

**Douglass Ranch Property Owners Association**  
Minutes of the Board of Directors Meeting  
on  
February 20, 2017 – Approved Apr. 11, 2017

A Douglass Ranch POA Board meeting with the following members present convened at the home of Randy Jensen on Monday February 20th:

Attending:

Susan Festag	President	303-816-1348	<a href="mailto:kpfestag@wispertel.net">kpfestag@wispertel.net</a>
Todd Williams	Vice President	307-287-6255	<a href="mailto:thinc14@gmail.com">thinc14@gmail.com</a>
Carl Price	Treasurer	661-837-2228	<a href="mailto:carltpri@gmail.com">carltpri@gmail.com</a>
Randy Jensen	Roads & Grounds Committee Chair	303-838-5117	<a href="mailto:jensen5513@gmail.com">jensen5513@gmail.com</a>
Tom Washburn	Secretary	303-838-2225	<a href="mailto:twashburn@wispertel.net">twashburn@wispertel.net</a>

The meeting was called to order at 3:05 pm

**1. Review of October 17, 2016 Annual Meeting Minutes**

Upon a motion by Mr Jensen, seconded by Mr Price, the Annual Meeting minutes of October 17, 2016 were approved by unanimous vote. Mr Washburn abstained as he had not yet read the minutes.

**2. Review of December 29, 2016 Minutes**

One minor edit was made to change a minutes reference from December 7, 2016 to October 7, 2016. The month was incorrect.

Upon a motion by Mr Jensen, seconded by Ms Festag, the meeting minutes of December 29, 2016 were approved, as amended, by unanimous vote. Mr Washburn abstained as he was not at the meeting.

**3. Treasurer's Report**

**a. Financial Status Reports**

A Profit and Loss statement showed that snow plowing costs were moderately high for this time of year.

A Financial Status overview report was presented.

A form 1099 and balance sheet will soon be delivered to our accountant, McNurlin & Associates, P.C.

Mr Washburn suggested on-line banking as a way to get a better rate and eliminate the requirements of Certificates of Deposit. Mr Price wanted to keep it simple for future treasurers, but agreed to look into the idea. Mr Williams suggested a review of Association covenants for possible restrictions with POA funds.

#### **b. Annual Dues**

POA dues have been received from 24 property owners with 4 additional envelopes yet to be processed.

### **4. Continuing Business Items**

#### **a. Design Review Board – Current Actions**

No new emails have been received from Mr Koth, Design Review Board chair.

Mr Koth sent a status request email to the Smiths on Lot 36 and was informed that a preliminary design has not yet been approved by Eric Smith.

The lack of visible progress on Lot 36 was discussed. During discussion it was briefly noted that [Jeffco zoning regulations](#) section 3.4.12 governs RV use while building. Mr Jensen agreed to draft a letter from the Board requesting a formal schedule from the Smiths.

#### **b. Board Position Replacement – Tom Washburn**

POA Secretary Ms Pleva resigned from the Board via email on December 1, 2016.

At the beginning of the year Ms Festag sent emails seeking potential candidates interested in serving as a replacement member on the Board until the Annual Meeting.

Tom Washburn responded and was appointed on January 6, 2017.

#### **c. New Officers for 2017**

The Board members discussed interests and positions on the Board. They mutually agreed to serve in the following capacities:

Susan Festag	President
Todd Williams	Vice President
Carl Price	Treasurer
Randy Jensen	Roads & Grounds Committee Chair
Tom Washburn	Secretary

## **5. New Business Items**

### **a. Firewise Community – Board Appointments**

No further word has been received from Elk Creek Fire Department regarding other nearby Firewise communities.

Ms Festag has asked Marie Hensick of Elk Falls Ranch for information on their Firewise Community.

Discussion of forming a Firewise (FW) Committee to organize and oversee a Firewise Community (FWC) for Douglass Ranch ensued. Mr Washburn agreed to be a Board liaison to a Firewise committee. A plan forward was agreed upon.

Mr Washburn will contact the folks at the December ECFD meeting who indicated an interest in working on Firewise Community issues. A FW committee should be organized with a committee chair and perhaps two additional members.

Sources of assistance in pulling together a FWC might come from the Elk Creek FD, or from other nearby FW Communities.

Brad Huddleston of Splintered Forest mentioned a possible deal for ‘many’ neighborhood customers. Kayla Villa, marketing manager, can be contacted at 303-819-9840.

An alternative might be to partner with Emmaus during their mitigation activities as was suggested during recent conversations.

A Newsletter article regarding Firewise Communities was suggested.

Mr Jensen suggested asking Jeffco to mitigate Douglass Ranch Drive.

## **6. Review Master Calendar**

The DR Master Calendar (containing date-ordered events of importance to Douglass Ranch) was reviewed.

### **a. Colorado Department of Regulatory Agencies (DORA) annual registration**

March 25 – DORA registration. The DORA website now requires a physical address as opposed to a mailing address. A pair of cross-streets are an acceptable alternative. More effort needs to be applied to determine a DORA-acceptable set of cross streets.

### **b. Website renewal**

April – WIX website renewal. A specific date is needed. Mr Washburn will research and inform the Board.

**c. Firefighters Dinner**

Firefighters Dinner will be on May 4, 2017. Ms Festag will discuss the dinner with Barbara Pleva.

**d. January Newsletter**

The January Newsletter was sent on January 9<sup>th</sup> and is currently posted on the DR website.

Inserting Firewise information in the next newsletter would be a good idea.

**e. Jefferson County – Annual HOA Registration**

Ms Festag will see to the Association Registration with Jeffco in December.

**Next Meeting Date & Adjournment**

The next meeting of the Board is tentatively scheduled for April 11, 6 pm, at the home of Mr Washburn.

At 4:19 pm a motion to adjourn the meeting was made by Mr Jensen, seconded by Mr Williams, and approved by unanimous vote.

Respectfully submitted,

Tom Washburn, Secretary DR POA



# Master Calendar - Douglass Ranch Property Owners Association

Date	Task	Comments
January	Board meeting	Tradition
January 20	Mail annual dues notices	Goal - More than 30 days prior to 2-28 deadline
February 28	Annual dues deadline	Hard deadline - Collection Policy and Procedures
March	Board meeting	Tradition
March	Newsletter	Tradition
March 15	Federal and state taxes	Hard deadline
March 25	DORA registration	Hard deadline - New eLicense system
April	WIX Website Renewal	Hard deadline - Specific date pending
April 1	Late fees apply to annual dues	Hard deadline - Collection Policy and Procedures
April 20, 2017	1-year CD - 1 <sup>st</sup> Bank, #1122	Hard Deadline - Updates to Road fund - "Small Fund"
May	Firefighters Dinner	Tradition - 1 <sup>st</sup> Thursday in May
May	Board meeting	Tradition
June	Newsletter	Tradition
June 30	Periodic Report - Secretary of State	Hard Deadline - Filed by Attorney - Generally done in March or April
July	Review of 9 governance policies	Goal - Review on an annual basis
July	P.O. Box Renewal	Hard Deadline
July 31	Annual Water Fee	Due per Mountain Mutual bill
August	Board meeting	Tradition - New goal is to set Budget at this meeting (& be available at annual meeting)
August	Snow Plow Contract	Renew for Next Year (September - August)
August	Go Daddy Domain Name renewal	Colleen's Addition - Moved to October? - Need to Verify
September 28, 2017	1-year CD - 1 <sup>st</sup> Bank, #1257	Hard Deadline - Updates to Road fund - "Big Fund"
September	Newsletter	Tradition
October	State Farm - D&O Insurance/Liability	Yearly bill
October	Go Daddy Domain Name Renewal	Hard deadline - Specific date pending
October 31	Annual Water Report	Per Mountain Mutual - Due at End of Water Year Attn: Norm Lewis tweak prev. report
October/November	Annual Meeting/Election/New Officers	Bylaws state 2 <sup>nd</sup> week of November unless another date set by board
November 30	Decision to Change Annual Dues	Section 4.5 of Covenants
December	Newsletter	Tradition
December	Association Registration - Jeffco	Due annually or after new officers elected

Revised: 02-20-17