



**DC Ranch Association – Board of Directors
Open Session Meeting Minutes
November 4, 2024 | 6 p.m.
The Homestead Community Center and Zoom**

Board Members Present: Don Matheson, President; Iryna Sukhovolets, Vice President, David Underwood, Treasurer; Marla Walberg, Secretary; Dr. Phil Geiger, Director; David Young, Director, Karen Gallivan, Director

Board Member(s) Absent: None

Staff Attendees: Jenna Kohl, Executive Director, Laura Spears, Accounting Manager, Davina Lunetta, Project Manager and Patrol Services Manager; Mike Wells, Director of Operations, Jeff Shaw, IT Manager; Cheri Maki, Executive Assistant (Recorder)

I. Call to Order

Mr. Matheson called the meeting to order at 6:02 p.m. A quorum was established with seven directors present.

Mr. Underwood motioned to adopt the agenda. Mr. Young seconded. The motion carried.

II. President’s Comments

Mr. Matheson welcomed everyone and thanked the Finance Committee, chaired by David Underwood, for their work on the budget. He also emphasized the importance of civil dialogue and respect during meetings. Lastly, he explained how the resident benefit fee gets allocated.

III. Consent Agenda

Dr. Geiger requested to amend the minutes from the October 7, 2024 regular board meeting to show that he voted no, rather than abstained, in regards to policy 102, (reducing resident comment period from 30 days to 20 days).

IV. Executive Director’s Report

Ms. Kohl announced that The Ranch Association, Covenant Commission, and Community Council successfully completed their office move. Davina Lunetta was recognized for her project management. The satellite landscape and maintenance office joined the new, centrally located office with a favorable lease rate.

Next, she introduced new team members Aidan Simpkins (Community Standards), and Jay Hinnant (IT Manager).

Ms. Kohl reported on NVM election updates: Interest forms were due on November 1st. Ballots will be mailed out and due by December 6th, and new NVMs will be announced in mid-December.

Ms. Spears (filling in for Dee Nortman) presented the 3rd Quarter 2024 Financial Report which included the following highlights:

Statement of Revenue and Expenses:

- Overall positive net income of \$280,000 for the year to date (favorable variance to budget of \$176,000).
- Non-assessment revenue is lower than budget due to a management agreement restructuring.
- Interest and other fines/fees revenue is higher than budget.
- Expense section has a favorable variance due to employee cost savings from the management agreement restructuring.

Balance Sheet:

- Overall increase of \$1.4 million in assets and liabilities/equity compared to December 31st.
- Cash increased significantly in all three funds (operating, capital, and reserve).
- The increase in net income for the year to date contributed to the rise in liabilities and equity.

Statement of Cash Flows:

- Net increase in cash for the 3rd quarter is over \$1.6 million (consistent with the balance sheet increase).
- The primary driver is the net income increase from all three funds.

Operating Cash Balance:

- The operating cash balance is within the policy range of 30-90 days (currently at 60 days).

Ms. Spears noted that the full financial reports are available on the DC Ranch website.

V. Old Business

The board discussed a proposed amendment to Policy 101, which outlines the composition of the Policy Committee. The primary change involves reducing the number of board members on the committee from 2-3 to 1. The goal is to streamline the process and expedite decision-making. It was observed that committees with multiple board members often took longer to reach decisions. A concern was raised about reducing the diversity of opinions on the committee by having only one board member. It was clarified that while the number of board members is reduced, individual board members can still provide input and participate in discussions.

Mr. Young motioned to approve the proposed amendments to Policy 101. Mr. Gallivan seconded. There was further discussion. Mr. Matheson called for a vote. The motion carried with six in favor (Matheson, Sukovolets, Young, Underwood, Walberg, Gallivan) and one against, (Geiger). The motion carried.

DC Ranch Staff presented a proposal to the board to extend the contract with Anderson Security Agency for 6 months, from December 28th, 2024 to June 30th, 2025. This extension would allow time for a thorough review of security service proposals received through the RFP process and provides opportunity to evaluate Anderson's services for cost efficiencies. Highlights included:

- There would not be an increase to existing rates and fees for the first 3 months (through March 31st, 2025).
- Increase to rates as outlined in the exhibit provided to the board starting April 1st, 2025.
- Vehicle costs remain at the current bill rate through June 30th, 2025.
- Anderson will cover all costs for their education app through June 30th, 2025.
- Anderson will hold a roundtable discussion with the Board, Executive Director, and designees by December 15th, 2024 to establish performance protocols and parameters for a security assessment.
- Anderson will conduct a security assessment of DC Ranch in accordance with terms agreed upon by both parties, to be completed no later than February 1st, 2025.
- Anderson will absorb the increase in rates for the new on-site account manager.

Ms. Walberg inquired about the proposed pricing model and clarified that the rates in the packet are proposed rates for the RFP, not the current rates. They are still working on a potential reduction of \$125,000. Ms. Gallivan asked for confirmation that the extension is only for the period between January 1st and June 30th, 2025 with no commitment beyond that date. This was confirmed.

Mr. Young motioned to approve an extension to the contract with Anderson Security to June 30, 2025 in accordance with the terms as proposed and authorize the Executive Director to execute the extension on behalf of the Board. Ms. Sukhovolets seconded the motion. The motion carried.

VI. New Business

There was no new business.

VII. Committee Reports

Budget and Finance

- The budget will be voted on by the board on November 11th.
- Staff is concurrently turning their attention to the roads project and will meet with the road consultant again this week.
- An RFP for a reserve study is expected to be in place by the beginning of the year.

Modifications

- Staff encourages everyone to submit any modifications they intend to make to their properties as the committee is ready to review them quickly.

Policy

- The comment period for Policy 102 (changing resident comment period from 30 days to 20 days) and Policy 107 (Neighborhood Committees) ends on November 13th.
- The next Policy Committee meeting is scheduled for December 13th.

Sustainability

- The committee is wrapping up a series of articles on recycling in DC Ranch News.
- The next meeting is on Wednesday and will focus on either water preservation or composting.

Community Patrol and Gate Access:

- The deadline for resubmitting proposals for the Community Patrol and Gate Access RFP has been extended to November 9th.
- The committee will meet next week to discuss the resubmitted proposals before their next meeting on November 20th.

VIII. Member Open Forum

There were comments from residents regarding the lack of sound quality and board room set up. The Board reported that these concerns will be remedied once the board meetings are moved to the newly renovated Desert Camp Community Center next month.

IX. Announcements

Ms. Kohl reported on the details of the next two scheduled board meetings and wished the board a safe and happy Thanksgiving.

X. Adjourn Meeting

Adjournment – Mr. Matheson adjourned the meeting at 6:56 p.m.