



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.

Meeting Date	December 8, 2020	Meeting Time	6:00 pm – 7:30 pm
DMCA Board Attendees (minutes and financial report approval date):			
<input checked="" type="checkbox"/> Tom Bennett (1/11/2021)	<input checked="" type="checkbox"/> Don Scholl (1/11/2021)		
<input checked="" type="checkbox"/> Caroline McAndrews (1/7/2021)	<input checked="" type="checkbox"/> Andrea Sokolowski (1/7/2021) – except for agenda item 5		
<input checked="" type="checkbox"/> Gordon Mull (1/11/2021)	<input checked="" type="checkbox"/> Vince Snowbarger (1/11/2021)		

#	Agenda Item Discussion and Result
1	<p>Financial Report</p> <ul style="list-style-type: none"> The financial report through Dec 11, 2020 were approved (pg. 2)
2	<p>Water Team Update</p> <ul style="list-style-type: none"> The new water meter transmitters were installed and testing will occur once the receiver is delivered by the vendor. <ul style="list-style-type: none"> Action: Completed - Andrea will coordinate with the board of the testing plan. Testing of the meters occurred on 1/6/2021. The data and DMCA receiver are still pending receipt from Core & Main. Caroline will be tracking receipt of the receiver going forward.
3	<p>ARC</p> <ul style="list-style-type: none"> There were no new requests or updates on open ARC requests. Questions were raised as to when the Link construction would be complete since it was approved mid-2019. <ul style="list-style-type: none"> Action: Tom will get an update on the Link construction. <ul style="list-style-type: none"> Due: 2/8/2021 The board currently does not have sufficient records tracking the approvals, violation and communications associated with the LeCorte fence. It was noted that several lot owners have installed windbreak material like that used on the rear Lecorte Fence. Given the current information, a few board members will walk down the fence to confirm the similarity of the windbreak/fencing material. <ul style="list-style-type: none"> Action: Caroline will arrange for a walkdown on the LeCorte fence to determine the acceptability of the material. <ul style="list-style-type: none"> Due: 2/8/2021, pending weather conditions
4	<p>Other Business</p> <ul style="list-style-type: none"> The BOD Insurance policy is up for renewal in January. Three updates were identified for change: Lot buildout status is not complete, home value needs to be higher than cited, and accepting the D&O choice.
5	<p>New Board Session</p> <ul style="list-style-type: none"> The new BOD voted to fill the officer position as follows: <ul style="list-style-type: none"> President: Vince Snowbarger Secretary: Gordon Mull Treasurer: Caroline McAndrews
6	<p>Next Meeting</p> <ul style="list-style-type: none"> Next meeting – Jan 11, 2021

Dallas Meadows Community Association (DMCA) Board Meeting Minutes

Financial Report

Dallas Meadows Community Association
Monthly Finance Report 12/11/2020

Operating Budget	Annual Budget	Mid-Dec '20 Actual YTD	Plan Difference	Comments
Income				
HOA Dues	\$20,400.00	\$20,030.00	(\$370.00)	\$400 deficit legacy from Lot 21
Tap Fees	\$0.00	\$6,300.00	\$6,300.00	
Fines for Violations	\$0.00	\$30.00	\$30.00	Balance is: \$177
Collection Charges from Lawsuit	\$0.00	\$99,700.45	\$99,700.45	Lot 21 settlement received; Appeal bills pending.
Water Overage Payment	\$0.00	\$4,773.20	\$4,773.20	Amount Outstanding = \$0
Transfer from Savings or Reserves	\$0.00	\$47,000.00	\$47,000.00	For Legal, tank recoat, well plug, WM xmtr
Other	\$0.00	\$276.93	\$276.93	San Miguel Refund
Total Income	\$20,400.00	\$178,310.59	\$157,910.59	
Expenses				
Utilities				
Water Testing	\$6,300.00	\$3,075.90	\$3,424.10	
Water O&M + Well +Tank Recoat	\$5,000.00	\$30,249.03	(\$25,249.03)	Includes tank recoat and old well plugging
Electricity (Pump & Tank)	\$1,700.00	\$1,633.87	\$64.13	
Water Meter Reading	\$1,600.00	\$1,402.95	\$197.05	
Administration				
U. S. Post Office/Postage	\$300.00	\$101.00	\$199.00	
Office/Copy	\$150.00	\$34.23	\$115.77	
WEB Site	\$300.00	\$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)	Net zero impact
Misc. (e.g., HOA Leader, Associations, etc.)	\$300.00	\$274.99	\$225.01	
Legal and Professional				
Tax Preparation/Accounting/Review	\$1,500.00	\$490.00	\$1,010.00	
Attorney/Legal	\$5,000.00	\$23,625.72	(\$18,625.72)	Overage due to Lot 21 Lawsuit
Audit	\$0.00	\$0.00	\$0.00	
Insurance				
Insurance	\$2,100.00	\$1,006.00	\$1,094.00	General Liability due in Dec **\$1200
Contingency	\$2,000.00	\$0.00	\$2,000.00	
Transfer to Savings/Reserves	\$0.00	\$99,700.45	(\$99,700.45)	
Total Expense	\$27,250.00	\$162,225.15	(\$134,975.15)	
Net Income	(\$6,850.00)	\$16,085.44		

<u>Capital or Reserve Planned Expenses</u>	Expected	Actual	Difference	Comments
Current Well Monitoring	\$2,000.00	\$0.00	\$2,000.00	Decided not to implement in 2020
Abandoned well plug	\$2,500.00	\$1,788.48	\$711.52	Cost is reflected in Water O&M
Tank recoating	\$18,000.00	\$22,765.00	(\$4,765.00)	Cost is reflected in Water O&M
Meter Transmitters & Reader	\$13,000.00	\$0.00	\$13,000.00	On hold pending viability check
Total Capital	\$35,500.00	\$24,553.48	\$10,946.52	

Savings Account				
Balance forward from previous year: \$9041	Expected	Actual	Difference	
Input	\$0.00	\$1.38		
Expenses	\$0.00	\$0.00		
Savings Balance		\$9,042.75		

Reserve Account				
Balance forward from previous year: \$34110	Expected	Actual	Difference	
Input	\$0.00	\$99,706.73		Lot 21 Disbursement
Expenses	\$0.00	\$47,000.00		Xfer for Legal, tank recoat, well plug, WM xmtr
Reserve Balance		\$86,816.62		

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New or Open Actions

No. (yr-mn-#)	Action(s)	Due Date	Status
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.	11/20/2020 4/20/2021	
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 2/20/2021	
20-05-03	Tom will update the ARC Guidelines to clarify standards for commonly constructed or revised lot improvements.	8/30/2020 2/20/2021	
20-08-01	Gordon to submit any expenses for water tank work.	12/15/2020	
20-12-01	Tom will get an update on the Link construction.	2/8/2021	
20-12-02	Caroline will arrange for a walkdown on the LeCorte fence to determine the acceptability of the material	2/8/2021	