



DMCA BOARD MEETING
Mar. 09, 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 March 09, 2020	Meeting Time	6:00 pm – 8:30 pm
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DMCA Board Attendees (minutes approval date):

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| <input checked="" type="checkbox"/> Tom Bennett (3/19/2020) | <input checked="" type="checkbox"/> Don Scholl |
| <input checked="" type="checkbox"/> Caroline McAndrews (3/18/2020) | <input checked="" type="checkbox"/> Val Szwarc (3/19/2020) |
| <input checked="" type="checkbox"/> Gordon Mull (3/19/2020) | <input checked="" type="checkbox"/> Rick Taylor (3/19/2020) |

#	Agenda Item	Decision/Discussion Conclusion	Action(s)
1	Financial Report	<ul style="list-style-type: none"> The January and February financial reports were reviewed and approved by the Board. A brief discussion determined the need to review monthly a revenue and expense statement. The DMCA tax return was not reviewed by the Board prior to filing. In the future, tax returns should be presented to the Board before filing and it will be up to the President and Treasurer to ensure this happens in future years. Dues are coming due and less than half of the members have paid. 	<ol style="list-style-type: none"> Rick will work with Caroline to revise the monthly financial reports. <ol style="list-style-type: none"> Due Date: 4/9/2020 Rick will send pdf version of 2019 Tax Return to Board members for review <ol style="list-style-type: none"> Due Date: 3/31/2020 Rick will email two reminder notes (two weeks apart) to members reminding them of dues due. <ol style="list-style-type: none"> Due Date: 3/16/2020
2	Assessment of Insurance Policy	<ul style="list-style-type: none"> 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.) 	
3	Update on Lot Foreclosure	<ul style="list-style-type: none"> Attorney did not provide any status to Gordon. The date of foreclosure sale is still not set. Update: On Feb 10th Gordon received an update from the attorney. Valentine intervened with the Sheriff and date of sale is not set. Gordon is continuing to follow-up with the attorney. 	
4	Water Team Update	<ul style="list-style-type: none"> The board was provided an update by the Water Team that outlined the steps to completing their activities. Last month the team reviewed the strategy and list of tasks and now the team is prioritizing the tasks. Initial review determined the priority 1 tasks as: Tank Access, Tank Integrity, Plugging the Old Well and Creating a Reserve Fund. 	



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5	eDocument Repository	<ul style="list-style-type: none"> The board approved the funds (~\$60/yr) for establishing an eDocument Repository 	1) Caroline will establish an eDocument Repository and train the board on its use. a) Due date: 5/11/2020
6	Update of Search for New Attorney	<ul style="list-style-type: none"> There is a challenge finding interested candidates. Four attorneys were not interested. 	
7	ARC Update	<ul style="list-style-type: none"> Board approved denial of Lummis request based on an incomplete application Caroline moved to not draft a Board resolution denying ADUs since the CCDs do not contain specific preclusion language. The vote passed 5 to 1 in favor of the Board not issuing a moratorium on ADUs without first developing a legal stance based on the CCDs and the historical record. All ARC request information was provided to Rick and should be accessible on Website 	1) Rick will post ARC request documents to website accessible by all a) Due Date: 3/13/2020
8	Other Items	<ul style="list-style-type: none"> A discussion about the DMCA website noted that some links are dead-ends and some documents are located in the “back office” that is only available to the administrator. It was pointed out that DMCA does not have a SOW with Steve Shue the meter reader. Updated monthly fine notices have not been sent to LaCort. Renewal of HOA Leader subscription was approved by the Board 	1) ALL Board members given action to identify ADD/DELETE/CHANGE areas on Website a) Due Date: 3/25/2020 2) Rick will draft a SOW for Steve Shue a) Due Date: 3/15/2020 3) Rick will send monthly fine notices to LaCorte a) Due Date: 3/31/2020 4) Rick will renew HOA Leader subscription a) Due Date: 4/14/2020
9	Meeting Close	<ul style="list-style-type: none"> The next meeting will be on April 13th at Gordon’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
20-01-11	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 3/15/2020	
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 4/9/2020	
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 3/13/2020	
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 3/31/2020	
20-02-06	Val will work with his team to finalize the lawyer selection questionnaire.	2/28/2020 3/20/2020	Draft Prepared
20-03-01	Rick will work with Caroline to revise the monthly financial reports.	4/9/2020	
20-03-02	Rick will send pdf version of 2019 Tax Return to Board members for review	3/31/2020	
20-03-03	Rick will email two reminder notes (two weeks apart) to members reminding them of dues due.	3/16/2020	
20-03-04	Caroline will establish an eDocument Repository and train the board on its use.	5/11/2020	
20-03-05	Rick will post ARC request documents to website accessible by all	3/13/2020	
20-03-06	ALL Board members given action to identify ADD/DELETE/CHANGE areas on Website	3/25/2020	
20-03-07	Rick will draft a SOW for Steve Shue	3/15/2020	Complete
20-03-08	Rick will send monthly fine notices to LaCorte	3/31/2020	
20-03-09	Rick will renew HOA Leader subscription	4/14/2020	

Dallas Meadows Community Association (DMCA) Board Meeting Minutes

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
20-01-02	Rick will send the files electronically and include the information regarding past due fines.	1/31/2020	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
20-01-08	Caroline Gordon will arrange for a plumber to install the remote meter reader. Update: Caroline arranged for a plumber but Lindler committed to fix the transmitter himself. Caroline sent Gretchen Lindler a note stating the fix is needed by April 1 and because of the prolonged out of service time, the board will need to address the non-compliances as per our policy. The policy calls for fines if the violation is not corrected.	1/31/2020 2/28/2020	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
20-02-04	Caroline will establish an eDocument repository. See Mar 9 th meeting package. Recommendation to board was provided and approved to move forward with MS Cloud Drive. Caroline will implement initial configuration and provide an overview to the Board at April 13 meeting	2/28/2020 4/13/2020	Complete
20-02-05	Caroline will add to the Water Team scope, plugging the old well.	2/28/2020	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
20-02-08	Caroline will contact Link to determine his remote meter installation date. 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. However, Link's meter was not reported on March 1, 2020.	2/28/2020	Complete