



## DMCA BOARD MEETING Minutes

**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.

<b>Meeting Date</b>	September 24, 2020	<b>Meeting Time</b>	6:00 pm – 7:30 pm
<b>DMCA Board Attendees (minutes and updated financial report approval date):</b>			
<input checked="" type="checkbox"/> Tom Bennett (10/19/2020)	<input checked="" type="checkbox"/> Don Scholl (10/19/2020)		
<input checked="" type="checkbox"/> Caroline McAndrews (10/18/2020)	<input checked="" type="checkbox"/> Andrea Sokolowski (10/18/2020)		
<input checked="" type="checkbox"/> Gordon Mull (10/18/2020)			

#	Agenda Item	Decision/Discussion Conclusion	Action(s)
1	<b>Meeting Minutes</b>	<ul style="list-style-type: none"> <li>August meeting minutes were approved – see pp. 2-3.</li> </ul>	None
2	<b>Financial Report</b>	<ul style="list-style-type: none"> <li>The end of August Financial Report was approved.</li> <li>Lot 21 was sold at the August 25<sup>th</sup> auction. DMCA is awaiting disbursement of funds. DMCA lawyer filed for a hold back of funds to cover the cost for DMCA expenses should DMCA win the appeal.</li> </ul>	None
3	<b>Water Team Update</b>	<ul style="list-style-type: none"> <li>Andrea wants to do the Water Meter Reading job and the board approved. Tom agreed to peer check her homes reading to eliminate any conflict of interest concerns.</li> </ul> <p><b>Status Update:</b> Since the meeting, Andrea walkdown the route with Steve, current meter reader, and determined that reading several lots represents a safety hazard given the remoteness of the meters to the road.</p>	1. <b>Andrea</b> to prepare a proposal with alternatives for reading the DMCA meters. <ol style="list-style-type: none"> <li><b>Due Date:</b> 10/20/2020</li> </ol>
4	<b>Insurance Coverage Update</b>	<ul style="list-style-type: none"> <li>Board agreed that the water operator should also have automobile liability coverage.</li> </ul> <p><b>Status Update:</b> Since the meeting, the current DMCA water operator has decided to terminate his employment with DMCA. He is assisting in identifying a replacement operator.</p>	None
5	<b>ARC</b>	<ul style="list-style-type: none"> <li>A modification to an ARC requests was received for Wilson’s barn roof.</li> <li>Tom has continued to research upgrading the ARC rules.</li> </ul>	None
6	<b>Other Items</b>	<ul style="list-style-type: none"> <li>Based on the Covid-19 concerns the board decided:               <ul style="list-style-type: none"> <li>No HOA fall picnic will be held</li> <li>The Annual Meeting maybe a Zoom call but the 4-H center may serve as an option if the rules on gatherings are relaxed.</li> </ul> </li> <li>Andrea will reach out to Henry to get help or guidance on the DMCA Board elections.</li> </ul>	1. <b>Andrea</b> will reach out to Henry to get help or guidance on the DMCA Board elections. <ol style="list-style-type: none"> <li><b>Due Date:</b> 10/20/2020</li> </ol>
8	<b>Meeting Close</b>	Next meeting is on Oct 20 <sup>th</sup> based on member availability.	None



## DMCA BOARD MEETING Meeting Material

### End of August Financial Reports

Dallas Meadows Community Association

Monthly Finance Report 8/25/2020

Operating Budget	Annual Budget	Aug '20 Actual YTD	Plan Difference	Comments
<b>Income</b>				
HOA Dues	\$20,400.00	\$19,780.00	(\$620.00)	Actual is \$400 deficit - Freed paid 8/31. Balance is: \$173 for Lot 8 Lot 21: Approx \$100826 Total Due = \$1366 For Tank Recoating San Miguel Refund
Tap Fees	\$0.00	\$6,500.00	\$6,500.00	
Fines for Violations	\$0.00	\$30.00	\$30.00	
Collection Charges from Lawsuit	\$0.00	\$0.00	\$0.00	
Water Overage Payment	\$0.00	\$2,096.25	\$2,096.25	
Transfer from Savings or Reserves	\$0.00	\$22,000.00	\$22,000.00	
Other	\$0.00	\$276.93	\$276.93	
<b>Total Income</b>	<b>\$20,400.00</b>	<b>\$50,683.19</b>	<b>\$30,283.19</b>	
<b>Expenses</b>				
<b>Utilities</b>				
Water Testing	\$6,500.00	\$2,310.17	\$4,189.83	
Water O&M + Well +Tank Recoat	\$5,000.00	\$27,411.00	(\$22,411.00)	
Electricity (Pump & Tank)	\$1,700.00	\$1,097.66	\$602.34	
Water Meter Reading	\$1,600.00	\$1,017.55	\$582.45	
<b>Administration</b>				
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	
Dues Overpayment	\$0.00	\$250.00	(\$250.00)	
Misc. (e.g., HOA Leader, Associations, etc.)	\$500.00	\$274.99	\$225.01	
<b>Legal and Professional</b>				
Tax Preparation/Accounting/Review	\$1,500.00	\$490.00	\$1,010.00	
Attorney/Legal	\$5,000.00	\$7,897.42	(\$2,897.42)	
Audit	\$0.00	\$0.00	\$0.00	
<b>Insurance</b>				
Insurance	\$2,100.00	\$1,006.00	\$1,094.00	
Contingency	\$2,000.00	\$0.00	\$2,000.00	
<b>Total Expense</b>	<b>\$27,250.00</b>	<b>\$42,223.03</b>	<b>(\$14,973.03)</b>	
<b>Net Income</b>	<b>(\$6,850.00)</b>	<b>\$8,460.16</b>		

Capital or Reserve Planned Expenses	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	\$22,765.00	(\$4,765.00)	Cost will be \$22,765
Tank access	TBD			
<b>Total Capital</b>	<b>\$22,500.00</b>	<b>\$24,553.48</b>	<b>(\$2,053.48)</b>	

Savings Account	Expected	Actual	Difference
Input	\$0.00	\$1.35	
Expenses		\$0.00	
<b>Savings Balance</b>		<b>\$9,042.52</b>	

Reserve Account	Expected	Actual	Difference
Input	\$0.00	\$4.98	
Expenses		\$23,000.00	
<b>Reserve Balance</b>		<b>\$12,114.87</b>	

\$23k planned xfer in Aug for Tank Recoat



## DMCA BOARD MEETING Meeting Material

### SUMMARY TABLE OF CHECKING ACCOUNT Data as of 8/25/2020

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	\$750.00					\$20,280.00
CR	\$4,150.00	\$4,050.00	\$4,850.00	\$3,250.00	\$280.00		\$2,950.00	\$500.00					\$20,030.00
DR								\$250.00					\$250.00
Electrical - San Miguel	\$120.03	\$153.54	\$130.24	\$130.39	\$115.19	\$119.59	\$149.56	\$179.12					\$1,097.66
DR	\$120.03	\$153.54	\$130.24	\$130.39	\$115.19	\$119.59	\$149.56	\$179.12					\$1,097.66
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
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		\$2,086.50					\$7,397.42
DR	\$926.92		\$1,190.00	\$1,517.00		\$1,677.00		\$2,086.50					\$7,397.42
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				\$76.00					\$274.99
DR		\$10.00		\$188.99				\$76.00					\$274.99
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
Transfer of Funds from Savings or Reserves								\$22,000.00					\$22,000.00
CR								\$22,000.00					\$22,000.00
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	\$130.85					\$1,017.55
DR	\$125.00	\$125.00	\$125.00	\$125.65	\$125.00	\$129.55	\$131.50	\$130.85					\$1,017.55
Water O&M					\$1,037.10	\$1,788.48	\$1,820.42	\$22,765.00				\$0.00	\$27,411.00
DR					\$1,037.10	\$1,788.48	\$1,820.42	\$22,765.00				\$0.00	\$27,411.00
Water Overage Payment							\$0.00	\$1,124.50	\$971.75				\$2,096.25
CR							\$0.00	\$1,124.50	\$971.75				\$2,096.25
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

START OF YEAR BALANCE:	\$497.00		
Monthly Cash Flow	Income	Expenses	Cr Balance
January	\$10,926.93	\$2,304.38	\$9,119.55
February	\$4,050.00	\$1,349.54	\$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	\$4,074.50	\$2,101.48	\$11,222.88
August	\$23,471.75	\$23,487.47	\$9,207.16
September	\$0.00	\$0.00	\$9,207.16
October	\$0.00	\$0.00	\$9,207.16
November	\$0.00	\$0.00	\$9,207.16
December	\$0.00	\$0.00	\$9,207.16

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

**New or Open Actions at Conclusion of Meeting**

No. (yr-mn-#)	Action(s)	Due Date	Status
20-05-01	<b>Caroline</b> to draft a BOD resolution regarding STRs. <b>Status Update:</b> There may be limitations on developing a BOD resolution related to STRs and more investigation is needed.	<del>7/30/2020</del> <del>8/30/2020</del> <b>11/15/2020</b>	
20-05-02	<b>Tom</b> 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.	<b>8/30/2020</b>	
20-05-03	<b>Tom</b> will update the ARC Guidelines to clarify standards for commonly constructed or revised lot improvements.	<b>8/30/2020</b>	
20-07-02	<b>Andrea</b> will post to fill the Water Meter position. <b>Caroline</b> will confirm the job description is up to date to support <b>Andrea's</b> posting. <b>Status Update:</b> This action is superseded by action 20-09-02	<del>8/15/2020</del> <del>8/30/2020</del> <b>9/30/2020</b>	Superseded by action 20-09-01
20-08-01	<b>Gordon</b> to submit any expenses for water tank work.	<b>12/15/2020</b>	
20-08-02	<b>Andrea</b> will obtain information on cost for applying mag-chlorine to Meadow Cir.	<b>8/24/2020</b>	
20-09-01	<b>Andrea</b> to prepare a proposal with alternatives for reading the DMCA meters.	<b>10/20/2020</b>	
20-09-02	<b>Andrea</b> will reach out to <b>Henry</b> to get help or guidance on the DMCA Board elections.	<b>10/20/2020</b>	