

Board of Directors Meeting Minutes REGULAR MEETING March 23, 2023

Attending:

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

Staff Attending:

Jenna Kohl, Executive Director
Jona Davis, Community Engagement Director
Dee Nortman, Financial Operations Director
Laura Spears, Accounting Senior Manager
Melissa Fuentes, Executive Assistant/HR Administrator
Elizabeth Dankert, Communications Senior Manager
Davina Lunetta, Facilities Senior Manager
Nicole Andreae, Event & Program Coordinator

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. Consent Agenda

- A. Approval of Meeting Minutes
 - Motion: To approve the minutes from the January 26, 2023, board meeting
 Motioned by Ron Belmont; Seconded by Alex Townsend; motion passed unanimously.

B. Consider Amendment to Community-Wide Standards for Homes

Director Knowlden requested that item B be removed from the Consent Agenda. Director Knowlden asked that we move the sentence from paragraph three in the Introduction "A property is out of compliance with the standards, when discrepancies can be identified upon observation from the sidewalk, path, common area or adjacent property" to directly after the sentence "Standards address the accepted appearance and maintenance of physical elements already on your property" from paragraph two. Also, under DCRH-25 Exterior Television(s) remove the sentence, "Modification application is required prior to installation of any exterior television(s)." As well as, under DCRH-27 Temporary Storage/Moving Containers, remove the sentence, "Prior approval is required." Executive Director Kohl advised the next step would be for these changes to go back to the Ranch Association for their consideration. The Standards for Home will then be on a future Council Board agenda for reconsideration.

III. President's Report

President Hegardt reviewed the topics discussed at the most recent Governance Committee meeting, including:

- Joint Board Orientation
- DCSIP
- Governance Committee Transition
- Conversations in the Park
- Community Wide Standards
- Welcome to DC Ranch Protocols
- Overseeding 2023
- Planning for 2024 Budget

President Hegardt recognized and thanked outgoing Board director Claudia Gharai for her service to the Board of Directors. She also thanked Director Belmont whose term as the Community Council/Covenant Commission joint board member is expiring as is up for renewal. Director Belmont announced that President Hegardt's term has ended as well and recognized her for her many contributions to DC Ranch. The directors were presented with gifts of appreciation for their service.

IV. Staff Reports

Executive Director Jenna Kohl reviewed the items on the staff report and noted that the full report is posted on the DC Ranch website. Community Engagement Director Jona Davis introduced a new Council team member: Event & Program Coordinator Nicole Andreae. Jenna recognized recent anniversaries: Jona Davis –9 years, Jenna Kohl – 5 years, Clem Sklodowski – 9 years, Jules Everson – 4 years, Geraldine Hilbrich – 2 years, Chris Irish – 10 years, Melissa Fuentes – 1 year, and Davina Lunetta – 1 year. Jenna reported on the Values Award Winners. She reviewed upcoming events and recapped numerous events that took place. Other items reported were DC Ranch Day, Volunteer of the Year, Strategic Plan Initiative DCR2025, Facility Maintenance, Mack Development, Residential Development at Northeast Corner of 94th and Bell, City Bond Project- Dog Park.

Communications Sr Manager Elizabeth Dankert presented the 2022 Annual Report. The publication is a joint effort between the Community Council, Ranch Association, and Covenant Commission. It will be an electronic report for the second year.

Financial Operations Director Dee Nortman reviewed February's Financial Report. Dee will review quarter end at the Board's next meeting on May 25, 2023.

V. Old Business

Executive Director Kohl presented Desert Camp Site Improvement Project updates. The design committee has focused on selection of a furniture vendor, preparing fitness equipment request for qualifications, refinement of design components including audio visual, plumbing, fixtures, and other elements. She shared that, as the design-build team was preparing to submit for final approval from the city, the Civil Engineers were notified by the city that because the building is in the AO floodplain, the current design as proposed does not meet FEMA requirements. The team decided to pause to investigate options. Currently, they are evaluating the impact of the requirements on design, with options including modifications to the proposed new design to allow for floodproofing, or alternatively relocating the addition to the other side of the building or elsewhere on the site. The design team will provide updated options to the board in the near future.

VI. New Business

Financial Operations Director Nortman gave an overview of Financial Management policy amendments which define Benefit fee revenue to be used in a priority order as well as adding a section on Tax Return and other minor language edits.

Motion: To approve the Amendment to the Financial Management Policy.

Motioned by Ron Belmont; Seconded by Natalie Ingram; motion passed unanimously.

Financial Operations Director Nortman and Treasurer Kepuraitis proposed that DC Ranch Community Council Board consider a line of credit to have available for general business use as needed, such as in case of an emergency or in lieu of drawing down capital funds to zero if such funds are needed for safety or other purposes, reserve items are more than anticipated and additional funds are needed, and/or to supplement funding for capital projects.

Motion: To approve Financial Operations Director Nortman to take appropriate steps to secure a Line of Credit in the amount of \$500,000.

Motioned by Ron Belmont; Seconded by Ethan Knowlden; motion passed unanimously.

VII. Consider Appointments to the Community Council Board

The nominating committee consisted of Natalie Ingram, Jill Hegardt, and Ethan Knowlden. Director Ingram reported that the committee had five excellent applications and recommends that Dinesh Kakwani and Rolland Dickson be appointed to the Community Council Board, each for three-year terms.

Motion: To appoint Dinesh Kakwani and Rolland Dickson to their first three-year terms (4/1/2023 – 3/31/2026). Motioned by Natalie Ingram; Seconded by Ron Belmont; motion passed unanimously.

President Hegardt recommends that Director Belmont be appointed to the Joint Board Director role with a term to coincide with the term on the Covenant Commission.

Motion: To approve appointment of Ron Belmont to the Joint Board of Director role with a term to coincide with the term on the Covenant Commission (4/1/2023 - 3/31/2026).

Motioned by Ethan Knowlden; Seconded by Alex Townsend; motion passed unanimously.

VIII. Meeting adjourned at 6:34 p.m.

3.23.2023 open Session CC Board Meeting

CONFIDENTIAL

Minutes submitted by Melissa Fuentes

These minutes attested by:

Elizabeth Kepuraitis

Community Council Board Secretary/Treasurer

May 25, 2023