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**DC Ranch Association – Board of Directors**

**Open Session Minutes**

**August 5, 2024**

**The Homestead Community Center and Zoom**

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| **Chaired By:** | Iryna Sukhovolets |
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| **Board Attendees:** | Don Matheson, President (via Zoom); Iryna Sukhovolets, Vice President; David Underwood, Treasurer; Marla Walberg, Secretary; Dr. Phil Geiger, Director; John Shaw, Director; David Young, Director | |
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| **Staff** **Attendees**: | Jenna Kohl, Executive Director  Meghann Hill, Deputy Executive Director  Cheri Maki, Executive Administrative Assistant (Recorder) | |

1. **Call to Order / Establishment of Quorum**

Ms. Sukhovolets called the meeting to order at 6 p.m. Ms. Kohl did a roll call, and a quorum was established with six directors present. (Mr. Matheson joined the meeting at 6:06 p.m.)

1. **Adopt Agenda**

Dr. Geiger requested to amend the agenda to add the following discussion items:

* Approval process for the Gate and Patrol Services bid specifications.
* Process and notification of tree trimming bid award for Park and Manor.
* Status of the Reserve Study specifications.
* Long-term plan for landscaping, trees, and shrubs.
* Explanation for select board members meeting with NVMs independently.

***Dr. Geiger motioned to accept the amended agenda. Ms. Sukhovolets seconded. The motion passed unanimously*.**

1. **President’s Comments**

Ms. Sukhovolets welcomed attendees.

1. **Consent Agenda**
   1. June 3, 2024, Regular Meeting Minutes

***Ms. Sukhovolets motioned to approve the June 3, 2024, Regular Meeting Minutes. Dr. Geiger seconded. The motion passed unanimously.***

1. **Staff Reports**
   1. Ms. Kohl provided the Executive Director’s Report. She introduced NVM Bud Kern of Upper Canyon Whistling Wind, and NVM Sue Hammontree – Villas at Desert Park Village, as well as welcoming new staff members: Kim Visser, Director of Modifications and Standards; Cheri Maki, Executive Assistant; Alaina Derbonne, Office Administrative Lead; Jose Cadenas, promoted to Landscape Foreman; and Ramiro Vazquez, Landscaper.

There was discussion regarding hiring third-party entities to perform landscape planning rather than using in-house personnel. Also discussed was the Gate Maintenance RFP award and the Market Street Villas painting project.

* 1. Ms. Nortman presented the Quarterly Financial Report for the period ending June 30, 2024, and included, Statement of Revenue and Expense, Balance Sheet, Statement of Cash Flows, and the Operating Cash Balances by Month. There was a brief discussion that included clarification on the reserve fund, and shared services account.

1. **Old Business**
   1. Asphalt Report Update - Michael Frank of Frank Civil gave a detailed presentation regarding the current asphalt conditions in various neighborhoods which included an overview of costs and analysis strategy.

Ms. Kohl recommended that a committee be designated to review the pavement reporting and proposed funding needs and recommend a course of action for the Board’s consideration. Kris James (via Zoom) offered to serve on the Committee. The committee will be designated at the Sept. 9 Board meeting.

* 1. Consider Committee Member Appointments
     1. Modification Committee - Ms. Kohl stated that Staff recommends appointing Pamela den Draak for a term of August 5, 2024, to June 30, 2025.

***Mr. Young motioned to appoint Pamela den Draak for a term of August 5, 2004 – June 30, 2025. Ms. Sukhovolets seconded. The motion passed unanimously.***

* + 1. Policy Committee – Ms. Kohl stated that Staff recommends appointing Gary Blatnik for a term of August 5, 2024, to June 30, 2025.

***Ms. Walberg motioned to appoint Gary Blatnik for a term of August 5, 2024, to June 30, 2025. Mr. Young seconded. The motion passed unanimously.***

1. **New Business**
   1. Ms. Kohl stated that Staff recommends the Board authorize the Executive Director to contract the Market Street Villas Painting Project with Titan Painting as proposed, to be funded from the Reserve.

***Ms. Sukhovolets motioned to authorize the Executive Directgor to contract the Market Street Villas Painting Project with Titan Painting as proposed, to be funded from the Reserve. Mr. Young seconded. Discussion ensued. Ms. Sukhovolets conducted a roll call vote with two ayes (Sukhovolets, Underwood) and four nays (Walberg, Young, Shaw Geiger). (Mr. Matheson left the meeting at 6:39 p.m.) The motion failed.***

Further discussion took place with consensus that the Board would like to view the bid specifications, vendor proposals, references, and warranties prior to the award of a contract. A Special Meeting of the Board will be held in the coming weeks to review the information and determine the next steps.

* 1. Ms. Kohl announced that the Modification Committee is requesting to change their meeting dates from the 2nd and 4th Tuesday of every month to the 1st and 3rd Tuesday of every month, effective September 2024.

***Mr. Underwood motioned to approve a change to the Modification Committee charter to move the meetings to the 1st and 3rd Tuesday of every month beginning September 2024. Ms. Sukhovolets seconded the motion. Motion passed unanimously.***

1. **Committee Reports**
   1. Budget and Finance – Mr. Underwood reported that the Committee met and discussed the second quarter financials and reserves. An action plan was put together to establish two working committees - one to concentrate primarily on reserves, and the other to concentrate on the budget.
   2. Modification Committee – Mr. Young reported that the Committee is streamlining the modification process. Recently, they updated the Paint and Artificial Turf forms.
   3. Policy Committee – Ms. Walberg reported that the Committee is scheduled to meet Friday, at 1:30 p.m.at the Ranch Offices to review the following policies: Policy 101 - Committee Policy and Charters; Policy 102 -Policies; Policy 107 - Neighborhood Committees; Policy 109 – Appeals; Policy 205 – Investment. They will also be reviewing Committee guidelines, establishing Action Plans, and looking at Policy for Modification Committee.
   4. Community Patrol and Gate Access Committee – Mr. Shaw reported that the Committee met on July 18 and discussed the following topics: RFP, path, and trail enforcement; dogs off leash, and motorized vehicles on pathways. He also stated that the transponder transition project has been postponed. Lastly, he mentioned that there is a safety forum coming up in October and all are encouraged to attend.
   5. Sustainability Committee – Ms. Sukhovolets reported that the Committee met in July and submitted a series of articles about recycling which was published in the Ranch News publication. The next article is going to be about a tour of the recycling facility. After that, the publication will feature an article on water usage and sustainability.
2. **Member Open Forum** – There was no discussion.
3. **Announcements** – Next regular board meeting will take place on September 9, 2024, at 6:00 p.m. There will be a special board meeting on September 19, 2024, at the Ranch Offices for CPGA RFP Finalists interviews.
4. **Adjournment** – Ms. Sukhovolets adjourned the meeting at 9:36 pm