

Board of Directors Meeting Minutes REGULAR MEETING The Homestead Community Center November 3, 2022

Attending:

Jill Hegardt, President
Elizabeth Kepuraitis, Treasurer/Secretary
Alex Townsend, Director
Ron Belmont, Director
Natalie Ingram, Director
Ethan Knowlden, Director
Claudia Stiglic, Director

Staff Attending:

Jenna Kohl, Executive Director
Mike Fenzel, Facilities & Recreation Director
Jona Davis, Community Engagement Director
Laura Spears, Accounting Senior Manager
Melissa Fuentes, Executive Assistant/HR Administrator
Davina Lunetta, Facilities Senior Manager

I. Call to order

President Hegardt called the meeting to order at 5:31 p.m. and a quorum was established via Roll Call. All board members were present.

II. Approval of Meeting Minutes

Motion: To approve the minutes from the September 22, 2022, and October 20, 2022, board meetings. Motioned by Ron Belmont; Seconded by Alex Townsend; motion passed unanimously.

III. President's Report

President Hegardt reviewed the topics discussed at the most recent Governance Committee meeting. The committee reviewed the following:

- Budget
- Sustainability Committee
- Conversations in the Park November 16
- RA Policy Committee's Proposed Community-Wide Standard Updates
- Overseeding
- Sissoo Trees

Consider Extension of Appointment of Joint Board Director.

President Hegardt noted that the Covenant Commission is modifying their terms to run April 1 to March 31 (currently January 1 to December 31), which will align with Community Council Board terms. Joint Director Belmont's term is ending December 31, 2022. We recommend that the Board extend the appointment of Director Belmont to March 31, 2023, to be consistent and align with Community Council terms.

Motion: To approve extension of appointment of Joint Board Director to March 31, 2023. Motioned by Ethan Knowlden; Seconded by Alex Townsend; motion passed unanimously.

VI. Staff Reports

Executive Director Jenna Kohl reviewed the items on the staff report, which is posted on the DC Ranch website. Jenna recognized recent anniversaries: Samantha Canchola – 1 year, Devin Haggerty – 7 years, Dee Nortman – 4 years, and Sarah Hackett – 1 year. The Historic Committee has met twice; they are creating memorable activities to commemorate DC Ranch's 25th anniversary in 2023. Desert Camp Site Improvement Project has moved into the detailed design phase. Board Director

Recruitment will kick off in mid-December. Sterling Awards Luncheon will take place in mid-November; DC Ranch Community Council is being considered for a small business award. Several employees attended professional development opportunities. Executive Director Kohl reviewed upcoming events and recapped numerous events that took place. Other items reported were Spooky Carnival, Game Night, Neighborhood Park Parties, Spotlight Speakers Series, Three Missions, One Vision project, DC Ranch Gives, Text Messaging, and 25th Anniversary Logo.

Accounting Senior Manager, Laura Spears reviewed the Financial Report through September and the Quarterly Benefit Fee report. Director Kepuraitis asked if we could add a separate line for DCSIP on the monthly or quarterly financial report. Executive Director Kohl will speak with Financial Operators Director Dee Nortman.

Community Engagement Director, Jona Davis introduced Kathryn DeBoer, Chief Research Officer | SVP of WestGroup Research. Per governing documents, a community survey must be completed every three years. Kathryn reviewed the preliminary report of the Community Wide Survey that was conducted between September 26 – October 9, 2022. Staff is now reviewing the results; they will create an action plan and integrate results into DCR 2025 strategies and tactics.

VII. Old Business

None

VIII. New Business

Consider Approval of the 2023 Operating Fund Budget

Executive Director Kohl reviewed highlights of the budget presentation, which is posted online. The 2023 budget is balanced at just over \$5M. Revenue highlights: Assessment increase from \$52.00 to \$69.00; \$12.43 of assessments being dedicated to Reserve Fund; and Benefit fee revenue reduced to \$1.5M, with excess, if any to capital. Expense highlights: Increased in three primary areas - personnel related costs, reserve fund contribution, and inflation related costs for vendors, contracts, supplies, utilities. Reductions were made across departments with the aim of sustaining quality. Expenses include strategic plan update, 25th anniversary components, and continued events, programs, amenities, and services. A joint budget letter with Ranch Association will be sent to residents in late November.

Motion: To approve the 2023 operating fund budget as proposed Motioned by Ron Belmont; Seconded by Natalie Ingram; motion passed with 6 votes in favor, 1 against (Director Knowlden).

Approval of 2023 Meeting Schedule

Staff reviewed the 2023 board meeting schedule. All executive and open sessions will be held at The Homestead Community Center in 2023. Calendar holds will be sent out to all board members.

Motion: To approve the 2023 Council meeting schedule.

Motioned by Elizabeth Kepuraitis; Seconded by Ron Belmont; motion passed unanimously.

IX. Meeting adjourned at 6:37 p.m.

Minutes submitted by Melissa Fuentes

These minutes attested by:

Elizabeth Kepuraitis

Community Council Board Secretary/Treasurer

January 26, 2023