



DMCA BOARD MEETING August 17 @ 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	August 17, 2020	Meeting Time	6:00 pm – 7:00 pm
DMCA Board Attendees (minutes and updated financial report approval date):			
<input checked="" type="checkbox"/> Tom Bennett (09/24/2020)		<input checked="" type="checkbox"/> Don Scholl - <i>Not in attendance</i>	
<input checked="" type="checkbox"/> Caroline McAndrews (09/24/2020)		<input checked="" type="checkbox"/> Andrea Sokolowski (09/24/2020)	
<input checked="" type="checkbox"/> Gordon Mull (09/24/2020)			

#	Agenda Item	Decision/Discussion Conclusion	Action(s)
1	Meeting Minutes	<ul style="list-style-type: none"> July meeting minutes were approved by the remaining members (Tom and Gordon) at this meeting. 	None
2	Financial Report	<ul style="list-style-type: none"> Freed second half dues were not received by the end of July. Water overage actual due through end of July is ~\$1500 August will show transfer of \$23k from reserves and the water tank bill; Need expense receipts from Gordon for valve and misc parts. Legal expenses do not reflect ~\$1300 of known charges plus work since July. 	1. Gordon to submit any expenses for water tank work. <ol style="list-style-type: none"> Due Date: 12/15/2020
3	Water Team Update	<ul style="list-style-type: none"> The Board Resolution for one-time forgiveness of water overage under certain equipment malfunction conditions was approved by members present and Don Scholl approved via email. Caroline will review the job description and provide feedback to Andrea this week. Status Update: action was completed on 8/18/2020. 	None
4	Insurance Coverage Update	<ul style="list-style-type: none"> The agenda item - “Review of Water Operator (WO) Insurance Coverage” based on question raised by Don of need for auto insurance coverage – was deferred to the September meeting. 	1. Don to address carryover agenda item. <ol style="list-style-type: none"> Due date: 8/24/2020
5	ARC	<ul style="list-style-type: none"> No new ARC requests were received. Tom discussed having a maximum size for a structure on any lot. No decision was made. 	None
6	Update on Lot Foreclosure	<ul style="list-style-type: none"> Auction is still set for August 25th with Jon Pfeiffer expected to attend. Caroline, Gordon and Don are also expected to be present. 	None
7	Other Items	<ul style="list-style-type: none"> Several cars are speeding through the neighborhood representing a danger to pedestrians and a dust nuisance. Lot owners should be reminded of the 20-mph speed limit and should share the information with their guests/renters. Some board members expressed an interest in the application of mag-chloride to Meadow Circle and Andrea agreed to pursue the cost for the application. Caroline noted that the current DMCA funds likely would not support the proposed work for mag-chlorine application and may have to be presented to lot owner. 	1. Caroline/Andrea to distribute information on speed limit and fiber optics work to lot owners. <ol style="list-style-type: none"> Completed 8/24/2020 2. Andrea will obtain information on cost for applying mag-chlorine to Meadow Cir. <ol style="list-style-type: none"> Due date: 9/30/2020
8	Meeting Close	Next meeting is on September 24 th based on member availability.	None



DMCA BOARD MEETING Meeting Material

End of July Financial Reports

Dallas Meadows Community Association
Monthly Finance Report 8/1/2020

Operating Budget	Annual Budget	July '20 Actual YTD	Difference	Comments
Income				
HOA Dues	\$20,400.00	\$19,530.00	(\$870.00)	3 overdue - Freed, Taylor, Valentine
Tap Fees	\$0.00	\$6,500.00	\$6,500.00	
Fines for Violations	\$0.00	\$30.00	\$30.00	Balance is: \$172 for Lot 8
Collection Charges from Lawsuit	\$0.00	\$0.00	\$0.00	Lot 21: Approx \$98413
Water Overage Payment	\$0.00	\$1,124.50	\$1,124.50	Total Due = \$2153
Other	\$0.00	\$276.93	\$276.93	San Miguel Refund
Total Income	\$20,400.00	\$27,461.44	\$5,060.01	
Expenses				
Utilities				
Water Testing	\$6,500.00	\$2,310.17	\$4,189.83	
Water O&M + Well +Tank Recoat	\$5,000.00	\$4,646.00	\$354.00	
Electricity (Pump & Tank)	\$1,700.00	\$918.54	\$781.46	
Water Meter Reading	\$1,600.00	\$886.70	\$713.30	
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	\$198.99	\$301.01	
Legal and Professional				
Tax Preparation/Accounting/Review	\$1,500.00	\$490.00	\$1,010.00	
Attorney/Legal	\$5,000.00	\$5,810.92	(\$810.92)	
Audit	\$0.00	\$0.00	\$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	\$18,735.56	\$10,514.45	
Net Income	(\$8,850.00)	\$10,725.88		

<u>Capital or Reserve Planned Expenses</u>	Expected	Actual	Difference	
Abandoned well plug	\$2,500.00	\$1,788.48	\$711.52	Cost is included in Water O&M
Tank recoating	\$18,000.00		\$18,000.00	Cost will be \$22,765
Tank access	TBD			
Total Capital	\$22,500.00			

<u>Savings Account</u>	Expected	Actual	Difference
Input	\$0.00	\$1.20	
Expenses		\$0.00	
Savings Balance		\$9,042.37	

<u>Reserve Account</u>	Expected	Actual	Difference
Input	\$0.00	\$4.58	
Expenses		\$0.00	
Reserve Balance		\$34,114.47	

\$23k planned xfer in Aug for Tank Recoat



DMCA BOARD MEETING Meeting Material

SUMMARY TABLE OF CHECKING ACCOUNT
Data as of 8/1/2020

Monthly Checking Summary	Column Labels												Grand Total
Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Annual Meeting/Special Meeting					\$0.00								\$0.00
DR					\$0.00								\$0.00
Audit				\$0.00									\$0.00
DR				\$0.00									\$0.00
Collection Payment							\$0.00						\$0.00
DR							\$0.00						\$0.00
Contingency								\$0.00					\$0.00
DR								\$0.00					\$0.00
Dues	\$4,150.00	\$4,050.00	\$4,850.00	\$3,250.00	\$280.00		\$2,950.00						\$19,530.00
CR	\$4,150.00	\$4,050.00	\$4,850.00	\$3,250.00	\$280.00		\$2,950.00						\$19,530.00
Electrical - San Miguel	\$120.03	\$153.54	\$130.24	\$130.39	\$115.19	\$119.59	\$149.56						\$918.54
DR	\$120.03	\$153.54	\$130.24	\$130.39	\$115.19	\$119.59	\$149.56						\$918.54
Electrical Refund - San Miguel	\$276.93												\$276.93
CR	\$276.93												\$276.93
Fine Payment				\$30.00						\$0.00			\$30.00
CR				\$30.00						\$0.00			\$30.00
DR									\$0.00				\$0.00
Insurance		\$1,006.00											\$1,006.00
DR		\$1,006.00											\$1,006.00
Legal - Cannon	\$926.92		\$1,190.00	\$1,517.00		\$1,677.00							\$5,310.92
DR	\$926.92		\$1,190.00	\$1,517.00		\$1,677.00							\$5,310.92
Legal - Huffman						\$500.00				\$0.00			\$500.00
DR						\$500.00				\$0.00			\$500.00
Misc. (e.g., HOA Leader, Associations, etc.)		\$10.00		\$188.99									\$198.99
DR		\$10.00		\$188.99									\$198.99
Office/Copy	\$34.23												\$34.23
DR	\$34.23												\$34.23
Social (e.g., Yearly Picnic)											\$0.00		\$0.00
DR											\$0.00		\$0.00
Tap Fee	\$6,500.00												\$6,500.00
CR	\$6,500.00												\$6,500.00
Tax Preparation/Accounting/Review			\$490.00										\$490.00
DR			\$490.00										\$490.00
U. S. Post Office/Postage		\$55.00											\$55.00
DR		\$55.00											\$55.00
Water Meter Read	\$125.00	\$125.00	\$125.00	\$125.65	\$125.00	\$129.55	\$131.50						\$886.70
DR	\$125.00	\$125.00	\$125.00	\$125.65	\$125.00	\$129.55	\$131.50						\$886.70
Water O&M					\$1,037.10	\$1,788.48	\$1,820.42					\$0.00	\$4,646.00
DR					\$1,037.10	\$1,788.48	\$1,820.42					\$0.00	\$4,646.00
Water Overage Payment						\$0.00	\$1,124.50						\$1,124.50
CR						\$0.00	\$1,124.50						\$1,124.50
Water Test	\$858.20		\$1,451.97										\$2,310.17
DR	\$858.20		\$1,451.97										\$2,310.17
Web Services	\$240.00			\$139.00									\$379.00
DR	\$240.00			\$139.00									\$379.00

Monthly Cash Flow	Income	Expenses	Ck Balance
January	\$10,926.93	\$2,304.38	\$9,119.55
February	\$4,050.00	\$1,349.34	\$11,820.01
March	\$4,850.00	\$3,387.21	\$13,282.80
April	\$3,280.00	\$2,101.03	\$14,461.77
May	\$280.00	\$1,277.29	\$13,464.48
June	\$0.00	\$4,214.62	\$9,249.86
July	\$4,074.50	\$2,101.48	\$11,222.88
August	\$0.00	\$0.00	\$11,222.88
September	\$0.00	\$0.00	\$11,222.88
October	\$0.00	\$0.00	\$11,222.88
November	\$0.00	\$0.00	\$11,222.88
December	\$0.00	\$0.00	\$11,222.88

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

New or Open Actions at Conclusion of Meeting

No. (yr-mn-#)	Action(s)	Due Date	Status
20-01-13b	Don to review Water Operator insurance policies regarding adequacy to protect the DMCA.	2/10/2020 3/9/2020 4/9/2020 6/8/2020 7/13/2020 8/10/20	
20-03-06	ALL Board members given action to identify ADD/DELETE/CHANGE areas on Website Status Update: Input was provided by Caroline	3/25/2020 7/30/2020	
20-05-01	Caroline to draft a BOD resolution regarding STRs. Status Update: There may be limitations on developing a BOD resolution related to STRs and more investigation is needed.	7/30/2020 8/30/2020	
20-05-02	Tom will update the ARC Guidelines to reflect requirements associated with ADUs including 1. ADUs may not be used for long-term rentals that result in the lot being a multi-family or double housing lot; 2. The lot owner must provide a copy of the ADU's COO to the board; and 3. If the ADU is to be used for STR, the lot owner must comply with the STR BOD Resolution.	8/30/2020	
20-05-03	Tom will update the ARC Guidelines to clarify standards for commonly constructed or revised lot improvements.	8/30/2020	
20-07-02	Andrea will post to fill the Water Meter position. Caroline will confirm the job description is up to date to support Andrea's posting. Status Update: Posting is pending board review of proposed candidate.	8/15/2020 8/30/2020 9/30/2020	
20-08-01	Gordon to submit any expenses for water tank work.	9/30/2020	
20-08-02	Andrea will obtain information on cost for applying mag-chlorine to Meadow Cir.	8/24/2020	