



**DC Ranch**  
**Community Council**

Board of Directors Meeting Minutes  
REGULAR MEETING  
Desert Camp Community Center  
September 26, 2019, 5:30 p.m.

**Attending:**

Ron Belmont, President  
Bud Kern, Vice President  
Natalie Ingram, Treasurer/Secretary  
Jill Hegardt  
Sheryl Lowenhar  
Alex Townsend

**Staff Attending:**

Jenna Kohl, Executive Director  
Dee Nortman, Financial Operations Director  
Beth Overton, Facilities and Recreation Director  
Jona Davis, Community Engagement Director  
Devin Haggerty, Community Engagement Coord.  
Erin May Valdez, Exec. Assistant/HR Administrator

**I. Call to order**

Ron Belmont called the meeting to order at 5:35 p.m. and a quorum was established.

**II. Approval of July Minutes**

***Motion: To approve the minutes from the July 25 meeting***

***Motioned by Sheryl Lowenhar; Seconded by Bud Kern; Motion passed unanimously***

**III. Consent Agenda**

The Consent Agenda included approval of DCR-23 Community Standards for Conduct re: Real Estate Signs, which brings the policy consistent in practice with real estate programs and is working well.

***Motion: To approve the items in the Consent Agenda as presented***

***Motioned by Natalie Ingram; Seconded by Alex Townsend; Motion passed unanimously***

**IV. President's Report**

Ron gave an update on the Governance Committee, which met on September 10. Topics discussed included the joint effort between Council and Ranch Association to develop a DC Ranch Leadership Development Program, the joint board holiday mixer which will be held in January, ebikes, and the Ranch Office move. The Ranch Association discussed sub-associations, revisions to their board ethics policy, the Sissoo trees in Arcadia, and paving in Country Club.

**IV. Staff Reports**

Jenna reviewed the staff report. The Master Plan committee had its first meeting; Sheryl is the Council's board representative on the committee and she commended staff for a well-planned meeting. The DC Ranch Leadership Development Program will start in January and be held for 8 sessions. The office move is tentatively targeted for the end of October. The remaining path and trail emergency markers are being installed in Silverleaf. Staff has sent an RFQ out to attorneys for legal services regarding collections; this will be finalized soon.

Dee reviewed the monthly financial reports through August. Year to date, Council \$323,400 to the positive. Variance is due benefit fee surplus, cost savings due to open positions, and timing of expenses. The cash balance sits at 5.33 months;

Beth provided updates on the scheduled Capital and Reserve projects. Projects at The Homestead included carpet replacement, sound improvements, installation of a hearing loop for hearing aids, and new veranda furniture. Desert Camp projects include a new concrete path by the playground, new concrete bridge and truss, north patio lights. We are strongly funded at 90% as of September.

## **V. Program Spotlight: New Resident Welcome**

Community Engagement Coordinator Devin Haggerty reviewed the New Resident Welcome program. Program goals include giving a warm and personal welcome to DC Ranch and building a sense of community. The program was rated #3 in importance to residents in the most recent resident survey. The program includes several touchpoints, spaced out throughout a resident's first year living in DC Ranch: new resident email series, welcome packet and welcome meeting, an NVM house visit, invitation to the sunset tour and personalized invitations to 4<sup>th</sup> Fridays and DC Ranch Day. Staff regularly reviews the program and makes improvements where needed.

## **VI. Old Business**

None reported

## **VII. New Business**

Dee reviewed the proposed update to the collection and foreclosure policy; these are necessary to be in compliance with new legislation. The policy encompasses both Council and Ranch Association; a summarized version will be posted online for residents. We are now legally required to send statements by mail, and will do a push to opt in to electronic statements.

***Motion: To approve the proposed updates to the Collection and Foreclosure Policy  
Motioned by Sheryl Lowenhar; Seconded by Jill Hegardt; Motion passed unanimously***

Natalie discussed the proposal regarding creation of a Community Council finance committee. This group would meet quarterly. Such a committee is not required by the board's bylaws, but staff recommends it as a best practice. Staff will develop a formal charter for board consideration at a future meeting.

***Motion: To approve the creation of a Community Council finance committee  
Motioned by Natalie Ingram; Seconded by Jill Hegardt; Motion passed unanimously***

## **X. Adjourn Meeting**

***Motion: To adjourn the meeting at 6:30 p.m.  
Motioned by Ron Belmont; Seconded by Natalie Ingram; Motion passed unanimously***