) Report

Ms. Festag distributed notes of her CAI visit on 5 November. Attending the CAI meeting was reported to be well worth the time. Relevant topics were presented. Experts were available for consultation. Commercial expertise in several fields also attended the meeting.

9. Yearly dues & liens (delinquent lots)

Dianne Moats still has not paid 2011 dues. \$50 is due on one lot and \$100 is due on a second lot in DR.

Trademark Investments still has not paid 2011 dues. Ms. Genender found a Trademark address via the assessor's office. Ms. Genender will send a letter to Trademark requesting the payment of the full amount of the yearly dues.

The board agreed that it is time for a lien on the Moats properties. The board unanimously agreed to file a lien on the Moats properties with no further statements.

Ms. Genender will look into the filing of liens. She will consider the to-date statements mailed to the Moats and will call Dianne Moats one more time with a deadline and then start the lien paperwork.

Ms. Festag will add a dues deadline to the Board's calendar.

10. 2012 DR Budget

Ms. Genender will look into QuickBooks with the intent of purchasing an up-to-date copy of the software. Ms. Genender is authorized to spend up to \$200 for the updated software.

Ms. Genender will have a draft 2012 DR budget at the next meeting.

Mr. Alme recommended a new CD at Bank of Choice which currently offers 1% on a new CD. The terms of the current DR CDs were unclear. Ms. Genender will have current CD information at the next meeting.

The dates of the CDs will be inserted into the board's calendar.

11. Continuing Items for Consideration

Mr. Alme reported that Bryan Collier had OK'd tree cutting on the bend in Douglass Ranch Drive approaching May Long Court. Apparently if one does not stop at the May Long stop sign, the tree-restricted field of view on the Douglass Ranch Drive hill side could lead to a potential accident.

Mr. Alme will contact Bob Brand for cutting assistance.

12. New Items for Consideration

There were no new items to be considered.

13. Next Meeting Date

January 10th at Mr. Ballard's house, 6:30 pm.

Mr. Ballard motioned to adjourn. Mr. Alme seconded. The motion passed unanimously.
Meeting adjourned at 9:01 pm.

Respectfully Submitted,
/s/ Tom Washburn, Secretary

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