

DC Ranch Association Board of Directors Meeting

April 1, 2024



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Mission Statements

- **Ranch Association:** Emphasizes customer care and sustained property values; protects fiscal and environmental assets; provides professional financial, landscape, and maintenance staff; manages community patrol and gate access services.
- **Community Council:** Visions and facilitates 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.



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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.



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Meeting Agenda

- Call to Order
- Roll Call / Establish Quorum
- Adopt Agenda
- Election of Officers
 - President
 - Vice-President
 - Secretary
 - Treasurer
- Consent Agenda
 - Regular Meeting Minutes March 4, 2024
- Appointment of Committee Chairs
 - Modification Committee
 - Budget and Finance Committee (Treasurer)
 - Policy Committee (Secretary)
 - Sustainability Committee
 - Community Patrol and Gate Access Committee
- New Business
 - Consider Office Lease Terms
- Member Open Forum
- Announcements
- Adjournment



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Roll Call | Establish Quorum

- Phil Geiger
- Marla Walberg
- John Shaw
- Don Matheson
- Iryna Sukhovolets
- New Board Directors



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Election of Officers

- President
- Vice President
- Secretary
- Treasurer

- Protocol:
 - Motion, Second, Discussion
 - Officer candidate statement
 - Board discussion
 - Owner comment
 - Call for vote



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Election of Officers

- **President**
 - Preside at all meetings of the Board and at other meetings and events
 - Facilitate meaningful and civil dialogue at board meetings and ensure that each member can contribute
 - Cultivate a strong working relationship with the Executive Director
 - Oversee the hiring, monitoring and performance evaluation of the Executive Director
 - Approve the Ranch Association board agendas in advance of board meetings
 - Oversee development of rules and policies
 - Ensure that Board Members carry out their specific roles and responsibilities.
 - Participate in the Governance Meetings and facilitate relationships with other Boards
 - Ensure Ranch Board members are kept informed of relevant matters



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Election of Officers

- **Vice-President**
 - Preside at Board meetings and other events, in the absence of Board President
 - Conduct annual performance evaluation of Executive Director along with Board President



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Election of Officers

- Secretary
 - Chair the Policy Committee
 - Review minutes of Board meetings prior to distribution to the full Board
 - Ensure that the Ranch Association records are maintained in an appropriate manner
 - Record all matters brought to Board and voted upon by the Board
 - Sign all Board policies



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Election of Officers

- Treasurer (does not need to be a Board member)
 - Chair the Finance Committee
 - Review financial reports, accounts receivable, and related reports
 - Review Investment accounts quarterly
 - Review and assist with the annual budgeting process.
 - Meet with Auditor at least annually and assess internal controls
 - Review annual Audited Financial Statements and tax returns
 - Work closely with Executive Director and Director of Financial Operations to ensure financial stability
 - Ensure compliance with all policies related to the finance functions of the Ranch Association



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Election of Officers

- President
- Vice President
- Secretary
- Treasurer

- Protocol:
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 - Owner comment
 - Call for vote



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Consent Agenda

- Board Meeting Minutes
 - March 4, 2024 Regular Meeting Minutes



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Appointment of Committee Chairs

- Modification
- Budget/Finance (Treasurer)
- Community Patrol and Gate Access
- Policy (Secretary)
- Sustainability



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New Business

- Consider Approval of Office Space Lease Terms
 - Current lease expires Sept. 30, 2024
 - Using a broker, staff evaluated several options for office space
 - Criteria included cost, resident convenience, space size and amenities
 - Proposed space at Canyon Village of 12,831; lease term for 89 months
 - \$24,000 tenant improvement allowance; cost of TIs and furniture to be paid by DC Ranch and recovered through lease abatement
 - Parking allocation provided
 - Advantages: cost savings compared to staying in current space, large meeting/lunchroom for teams, elimination of maintenance office lease, and increase in square footage



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New Business

- Consider Approval of Office Space Lease Terms
 - Council Board authorized Executive Director to finalize the lease agreement at their March 28 Board Meeting
 - Next steps:
 - Obtain contractor bids
 - Determine funding for TIs
 - Finalize lease after legal review
 - Commence with TIs in April/May
 - Utilizing furniture from previous tenant; will supplement with cubicles
 - Move in August/September
 - *Recommendation: Approve the office space proposal for securing space at Canyon Village as presented and authorize the Executive Director to finalize the lease agreement.*



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Member Open Forum



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

Please raise your hand to be called
upon to speak.

State your name and neighborhood.



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Announcements

- April 17, Joint Board Orientation
- May 6, Ranch Association Board Regular Meeting



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Adjournment



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