

Douglass Ranch Property Owners Association

Minutes of the Board of Directors Meeting

May 15, 2012

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

Susan Festag	President	303-816-1348	kpfestag@wispertel.net
Lore Genender	Treasurer	303-838-9494	lore@merit-tech.com
John Alme	Road and Grounds	303-816-4011	norskejohn@aol.com
Tom Washburn	Secretary	303-838-2225	twashburn@wispertel.net

Call to Order: The DRPOA meeting was called to order at 6:48 pm. by Ms. Festag.

1. Review of April 3, 2012 Minutes

Through exchange of emails the April minutes had been reviewed and edited prior to this meeting. A cursory review of the last changes to the minutes was made and one error was corrected.

Mr. Alme moved to approve the minutes as amended. Ms. Genender seconded. The motion passed unanimously.

2. Treasurer's Report

a. Review of Financial Status Reports

The current status of the budget was presented and discussed. Small modifications were made per discussion. A desire for a transactional report was expressed. Ms. Genender to send reports out via email before each meeting.

b. 2012 Annual Dues – Status of Delinquent Properties

There are still three lots with outstanding dues payments.

Moats dues are paid except for a \$16 “reversal fee” for the lien on lot #36. The lien included the dues + late fee + interest + attorney fee + lien fee. A reversal fee is a \$16 cost to release the lien

(essentially its another filing with the county). A reversal fee was not presented to the Moats – thus they did not pay it.

After discussion, Mr. Alme moved to request that counsel send a letter to the Moats for \$16 outstanding for release of lien (subject to no additional attorney cost for this request). Ms. Festag seconded. The motion passed unanimously.

Regarding Moats second property: A lien has been filed on lot #37, The title company has asked for amount owed on the property.

Regarding Hager's property: Received a check as partial dues payment. It was noted that no lien was filed because the Hagers always pay. After discussion, it was agreed that Ms. Genender was to state to the Hagers that we are looking for full payment by the 15th of June. If not paid in full, the Board will vote on sending dues to an attorney.

c. Credit/Debit Card

A debit card will cost \$1 per month per card issued. A credit card can auto-pay bills via the checking account. A credit card will allow small periodic items to be paid for automatically. Mr. Washburn will hold the credit card.

Ms. Genender motioned to pursue getting a credit card in Mr. Washburn's name with \$1000 limit per month. Mr. Alme seconded. The motion passed unanimously.

d. Additional Financial Issues

Still trying to get totes of old documents from Gentiles.

Email updates from Douglass Ranch residents will be sent to Mr. Washburn for inclusion into the neighborhood phone spreadsheet.

3. Parking Covenants - Working Group report

Mr. Washburn gave a summary of the second meeting of the Parking Covenants Working Group (based on second hand knowledge as he was travelling on the day of the meeting). The working group is still discussing the parking issue.

It was suggested that perhaps the current work group's split into two groups might be better implemented by mixing the members of the groups such that those with dissimilar leanings on the parking issue are members of the same group.

4. Dog Lots – Second DOW Letter / Updated Information

Ms. Festag and Ms. Genender met with Colorado Parks and Wildlife 's Howard Horton on 24 April. Mr. Horton stated that CPAW does not care whether dogs are on the 10 dog-restricted Douglass Ranch lots. CPAW does not use "high wildlife quality" as a term to describe an area. The "high wildlife quality" term is from JeffCo's Conifer Corridor Community Plan.

CPAW 's term "winter concentration area" is equivalent to JeffCo's term "high wildlife quality area".

Ms. Festag presented Horton's updated letter to the board which is more supportive of the board's attempt to reverse the no-dog rule.

It was noted that the DR ODP allows 2 dogs, kennelled and leashed.

Ms. Festag discussed the cost of the formal change process with a consultant familiar with JeffCo's zoning process. Use of professional help in DR's potential re-zoning effort is seen as critical. If we are denied the rezoning to allow dogs in the 10 currently-no-dog lots, we will likely never get another chance (since, in a future re-zoning effort, JeffCo would likely rely on the opinion rendered in this [possible] failed re-zoning effort).

The consultant stated that her costs to support our goals would be \$10K. The consultants would represent us, do site plans, and other tasks as enumerated in JeffCo pamphlets (presented at the previous Board meeting and available on the JeffCo web site (http://jeffco.us/jeffco/planning_uploads/guides/pre_app_w.pdf and http://jeffco.us/jeffco/planning_uploads/guides/APG/rezoning.pdf).

The consultant recommended an attorney whose fees exceeded the consultant's.

An alternative was discussed where the consultant might write a letter to the zoning administrator asking for an interpretation (essentially asking the question: "Will you determine that the Douglass Ranch area is not high wildlife quality area per the CPAW ?")

The potential effort to re-zone the no-dog areas is termed by JeffCo as a major adjustment. However the consultant could ask for a determination that this effort is a minor adjustment – which would lessen the required effort to rezone.

It was agreed that we would pay the consultant's \$94/hour fee to work a "minor adjustment" request letter.

5. Firefighters' Dinner – May 3, 2012

The firefighter's dinner was unbelievably successful per Mr. Alme. There was lots of food.

Of 39 DR homes, minus 1 vacant home, 2 new owners and 4 rentals, there were 32 homes that were realistically likely to participate in the dinner. Twenty three homes participated – representing about 72% of the neighborhood.

Two checks were written to give money directly to the firefighters. This money is difficult to parcel out. After some discussion, a plan was agreed upon to ask the check donors whether we could give the firefighter's something. Mr. Alme will discuss the proposal with the donors.

Ms. Alme agreed to write a summary of the dinner for the newsletter.

6. Front Entrance Barrel / Other flower barrels

After consideration of new front entrance barrel options, John Allen will simply plant flowers at the base of the DR front entrance wall. There will be no attempt to update the other barrels around the neighborhood. Ms. Festag to summarize these points in the DR Newsletter.

7. Continuing/New Items for Consideration

- **List of old board members**

Ms. Festag presented a list of former board members as part of an attempt to see who hasn't yet served on the Board. Jane Spooner put together most of the list.

- **Updated directory**

Ms. Festag reported that the directory is 'in work'. An email is soon planned to offer property owners one last chance at directory information approval. The Board agreed that the Board should pay for copying the pages of the new directory.

- **Updated road plan**

Mr. Alme reported that Dick McAtee's road-resurfacing agent is no longer in business. Ms. Festag found Larry Hall's letter from Vision Land Consultants regarding a 2001 review/assessment of the conditions of Douglass Ranch private roads.

Ms. Festag recommends another consultation with Vision Land Consultants in order to get an up-to-date review/assessment of our road plan.

Mr. Alme reported that Meadowridge drive has road alligating at the bottom of the hill. He will contact Love's of Bailey to get a resurfacing estimate.

Mr. Alme reported that Robert Brandt will call Mr. Alme when he has time and is ready to cut trees on Douglass Ranch Drive.

Mr. Alme reports that Kay Mason mentioned complaints of trees at the corner of Meadowridge and Gordon Court. Mr. Alme wants to help with cutting the trees and will work out the details.

Jane Spooner sent out a recent email with slash dates.

- June 16 and 17 – Elk Creek Fire Dept. at Conifer High School
- June 23 and 24 – Coal Creek Fire Dept. at 11583 Camp Eden Road
- August 11 and 12 – Inter-Canyon and Indian Hills Fire Depts. Near Station #3 on Settlers Drive at 8445 S. Hwy 285

- **Pond Maintenance**

William Blatchley of Mountain Mutual Reservoir Co. might have some advice on the required pond maintenance with respect to Douglass Ranch legal agreements. Ms. Festag will contact Mr. Blatchley.

- **Fire safe community**

Ms. Genender reported that the effort to get information from the local fire department for newsletter insertion is still in work. Ms. Festag distributed an FYI from the Colorado Department of Revenue: wildfire mitigation costs are tax deductible.

Ms. Festag distributed a 1998 Jefferson District Court decision in a case filed by Douglass Ranch Property Owners Association against Douglass Ranch Venture seeking reimbursement for monies expended in repairing the water cistern. The Court found that Douglass Ranch Venture had no duty to install or maintain the cistern. The Court further stated that it is the association's responsibility to maintain common areas. The Court did not make any determination as to whether or not the cistern is a common area.

After discussion about the current fire danger, the board determined that it might be advantageous to keep the cistern in working order. The current status of the cistern is not known – it could be a waste of money to fill the cistern if it currently has a leak. Mr. Alme to inquire of Elk Creek Fire Dept. of the status of the cistern.

- **Noxious weeds**

Ms. Festag to put a noxious weed note in the News Letter.

- **Additional Issues**

Discussion of having next year's budget proposal in September / October to be ready for follow-on Treasurer. Ms. Genender agreed with this approach.

Discussion of DORA-suggested state laws that might be/should be considered by the board. A reference to DORA was raised at the last meeting as an FYI to the Board.

8. Master Calendar

In July the board will need to review DR governance documents.

9. Next Meeting & Adjournment

Next meeting is planed for July 24th at Ms. Festag's home, 6:30 p.m.

Mr. Alme moved to adjourn. Ms. Genender seconded.

Motion passed unanimously at 9:37 p.m.

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



Master Calendar – Douglass Ranch Property Owners Association

Date	Task	Comments
January 20	Mail annual dues notices	Goal - More than 30 days prior to 2-28 deadline
January	Board meeting	Tradition – Set annual budget
February 28	Annual dues deadline	Hard deadline – Collection Policy and Procedures
February 28	DORA registration	Hard deadline
March	Board meeting	Tradition
March	Newsletter	Tradition
March 5, 2013	1-year CD – Liberty Bank, #1810030560	Hard Deadline – Updates to Road fund
March 15	Federal and state taxes	Hard deadline
April 1	Late fees apply to annual dues	Hard deadline – Collection Policy and Procedures
May	Firefighters Dinner	Tradition – 1 st 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 April
July	Review of 9 governance policies	Goal – Review on an annual basis
July 31	Annual Water Fee	Due per Mountain Mutual bill
August	Board meeting	Tradition
August	Snow Plow Contract	Renew for Next Year (September – August)
September 28, 2012	1-year CD - 1 st Bank, #1257	Hard Deadline – Updates to Road fund
September	Newsletter	Tradition
October 31	Annual Water Report	Per Mountain Mutual – Due at End of Water Year
October	State Farm – D&O insurance	Yearly bill
October/November	Annual Meeting	Bylaws state 2 nd week of November unless another date set by board
November	Installation of new officers	Tradition
November 30	Decision to Change Annual Dues	Section 4.2(a) of Covenants – 5% maximum increase
December	Newsletter	Tradition
December	Association Registration – .effco	Due annually or after new officers elected

Revised: 5-03-12