



DMCA BOARD MEETING July 13 @ 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	July 13, 2020	Meeting Time	6:00 pm – 8:00 pm
DMCA Board Attendees (minutes and updated financial report approval date):			
<input checked="" type="checkbox"/> Tom Bennett (08/17/2020)		<input type="checkbox"/> Don Scholl (07/28/2020)	
<input checked="" type="checkbox"/> Caroline McAndrews (07/28/2020)		<input type="checkbox"/> Andrea Sokolowski (07/28/2020)	
<input type="checkbox"/> Gordon Mull (08/17/2020)		<input type="checkbox"/>	

#	Agenda Item	Decision/Discussion Conclusion	Action(s)
1	Financial Report	<ul style="list-style-type: none"> • The end of June financial report was reviewed and approved by the Board. See pp 3-4. <ul style="list-style-type: none"> – Discussion on “forgiving” water use overages due to broken pipe/controller was denied. Following the meeting Tom and Andrea proposed BOD forgiveness policy resolution via an email. – We are currently over budget on legal expenses. 	1. Andrea to facilitate BOD Water Usage Overage Forgiveness Resolution voting. <ul style="list-style-type: none"> a. Due Date: 7/30/2020
2	Water Team Update	<ul style="list-style-type: none"> • DMCA received notice that our current water meter reader will leave his position in November. We need to post and hire a new person for this position. • The vendor started the tank recoating work as of July 13th morning. The planned work schedule and impact information was shared with the lot owners. 	1. Andrea will post to fill the Water Meter position. Caroline will confirm the job description is up to date to support Andrea’s posting. <ul style="list-style-type: none"> a. Due Date: 8/15/2020
3	Insurance Coverage Update	<p>Specific Comments*:</p> <ul style="list-style-type: none"> • Review of the liability insurance policy revealed coverage for River Sage LLC. This rider was added in Oct. 2013 based on an easement agreement but the coverage does not seem needed. <ul style="list-style-type: none"> ➤ The board determined that this rider is not needed since the property associated with the tank access is owned by the city of Ridgway. • The DMCA, without first obtaining additional coverage, is NOT covered if we: <ul style="list-style-type: none"> ○ Serve or furnish alcohol at any community event. Reference Section I, 2. Exclusions, c. Liquor Liability. ○ Conduct or sponsor any sporting events or tournaments (e.g, corn hole games). ➤ The board determined that we should get an additional rider if we are providing alcohol or sponsoring games such as at an annual picnic. • The DMCA if found negligent is likely covered against claims of bodily injury and property and damage liability on the easement and common area. Reference Section I, 1. Insuring Agreement <ul style="list-style-type: none"> ➤ While outsiders and lot owners are covered, the Medical Coverage 2. Exclusions section states that insurance will not cover expenses for "bodily injury" for any Insured and lists any insured as the DMCA and officers. The DMCA coverage against board member using the common area where DMCA is found liable needs to be clarified. • The insurance policy does NOT cover worker’s compensation claims associated with vendor work. Reference Section I, 2. Exclusions, e. Employer’s Liability. <ul style="list-style-type: none"> ➤ The board ensures hired vendors have worker’s compensation insurance coverage. 	1. Caroline will ask insurance agent to: Drop the River Sage LLC rider and provide clarity on the Medical Coverage 2. Exclusions as associated with board members <ul style="list-style-type: none"> a. Due Date: 8/30/2020



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		* - coverage is dependent on many factors and the above are general conclusions	
4	ARC	<ul style="list-style-type: none">• Tom identified two ARC requests that were received and the ARC disposition:<ul style="list-style-type: none">○ Lot 6 – Wilson barn was approved;○ Lot 9 – Lummis is under review.• Tom would like to take the ARC review process paperless, which was supported by the board.• Tom shared areas under review for development of ARC guidelines. It was suggested that a working meeting be setup to flesh out details.	
5	Update on Lot Foreclosure	<ul style="list-style-type: none">• No updates as of the meeting<ul style="list-style-type: none">– Since the meeting, the Sherriff set a date for the auction and, per procedure, advertised the sale.– Since the meeting, the DMCA lawyer shared that the court denied Valentine’s motion to stay.	
6	Meeting Close	<p>Next meeting is on August 10th</p> <ul style="list-style-type: none">• Suggest moving date to August 17th based on member availability.	



DMCA BOARD MEETING Meeting Material

End of June Financial Reports

Dallas Meadows Community Association
Monthly Finance Report 7/1/2020

Operating Budget	Annual Budget	July 1, 2020 Actual YTD	Difference	Comments
Income				
HOA Dues	\$20,400.00	\$17,330.00	(\$3,070.00)	1 delinquent:Valentine; 12 second half due
Tap Fees	\$0.00	\$6,500.00	\$6,500.00	
Fines for Violations	\$0.00	\$30.00	\$30.00	Balance is: \$171 for Lot 8
Collection Charges from Lawsuit	\$0.00	\$0.00	\$0.00	Lot 21: Approx \$97764
Water Overage Payment	\$0.00	\$143.00	\$143.00	\$97.50 from Penning and Woodruff
Other	\$0.00	\$276.93	\$276.93	San Miguel Refund
Total Income	\$20,400.00	\$24,279.94	\$3,460.01	
Expenses				
Utilities				
Water Testing	\$6,500.00	\$2,310.17	\$4,189.83	
Water O&M + Well +Tank Recoat	\$5,000.00	\$2,825.58	\$2,174.42	
Electricity (Pump & Tank)	\$1,700.00	\$768.98	\$931.02	
Water Meter Reading	\$1,600.00	\$755.20	\$844.80	
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	\$14,634.08	\$12,615.93	
Net Income	(\$8,850.00)	\$9,645.86		

<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	
Tank access	TBD			
Total Capital	\$22,500.00			

Savings Account	Expected	Actual	Difference
Input	\$0.00	\$1.20	
Expenses		\$0.00	
Savings Balance		\$9,042.37	

Reserve Account	Expected	Actual	Difference
Input	\$0.00	\$4.58	
Expenses		\$0.00	
Reserve Balance		\$34,114.47	



DMCA BOARD MEETING Meeting Material

SUMMARY TABLE OF CHECKING ACCOUNT

Data as of 7/1/2020

Monthly Checking Summary Row Labels	Column Labels Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
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		\$750.00						\$17,330.00
CR	\$4,150.00	\$4,050.00	\$4,850.00	\$3,250.00	\$280.00		\$750.00						\$17,330.00
Electrical - San Miguel	\$120.03	\$153.54	\$130.24	\$130.39	\$115.19	\$119.59							\$768.98
DR	\$120.03	\$153.54	\$130.24	\$130.39	\$115.19	\$119.59							\$768.98
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							\$755.20
DR	\$125.00	\$125.00	\$125.00	\$125.65	\$125.00	\$129.55							\$755.20
Water O&M					\$1,037.10	\$1,788.48						\$0.00	\$2,825.58
DR					\$1,037.10	\$1,788.48						\$0.00	\$2,825.58
Water Overage Payment						\$0.00	\$143.00						\$143.00
CR						\$0.00	\$143.00						\$143.00
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	\$1,949.54	\$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	\$893.00	\$0.00	\$10,142.86
August	\$0.00	\$0.00	\$10,142.86
September	\$0.00	\$0.00	\$10,142.86
October	\$0.00	\$0.00	\$10,142.86
November	\$0.00	\$0.00	\$10,142.86
December	\$0.00	\$0.00	\$10,142.86

**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	
20-02-02	Don to draft an indemnification statement for Steve Shue to sign; Status Update: The DMCA lawyer suggested and made changes to the meter reader Indemnity Agreement. Since Steve Shue is planning to resign from his position the board needs to align whether to pursue getting his signature.	2/28/2020 3/13/2020 6/15/2020 7/13/2020	Complete
20-03-06	ALL Board members given action to identify ADD/DELETE/CHANGE areas on Website	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	
20-07-01	Andrea to facilitate BOD Water Usage Overage Forgiveness Resolution voting.	7/30/2020	
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. Due Date:	8/15/2020	
20-07-03	Caroline will ask insurance agent to: Drop the River Sage LLC rider and provide clarity on the Medical Coverage 2. Exclusions as associated with board members.	8/15/2020	