

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

April 27, 2022

Call to Order: Meeting was called to order at 6:09 PM by Veris Simms, DRPOA President

Location: Virtual via Zoom

Attendance

Board Members Present:

Veris Simms	President	720-220-5631	drpoa.president21@gmail.com
Andréa Swenson	Secretary	612-201-0289	drpoa.secretary2020@gmail.com
Todd William	Treasurer	303-838-5117	drpoa.treasurer2020@gmail.com
Tom Washburn	VP Firewise	720-403-3939	drpoa.vp.firewise@gmail.com
Randy Jensen	VP Roads & Grounds	303-681-5745	drpoa.randg@gmail.com

Board Members Absent: None.

Others Present:

Members at Large:

Tricia Jensen	Mike & Cathy Rheinberger
Cairon Moore-Simms	Ching-Shyan Chen

I. Approval of the Agenda

- **Additions to the Agenda** – None
- **Motion I:** Mr. Simms moved to approve the agenda for April 27, 2022
- **Motion I Seconded:** Randy Jensen
- **Motion I Passed:** Unanimously.

II. Approval of Minutes – January 16, 2022.

- **Motion II:** Randy Jensen moves to approve the minutes from January 16, 2022.
- **Motion II:** Mr. Williams
- **Motion II Passed:** Unanimously.

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III. Vice President of Roads & Grounds/Storm Water-Pond Report | Randy Jensen

- **Roads and Grounds Updates:** Based on our 5-year road plan to do preventative maintenance on one road every year, Drake Court is due this summer for the crack sealing and seal coating. Maintenance cost comes to ~\$10,000.00, based on our last estimate. Formal bids for this job are pending from Love's Enterprise, Holland, and ESS Schneider, Inc.
- **Storm Water-Pond Project** – Due a schedule conflict, our contractor is schedule to begin work around the second week of June instead of May. Estimated construction time is 2-3 week.
 - **Storm Water Pond Project Committee** – Committee Members recently cut trees and a portion of the fence was removed to give access to Plote Construction. In addition, all boardwalk planks were removed as discussed per the Value engineering. The planks are in good shape and will not require replacing as originally thought. This gives DRPOA a savings of ~ \$1,500.00 to \$2,000.00. Storm Water Pond Project Committee will get the final Ok from the lot owners on the looks and aesthetics.
 - **Value Engineering Progress: Rip-Rap Delivery.** The committee included a fuel cost escalation, due to anticipated high increase of fuel cost. (Used in certain instances when the contract price is affected upward or downward by certain pre-established percentage. The price adjustment on fuel is aimed to minimize cost fluctuation and useful to protect both parties on price adjustment that are outside of the normal day-to-day basis.) The construction contract was limited to a budget of \$135,000.00. The result of the fuel cost escalation reduces expenditures to-date at \$131,200.00. This total may go up, depending on fluctuations in future fuel prices.
 - **Construction Inspection Barr Engineering.** Budget limit has been approved at \$8,000.00. The committee will coordinate with Barr on the date change for the construction engineering phase with Plote.
- **CC&Rs | Randy Jensen, CC&Rs Committee Chair** – Town Hall meeting is scheduled for May 01, 2022. It's planned that all three governing documents will be reviewed: the Articles of Incorporation, Bylaws, and finally the Declaration of Protective Covenants, Conditions and Restriction for Douglass Ranch Property Owners Association (CC&Rs). Reminders will be sent to community members to review the documents beforehand and to write in questions/concerns.

IV. Firewise Committee Chair Report | Tricia Jensen:

- **Egress Route** - Committee meeting is planned for next week to commence discussion on a second emergency egress route.
- **Firewise Handbook** - Information has been updated with a 5-year fire mitigation plan and the committee is hoping to publish a member directory which will include the new emergency alert system, LookOut Alert®.

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V. Elk Creek Fire Department Ambassadors Presentation | Mike & Cathy Rheinberger.

- **Elk Creek Fire Proposal for Phase 3 - Extended Shaded Fuel Brake for Douglass Ranch and Grant Award from Elk Creek Fire Department**¹ - reported a full grant has been awarded to Douglass Ranch to construct a 200 foot-wide, shaded fuel break on the Douglas Ranch open space ridgeline. This is a part of fire mitigation project which began in 2017 and we are now at Phase 3. The fuel break will be in conjunction with the Glen Elk community. The project scope will run under the Elk Creek fuels module. Ben Moses, head of the Shaded Fuel Break project, will lead.
- **Approval of the Contract – Board Action without a Meeting**²-
- **Motion III:** Todd Williams move to approve the contract to implement Phase 3 the extended shaded fuel break along the Douglass Ranch open space ridgeline with Elk Creek Fire Protection District (“ECFPD”), a fire protection district located in Jefferson County, Colorado.
 - **Motion III Seconded:** Randy Jensen. was approved on April 28, 2022.
 - **Motion III Passed:** Unanimously.

VI. Treasurer's Report | Todd Williams

- **P.O.A. Dues** - 12 Lots reported to paid dues or partial installments for the special assessment.
 - 7- Lots are still outstanding.
 - 2 - Lots will be paid soon at closing date.
- **Special Assessments–**
 - **Motion IV:** Todd Williams moves to deposit special assessment received into checking.
 - **Motion IV Seconded:** Randy Jensen
 - **Motion IV Passed:** Unanimously.
- **Outstanding Bills:** The check to Barr Engineer for \$1,547.00 is in process. Annual dues report will be forthcoming by next regular meeting.

VII. Secretary's Report | Andréa Swenson

- **Community Engagement – Mrs. Swenson** encourages any community member who would like to promote an event, should take advantage of the DR Blog. This keeps the information fresh and prevents announcements from getting buried in an email chain.
- **Firewise News & Information Page – Mrs. Swenson** looks forward to refreshing the contents of the Firewise News & Information page.
- **Additional Photos for the Website** - Community response to send in photos for the website has been low. Only one photo has been submitted. Mrs. Swenson will send email reminders to the community, and approach, photo hobbyist, and professionals who would like to volunteer creating and authorizing content.

¹ Visit the DRPOA Website Firewise USA <https://www.douglassranch.org/firewise> to view the complete presentation.

² See Email date April 28, 2022, Elk Creek Fire Dept. Vote to Approve SFB Contract.

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- VIII. Review and Vote to adopt the "Authorization to Publish Mailing Address, Telephone Number, and Email."** – The board reviewed the language drafted in the authorization form to be sent to community members.
- **Motion V:** Todd Williams moves to adopt the language of the authorization form.
 - **Motion V Seconded:** Veris Simms
 - **Motion V Passed:** Unanimously.
- IX. Adjournment** – Veris Simms moved to adjourn. Motion seconded by Randy Jensen. Motion to adjourn approved unanimously.
- Meeting adjourned 7:25 PM
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- **Board Action without a Meeting – Approval of the Minutes for April 27, 2022:** The minutes were originally submitted via electronic mail to the Board of Directors on June 22, 2022. No corrections were offered to the minutes and was subsequently re-submitted on August 21, 2022.
 - **Motion Set August 23:** Randy Jensen moves to approve the minutes as corrected.
 - **Motion Seconded:** Veris Simms
 - **Motion Passed:** Unanimously

Submitted by, Andr ea Swenson, DRPOA Secretary