

Douglass Ranch Property Owners Association

Minutes of the Board of Directors Meeting

October 15, 2013 – Final

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

Susan Festag	President	303-816-1348	kpfestag@wispertel.net
John Allen	Vice President	303-816-0630	jdaallen@aol.com
Lore Genender	Treasurer	303-838-9494	lore@merit-tech.com
Tom Washburn	Secretary	303-838-2225	twashburn@wispertel.net

Call to Order: The DRPOA Board meeting was called to order at 6:42 pm by Ms. Festag.

1. Review of June 11th 2013 Minutes

The minutes were reviewed and edited through email exchanges prior to the meeting. After a short discussion a motion to approve the minutes as edited was made by Mr. Allen. The motion was seconded by Ms. Genender and unanimously approved.

2. Treasurer's Report

a) Review of Financial Status Reports

The following reports were presented during discussions:

- i. DRPOA Profit & Loss Budget vs. Actual, January 1 through October 10, 2013
- ii. DRPOA A/R Aging Summary as of October 10, 2013
- iii. DRPOA Balance Sheet as of October 10, 2013
- iv. DRPOA Profit & Loss, January 1 through October 10, 2013

In summary: we are on budget.

b) Status of late fees on annual dues

With respect to outstanding balances, the board has previously agreed to not add fees on owed interest. We will continue to carry the balances into next year in the expectation that the homeowners will pay their balances.

c) Additional financial issues

New Colorado legislation requires a collection policy for DRPOA. Ms. Festag raised the question of whether to have our attorney draft this policy. After discussion it was agreed that Ms. Festag would call the attorney to inquire of the costs. If the costs were reasonable, Ms. Festag would have the attorney draft the policy. Otherwise Ms. Festag would put the question of cost before the board members.

3. Roads and Grounds

a) Road Repair

We have an invoice for \$4500 from Protective Coatings, Aurora for road crack sealing. They recommend an oil-based seal coat next year. Such a coating should buy us another five years of road life.

b) Road Plan Update

The Road Plan update remains to be completed. The “five year added road lifetime” will influence the next road plan.

c) Member concern – Beetle Kill

John Alme sent an email to report a beetle kill tree on J. Giles property, lot 39. Ms. Genender confirmed that Douglass firs are being killed by some sort of larva. Besides one dead tree on her property, two more casualties are suspected within the neighborhood.

Ms. Genender will put together some insect infestation information for the annual meeting.

d) Pond Status

The risk of a frozen discharge valve was discussed. Since the recent days of heavy rain did not cause an issue, and since long ago upstream dam breaks did not cause problems in our own pond, we can assume that the frozen discharge valve is not a concern.

4. Board Vacancies

It was noted that the current board members have served as follows

Mr. Washburn	6 years
Ms. Festag	6
Ms. Genender	4
Mr. Allen	1

Potential candidates for board were discussed.

5. Preparation for Annual Meeting

a) Preparation of Annual Meeting information packet

Mr. Washburn will create the packet for the annual meeting to include a packet cover, sign-in sheet and member informational sheet. The packet will be sent to Ms. Festag to accommodate the possibility that Mr. Washburn might be traveling during the Annual Meeting.

Ms. Festag will put together the agenda.

Ms. Genender will generate the financial reports. If time permits, Ms. Genender will draft a budget before the meeting – for board approval before the end of the year.

It was agreed that a pre-meeting is not necessary. Coordination via email should be adequate.

Mr. Allen will bring water and Ms. Genender will bring cookies for the meeting attendees.

The meeting will be held in Elk Creek school's "Community Room" (not the cafeteria).

Mr. Allen will set the meeting-announcement sign out on the day of the meeting. Ms. Festag will do an email flash on Sunday. The meeting is on Tuesday.

6. Continuing/New Items for Consideration

a) Snowplow Contract

A copy of 2014 signed snowplow contract was distributed to board members. Ms. Festag is the point-of-contact for snowplowing issues that might arise.

b) Community cistern

The DR cistern was discussed. There may be a legal liability if it is not full where the scenario might be that expected cistern water was not available and a house fire caused more damage than would have been caused if the cistern were full.

Some members believed that the fire department measured the cistern and found it to be full. Mr. Allen will discuss the cistern with John Alme.

7. Master Calendar – review

Mr. Washburn agreed to complete a 2013 water report.

Ms. Genender agreed to look at the insurance bill.

8. Next Meeting and Adjournment

The next board meeting will be the Annual Meeting on November 5th, 7 pm, at Elk Creek Elementary School.

Ms. Genender motioned to adjourn the meeting. Mr. Allen seconded. At 7:59 pm the meeting was adjourned.

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



attach master calendar...??