

Douglass Ranch Property Owners Association
Minutes of the Board of Directors Meeting

on

August 27, 2017

Approved, 28 October 2017

A Douglass Ranch POA Board meeting with the following members present convened at the home of Carl Price on Sunday August 27th:

Attending:

Susan Festag	President	303-816-1348	kpfestag@wispertel.net
Carl Price	Treasurer	661-428-1136	carltpri@gmail.com
Randy Jensen	Roads & Grounds Committee Chair	303-838-5117	jensen5513@gmail.com
Tom Washburn	Secretary	303-838-2225	twashburn@wispertel.net

Attending via phone:

Todd Williams	Vice President	307-287-6255	thinc14@gmail.com
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The meeting was called to order at 6:10 pm

1. Review of June 19, 2017 Meeting Minutes

Upon a motion by Mr Price, seconded by Mr Jensen, the Meeting minutes of June 19, 2017 were approved by unanimous vote. Minor editing of the minutes was completed via email prior to today's meeting.

2. Treasurer's Report

a. Financial Status Reports

i. Profit and Loss Statement, Jan 1 through Aug 23, 2017

The \$50 "Legal Fees" expense on the P&L statement was a lawyer charge for filing the POA's required Periodic Report to the Colorado Secretary of State.

Mr Price will consider a different format for the Profit & Loss statement to present an overview of what was paid each month.

ii. 2017 Budget Summary

The \$286 "Water Rights" expense represents the POA's annual assessment from Mountain Mutual Reservoir Company (<http://mmrcwater.com/>).

Interest on the POA's new CD was \$145 for the second quarter.

b. Annual Dues

The Skahans still have not paid their annual dues. Mr Price sent an email and a certified letter warning of possible collection action if payment is not received by September 30th.

The DRPOA Collection Policy and Procedure applies in the collection of annual dues. Mr Price has assessed a \$20 late fee and 12% annual interest. Mr Price has warned of the September 30th payment deadline after which the POA will seek legal assistance for the collection of the annual dues.

c. CD Renewal Date - September 28

Mr Price will move current First Bank CD to Public Service Credit Union (PSCU) when it matures on September 28. Discussed withholding a part of the CD for upcoming pond repair costs – thus the exact amount of the new PSCU CD is to be decided.

d. Draft Budget - 2018

The 2017 Budget Summary report provided a basis for a draft 2018 budget. Pond Maintenance/Repair expenses to be included with Roads expenses in a new Expense category named Roads and Grounds.

Minor modifications to the draft budget were discussed.

A motion to approve a 2018 budget, based on the “Proposed 2018” budget in the report titled “2017 Budget Summary”, and based on the minor modifications discussion, was made by Mr Jensen and seconded by Mr Williams. The motion passed unanimously.

3. Continuing Business Items

a. Design Review Board – Current Actions

Ms Festag proposed establishing a working relationship with Jeffco to identify issues where actions could be violations of both DR covenants and Jefferson County Planning & Zoning Regulations. A meeting with Jeffco to discuss enforcement would be an initial step.

i. Lot 36 Update

Unsubstantiated reports that the Smiths may be over staying their Jeffco allotted RV time on Lot 36. Several courses of action were discussed but no clear path forward was agreed upon. Ms Festag will discuss possible action with Jeffco inspectors.

The Board noted that some time after the June 19 BOD meeting a complaint was filed with Jeffco. However the BOD's motion to file its own complaint with Jeffco was not acted upon because a private complaint had already been filed and was in the investigation process.

ii. Lot 2 - Preliminary

Lot 2 house exterior paint colors were approved by the Design Review Committee: Benjamin Moore Fresh Brew #1232 (dark brown), and trim color Benjamin Moore Crossroads #1226 (off white tuned with some brown).

Mr Koth has received no other formal request from the Lot 2 owner Mark McKnight.

b. Firewise Community - Updates

Current effort has centered on completion of the Firewise Community application. Application submittal is expected later in the week.

c. Pond

Mr Jensen has asked two hydraulic engineers to visit the DR pond and write a detailed scope of work that can be used to solicit pond repair bids. Their visit is anticipated on September 6th.

d. Cistern Review

Roger Parker, ECFD Fire Marshal, has sent emails requesting inspection of DR water tank (cistern) and private fire hydrants. Task completion was accepted by Mr Washburn. This will be an annual requirement.

ECFD suggested an inspector who is doing cistern inspections in our area:

Hydro-Logical Consulting and Solutions LLC
4761 S. Pagosa Circle, Aurora, CO 80015, 720-626-2021
espinosa_ernest@hlcspros.com
<http://www.hlcspros.com/>

The inspection cost is unknown at this time. The deadline for the inspections is unknown.

Mr Jensen motioned to use the services of Hydro-Logical Consulting and Solutions if the fee is less than \$500 for 2 inspections (cistern and hydrant). Ms Festag seconded. The motion passed unanimously.

4. New Business Items

a. Douglass Ranch Directory

Ms Festag reported that an update to the Douglass Ranch directory is completed. The plan is to send directory updates with the annual meeting notice.

b. Annual Meeting

Candidates to replace current Board members were discussed. Phone calls will be made to solicit candidates for the Board of Directors. Ms Festag will put an article in the Newsletter regarding the upcoming Board elections.

October 17th was selected as a potential annual meeting date. Mr Price will determine the availability of Elk Creek Elementary School as a site for the meeting.

The Board discussed the constraints and enforcement problems caused by the way the current Covenants and Design Standards are written. This issue may be an agenda item at the annual meeting.

- Mr Washburn will assemble an annual meeting packet consisting of the cover sheet and 2016 approved annual meeting minutes.
- Ms Festag will develop the agenda and address labels.
- Mr Price will assemble a Treasurer Report and check on the existence of an updated sign-in spreadsheet that will be used to verify addresses and phone numbers.

5. Review Master Calendar

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

a. July/August Newsletter

The July/August Newsletter is drafted. An additional article will be inserted seeking potential candidates for the Board of Directors.

b. Snowplow Contract

Mr Jensen will talk with Rays Snowplowing regarding a contract for the 2017-18 season.

c. Water Report

Mr Price will complete the annual water report to Mountain Mutual Reservoir Company.

6. Next Meeting Date & Adjournment

The next meeting of the Board is scheduled for October 17th. The availability of Elk Creek School is to be determined.

At 8:38 pm a motion to adjourn the meeting was made by Mr Price, seconded by Mr Jensen, and approved by unanimous vote.

Respectfully submitted,
Tom Washburn, Secretary DR POA

