



DMCA BOARD MEETING

April 13 2020 @ 6:00 PM – 8:00 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 April 13, 2020	Meeting Time	6:00 pm – 8:30 pm
DMCA Board Attendees (minutes and updated financial report approval date):			
<input type="checkbox"/> Tom Bennett (4/30/2020)		<input type="checkbox"/> Don Scholl (4/29/2020)	
<input type="checkbox"/> Caroline McAndrews (4/26/2020)		<input type="checkbox"/> Andrea Sokolowski (4/26/2020)	
<input type="checkbox"/> Gordon Mull (4/27/2020)		<input type="checkbox"/> Rick Taylor (4/26/2020)	

#	Agenda Item	Decision/Discussion Conclusion	Action(s)
1	Financial Report	<ul style="list-style-type: none"> • The April (end of March) financial report was reviewed by the Board. The fines and other collections were not up to date in the monthly report. The financial report requires revision and approval as part of these minutes' approval. • 4 lot owners have not paid their first dues installment and notices will be sent to the lot owners: Lindler, Link, Lummis, Valentine. • Status Update: <ul style="list-style-type: none"> – Mr. Link has since paid his dues. – Caroline worked with Rick to update the April Financial report – see page 4 of these minutes. 	<ol style="list-style-type: none"> 1) Rick and Caroline will update the financial spreadsheet and the update will be approved with these meeting minutes. <ol style="list-style-type: none"> a) Complete 2) Rick will send out delinquent notices to the lot owners who have not paid their dues. Ref: DMCA Collection Policy. <ol style="list-style-type: none"> a) Complete
2	Update on Lot Foreclosure	<ul style="list-style-type: none"> • Based on discussions with the DMCA Attorney for the lawsuit, the Sheriff action to hold an auction is on hold due to the coronavirus and county shut down. • Don received the lawsuit documents for review. Don committed to review the documents for identification of additional actions to protect DMCA against the newest appeal by Mr. Valentine. 	<ol style="list-style-type: none"> 1) Don will review the lawsuit documents for identification of additional actions to protect DMCA against the newest appeal by Mr. Valentine. <ol style="list-style-type: none"> a. Due Date: 4/30/2020
3	Update on Attorney Status	<ul style="list-style-type: none"> • The recommendation from the Legal sub-team, after discussion with the existing attorney, is to retain the current DMCA attorney and not pursue a change in representation. • Decision: Tom put forth the motion and Gordon seconded. The motion passed unanimously. 	None



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4	ADU Issue	<ul style="list-style-type: none"> Review of the current CCDs and By-Laws are vague with respect to preclusion of ADUs; the original CCRs were clearer with respect to one primary residence. An ARC request for an ADU like structure was submitted. A draft analysis of the DMCA CCDs and By Laws was shared with the board and the DMCA attorney. Decision: Since the boards review of the current community standards reveal no clear basis for preclusion of ADUs except for "ARC discretion," the BOD voted to not deny the recently requested ADU passing 5 to 1. The BOD recommended putting forth a vote to the entire community to overtly preclude ADUs but decided to await Attorney input prior to drafting a vote. Status Update: The DMCA Attorney concluded that there were no specific grounds to deny ADUs in the current CCRs, Bylaws or ARC Guidelines without the decision appearing arbitrary. The ARC decisions should be supported by the documents that govern the DM community. The ARC Guidelines could be a location to define standards regarding ADUs. A concern with precluding ADUs is the apparent existing multiple ADUs present in the community and inconsistent treatment of these units in the past. 	1) Caroline will obtain feedback from the DMCA Lawyer regarding the risk of precluding ADUs from the community. a) Complete
5	Water Team Update – Old Well Plugging	<ul style="list-style-type: none"> The access road to the old well needs a bit of cleanup. Board members volunteered to help with cleanup once Gordon obtains the date for the start of work. Based on the coronavirus, the well plugging date may slip into May or June. 	1) Gordon will obtain a start date for plugging the abandoned well from Valley Pump. a) Due Date: 5/30/2020
6	Water Meter Transmitter Status Update	<ul style="list-style-type: none"> Mr. Link installed his water meter transmitter and the readings are now included in the monthly reports. Mr. Lindler sent an email stating his non-functioning water meter is a non-essential priority and that he will pursue the sensor repair once he is home. Since the transmitter has been out of service since at least last July 2019, the board agreed to fine Mr. Lindler for violating DMCA CCDs, Article 5 §5.2. 	1) Tom will present Mr. Lindler with violation letter and fine notice. a) Complete
7	ARC Update	<ul style="list-style-type: none"> Mr Lummis submitted an updated ARC request. Tom is processing the request through the ARC. The 30-day review due date is on or about May 7th. The basis for the Lot 8 fence appears to be 1) the failure to submit an ARC request prior to construction, and 2) the material not meeting the standard of ARC discretion. 	1) Tom with the ARC will recommend next steps on the Lot 8 violation and discuss at a future meeting. a) Due date: 6/8/2020



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8	Coronavirus Impact of DMCA and BOD activities	<ul style="list-style-type: none">While anecdotal information indicates the community is coping acceptably with the CV-19, the board would like to help, where possible, lot owners. A memo will be drafted and shared with improved lot owners offering encouragement and assistance.	<ol style="list-style-type: none">1) Andrea agreed to draft a message for distribution. a) Complete2) Caroline will use the DMCA Board email to distribute the message. a) Complete
9	Meeting Close <ul style="list-style-type: none">Action reviewNext meeting location and topics	<ul style="list-style-type: none">The next meeting will be on May 11th and likely held with Zoom.Additional topics beyond updates on the above include:<ul style="list-style-type: none">– eRepository Overview	

Dallas Meadows Community Association (DMCA) Board Meeting Minutes

UPDATED

Dallas Meadows Community Association Monthly Finance Report 4/15/2020

Operating Budget	Annual Budget	April '20 Actual YTD	Difference	Comments
Income				
HOA Dues	\$20,400.00	\$15,050.00	(\$5,350.00)	3 delinquent: Lindler, Lummis, Valentine; 14 first half
Tap Fees	\$0.00	\$6,500.00	\$6,500.00	
Fines for Violations	\$0.00	\$0.00	\$0.00	Lot 8: \$5025, which is under review
Collection Charges from Lawsuit	\$0.00	\$0.00	\$0.00	Lot 21: Approx \$95310
Water Overage Payment				
Other	\$0.00	\$276.93	\$276.93	San Miguel Refund
Total Income	\$20,400.00	\$21,550.00	\$1,150.00	
Expenses				
Utilities				
Water Testing	\$6,500.00	\$2,310.17	\$4,189.83	
Water System Operation & Maintenance	\$5,000.00	\$0.00	\$5,000.00	
Electricity (Pump & Tank)	\$1,700.00	\$534.20	\$1,165.80	
Water Meter Reading	\$1,600.00	\$500.65	\$1,099.35	
Administration				
U. S. Post Office/Postage	\$300.00	\$55.00	\$245.00	
Office/Copy	\$150.00	\$34.23	\$115.77	
WEB Site	\$500.00	\$379.00	\$121.00	
Annual Meeting/Special Meeting	\$150.00	\$0.00	\$150.00	
Social (e.g., Yearly Picnic)	\$250.00	\$0.00	\$250.00	
Misc. (e.g., HOA Leader, Associations, etc.)	\$500.00	\$129.00	\$371.00	
Legal and Professional				
Tax Preparation/Accounting/Review	\$1,500.00	\$490.00	\$1,010.00	
Attorney/Legal	\$5,000.00	\$3,633.92	\$1,366.08	
Audit		\$0.00		
Insurance				
Insurance	\$2,100.00	\$1,006.00	\$1,094.00	
Contingency	\$2,000.00	\$0.00	\$2,000.00	
Total Expense	\$27,250.00	\$9,072.18	\$18,177.82	
Net Income	(\$6,850.00)	\$5,977.82	(\$872.18)	

<u>Capital Expenses</u>	Expected	Actual	Difference
Abandoned well plug	\$2,500.00		
Tank recoating	\$18,000.00		
Tank access	TBD		
Total Capital	\$22,500.00		

<u>Savings Account</u>	Expected	Actual	Difference
Input	\$0.00		
Expenses			
Savings Balance		\$9,042.14	

<u>Reserve Account</u>	Expected	Actual	Difference
Input	\$0.00		
Expenses			
Reserve Balance		\$34,113.61	

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

New or Open Actions

No. (yr-mn-#)	Action(s)	Due Date	Status
20-01-13	<p>Don to review insurance policies, determine if policies cover</p> <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.) <p>Update: Due to membership change and need to resolve lawyer questions, this item is delayed until June</p>	2/10/2020 3/9/2020 4/9/2020 6/8/2020	Rescheduled due to competing priorities
20-02-02	<p>Don Gordon will contact Steve Shue and ask Steve to obtain liability insurance.</p> <p>Status Update: Since Don is taking the lead on insurance, he agreed to work with Steve on assuring DMCA and lot owner protection from Steve Shue's actions on lot owner properties.</p>	2/28/2020 3/13/2020 5/30/2020	
20-03-01	<p>Rick will work with Caroline to revise the monthly financial reports.</p> <p>Status Update: first draft is included in April BOD material</p>	4/9/2020 5/11/2020	
20-03-04	<p>Caroline will establish an eDocument Repository and train the board on its use.</p>	5/11/2020	On-track
20-03-06	<p>ALL Board members given action to identify ADD/DELETE/CHANGE areas on Website</p>	3/25/2020 7/30/2020	Rescheduled due to competing priorities
20-03-08	<p>Rick will send monthly fine notices to LaCorte</p> <p>Status Update: No fine notice was sent</p>	3/31/2020 4/30/2020	
20-04-01	<p>Don will review the lawsuit documents for identification of additional actions to protect DMCA against the newest appeal by Mr. Valentine.</p>	4/30/2020	
20-04-02	<p>Gordon will obtain a start date for plugging the abandoned well from Valley Pump.</p>	5/30/2020	
20-04-03	<p>Tom with the ARC will recommend next steps on the Lot 8 violation and discuss at a future meeting.</p>	6/8/2020	