



DC Ranch Association - Board of Directors

Meeting Minutes: Monday, November 14, 2016

Date/time: Monday, November 14, 2016 Started: 6:00 PM Ended: 7:30 PM
Location: The Homestead Community Center
Purpose/notes: Regular scheduled meeting
Chaired by: Fred Green
Minutes rec. by: Terri Raimondi
Status: Approved Minutes

Attendance
Members: Susan Grace, Fred Green, John Henrickson, Stephen Koven, Don Matheson, Mike Esparza, Tom Headley
Invited Guests: Sylvia Miles, Terri Raimondi, Christine Irish, Jona Davis; Evan Drew, Allied Universal DC Ranch Security Manager; Beth Overton, Senior Facilities Manager; Aaron Largo, Community Standards Specialist

1. 1. Agenda

1.1. Open Forum

There were no items for discussion.

1.2. Call to Order

Board President Green called the meeting to order.

1.3. Approval Meeting Minutes- September 6, 2016

Mr. Green made a motion to approve the October minutes. Mr. Headley seconded the motion. The motion carried unanimously.

2. Reports

2.1 President's Report – Fred Green

Board President Green provided an update on the Executive Director search. The board-approved candidate who was offered the position after October's board meeting declined the offer. The search committee has interviews planned with two new candidates. Mr. Green also reported on the reorganization of the DC Ranch Security team to eliminate duplication of responsibilities and to improve services. Mr. Evan Drew, the DC Ranch Security Manager, will manage the security staff and assume some of the duties previously shared with the Director of Security position, which was eliminated. Members of the Community Standards team will handle all compliance issues and information technology support. A communication explaining the changes will be sent to the residents.

2.2 Treasurer's Report – Mike Esparza

Board Treasurer Esparza delivered the quarterly financial report for the quarter and year to date ending Sept. 30, 2016. The quarterly results showed that revenues were \$3,900 under budget but that they are \$28,000 over budget for the year. Expenses exceeded budget by \$72,000. This excess was due to expenses planned for earlier in the year being deferred until this quarter. The year-to-date expenses are less than \$1,000 over budget for the year.

Mr. Esparza then reviewed the charts showing the revenues and expenses compared to budget and the prior year. They showed the budget variances discussed earlier and also how they are trending with the prior year.

The Balance Sheet showed changes mainly due to timing.

The Cash Flow Statement showed a positive trend for the quarter and year to date.

2.3 Community Council Update- Chris Irish and John Davis

Ms. Irish presented information regarding the Community Council's Resident Survey and Brand Management Projects conducted earlier this year. Invited staff members from the Community Council and Ranch Association made brief presentations on brand management strategies and deliverables. Ms. Davis presented information regarding the Community Council's Strategic Planning Initiative, DCR 2020. There will be eight facilitated sessions involving residents between Nov. 17th and Nov. 30th with a target participation rate of 200 residents.

2.4 Management Report-Terri Raimondi

Ms. Raimondi presented the update in lieu of the Executive Director.

The finishing touches on the sealcoating project will be complete by Nov. 18th.

Locks in the cluster mailboxes in the Rosewood neighborhood are being repaired. A review of additional mailbox clusters will be conducted.

There have been a large number of parking and trash can violations. Increased education and communication to residents is being delivered through mailbox postings and through the Community Standards team. Parking citations will be relaxed around Thanksgiving and during the week between Christmas and New Year's. Ms. Raimondi reminded the Board that Parking Exemptions are available online that grant up to three days of street parking for guests.

Security reported that 48 path and trail lights had been vandalized around Halloween along 91st Street between Legacy and Palo Brea. A police report was filed but no additional information has been uncovered. Maintenance has repaired most of the damaged fixtures. Maintenance will be working with the manufacturer on the availability of replacement parts since the current design will soon be discontinued.

The Standards for Homes, Conduct and Landscaping will go out to residents later this week. The present version does not contain zone maps for sub-associations. These maps will be developed in the near future and added online.

The Association sent a letter to all sub-association boards and property managers reminding them that they need to adhere to the short-term rental policy, which requires a minimum of a six-month rental commitment.

The annual Neighborhood Voting Member election is underway and ballots will be mailed next week with the 2017 assessment and budget letters. The deadline to return the ballots is December 9th. The winners of the election will be posted online on December 16th and new terms begin on January 1, 2017.

3. Old Business

None

4. New Business

4.1 Safety and Security Update-John Henrickson

Mr. Henrickson presented an update on the speed-enforcement camera beta test conducted over the last month. The results are encouraging but a couple of issues still need to be resolved with the manufacturer. Overall, the camera imagery, mounting capabilities and data retention were good.

4.2 Compensation Sub-Committee- Fred Green

The board discussed the creation of a Compensation Committee to review, analyze and report on employee compensation, including salaries, raises, bonuses, health insurance and paid time off. The last review was completed in 2010. A suggestion was made to approach Community Council about a joint compensation study. There was also discussion regarding the need to hire a professional compensation consultant to guide the committee. Mr. Headley made a motion to approve the committee's formation. Mr. Matheson seconded the motion. The board voted unanimously in favor of the motion.

4.3 2017 Budget and Assessments- Mike Esparza

Mr. Esparza presented the report. The operating surplus credit that has been partially subsidizing neighborhood assessments from 2011 to 2016 has been used up. Most neighborhoods will see an increase in their assessment primarily due to the fact that they will no longer be benefitting from the surplus credit. Mr. Esparza noted that the 2017 fees will be approximately equivalent to those paid in 2010. Community Council fees will increase by \$2.00 for next year. Notifications of the 2017 assessments will be mailed the week of November 21st to all residents. Mr. Koven made a motion to approve the 2017 budget. Ms. Grace seconded the motion. The motion passed unanimously.

5. Adjournment

Mr. Green declared the meeting adjourned at 7:30 p.m.

These minutes have been approved by the members of the Board of Directors and attested to by:



Tom Headley
DC Ranch Association Board Secretary