

# DC Ranch Association Board of Directors Meeting

November 7, 2022



# Mission Statements

- **Ranch Association:** Emphasizing customer care and sustained property values. Protects fiscal and environmental assets. Provides professional financial, landscape, and maintenance staff. Manages security services.
- **Community Council:** Visioning and facilitating initiatives that enhance residents' quality of life and serve collective interests. Provides recreational, educational, cultural, and volunteer opportunities. Promotes the DC Ranch brand and manages communication programs.
- **Covenant Commission:** Establishes and maintains standards for architectural and landscape design while working with property owners, builders, and architects to preserve harmony with our desert environment.

# Principles of Civil Dialogue

Respect and diversity of thought are valued at DC Ranch. Civil dialogue should be used when addressing the Board, another resident, or a DC Ranch staff member.



# Meeting Agenda

- Call to order
- Roll Call / Establish Quorum
- President's Comments
  - Public Comment
- Consent Agenda
- Executive Director's Report
- Director of Financial Operations 3<sup>rd</sup> Quarter Financial Report
- Unfinished Business
  - QR code for Gate Access
  - Signed Conflict of Interest Forms
  - Modification Committee Policy Resolution
  - Approval of the 2023 Operating Budget, Reserve Plan and Assessment Schedule
  - Recording of Committee Meetings
- New Business
  - Standards of Conduct, Home and Landscaping
  - Sustainability Committee Charter
  - 2023 Board Calendar
- Committee Reports
  - Firewise Committee
  - Budget and Finance
  - Modification Committee
  - Policy Committee
  - Community Patrol and Access Committee
- Member Open Forum
- Announcements
- Adjournment

# Roll Call

- Phil Geiger– President
- Greg Kiraly– Vice President
- Elaine Cottey – Secretary
- John Shaw– Treasurer
- Marla Walberg– Director
- Geoff Wilner– Director
- Don Matheson - Director



# President's Comments

- Public Comment Statement

# Consent Agenda

- a. October 3, 2022-Board Meeting
- b. October 3, 2022-Executive Session
- c. October 18, 2022-Action without a Meeting

# Executive Director's Report

- Kathren Coleman has started with Ranch Association as the full-time Communications Coordinator.
- Painting of Stucco walls and view fencing to began the week of October 31. Horseshoe Canyon \$28,922, Sierra Pinta wall \$22,176, Terrace Homes East \$32,207, Terrace Homes West \$30,555, Park and Manor \$38,375, Arcadia wash walls \$31,002. MSV is currently on hold as bids are \$10,000 over budget.
- Asphalt patch and repair will occur this fall in Park and Manor, bids are extremely high.
- The contractor for Firewise clearing in Camelot 2.13/2.14.
- Modifications has processed 15 new artificial turf applications.
- Seasonal flowers have been planted, and wildflower beds should be seeded by end of this week.
- Stream cleaning in T1 will be started the week of November 14.
- All of the park furniture ordered for 2022 has been delivered.
- Updated street signs have been ordered and/or installed in many neighborhoods to include: Arcadia, Windgate, Camelot, Country Club, Pioneer, Haciendas, Desert Springs Park and Rosewood.
- New Windgate exit signs have been ordered to clarify the left turn, lane to drive straight, and right turn lane only.



# Executive Director's Report

- Resident Leadership Academy Class 7 continues, November 15<sup>th</sup>, is Engaged Community and Community Patrol/Gate Access with Jona Davis, Devin Haggerty, and Mike Wells.
- Staff has started work on the DC Ranch insurance renewal effective January 1, 2023. We are estimating a 15% increase in premiums to industry market, property coverage, and cyber coverage.
- Replacement of cameras at the Eastgate, Westgate, Horseshoe and Windgate are in process, and expect them to be completely installed before Thanksgiving. Arcadia and unmanned gates will be Q1 2023.
- Tree and plant replacement has begun in areas that lost trees during the storm, or that died in the summer.
- Tree trimming has begun in areas the Association is responsible for maintenance.
- Slide replacement for Terrace Homes West has been ordered. 12-16 week delay.
- Reserve Studies are being conducted for each neighborhood with completion by Q1 2023 by a third-party vendor Facilities Advisors Arizona.
- Conversations in the Park scheduled for Sterling Estates on November 16, 4 pm.
- Neighborhood park meeting on November 15 at 5:30 pm at Terrace Homes West.

# Executive Director's Report

- NVM application deadline was November 4. After years of vacancies in several neighborhoods, I have recruited volunteers for all NVM areas, with alternates in many neighborhoods. Ballots are mailed the week of November 22 and must be returned by December 9.
- We selected a new broker for benefits. We hired Trek Insurance, which is a smaller company, and have been able to add voluntary benefit options, as well as improve the dental and vision plan for under \$1 cost per employee. Benefit costs have increased 7% from last year. Open enrollment began October 28-November 14.
- All Team value awards to be awarded in February based on five team values (fun, professionalism, innovation, passion and teamwork). These are peer-based nominations and applications for nominations have been available to staff.
- Maintenance and Landscape Employee of the Year 2022 will be awarded in December 2022.
- Year-end evaluation process has started with management evaluations of staff due November 14. Annual reviews will be conducted with each staff person by first week of December.
- 4<sup>th</sup> Quarter Team building event will be December 16 for all Ranch Association employees.

# Executive Director's Report

- Residents that live in Horseshoe Canyon off 101<sup>st</sup> and 101<sup>st</sup> Place, Terrace Homes East and West, Park and Manor and the wash side of Arcadia need to trim their landscaping off the view fence as the paint contractor is coming through and will be painting the view fencing in those areas.
- Association offices will close at 12 noon on Wednesday, November 23 for observance of the Thanksgiving holiday and will reopen on Monday, November 28 at 8:30 am.
- Staff is currently looking at extending our leases on the fleet trucks for 2023, or considering other options to reduce costs, smaller trucks, as well as potentially lease to buy alternatives.
- Maintenance and Landscaping is testing a work order tracking system called Trello and Hey Dude!
- Applications for the Sustainability Committee should be available on the website next week after the Board approves the Charter tonight. An email blast will be sent out with all the information.

# Director of Financial Operations

- 3<sup>rd</sup> Quarter Financial Report presented by Dee Nortman



# Statement of Revenue and Expense (Operating) For the Period Ending September 30, 2022



|                          | Month Ending<br>September 2022 |                    |                   | Year to Date<br>through September 2022 |                     |                     |
|--------------------------|--------------------------------|--------------------|-------------------|--|---------------------|---------------------|
|                          | Actual                         | Budget             | Variance          | Actual                                 | Budget              | Variance            |
| <b>Revenue</b>           |                                |                    |                   |  |                     |                     |
| Assessment               | \$ 706,966                     | \$ 706,486         | \$ 480            | \$ 6,360,945                           | \$ 6,358,374        | \$ 2,571            |
| Non-Assessment           | 43,041                         | 51,618             | (8,577)           | 451,428                                | 486,263             | (34,835)            |
| <b>Total Revenue</b>     | <b>750,007</b>                 | <b>758,104</b>     | <b>(8,097)</b>    | <b>6,812,373</b>                       | <b>6,844,637</b>    | <b>(32,264)</b>     |
| <b>Expenses</b>          |                                |                    |                   |  |                     |                     |
| Operating Expenses       | 620,412                        | 629,214            | (8,802)           | 5,488,333                              | 5,320,294           | 168,039             |
| Reserve Funding          | 155,750                        | 155,750            | -                 | 1,426,750                              | 1,426,750           | -                   |
| Non-Operating Costs      | -                              | -                  | -                 | -                                      | -                   | -                   |
| <b>Total Expense</b>     | <b>\$ 776,162</b>              | <b>\$ 784,964</b>  | <b>\$ (8,802)</b> | <b>\$ 6,915,083</b>                    | <b>\$ 6,747,044</b> | <b>\$ 168,039</b>   |
| <b>Net Income/(Loss)</b> | <b>\$ (26,155)</b>             | <b>\$ (26,860)</b> | <b>\$ 705</b>     | <b>\$ (102,710)</b>                    | <b>\$ 97,593</b>    | <b>\$ (200,303)</b> |

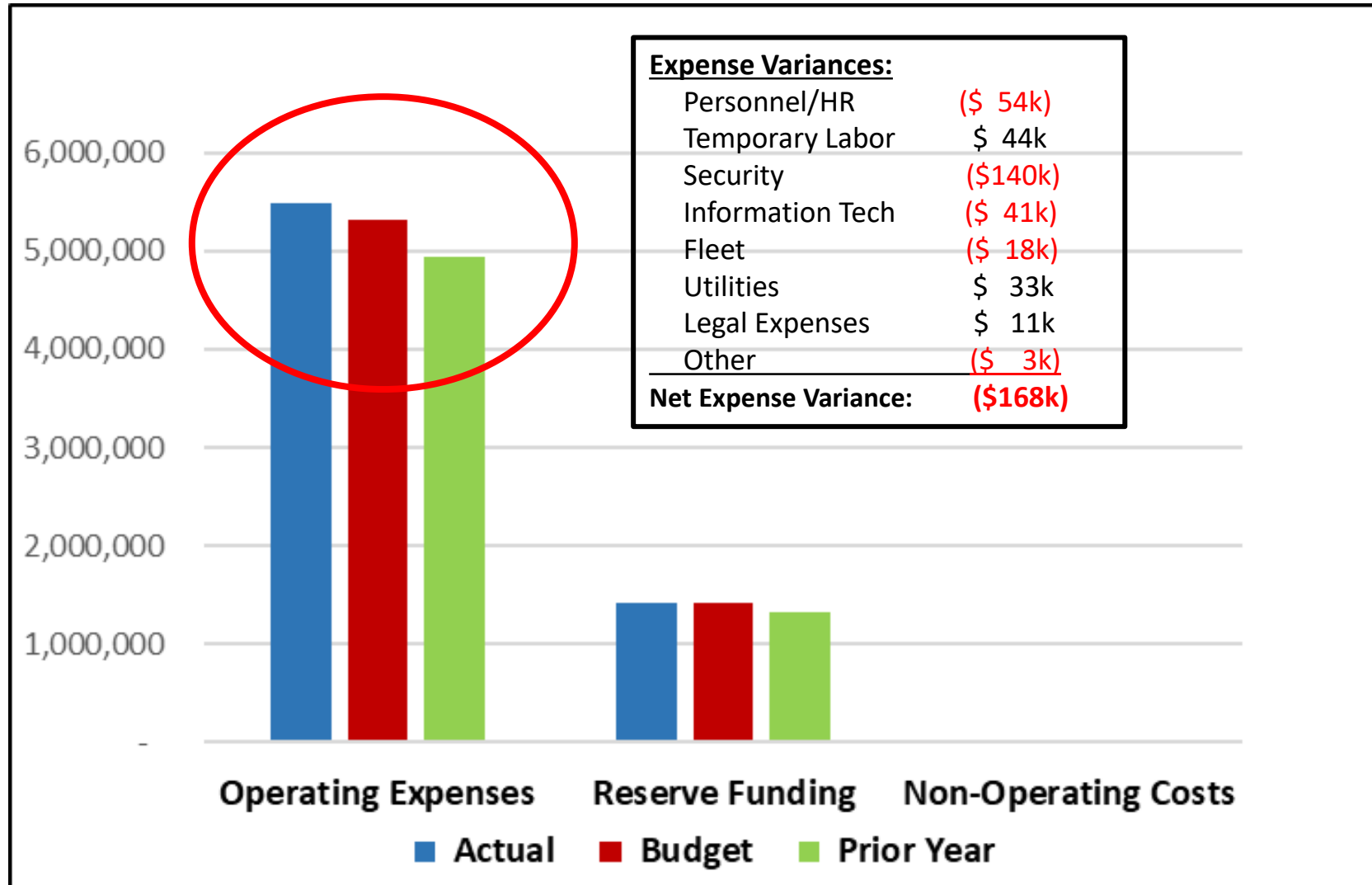
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| Non-Assessment           | 43,041                         | 51,618             | (8,577)           | 451,428                                | 486,263             | → (34,835)          |
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| <b>Expenses</b>          |                                |                    |                   |  |                     |                     |
| Operating Expenses       | 620,412                        | 629,214            | (8,802)           | 5,488,333                              | 5,320,294           | → 168,039           |
| Reserve Funding          | 155,750                        | 155,750            | -                 | 1,426,750                              | 1,426,750           | -                   |
| Non-Operating Costs      | -                              | -                  | -                 | -                                      | -                   | -                   |
| <b>Total Expense</b>     | <b>\$ 776,162</b>              | <b>\$ 784,964</b>  | <b>\$ (8,802)</b> | <b>\$ 6,915,083</b>                    | <b>\$ 6,747,044</b> | <b>\$ 168,039</b>   |
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# Expense Comparison

## For the Period Ending September 30, 2022



# Balance Sheet at 9/30/2022



| Assets                      |                             |                             |                          |
|-----------------------------|-----------------------------|-----------------------------|--------------------------|
|                             | <u>9/30/2022</u>            | <u>12/31/2021</u>           | <u>Y/Y Change</u>        |
| <b>Operating Cash</b>       | \$ 1,068,933                | \$ 1,321,423                | \$ (252,491)             |
| <b>Reserve Funds</b>        | 10,408,186                  | 9,685,520                   | 722,666                  |
| <b>Capital Funds</b>        | 69,492                      | 50,000                      | 19,492                   |
| Accounts Receivable, Net    | 38,634                      | 18,357                      | 20,277                   |
| Intercompany Receivables    | -                           | 18,420                      | (18,420)                 |
| Prepaid Expenses            | 98,446                      | 129,149                     | (30,703)                 |
| Other                       | 2,568                       | -                           | 2,568                    |
| <b>Total Current Assets</b> | <u>139,648</u>              | <u>165,926</u>              | <u>(26,279)</u>          |
| <b>Fixed Assets</b>         |                             |                             |                          |
| Property & Equipment        | 356,062                     | 356,062                     | -                        |
| Depreciation                | (243,280)                   | (195,058)                   | (48,222)                 |
|                             | <u>112,782</u>              | <u>161,004</u>              | <u>(48,222)</u>          |
| <b>Total Assets</b>         | <u><b>\$ 11,799,040</b></u> | <u><b>\$ 11,383,873</b></u> | <u><b>\$ 415,166</b></u> |

| Liabilities/Equity              |                             |                             |                          |
|---------------------------------|-----------------------------|-----------------------------|--------------------------|
|                                 | <u>9/30/2022</u>            | <u>12/31/2021</u>           | <u>Y/Y Change</u>        |
| <b>Liabilities</b>              |                             |                             |                          |
| <b>Current Liabilities</b>      |                             |                             |                          |
| Accounts Payable                | \$ 269,692                  | \$ 335,732                  | \$ (66,039)              |
| Intercompany Payable            | 74,084                      | 222,040                     | (147,956)                |
| Accrued Expenses                | 90,914                      | 106,125                     | (15,211)                 |
| Prepaid Assessments             | 296,631                     | 274,737                     | 21,893                   |
| Deferred Revenue                | -                           | -                           | -                        |
| Other Current Liabilities       | 3,666                       | -                           | 3,666                    |
|                                 | <u>734,988</u>              | <u>938,635</u>              | <u>(203,646)</u>         |
| <b>Long-Term Liabilities</b>    |                             |                             |                          |
| Note Payable - Equipment        | 5,035                       | 27,695                      | (22,659)                 |
| Other                           | -                           | -                           | -                        |
|                                 | <u>5,035</u>                | <u>27,695</u>               | <u>(22,659)</u>          |
| <b>Equity</b>                   |                             |                             |                          |
| Operating Equity                | 824,737                     | 824,737                     | -                        |
| Reserve Equity                  | 9,542,807                   | 9,542,807                   | -                        |
| Capital Equity                  | 50,000                      | 50,000                      | -                        |
| CY Net Income/(Loss)            | 641,472                     | -                           | 641,472                  |
|                                 | <u>11,059,016</u>           | <u>10,417,544</u>           | <u>641,472</u>           |
| <b>Total Liabilities/Equity</b> | <u><b>\$ 11,799,040</b></u> | <u><b>\$ 11,383,873</b></u> | <u><b>\$ 415,166</b></u> |



# Balance Sheet at 9/30/2022



| Assets                      |                      |                      |                   | Liabilities/Equity              |                      |                      |                   |
|-----------------------------|----------------------|----------------------|-------------------|---------------------------------|----------------------|----------------------|-------------------|
|                             | 9/30/2022            | 12/31/2021           | Y/Y Change        |                                 | 9/30/2022            | 12/31/2021           | Y/Y Change        |
| <b>Operating Cash</b>       | \$ 1,068,933         | \$ 1,321,423         | \$ (252,491)      | <b>Liabilities</b>              |                      |                      |                   |
| <b>Reserve Funds</b>        | 10,408,186           | 9,685,520            | 722,666           | <b>Current Liabilities</b>      |                      |                      |                   |
| <b>Capital Funds</b>        | 69,492               | 50,000               | 19,492            | Accounts Payable                | \$ 269,692           | \$ 335,732           | \$ (66,039)       |
| Accounts Receivable, Net    | 38,634               | 18,357               | 20,277            | Intercompany Payable            | 74,084               | 222,040              | (147,956)         |
| Intercompany Receivables    | -                    | 18,420               | (18,420)          | Accrued Expenses                | 90,914               | 106,125              | (15,211)          |
| Prepaid Expenses            | 98,446               | 129,149              | (30,703)          | Prepaid Assessments             | 296,631              | 274,737              | 21,893            |
| Other                       | 2,568                | -                    | 2,568             | Deferred Revenue                | -                    | -                    | -                 |
| <b>Total Current Assets</b> | 139,648              | 165,926              | (26,279)          | Other Current Liabilities       | 3,666                | -                    | 3,666             |
| <b>Fixed Assets</b>         |                      |                      |                   |                                 | 734,988              | 938,635              | (203,646)         |
| Property & Equipment        | 356,062              | 356,062              | -                 | <b>Long-Term Liabilities</b>    |                      |                      |                   |
| Depreciation                | (243,280)            | (195,058)            | (48,222)          | Note Payable - Equipment        | 5,035                | 27,695               | (22,659)          |
|                             | 112,782              | 161,004              | (48,222)          | Other                           | -                    | -                    | -                 |
| <b>Total Assets</b>         | <b>\$ 11,799,040</b> | <b>\$ 11,383,873</b> | <b>\$ 415,166</b> |                                 | 5,035                | 27,695               | (22,659)          |
|                             |                      |                      |                   | <b>Equity</b>                   |                      |                      |                   |
|                             |                      |                      |                   | Operating Equity                | 824,737              | 824,737              | -                 |
|                             |                      |                      |                   | Reserve Equity                  | 9,542,807            | 9,542,807            | -                 |
|                             |                      |                      |                   | Capital Equity                  | 50,000               | 50,000               | -                 |
|                             |                      |                      |                   | CY Net Income/(Loss)            | 641,472              | -                    | 641,472           |
|                             |                      |                      |                   |                                 | 11,059,016           | 10,417,544           | 641,472           |
|                             |                      |                      |                   | <b>Total Liabilities/Equity</b> | <b>\$ 11,799,040</b> | <b>\$ 11,383,873</b> | <b>\$ 415,166</b> |

\$490k

# Balance Sheet at 9/30/2022



| Assets                      |                             |                             |                          |
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| Liabilities/Equity              |                             |                             |                          |
|---------------------------------|-----------------------------|-----------------------------|--------------------------|
|                                 | <u>9/30/2022</u>            | <u>12/31/2021</u>           | <u>Y/Y Change</u>        |
| <b>Liabilities</b>              |                             |                             |                          |
| <b>Current Liabilities</b>      |                             |                             |                          |
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| Intercompany Payable            | 74,084                      | 222,040                     | (147,956)                |
| Accrued Expenses                | 90,914                      | 106,125                     | (15,211)                 |
| Prepaid Assessments             | 296,631                     | 274,737                     | 21,893                   |
| Deferred Revenue                | -                           | -                           | -                        |
| Other Current Liabilities       | 3,666                       | -                           | 3,666                    |
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| <b>Long-Term Liabilities</b>    |                             |                             |                          |
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| Other                           | -                           | -                           | -                        |
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# Statement of Cash Flows

## for period ending September 30, 2022



|   | <u>Current Month</u><br>Month Ended<br>September 2022 | <u>Year-to-Date</u><br>Year Ended<br>September 2022 |
|---|---|---|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |   |   |
| Net income (deficit) for period               | \$ 85,164   | \$ 641,472  |
| Adjustments to reconcile net income (deficit) |   |   |
| Depreciation                                  | 5,358   | 48,222  |
| <u>(Increase)/Decrease in:</u>                |   |   |
| Accounts receivable                           | (20,394)  | (24,145)  |
| Intercompany receivables                      | 1,600   | 18,420  |
| Prepaid expenses                              | 31,787  | 30,703  |
| <u>Increase/(Decrease) in:</u>                |   |   |
| Accounts payable                              | 2,151   | (56,730)  |
| Accrued payroll expenses                      | (29,662)  | (15,211)  |
| Deferred revenue                              | -   | -   |
| Prepaid assessments                           | (3,067)   | (37,433)  |
| Prepaid Council assessments                   | (617)   | 59,326  |
| Intercompany payables                         | (110,979)   | (147,956)   |
| Other liabilities                             | 15,229  | (4,342)   |
| NET CASH FROM OPERATING ACTIVITIES            | (23,430)  | 512,327   |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>   |   |   |
| Purchases of Property, Plant & Equipment      | -   | -   |
| NET CASH FROM INVESTING ACTIVITIES            | -   | -   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>   |   |   |
| Principal payments of long-term debt          | (2,518)   | (22,659)  |
| NET CASH FROM FINANCING ACTIVITIES            | (2,518)   | (22,659)  |
| <b>NET INCREASE (DECREASE) IN CASH</b>        | <b>(25,947)</b>                                       | <b>489,667</b>                                      |
| CASH, BEGINNING OF PERIOD                     | 11,572,558  | 11,056,943  |
| <b>CASH, END OF PERIOD</b>                    | <b>\$ 11,546,610</b>                                  | <b>\$ 11,546,610</b>                                |

# Statement of Cash Flows

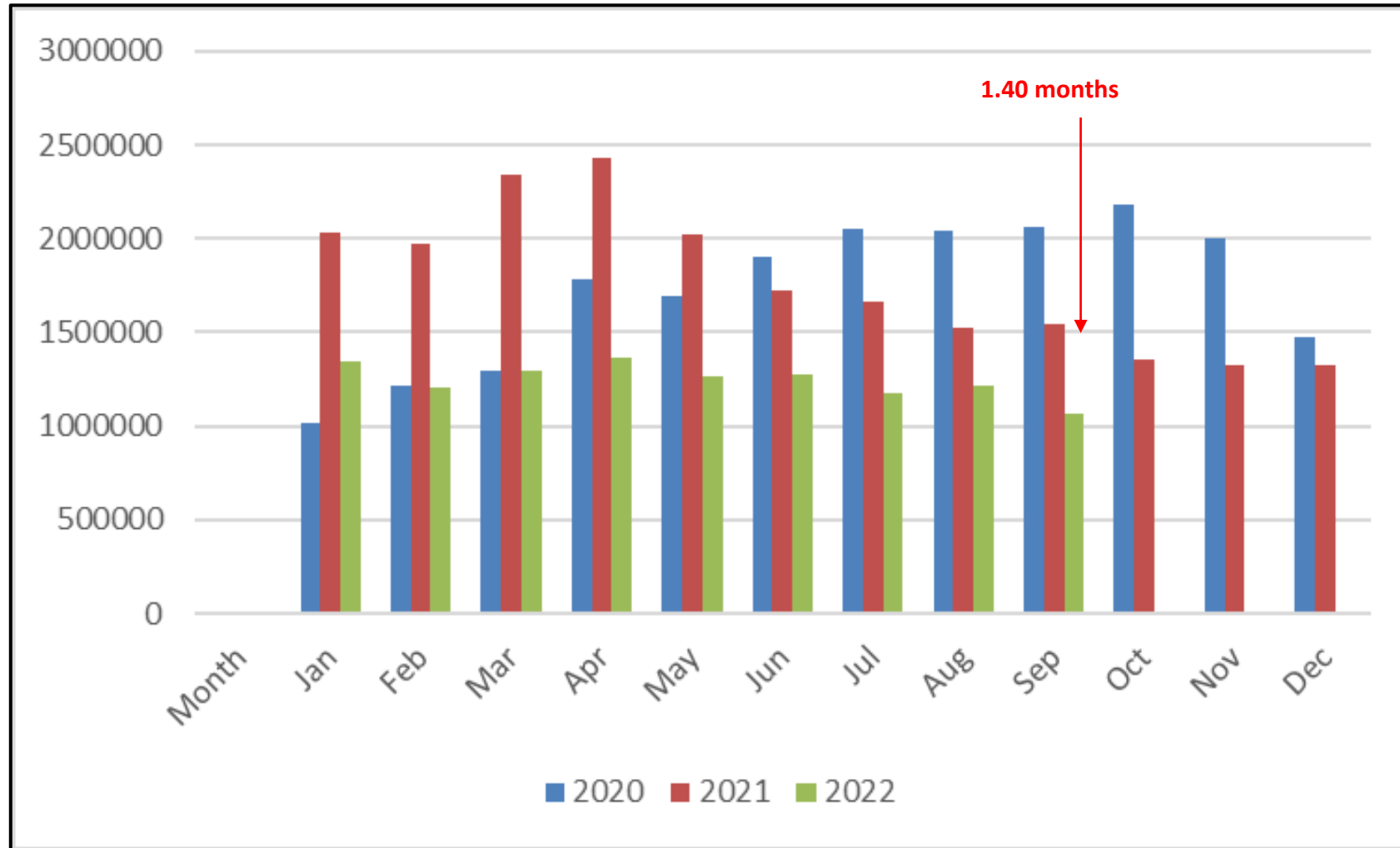
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# Operating Cash Balances by Month



# Questions?



# Unfinished Business

- QR Code for Gate Access by Mike Wells



DC Ranch Association

# Community Patrol and Access Services

November 7, 2022





# Gate Access Services

## GateAccess.Net

- Easy app to for Residents to manage guests and visitors
- Easy set up process
- Send QR Codes from Computer
- Send QR Codes from Smart Phone

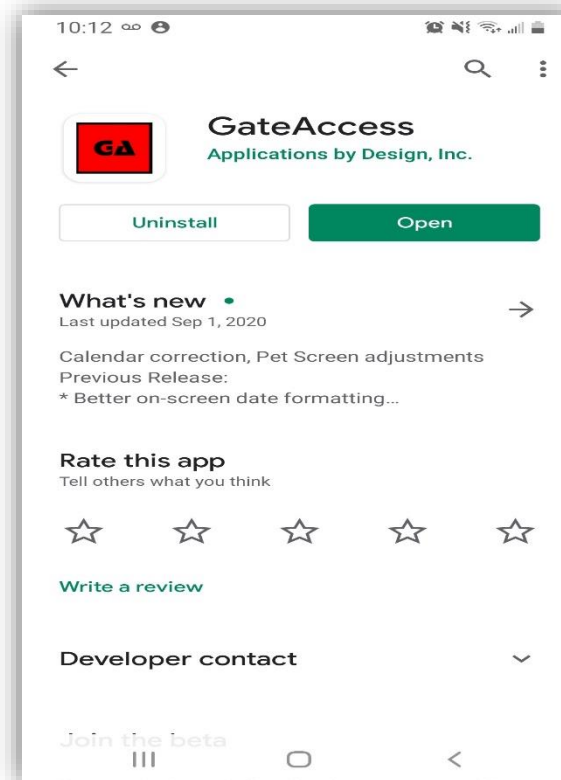
# GATEACCESS.NET

## To Set Up App

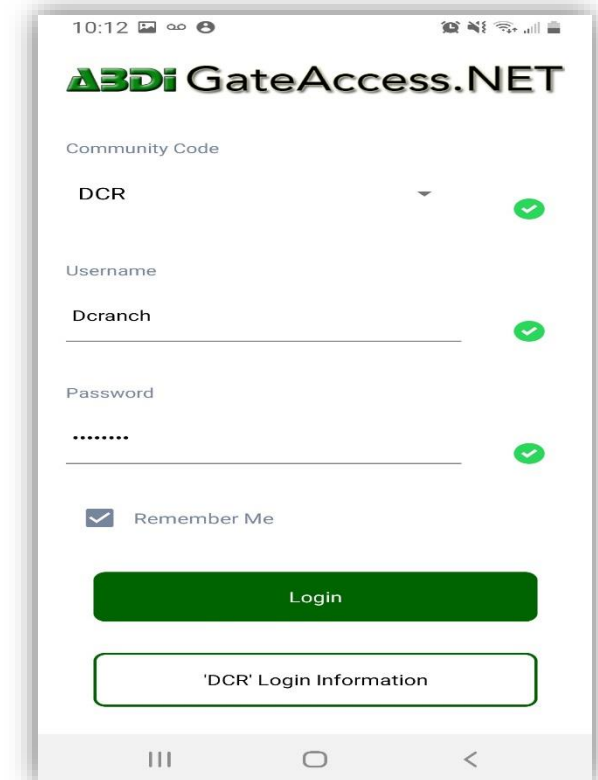
- Call Security Admin  
(480) 397-9659 to set up
- Download GateAccess.net  
app or log onto  
gateaccess.net
- Select “DCR” for Community  
Code
- Enter Username /Password



### Download app



### Open app



# GATEACCESS.NET

To send QR Codes to visitors and guests from your Computer

The screenshot shows the GATEACCESS.NET dashboard. The 'Guest List' tab is highlighted with an orange circle. Below the navigation bar, there are two buttons: 'Add a New Guest/FastAccess Pass' and 'Add an Event with Multiple Guests'. A search bar is present with the text 'Enter text to search...'. Below the search bar is a table with columns: '#', 'Last Name/Company', 'First Name', and 'Start Date'. The table contains several entries, including 'Black Adam', 'Package Released from Gate', 'Batboy', 'Boss man', 'Castle', 'Daugherty', 'Doe', and 'john'.

**Select Guest Tab**

The screenshot shows the GATEACCESS.NET dashboard with a list of guests. The 'View/Send Voucher' button is highlighted with an orange circle for the guest 'Wade Wilson'. A text box with the instruction 'Select View/Send Voucher next to guest' points to this button. The table has columns: '#', 'Last Name/Company', 'First Name', 'Start Date', 'End Date', 'Notes', 'Vendor?', 'Enable?', 'Sent', and 'View/Send Voucher'. The table contains several entries, including 'Washburne (Wash)', 'Wayne', 'Wells', 'Wills', 'Wilson', and 'Women'.

**Select View/Send Voucher next to guest**

# GATEACCESS.NET

## To send QR Codes to visitors and guests from your Computer

Visitor or Guest shows QR code to guard for quick access

Note: Speed Limit and Parking guidelines are clearly listed

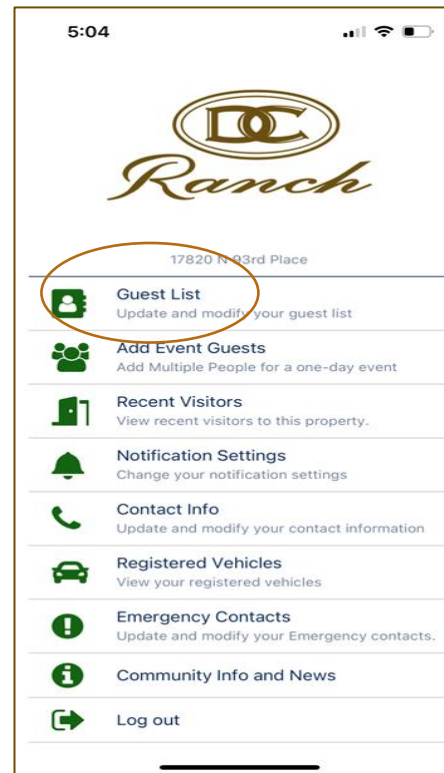
The screenshot displays the A3Di FastAccess Pass web interface. At the top, there is a header with the A3Di logo and the text "FastAccess Pass". Below the header, there is a form with the following fields:

- E-mail Address to Send to:** A text input field with a placeholder "[Enter E-mail Address]" and a "Send Now" button.
- Guest Name:** A text input field containing "Mike Wells".
- Valid From:** A text input field containing "10/11/2022 to 10/11/2022".
- QR Code:** A large square QR code.
- Speed Limit:** A text input field containing "15".
- Overnight street parking is prohibited between 2:00 am and 6:00 am without prior permission.** A text input field.
- Powered by:** A small logo for A3Di and the text "GATEACCESS.NET".

The interface is designed to be user-friendly and provides clear instructions and information for visitors and guests.

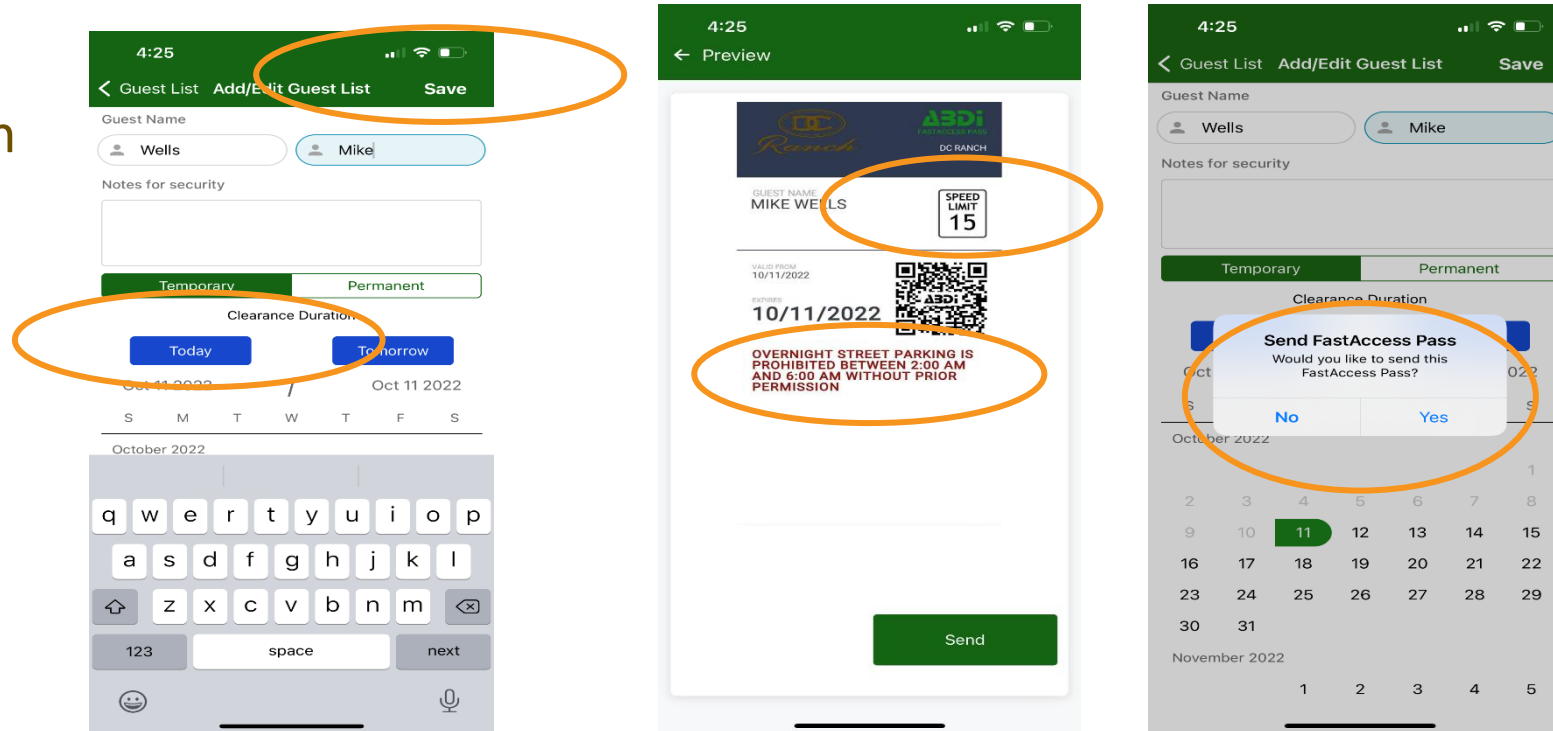
## To send QR Codes to visitors and guests from your Smart Phone

- Select Guest List
- Select Add Guest



## To send QR Codes to visitors and guests from your Smart Phone

- Add guest information
- Select Save



## To send QR Codes to visitors and guests from your Smart Phone

Visitor or Guest shows QR code to guard for quick access

Note: Speed Limit and Parking guidelines are clearly listed



GUEST NAME  
MIKE WELLS



VALID FROM  
10/11/2022

EXPIRES  
10/11/2022



OVERNIGHT STREET PARKING IS  
PROHIBITED BETWEEN 2:00 AM  
AND 6:00 AM WITHOUT PRIOR  
PERMISSION



# Unfinished Business

- Signed Conflict of Interest Forms Status
- Modification Committee Policy Resolution
- Approval of 2023 Annual Budget, Reserve Plan and Assessment Schedule
- Recording of Meetings

# New Business

- Standards of Conduct, Landscaping and Home
- Sustainability Committee Charter
- 2023 Board Calendar
- Community Patrol/Access Speeding Resolution

# New Business

- Communications Protocol
- Modification Committee Policy Resolution
- Sustainability Committee Establishment
- Subassociation Board Member Meeting with Board of Directors
- Realtor Training

# Committee Reports-Firewise

COMPLETED

Map of Areas for Phase 1c – 2.13/2.14 - Camelot



Crew is currently working in this area.

# Committee Reports

- Budget and Finance
- Modification Committee
- Policy Committee
- Community Patrol and Access Committee

# Member Open Forum



We want to hear from residents  
(three-minute limit).

Please raise your hand to be called  
upon to speak.

# Announcements

- Week of November 21-Budget and NVM ballot mailing
- December 5, 6 pm Board Meeting, hybrid meeting, zoom for residents, board members in person
- December 9-NVM ballots are due by 5 pm
- Week of December 19-Announce NVM Election results
- January 11-Board of Directors/Sub-Association Meeting, 6 pm, The Homestead
- January 16-Realtor Training, 6 pm, The Homestead



# Adjournment