



DC Ranch Association - Board of Directors

Meeting Minutes: Monday, May 7, 2018

Date/Time: Monday, May 7, 2018 Started: 6:00PM
Location: The Homestead Community Center
Purpose: Regularly Scheduled Meeting

Chaired By: Susan Grace
Minutes Rec: Ashley Dernovsek
Status: Draft of Minutes
Attendance

Present: Susan Grace, Fred Green, Elizabeth Kepuraitis, Philip Geiger, Mike Esparza, Stephen Koven, Vince Durocher

Invited Guests: Executive Director Darren Shaw, Executive Assistant Ashley Dernovsek, Communications Manager Terri Raimondi, Director of Finance Sylvia Miles and Landscape Manager Tom Wright

1. Call to Order/Establish Quorum

1.1 Roll Call/Establish Quorum

Mr. Shaw conducted roll call. All seven directors were present, which satisfies the quorum requirement. The meeting was called to order at 6 P.M.

1.2 Election of Officers

Mr. Shaw welcomed Mr. Koven and Mr. Durocher to the Board. Mr. Shaw then asked for nominations for the office of President. Mr. Green then nominated Susan Grace as President, Elizabeth Kepuraitis as Vice President, Mike Esparza as Treasurer and Philip Geiger as Secretary. Philip Geiger seconded the motion. The motion unanimously carried.

1.3 Member Comment Period/Open Forum

Residents Steve Gurka and Richard Masinton, who reside near Ethel's Garden, voiced concerns about speeding vehicles in their neighborhood. They suggested speed bumps. Mr. Shaw suggested that they work through Communications Manager Terri Raimondi to establish a Neighborhood Committee, which could then make a formal recommendation to the Board. A neighborhood vote would still be required.



Mr. Masinton voiced concerns regarding maintenance levels at Ethel's Garden (landscape and water feature). Mr. Shaw said he would have someone review his concerns. Resident Grant Mills, who resides near Rusty Spur Place, asked about maintenance standards for controlling mistletoe growing in trees; his question was later addressed by Landscape Manager, Tom Wright during a special presentation (the tree in question is in a natural area, where the removal of mistletoe is not practiced). Market Street Villas resident Leon Fineberg questioned the level of maintenance regarding a wash area adjacent to the neighborhood Courtyards at Market Street, where alongside a community pathway is situated. Mr. Shaw said he would have someone review his concerns.

1.4 Approval of March 5 Regular Meeting Minutes and March 23 Executive Session Minutes

Mr. Green motioned to approve both sets of minutes. The motion was seconded by Ms. Kepuraitis and approved by five of the seven directors. Mr. Koven and Mr. Durocher abstained from the vote because they were not on the Board at that time.

2. Reports

2.1 President's Report

Ms. Grace congratulated Stephen Koven and Vince Durocher on their election to the Board and acknowledged departed directors Don Matheson and Tom Headley for their time and contributions.

Ms. Grace then provided an update from the March 26 Governance Committee meeting, which covered the following topics: (1) neighborhood parks and apartment activity; and (2) DC Ranch Crossing hotel activity.

She also provided an update on DCR2020, specifically the standing principle "Optimize Governance Structure."

Ms. Grace requested that the August 6 regularly scheduled board meeting date be changed to August 13. There were no objections.

2.2 Executive Director's Report

Mr. Shaw welcomed new Maintenance Services Director Brad Bishop, effective May 21, 2018. Mr. Bishop has worked for DC Ranch Community Council for four years as Facilities and Recreation Director.

- The Jacaranda Park water feature renovation project is complete. The cost of the project was \$6,000.
- Filing the 501(c)(4) application is in process; the Association will file a 990 this year.
- Pick Up Poop (PUP) Program. The program was introduced to Planning Unit 1 in March. Roughly 100 residents and 60 dogs have joined the program. Three events have been held: Park and Manor on April 27 and two at the apartment complexes. Planning Unit 1 has an additional five pet removal stations. There are nine.



- Road Reserve Study. PMIS is the third-party consultant conducting the reserve study. The cost of the study is \$11,000 and is expected to finish June 2018.
- Update on speed deterrent program. There were 18 speeding violations issued from February 14 through April 14 (61% residents, 17% contractors, 17% guests and 5% vendors). To date, all speeding fines have been collected.
- Market Street Villas update. Repairs are in process and exterior painting bids (wood and metal) are due by end of May. Third-party construction defect consultants inspected the 15 newer units at Market Street Villas. The report has not yet been received.
- Road sealing in Country Club and Windgate. Over the next three years all the roads in Country Club will be sealed. Roughly one-third of the Country Club roads will be sealed this summer.
- Horseshoe Bridge Lighting. Three lights on each side of the bridge will be installed.
- A security survey will be conducted mid-June. The security services contract will go out for bid in September.
- Sidewalk section replacement was completed this spring in 59 different locations. The cost of the work was \$26,000.
- Harassment in The Workplace training was completed in April for all Ranch Association employees.
- Security services in general were discussed with Allied Universal's corporate management team. A community communication followed, which was signed by Mr. Shaw and the Community Council's Executive Director, Jenna Kohl.
- A security forum will be held October 24.
- A Sterling neighborhood meeting was held at Desert Camp on April 26 at 5:30pm to discuss neighborhood matters and the ICO project progression.

2.3 First Quarter 2018 Financial Report

Ms. Miles presented the 2018 first quarter financial report. As of March 30, 2018, revenue is \$17,000 favorable to budget and expenses are \$44,000 favorable to budget. Currently, there is \$919,000 in operating cash.

2.4 Special Presentation: Landscape Management Program

Landscape Manager Tom Wright shared with the Board how the community's landscape is managed. Questions were taken from the audience.

3. Unfinished Business

Ms. Grace announced that proposed policies 105-Records Retention, 201-Financial Operations Controls, 202-Financial Reporting and 302-Fines and Penalties would be tabled and brought back to the June 4 board meeting for approval.



4. New Business

4.1 Proposed Policy 203-Financial Audits

Mr. Green motioned to conditionally approve proposed Policy 203-Financial Audits for the required 30-day member comment period. Mr. Esparza seconded the motion. The motion unanimously carried.

4.2 Proposed Revisions-Policy 101-Policy Committee and Appointments of Committee Members

Mr. Green motioned to conditionally approve proposed revisions to Policy 101 for the required 30-day member comment period. One additional revision was added; the committee chair will be appointed by the Board. Mr. Koven seconded the motion. The motion unanimously carried.

Mr. Green moved to appoint Mr. Koven to the Policy Committee. Ms. Kepuraitis seconded the motion. The motion unanimously carried.

Ms. Kepuraitis moved to appoint Mr. Geiger Chair of the Policy Committee. Mr. Koven seconded the motion. The motion unanimously carried.

4.3 Review of Budget and Finance Committee Charter and Appoint of Committee Members

Mr. Green moved to approve the committee charter and appoint the following committee members: Mike Esparza, Elizabeth Kepuraitis, David Peterson, Tom Grace, Scott Horsely, Ed Swanson and Elaine Cottey. Mr. Koven seconded the motion. The motion unanimously carried.

4.4 Review of Modifications Committee Charter and Appointment of Committee Members

Mr. Green moved to appoint the following slate of committee members: Jane Andrews, Sam Hawkins, Elizabeth Kepuraitis, Don Matheson and Don Ruff. Mr. Koven seconded the motion. The motion unanimously carried.

Mr. Green moved to approve proposed revisions to the committee charter, adding an additional provision that requires the Board to appoint the committee chairperson. Mr. Esparza seconded the motion. The motion unanimously carried.

Mr. Green moved to appoint Mr. Matheson as the committee chair. Ms. Kepuraitis seconded the motion. The motion unanimously carried.

5. Committee Reports: There were no committee reports.



5.1 Adjournment: The meeting adjourned at 8 P.M.

These minutes were approved by the Board of Directors at its June 4, 2018 regularly scheduled meeting and are attested to by:

A handwritten signature in black ink, appearing to be 'P. Geiger', is written over a horizontal line. The signature is stylized and somewhat abstract.

Dr. Phil Geiger, DC Ranch Association Board Secretary

6/4/18