



DMCA BOARD MEETING MINUTES Feb. 10, 2020 @ 6:00 PM – 7:00 PM

Purpose of Meeting: To provide a forum for the DMCA Board to meet and confirm they are fulfilling their duties and functions outlined in the Amended and Restated Bylaws of the Dallas Meadows Community Association.

Meeting Date	Monday February 10, 2020	Meeting Time	6:00 pm – 8:30 pm
DMCA Board Attendee w/ minutes approval date:			
<input checked="" type="checkbox"/> Tom Bennett – 2/21		<input checked="" type="checkbox"/> Don Scholl (via phone) -2/16	
<input checked="" type="checkbox"/> Caroline McAndrews – 2/15		<input checked="" type="checkbox"/> Val Szwarc – 2/16	
<input checked="" type="checkbox"/> Gordon Mull – 2/16		<input type="checkbox"/> Rick Taylor – 2/15	

#	Agenda Item	Decision/Discussion Conclusion	Action(s)
1	Financial Report	<ul style="list-style-type: none"> • The January financial report could not be reviewed due to a personal issue with our Treasurer, Rick. Plans were made to obtain the data and post office box mail access until such time that Rick can perform the Treasurer duty. • It was agreed that the board members should access to the financial report files; the data will be stored on a DMCA BOD eDocument site – see below Secretary summary. • UPDATE: The actions to backfill the Treasurer’s duties are no longer needed since Rick has reassumed the position as of 2/12/2020. 	1) Rick will send Jan financial report to BOD for review and approval <ul style="list-style-type: none"> a. Due date: 2/28/2020
2	Assessment of Insurance Policy	<ul style="list-style-type: none"> • Since copies of the insurance policies were not obtained, this agenda item will carry to the next meeting. The agenda item is: <ul style="list-style-type: none"> ○ Determination of the adequacy of the DMCA insurance policy to cover <ul style="list-style-type: none"> ▪ issues arising from members/guests using common areas ▪ Other vulnerable liability issues (e.g., water system operator, meter reader, etc.) 	1) Don will call insurance agent and obtain policies <ul style="list-style-type: none"> a) Due date: 2/18/2020 2) Gordon will contact Steve Shue and ask Steve to obtain liability insurance <ul style="list-style-type: none"> a) Due date: 2/28/2020
3	Update on Lot Foreclosure	<ul style="list-style-type: none"> • The date of foreclosure sale is still not set. The DMCA Lawyer is working with the Ouray Sheriff’s office. There are various scenarios that could payout upon the sale of the property and it is not clear if all scenarios lead to DMCA recouping their sunk cost. 	1) Gordon will discuss with DMCA Lawyer the potential land sale scenarios and actions DMCA may have to take to ensure sunk funds are obtained from the sale. <ul style="list-style-type: none"> a) Due date: 2/28/2020



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4	Secretary Selection Proposal	<ul style="list-style-type: none">• Val has agreed to fill the role of the Secretary with the following support<ul style="list-style-type: none">○ Rick Taylor will maintain the voting list○ If meeting notice is given to lot owners electronically, Rick Taylor will transmit the notice○ Caroline will document the meeting minutes for a period until it rotates to other members. Minutes will come out within a week of the meeting for electronic approval to the BOD within three days. Once approved, the minutes will be forwarded to the Secretary for retention.○ The Secretary will retain and administer the Corporate Records in an electronic repository that is available to the DMCA BOD.	1) Caroline will establish an eDocument repository a) Due date: 2/28/2020
5	Water Team Update	<ul style="list-style-type: none">• The board was provided an update on the Water Team’s mission to develop a strategy and plan that will provide for the long-term viability of a domestic water source and distribution system providing quality water, with high reliability and meeting the water supply requirements delineated in the DMCA covenants.• The Water Team is meeting routinely and will report the status of work at each meeting. Currently, based on the SGM report, the community well provides DMCA homeowners with a good supply. Also, there is a need to recoat the storage tank. No other new information exists.	1) Caroline will add to the Water Team scope, plugging the old well. a) Due Date: 2/28/2020
6	Update of Search for New Attorney	<ul style="list-style-type: none">• Four potential candidates were identified, and more are being sought. Preliminary screening is in-progress. A common questionnaire will be used to assess the candidates.• UPDATE: There is a challenge finding interested candidates. Since the meeting Val discovered one attorney is retiring and another is not interested.	1) Val will work with his team to finalize the lawyer selection questionnaire. a) Due Date: 2/28/2020



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7	ARC Update	<ul style="list-style-type: none"> Marvin Lummis will be doing significant repairs/remodeling of the Barn. The ARC forms were provided to him on Jan 14th. As of Feb 10th, the ARC has not received a formal ARC request. UPDATE: Marvin provided samples, drawings, and formal ARC request on Friday Feb 14. ARC initiated review process. 	<ol style="list-style-type: none"> ARC review and response to Mr Lummis request due NLT 30 days after Feb 14, pending additional questions/followup materials. <ol style="list-style-type: none"> Due Date: March 15
8	Other Items	<ul style="list-style-type: none"> Val noted that two water meter readings (Lindler and Link) were not included in the monthly report. <ul style="list-style-type: none"> Since the BOD meeting, Steve replied indicating the meters cannot be read until the remote meter is installed. UPDATE: Steve indicated that he does not have access to the Linder meter due to fence interference. Also, the Link meter is too deep to read. UPDATE: Caroline spoke with Matt Link 1) he stated in installed the DMCA required meter but has yet to install the remote transmitter, 2) he committed to have the remote reader installed by April 1, 2020, and 3) in the interim he will assist Steve in reading the meter on March 1. 	<ol style="list-style-type: none"> Val will contact Steve Shue to determine why Lindler and Link meters were not recorded on the monthly report. <ol style="list-style-type: none"> Due Date: 2/14/2020 – Complete Caroline will contact Link to determine his remote meter installation date. <ol style="list-style-type: none"> Due Date: 2/28/2020 - Complete
9	Meeting Close <ul style="list-style-type: none"> Agreement on <ul style="list-style-type: none"> meeting actions and due dates future next meeting date & topics Identify meeting +/- 	<ul style="list-style-type: none"> The next meeting will be on March 9th at Tom's house. Topics include: <ul style="list-style-type: none"> Special: Assessment of Insurance Policy, Update of Search for New Attorney, Water Team Update, Routine: Financial Report, Update on Lot Foreclosure, ARC Update Meeting +/- <ul style="list-style-type: none"> + Advance review of package - Meeting ran long 	

**Dallas Meadows Community Association (DMCA)
Board Meeting Minutes**

New or Open Actions

No.	Action(s)	Due Date	Status
20-01-02	Rick will send the files electronically and include the information regarding past due fines.	1/31/2020	
20-01-08	Caroline Gordon will arrange for a plumber to install the remote meter reader. Update: So far, BOD has not been able to find a plumber to do the work.	1/31/2020 2/28/2020	
20-01-11	Rick to confirm DMCA has insurance certificates from all contractors, including will get a copy of Larry's current insurance certification and Steve.	1/31/2020 2/28/2020	
20-01-13	Don to review insurance policies, determine if policies cover recreational use of common area and report out at the next BOD meeting.	2/10/2020 3/9/2020	
20-02-01	Don will call insurance agent, obtain electronic versions of the policies and share with BOD	2/28/2020	
20-02-02	Gordon will contact Steve Shue and ask Steve to obtain liability insurance	2/28/2020	
20-02-03	Gordon will discuss with DMCA Lawyer the potential land sale scenarios and actions DMCA may have to take to ensure sunk funds are obtained from the sale.	2/28/2020	
20-02-04	Caroline will establish an eDocument repository	2/28/2020	
20-02-05	Caroline will add to the Water Team scope, plugging the old well.	2/28/2020	
20-02-06	Val will work with his team to finalize the lawyer selection questionnaire.	2/28/2020	
20-02-07	Val will contact Steve Shue to determine why Lindler and Link meters were not recorded on the monthly report.	2/14/2020	Complete
20-02-08	Caroline will contact Link to determine his remote meter installation date.	2/28/2020	Complete

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Closed Actions

No.	Action(s)	Due Date	Status
20-01-01	Caroline to add to the next agenda a vote for secretary.	3/10/2020	Complete
20-01-03	Gordon will obtain from our Lawyer the status of our suit and send to the new BOD.	1/31/2020	Complete
20-01-04	Gordon to obtain total fees from Lawyer related to Valentine Foreclosure Update: The total fees at the time of the request were obtained. Since the work is still ongoing, the final cost will not be known until the final settlement following property sale closure.	1/31/2020	Complete
20-01-05	Caroline will set up a meeting to start the development of a DMCA Water Plan.	1/31/2020	Complete
20-01-06	Caroline will include GWUI within the scope of the DMCA water team.	1/31/2020	Complete
20-01-07	Val will contact Matt Link to obtain water tap fee.	1/31/2020	Complete
20-01-09	Gordon will contact R. Deppen and give a 60-day notice to remove the Boat. Update: Gordon informed Ryan and will reaffirm he now has 30 days to remove the boat.	1/31/2020	Complete
20-01-10	Val will set-up a subcommittee meeting with Val, Don, and Tom, tasked to search for new attorney candidates. Update: Val is working with the team via email and will provide status updates at the board meetings.	1/31/2020	Complete
20-01-12	Rick to email current insurance policies to all Board members Update: replaced by 20-02-01	1/31/2020	Replaced
20-01-14	Gordon will send current Board resolutions to the Board	1/31/2020	Complete
20-02-06	Val will contact Steve Shue to determine why Lindler and Link meters were not recorded on the monthly report.	2/14/2020	Complete