

## DC Ranch Association – Board of Directors Meeting Minutes: April 1, 2024



Date/Time: Monday, April 1, 2024, Started: 6:38 p.m. / Ended: 7:35 p.m.  
Location: The Homestead Community Center and Zoom  
Purpose: Regular Open Meeting

Chaired By: Jenna Kohl  
Recording: Meghann Hill

Status: APPROVED

### **Attendance:**

Directors: Dr. Philip Geiger; Marla Walberg; John Shaw; Iryna Sukhovolets; Don Matheson; David Underwood; David Young

Absent: None

Management: Jenna Kohl, Executive Director  
Meghann Hill, Deputy Executive Director  
Annie Vaugier, Executive Assistant  
Jeff Shaw, IT Manager

### **Call to Order / Establishment of Quorum / Roll Call**

Ms. Kohl called the meeting to order at 6:38 p.m. A quorum was established with seven directors present.

### **Election of Officers 2024-2025**

- a. President – Dr. Geiger, Mr. Matheson and Ms. Sukhovolets nominated themselves to serve as Board President; each provided a brief explanation of their qualifications and interest to serve as President. Board discussion took place regarding each candidate.

Mr. Shaw made a motion to appoint Don Matheson as the President of the Board. Ms. Walberg seconded the motion. The motion passed with 4 ayes (Shaw, Walberg, Young, Matheson) and 3 nays (Geiger, Sukhovolets, Underwood).

- b. Vice President – Ms. Sukhovolets nominated herself to serve as Board Vice President.

Ms. Walberg made a motion to appoint Iryna Sukhovolets as the Vice President of the Board. Mr. Shaw seconded the motion. The motion passed unanimously.

- c. Secretary – Mr. Matheson nominated Marla Walberg to serve as Board Secretary.

Mr. Matheson made a motion to appoint Marla Walberg as Secretary of the Board. Mr. Shaw seconded the motion. The motion passed unanimously.

- d. Treasurer – Mr. Underwood and Mr. Young nominated themselves to serve as Board Treasurer; each provided a brief explanation of their qualifications and interest to serve as Treasurer. Board discussion took place regarding each candidate.

Dr. Geiger made a motion to appoint David Underwood as the Treasurer of the Board. Mr. Shaw seconded the motion. The motion passed with 4 ayes (Geiger, Shaw, Sukhovolets, Underwood) and 3 nays (Walberg, Young, Matheson).

### **Consent Agenda**

Ms. Sukhovolets motioned to approve the consent agenda. Mr. Shaw seconded the motion. Dr. Geiger requested additional cost estimate information for the approved community patrol and gate access initiatives be added to the minutes. Ms. Sukhovolets and Mr. Shaw amended the motion and second to include Dr. Geiger's requested edit. The motion passed unanimously.

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### **Appointment of Committee Chair Positions**

Discussion took place regarding whether a Chair and Vice Chair were necessary for Committees and the number of Board members serving on each Committee with a consensus that Chair appointments be tabled pending further review of each Committee's Charter. The appointed Board Secretary will serve as the Chair of the Policy Committee and the appointed Board Treasurer will serve as the Chair of the Budget and Finance Committee.

Mr. Young motioned to hold on Committee Chair Appointments until the May Board meeting. Ms. Walberg seconded the motion. The motion passed unanimously.

### Budget and Finance Committee Vice-Chair

With Mr. Underwood being elected as Treasurer, he was appointed as the Budget and Finance Committee Chair.

### Policy Committee Vice-Chair

With Ms. Walberg being elected as Secretary, she was appointed as the Policy Committee Chair.

### Modification Committee Chair

The Governing Documents require a Board member to serve as Chair of the Modification Committee and the Committee has meetings scheduled before the May Board meeting, so the Board discussed appointment of a Chair for the Modification Committee.

Mr. Matheson made a motion to appoint David Young as the Chair of the Modification Committee. Dr. Geiger seconded the motion. The motion passed unanimously.

### **New Business**

#### Consider Approval of Office Space Lease Terms

Ms. Kohl advised that staff is requesting the Board approve an office space proposal to secure offices at Canyon Village for DC Ranch staff and authorize the Executive Director to finalize the lease agreement. Ms. Kohl provided an overview of the new office space lease proposal.

Dr. Geiger made a motion to approve the office space lease proposal as presented and to authorize the Executive Director to finalize the lease agreement. Ms. Sukhovolets seconded the motion. The motion passed unanimously.

#### **Member Open Forum – None**

Ms. Kohl opened the floor for open comments. Discussion took place regarding the following items:

- Sound challenges during the meeting for attendees participating via Zoom

#### **Announcements**

- Joint Board Orientation, April 17, 5-7 pm, The Homestead
- Next Regularly Scheduled Board Meeting, May 6, 2024, at 6:00 p.m.

**Adjournment:** There being no further business to conduct, the meeting adjourned at 7:35 p.m.