

Douglass Ranch Property Owners Association

Minutes of the Board of Directors Meeting

April 3, 2012 – Final

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

Susan Festag	President	303-816-1348	kpfestag@wispertel.net
Brent Ballard	Vice President	303-816-5620	brentpballard@hotmail.com
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 6:52 pm. by Ms. Festag.

1. Review of January 10, 2012 Minutes

Through exchange of emails the January minutes had been reviewed and edited prior to this meeting. A cursory review of the last changes to the minutes was made and it appeared that all changes were incorporated into the January minutes.

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

2. Treasurer's Report

a. Review of Financial Status Reports/Updated budget

An updated budget was presented.

Tax forms have been filed. We owed no taxes.

b. Change in checking account signatures/CD Move/Taxes

We now have a 1 year CD with Liberty Savings Bank.

Ms. Genender to investigate details behind a credit card vs. a debit card, including setting a limit on the card. A debit card avoids direct access to a checking account. A debit card has to have a person's name on it. Mr. Washburn volunteered use of his name on the card.

Current checking account signatures: Mr. Ballard, Mr. Washburn, Ms. Genender, Ms. Festag.

c. 2012 Annual Dues – status/documentation of delinquencies

POA Dues Status: 3 lots are outstanding: Hagers and Moats still have not paid dues. Liens are next. Attorney will be contacted.

Ms. Genender to send third notice (with a \$20 late fee) to Hager and Moats.

Mr. Hager can't be on a parking committee with delinquent dues, per our adopted working group guidelines (ref: January minutes).

New owners: Jason Mahoney, Conifer dentist.

Ms. Festag & Ms. Alme to welcome the new comers.

Ebert's unpaid dues.

Ms. Festag raised the question of asking attorney about a personal judgment - i.e.: a lien against wages. The board decided not to go this way because costs outweigh amount owed (\$195)

Mr. Alme moved that Ebert's 2010 Douglass Ranch dues for 1/2 year should be waived due to difficulty in collection. Ms. Genender seconded. The motion passed unanimously.

d. Additional financial issues

Gentiles have moved. Renters are living there. Two year lease.

As of today, there are also renters in the Dunn, Skahan and Moats residences.

Renters don't currently get a copy of our covenants.

Ms. Festag will send a newsletter to them and will include the Douglass Ranch website address.

3. Parking Covenants - Working group report

Mr. Washburn gave a summary of first meeting.

- two general points of agreement were reached with one additional point having near agreement.

- emails between members are expected to flush out some detail in preparation for next meeting at end of April.
- split into two groups to see whether the progress of discussion can be advanced .

4. Dog Lots - Letter to DOW/Response & Rezoning handouts - Jeffco Planning & Zoning

Ms Festag took DOW letter to Jefferson County. Jeffco recommends a full rezoning hearing. A discussion of the Jeffco zoning process ensued. Pre-app cost is \$200 to which you add fees: e.g.: a fee based on acreage would amount to ~ \$2K for the 10 Douglass Ranch lots in question or \$5K if Jeffco determines that the fee should be based on the total acreage in Douglass Ranch .

Outcome is uncertain.

Conifer Master Plan mentions a high quality wildlife area (and portions of Douglass Ranch are in this area)).

Ms. Festag wants to meet with Howard Horton, DOW, to get a DOW statement of whether we are in or out of a wildlife area. Ms. Festag has a call into Mr. Horton.

Mr. Alme expects Glen Elk opposition to our re-zoning application.

Elk Creek Chronicles - recommend by Mr. Alme - discusses Elk Creek's conservative stance.

5. Jeffco Planning & Zoning - Associations registration/Distribution of information

Ms. Festag registered with Jeffco Planning & Zoning to be notified of upcoming zoning changes.

6. DORA – HOA Registration/HOA annual report

Ms. Festag did register even though the fee was \$43 (the previous registration fee with DORA, Department of Regulatory Agencies, was \$8).

It was stated that if you are not registered, then you cannot file a lien.

Ms Festag distributed a DORA coversheet of the HOA annual report to board members.

The coversheet referenced a DORA website: <http://www.dora.state.co.us/>

7. Attorney Letter – 2012 Fee Schedule/Secretary of State Report

Ms Festag discussed a table of attorney fees

e.g.: for \$100/month the attorney would be on call for our questions

After some discussion it was agreed that we will continue to work with our attorney on an "as needed" basis.

8. Firefighters' dinner – May 3, 2012

At the next Bunko, word will go out regarding a planned 5/3 date for the Fireman's dinner as hosted by Douglass Ranch.

Ms. Festag will insert an announcement in the newsletter.

9. Front Entrance Barrel/Other Flower Barrels

The flower barrel is now gone. John Allen removed it. Jane Spooner recommends a Costco barrel (~\$18).

A new front entrance barrel may set the stage for replacement of other neighborhood barrels. Ms Festag will discuss barrel replacement with John Allen.

10. Continuing/New Items for Consideration

- **Updated road plan**

Mr. Alme still waiting for a road plan contact from Dick McAtee.

- **CAI update**

Confirmed need to change our CAI (Community Associations Institute) contact e-mail address to the Douglass Ranch e-mail address rather than individual board member's e-mail address.

- **Notification of board meetings**

A DORA reference to Colorado statutes to notify POA members of board meetings was noted. Mr. Washburn to put board meeting dates on web site.

- **List of old board members**

Ms Festag has a list of previous DR board members from Jane Spooner. We should be able to see the list at the next meeting.

- **Fire safe community**

Firewise: May not have enough neighborhood interest.

Ms. Genender to talk with folks at Fire Dept to get information to insert into newsletter.

- **Noxious weeds**

An announcement will be inserted in the June newsletter.

- **DR Neighborhood Directory**

Ms. Festag is interested in putting together a new Douglass Ranch directory. Mr. Washburn will try to locate and forward file from last directory to Ms Festag.

- **DR Pond**

Ms. Festag to ask attorney about our obligation with respect to the pond.

11. Master Calendar – review

A Master Calendar was distributed. and is herein inserted for future reference. The calendar provides a way to pass on important dates to successor board members.

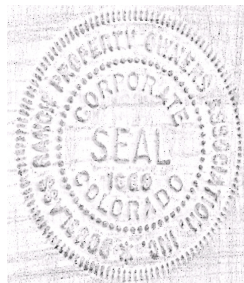
12. Next Meeting & Adjournment

Next meeting is in May. It remains to be decided whether Tues the 15th or Tues the 22nd is more suitable to the board.

Place : Mr. Alme 's home at 6:30 p.m.

Mr. Alme moved to adjourn. Mr. Ballard seconded.
Motion passed unanimously at 9:24 p.m.

Respectfully Submitted,
/s/ Tom Washburn, Secretary
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	6-month CD - 1 st Bank, #0558	Hard Deadline – Updates to Road fund
February 28	Annual dues deadline	Hard deadline – Collection Policy and Procedures

Date	Task	Comments
February 28	DORA registration	Hard deadline
March	Board meeting	Tradition
March	Newsletter	Tradition
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	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 – Jeffco	Due annually or after new officers elected