

DOUGLASS RANCH PROPERTY OWNERS ASSOCIATION

Minutes from the Regular Meeting of the Board of Directors

December 03, 2024

Call to Order: Meeting was called to order at 6:07 p.m. by Wade Hiers, DRPOA President

Location: Hybrid

Attendance

Board Members Present:

Wade Hiers	President	(512) 986-8351	drpoa.president21@gmail.com
Paul Swenson	Vice President	(612) 247-5646	drpoa.vicepresident@gmail.com
Dan McAtee	Treasurer	(504) 417-2984	drpoa.treasurer2020@gmail.com
Jane Spooner	Secretary	(720) 933-6541	drpoa.secretary2020@gmail.com

Board Members Absent:

Matt Adrian	Member at Large	(302) 419-2924	matt.adrian@me.com
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Others Present:

Association Members Presents:

Mike and Cathy Rheinberger	Rosemarie and Ronnie DeManna
Barb Pleva	Tricia and Randy Jensen
Tom Washburn	Richard Merrick
Pam Senjem	

I. Approval of the Agenda

- **Additions to the Agenda**

II. Approval of Minutes –

- Wade initiated the meeting by approving the minutes from the November 1st annual meeting, noting the attendance of board members and community members. Jane made a motion to skip reading the minutes, motion seconded. The minutes will be posted on the website for review.

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III. Report of Officers

▪ Treasurer's Report I Dan McAtee

- i. **Financial Statements and Budget:** Dan provided a financial update, mentioning an incorrect statement about ratifying the budget. He explained the process of preparing a preliminary budget for 2025 after the fiscal year ends and reviewing expenditures against the 2024 budget. The community will ultimately approve the 2025 budget.
 - ii. **Financial Update:** Dan provided a financial update, stating that the community currently has roughly \$113,000 in accounts and has spent approximately \$1,600 since the new board took over. Expenditures included \$900 for snow removal and \$600 for a computer for the Secretary, among other minimal fees.
 - iii. **Budget Preparation:** Dan explained the process of preparing a preliminary budget for 2025. This involves completing the fiscal year, reviewing all expenditures for 2024, comparing them against the 2024 budget, and then putting together a 2025 budget for preliminary review by the board and presentation to the community for approval.
 - iv. **Budget Ratification:** Dan clarified that the budget would be ratified by the board in early January and then sent to the community for review. The community will have at least two weeks to review the budget before discussing and approving it at the January 30th meeting.
- **Roads and Grounds –**
- i. **Snow Plowing Contract:** Wade discussed the new snow plowing contract with Burbach's Rocky Mountain Excavating (Burbach)¹, which charges 50% more than the previous contractor, Wyatt. The community decided not to ask Burbach to plow Douglass Ranch to avoid additional costs. They are open to finding other plowing options.
 1. **Contract Details:** Wade explained that the new snow plowing contract with Burbach Rocky Mountain Excavating charges \$450 per pass, which is 50% more than the previous contractor, Wyatt, who charged \$300 per pass. Due to the increased cost, the community decided not to ask Burbach to plow Douglass Ranch to avoid additional expenses.
 2. **Service Agreement:** Wade mentioned that Burbach 's agreement includes plowing when snowfall reaches six inches, whereas Wyatt would plow at two inches. The community discussed the possibility of negotiating with Burbach to plow at a lower snowfall depth or finding alternative contractors who might offer better terms.

¹ <https://brme.net/>

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3. **Community Input:** Community members suggested asking around for other plowing options, including contacting people who plow during the winter and excavate during the summer. Wade welcomed these suggestions and encouraged members to provide names of potential contractors.

IV. New Business –

- **Laptop for Secretary:** Wade announced the arrival of a new laptop for the Secretary, Jane, purchased at a “Black Friday” price. They considered getting another laptop for the Treasurer but decided to wait until next year to spread the cost.
- **Hospitality:** Wade thanked Barb Pleva for welcoming new community members.
- **Meeting Notifications:** Wade addressed concerns about meeting notifications, taking full responsibility for delays. He assured the community that they will provide at least two weeks' notice for future meetings, including the January 30th budget ratification meeting. He explained that Paul, the communications director, was ready to send out notifications but was waiting on Wade's approval.
- **Policy 9 Revisions:** Wade mentioned the need to revise Policy 9² to protect the community from potential misuse of reserve funds by the board. They plan to incorporate key concerns from the original policy into the current one and will involve the documents committee in the process.
- **Short-Term Rentals:** Wade discussed the community's opposition to short-term rentals and the need to amend the bylaws to explicitly prohibit them. The community agreed that short-term rentals would negatively impact the neighborhood.
- **Legal Representation:** Wade acknowledged the need to find a new attorney to represent the community, as the current law firm was put on hold due to concerns about billing practices. They are researching options and have some names to consider.
- **Reserve Fund and Nonprofit Status:** Dan and Wade discussed the importance of maintaining an adequate reserve fund without jeopardizing the community's nonprofit status. They plan to analyze the situation further and ensure that dues are appropriately adjusted.
- **Reserve Fund:** Dan emphasized the importance of maintaining an adequate reserve fund to cover annual expenditures and potential catastrophic events. He mentioned that the reserve should be between 70% to 150% of annual expenditures.

² <https://www.douglassranch.org/policiesandprocedures>

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- **Nonprofit Status:** Dan and Wade discussed the need to ensure that the reserve fund does not grow too large, as this could jeopardize the community's nonprofit status. They plan to consult with their accountant to determine the appropriate reserve levels. Our accounting firm is McNurlin, Hitchcock and Associates.
- **Dues Adjustment:** Wade mentioned that once the reserve fund reaches the necessary level, they would consider reducing annual assessments.

V. Future Action Steps –

- **Follow-up tasks:**
 - i. **Updated Financial Statements:** Retrieve and review the financial statements for the fiscal year 2024 to prepare a preliminary budget for 2025. (Dan)
 - ii. **Snow Plowing Contract:** Provide names of potential snow plowing contractors who can offer services at a lower cost and with a lower snowfall trigger. (Community Members)
 - iii. **Laptop Purchase Discount:** Provide details of the employee discount program for future computer purchases.
 - iv. **Snow Plowing Contractor Details:** Share the details of a potential snow plowing contractor after they have assessed the area.
 - v. **Meeting Notifications:** Send out notifications for board meetings at least two weeks in advance to allow community members to plan accordingly. (Paul)
 - vi. **Budget Ratification Process:** Ensure the board ratifies the budget in early January and mails it to the community for review before the January 30th meeting. (Board Members)
 - vii. **Legal Representation:** Research and select a new attorney to represent the community. (Board Members)

VI. Open Forum to the Members at Large – None.

Adjournment – Jane made a motion to adjourn the meeting at 7:04 pm. Paul seconded the motion.

Submitted by,

Jane Spooner,
DRPOA Secretary