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**DC Ranch Association – Board of Directors**

**Special Meeting Minutes**

**August 19, 2024**

**The Ranch Offices**

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| Chaired By: | Don Matheson |
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| Board Attendees: | Don Matheson, President; 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  Mike Wells, Director of Operations  Alexis Firehawk, Attorney  Cheri Maki, Executive Administrative Assistant (Recorder) | |

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

Mr. Matheson called the meeting to order at 6:05 p.m. He then proceeded with a roll call, and a quorum was established with seven directors present.

1. **Adopt Agenda**

Not applicable.

1. **Consider Award of Bid for Market Street Villas Paint Project**

Ms. Kohl recapped the scope of areas to be painted and recommended that the Board authorize the Executive Director to contract the Market Street Villas painting project with Titan Painting as proposed with funding from the reserve. A discussion ensued.

***Dr. Geiger motioned to request the two lowest bidders (Advanced Painting and Titan Painting) to provide firm and final offers.***

***Mr. David Young seconded.***

There was further discussion amongst the Board***.*** Pam Church, NVM, via Zoom, added comments including the residents’ desire to be kept apprised of schedule dates and allowing extra time for preparations to be made due to many residents being seasonal. She added that many of the homeowners are new to the neighborhood and have not experienced a major project like this before and may need extra time to understand the process. Her final comment was that it is critical to have one point of contact to resolve homeowners’ concerns. Ms. Kohl reassured Ms. Church that once the contract is awarded, a staff member would be designated as a primary point of contact and a detailed communication plan would be developed and distributed to homeowners.

Ron Stacey, via Zoom suggested that owners of the painting companies that are being considered be invited to the next board meeting so that they can answer questions directly from the homeowners before the painting contract is awarded. The Board agreed that it would be prudent to do so.

***The Board voted to accept the motion that Dr. Geiger presented. The motion passed unanimously.***

1. Member Comments

There were no additional comments.

1. Adjournment – Mr. Matheson adjourned the meeting at 6:45 pm