

DC Ranch Association – Board of Directors

Meeting Minutes: August 3, 2020



Date/Time: Monday, August 3, 2020 Started: 6:00 PM / Ended: 7:10 PM

Location: Via Zoom due to COVID-19

Purpose: Regular Open Meeting

Chaired By: Elizabeth Kepuraitis

Recording Gen Beulac

Secretary:

Status: Approved

Attendance:

Directors: Elizabeth Kepuraitis, President; Geoff Wilner, Vice President; Sam Hawkins, Treasurer; Elaine Cottey, Secretary; Stephen Koven, Director; Dr. Philip Geiger, Director

Absent: Don Matheson, Director

Management: Darren Shaw, Executive Director
Gen Beulac, Executive Assistant
Mike Wells, Community Standards Manager & Security Liaison
Dee Nortman, Director of Financial Operations

Guests: Stephen Enteman, Security Services Manager, Anderson Security

1. Call to Order / Establishment of Quorum /Roll Call

Ms. Kepuraitis called the meeting to order at 6:00 p.m. A quorum was established with six of the seven board members present.

2. Introduction of New Security Manager Stephen Enteman

Mr. Shaw introduced Stephen Enteman as the new Security Manager for Anderson Security Agency assigned to DC Ranch.

3. Member Comment Period

- Two homeowners expressed concerns in opposition to the Association applying for and receiving Payment Protection Program (PPP) funds.

4. Approval of Prior Meeting Minutes

Motion: Mr. Wilner motioned to approve the June 1, 2020 Regular Minutes with the following revision: appointed committee members names to be listed and that going forward all requested revisions to prior minutes be listed in the current minutes. Mr. Hawkins seconded the motion, with no further discussion the motion passed unanimously.

Motion: Mr. Koven motioned to approve the June 1, 2020, June 5, 2020 and June 29, 2020 Executive Minutes as written. Mr. Wilner seconded the motion, with no further discussion the motion passed unanimously.

Motion: Mr. Koven motioned to approve the July 14, 2020 minutes revising item #3 to include mention that Mr. Wilner requested that an effort be made to reach out the community when committee and board positions become available. Mr. Wilner seconded the motion, with no further discussion the motion passed unanimously.

5. President's Comments

Ms. Kepuraitis provided a recap from the executive session that preceded the regular meeting. The Board discussed the status of the Arcadia Sissoo Trees, the updated Employee Handbook, COVID operations for Ranch staff, the Paycheck Protection Program, a homeowner appeal, and the recent resignation of Mr. Durocher from the Board; and, the appointment of Ms. Cottey to fulfill the Durocher's term through the April 2021 election and to serve as Board Secretary

Ms. Kepuraitis also provided a recap of the most recent Governance Committee meeting, which included the approval of committee charter, , the status of the Covenant Commission, ICON's status (still in foreclosure) and the recent employee survey.

6. Executive Director's Report

- Covid-19 / operations update
- Address numbers for Sterling Villas installed
- July 14 neighborhood ZOOM meeting held for Arcadia re: sissoo trees
- Status of ICON at Silverleaf
- Annual employee survey completed
- Received three new defibrillators for security patrol operations
- Association management of Villas at Desert Park Village began July 1, 2020
- Roadway patching complete in Country Club and Horseshoe Canyon Drive
- Market Street Villas Phase III termite treatment complete
- Aerated turf in six park areas (\$4,300/operating)
- Wash and scour wall repair project in parcel 2.13 complete (\$30,000/reserves)
- Budget development is underway
- 134 exterior modification requests and 41 paint modification requests have been processed from Jan. 1 through July 17
- 32 and 35 transfer and disclosures processes conducted in June and July respectfully
- All wood on Horseshoe entry bridge painted
- 17 signs on Thompson Peak and Legacy being replaced (\$6,400/operating)
- All-Team meeting August 13 (Association and Council)
- Golf cart purchased for security operations (\$12,000/reserves)
- Half of 101st Street being repaved, correcting prior work (no cost)

7. Ms. Nortman provided the 2nd quarter financial report. The consolidated operating statement through June 2020 shows a \$61,000 operating surplus.

8. Community Standards Report

Mike Wells, Community Standards Manager provided an update and overview of the Community Standards department has been working on in 2020.

9. Security Survey Results

Mr. Shaw provided the results of the 2020 Security Survey. There were 651 responses this year compared to 602 in 2018. Survey data will be loaded onto the DC Ranch website and be presented in the October DC Ranch News.

10. Announcements

- A board planning session is scheduled Monday, August 21, 2020 at 9 a.m. (location/format to be determined)
- The next regularly scheduled board meeting is scheduled for Monday, September 14, 2020 at 6 p.m. (location/format to be determined)

6. Adjournment: There being no further business to conduct Ms. Kepuraitis adjourned the meeting at 7:10 PM.