



DC Ranch Association – Board of Directors Meeting Minutes

Date/Time: Monday, January 7, 2019 Started: 6:01 PM Ended: 8:03 PM
Location: The Homestead Community Center
Purpose: Regularly scheduled meeting

Chaired By: Susan Grace
Minutes Rec: Terri Raimondi
Status: Draft of Minutes
Attendance
Present: Susan Grace, Fred Green, Elizabeth Kepuraitis, Philip Geiger, Mike Esparza, Stephen Koven, Vince Durocher

Guests: Executive Director Darren Shaw, Communications Manager Terri Raimondi, Director of Financial Operations Dee Nortman

1. Call to Order/Establish Quorum

Ms. Grace called the meeting to order at 6:01 p.m.

1.1 Roll Call/Establish Quorum

Mr. Shaw conducted the roll call. All members were present (Mr. Koven via phone); a quorum was present.

1.2 Member Comment Period/Open Forum

None.

1.3 Approval of Executive Session and Regular Meeting Minutes

Executive session meetings were held on Dec. 10 and again on Dec. 18 to finish business from the earlier session. The regular meeting was held on Dec. 10. Ms. Grace suggested approving the three sets of meeting minutes altogether. Mr. Green asked that the word autonomy be replaced with "shall be managed as a DC Ranch Association neighborhood" in the Dec. 10 executive session minutes. Mr. Geiger made a motion to approve all three sets of minutes with the correction. Mr. Durocher seconded. The motion passed unanimously.

2. Reports

2.1 President's Report

Ms. Grace provided a brief review of major community-wide and neighborhood specific accomplishments in 2018. Broad initiatives included a new security services contract, new command and dispatch center, pet waste, assessment of roads, standards enforcement, and the training of realtors. New items for 2019 include irrigation renovation, inspection and improvements to culverts and washes, sub-association management and the SUSD land.

There were also many neighborhood accomplishments. She also highlighted the board of directors' accomplishments including the security contract, neighborhood conversations, budget direction and oversight, policy review, modifications, appeals and governance teamwork.

The 2019 executive director goals were discussed including financial stewardship, maintaining the highest level of landscape and appearance, attracting and retaining staff, optimizing the governance structure, open and transparent communication, preserving a safe environment, investing in infrastructure and technology and positioning DCR as environmentally sustainable.

Ms. Grace also asked if any new Neighborhood Voting Members were in attendance. Michelle Cross, Lori Riemann, Stephen Marks and Jody Weis made introductions.

2.2 Executive Director's Report

-Anderson Security began service December 28 at 5 a.m. Mr. Shaw gave special thanks to Mike Wells and Bryant Blough for their assistance with the transition. He pointed out that both of them came into their current roles from the security department, when Allied Universal held the contract.

-Interviews are underway for a new Executive Assistant/HR Administrator.

-A Finance Committee recommendation is being formulated regarding reserve investments and associated fees.

-The new quarterly Market Street Villas newsletter is ready to send; subterranean termite treatment will begin January 14.

-Reviewing a possible change in payroll from weekly to bi-weekly for efficiencies and savings.

-Exterior wall coating and staining in 2.13, 2.14 and 2.10 is underway.

-Culvert repair and maintenance is being conducted in Country Club. Upper Canyon work is set to begin.

-The community map project should be complete in the next 40 days. It was started over a year ago.

-The NVM election is complete, 43 total spots with six unfilled. An NVM thank you event was held Dec. 17 at Fleming's. It was well attended.

-Two Conversations in the Park have been held: Terrace Homes West, Park and Manor. The previously scheduled event at Camelot/Rosewood event is being rescheduled.

-A new pressure washer and trailer was purchased via Craig's list for \$4,000.

- A landscape and exterior painting seminar for residents is planned for late spring.

-The insurance package of policies was renewed and remained flat, but costs will most likely increase to adhere to the CC&Rs requirement of carrying additional theft/fidelity coverage.

-New team values were developed by the three corporations collectively. They are:

- Teamwork: Connect, collaborate and create
- Professionalism: Act with integrity and strive for excellence
- Innovation: Blaze new trails while honoring our legacy
- Passion: Put our hearts into all we do
- Fun: Seek moments of joy

-Development of the 2019 street maintenance and renovation work-plan is underway and estimated to start in late spring with a budget of \$344,000.

-November financials show a consolidated Profit and Loss statement of \$137,000 favorable to a \$7,069,000 budget.

-The Board of Directors election kicks off February 1. The timeline was discussed.

2.4 Special Presentation:

Ranch Association Communications Manager Terri Raimondi presented on her various duties and responsibilities.

3. Unfinished Business

Policy 106 which defines the Neighborhood Voting Member program was discussed and incorporated revisions, resulting from comments solicited from NVMs, were presented. Mr. Green inquired about the redistricting for equalization and whether a NVM can serve or vote if their spouse serves on the Board of Directors. Ms. Grace also brought up NVM candidates that run for the board being allowed to vote for themselves. Various comments and suggestions were taken from the audience. It was also suggested that the Candidate application be reviewed to adhere to the language in the proposed new policy. Mr. Henrickson's comments had not been included in the most recent Policy Committee review, so the committee will again meet to finalize its recommendations on Friday, Jan. 18 at 7:30 a.m. The policy will then be brought before the Board for conditional approval followed by the 30-day member comment period.

4. New Business

Allocation of neighborhood legal fees. In the past, the Ranch Master has absorbed most legal fees and costs for the neighborhoods. Ms. Kepuraitis made a motion to allocate neighborhood legal expenses to the neighborhoods versus the Ranch Master. Mr. Green seconded.

Residents weighed in with comments. Concern was brought up about the neighborhood having to bear significant legal fees due to the actions of one or two neighbors. There was also concern among a few attendees as to who has the authority to make legal cost decisions for neighborhoods.

Mr. Durocher suggested tabling the proposed policy for further discussions and clarification. Ms. Kepuraitis and Mr. Green both withdrew their motion and second.

A proposed revision to the Standards for Conduct DCR 24 was presented that would also define excessive speeding as 11 mph or more over the posted limit on streets adjacent to park areas. A violation of the proposed rule would be subject to a \$300 fine on the first offense. Data collected

around two DC Ranch parks showed 865 speeders over a 60-day period. Mr. Durocher made a motion to approve the proposed rule; Ms. Kepuraitis seconded. The proposed rule will be posted for the required 30-day member comment period. Mr. Henrickson suggested signage at the gates should read speed limit is 15 mph unless otherwise posted. Mr. Weis asked how the fines are collected. The board voted to conditionally approve the proposed rule. The motion passed unanimously and will be brought back to the March 4, 2019 meeting for formal consideration.

5. Committee Reports:

None.

5.1 Adjournment: The meeting adjourned at 8:03 p.m.

DRAFT