



Last revised: June 15, 2018

DC Ranch Association – Board of Directors Meeting Minutes

Date/Time: Monday, June 4, 2018
Location: Desert Camp 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, Neighborhood Voting Member Chris Kirkpatrick and Director of Finance Sylvia Miles

1. Call to Order/Establish Quorum

1.1 Roll Call/Establish Quorum

Mr. Shaw conducted roll call. All seven directors were present, which satisfied the quorum requirement. Ms. Kepuraitis and Mr. Koven, who were not at the meeting location, attended by telephone. The meeting was called to order at 6:01PM by President Susan Grace.

1.2 Member Comment Period/Open Forum

Resident Jack Daugherty inquired about neighborhood improvements and how they are addressed. Ms. Grace shared two options: 1) Residents are welcome to bring concerns to the board meeting and 2) Residents can meet with their Neighborhood Voting Member. Mr. Daugherty then expressed his concerns regarding Desert Camp Community Center, specifically pool area security seems lax, poor pool water quality because a member indicated their child may have become ill from the water, and barbecue use by nonresidents. His final comment regarded roadway crossing markings in his neighborhood where pathways cross the road; they should be refreshed.

Resident Leon Fineberg of Market Street Villas thanked the Board, Mr. Shaw, Thomas Wright and the Maintenance Team for addressing the concern he voiced at the May 7 board meeting regarding proper maintenance of a drainage/wash area located adjacent to a community pathway in proximity to the Courtyards at Market Street.

Resident Marla Walberg expressed concerns about parking, trash and renters in the Park and Manor neighborhood. She also suggested the Board consider establishing a special fee for renters in general.



Resident Pam Anzalone of Market Street Villas inquired about the maintenance and security services. Her comments focused on parking enforcement, Christmas lights still on homes in February and the removal of a dead bird. Mr. Shaw commented that she should contact Security, or the Ranch Office directly, if there is a lingering maintenance or security concern.

1.3 Approval of May 7, 2018 Regular Meeting Minutes, May 22, 2018 Board Orientation Meeting Minutes (open session and executive session)

Mr. Geiger motioned to approve the May 7 board meeting minutes. The motion was seconded by Mr. Durocher; the motion carried unanimously.

Mr. Durocher motioned to approve the May 22 board orientation meeting minutes. The motion was seconded by Mr. Esparza; the motion carried unanimously.

Mr. Esparza motioned to approve the May 22 executive session minutes. The motion was seconded by Mr. Durocher; the motion carried unanimously.

2. Reports

2.1 President's Report

Ms. Grace provided a recap from the May 15 Governance meeting. She reported that engagement plans proposed by Community Council are in development regarding 1) The Desert Edge initiative, 2) NexGen air traffic noise and 3) Copper Ridge School land. She also stated these plans will define the roles of the Community Council and Ranch Association.

Ms. Grace also shared that Community Council is developing a policy statement to define solicitation restrictions and the distribution of information at community gatherings.

On June 27, the Board and Executive Director will take part in a day-long strategic planning workshop. The event will be held at the Grayhawk Country Club.

Ms. Grace provided a DCR2020 update and shared her perspective on the plan's following standing principle: DC Ranch, with its three-entity governance structure and expertise in community management, presents a unique governance structure for large-scale residential communities in terms of leadership, transparency, effective board structure, resident participation and overall operational excellence. Ms. Grace stated that Governance Group is reviewing the associated strategies and are making some changes. Some of the strategies involve fostering transparency, evaluating the three-entity approach, and evaluating sub association management options which the ED is currently considering in connection with his own goals.



Mr. Geiger expressed his concern about the DCR2020 committee meetings being closed versus open. He asked that we advocate for the meetings to be open and Mr. Koven agreed. Mr. Shaw clarified that the meetings were not committee meetings, rather they were workgroup meetings led by staff members. Mr. Shaw explained that the workgroup meetings were a collaborative effort with participation from Community Council, Ranch Association and Covenant Commission. Mr. Shaw agreed to bring the discussion up at the next Governance Committee meeting, where the three organizations are represented.

2.2 Executive Director’s Report

Mr. Shaw stated that the roadway reserve study project is nearing completion. The 2018 road sealing effort will focus primarily in the Country Club and Windgate areas.

At Market Street Villas, driveway paver and gutter repairs have been completed and nearly all wood repairs, preceding an upcoming exterior wood and metal-only painting project, are substantially complete. The painting project has been competitively bid and proposed prices range \$75,000 to \$200,000. The project is scheduled to start early July and be complete in approximately eight weeks.

Mr. Shaw provided an update on turf reduction, turf enhancement and irrigation renovation projects at Market Street Villas.

A security survey was sent to all owners via e-mail on June 4. In July, the security contract will go out for bid. The development of an RFP is underway. The Board will be given the opportunity to interview the final candidates.

At Horseshoe Park, sandstone tiles will be replaced at the water feature area. The cost of the work is roughly \$12,000. The services of a third-party specialist have been contracted.

All Ranch Association staff will be asked to complete an employee survey in June. The results will be shared with the Board at its June 27 strategic planning day.

An update was provided on the 2019 budget development process.

A small task force has been formed to begin an evaluation process regarding Ranch Association providing management services to the 10 sub-associations.

2.3 Special Presentation: Director of Finance, Sylvia Miles – Financial Management Operations

Ms. Miles shared the organizational structure of her department with those in attendance. She also introduced each member of the staff and described their responsibilities.



2.4 Neighborhood Voting Member Updates

Resident Neighborhood Voting Member Chris Kirkpatrick of Park and Manor shared his perspective that the families are concerned about their safety in their parks and throughout the neighborhood. He then shared specifics: 1) current “Resident and Guest Only” signage at the entry to the neighborhood be relocated to outside the gate versus inside, 2) a locked pedestrian gate at the neighborhood’s entrance and the addition of fencing at the entry point to their neighborhood off Legacy Boulevard, 3) one-way signage be installed at certain alleys and 4) new signage regarding “tailgating through the gate is prohibited” be installed at the front entry. He also suggested Camden Apartments management be reminded about DC Ranch community standards.

3. Unfinished Business

3.1 Proposed Policy 105 – Records Retention

The proposed policy, conditionally approved by the Board in February, was posted on the DC Ranch website for the required 30-day member comment period. One owner provided comments.

Mr. Geiger made a motion to approve Policy 105 as proposed. Mr. Durocher seconded the motion; the motion carried unanimously.

3.2 Proposed Policy 201 – Financial Operations

The proposed policy, conditionally approved by the Board in February, was posted on the DC Ranch website for the required 30-day member comment period. One owner provided comments.

Mr. Durocher made a motion to approve Policy 201 as proposed. Mr. Esparza seconded the motion; the motion carried unanimously.

3.3 Proposed Policy 202 – Financial Reporting

The proposed policy, conditionally approved by the Board in March, was posted on the DC Ranch website for the required 30-day member comment period. One owner provided comments.

Mr. Esparza made a motion to approve Policy 202 as proposed. Mr. Durocher seconded the motion; the motion carried unanimously.

3.4 Proposed Policy 302 – Fines and Penalties

The proposed policy, conditionally approved by the Board in March, was posted on the DC Ranch website for the required 30-day member comment period. One owner provided comments.

Mr. Geiger made a motion to approve Policy 302, with the addition of the following sentence suggested by the commenting owner: “The Board of Directors shall report the results, but not the details of the appeal decided in the executive session.” Mr. Durocher seconded the motion; the motion carried unanimously.



4. New Business

None

5. Committee Reports:

There were no committee reports.

5.1 Adjournment:

DRAFT