



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 | July 11, 2022 | Meeting Time | 6:35 pm – 7:07 pm |
| DMCA Board Attendees: | | | |
| <input checked="" type="checkbox"/> Tom Bennett | | <input checked="" type="checkbox"/> Josh Freed | |
| <input type="checkbox"/> Martin Bouliane | | <input checked="" type="checkbox"/> Marvin Lummis | |
| <input checked="" type="checkbox"/> Mark Dollard | | <input checked="" type="checkbox"/> Gary Ratcliff | |

***Guests – Val Szwarc, Kevin Wilson**

| # | Agenda Item Discussion and Result |
|---|---|
| 1 | <p>Public Comment</p> <ul style="list-style-type: none"> Val mentioned that a small dog on Meadows Circle has chased he and Laura while they bike past. Asked Board to remind all members of the leash and dog confinement rules. Kevin read another letter focused on protecting the wildlife and wildlife corridors. Gary answered Kevin and updated him on his communications with the HOA attorney. Kevin’s specific concerns have been shared with the attorney asking for his feedback. |
| 2 | <p>Approve Previous Board Meeting Minutes</p> <ul style="list-style-type: none"> Prior to the meeting, the Secretary shared the draft minutes from the June Board Meeting. With no suggested changes, Marvin made a motion to approve the June Board Meeting Minutes as presented. Josh seconded. After no further discussion, the minutes were approved with a unanimous vote. |
| 3 | <p>Water Team Update</p> <ul style="list-style-type: none"> Mark updated everyone that the new process of (1) adding the meter readings to the web site when available and (2) alerting property owners who went over their base usage, was implemented. Will continue practice every month going forward. Because of delays to 811 locate requests, the planned excavation and pipe sampling work could not take place. Gary staying on it and will provide update at the August meeting. <ul style="list-style-type: none"> Action: Josh/Gary will develop a documented Standard Operating Procedure for leak detection and valve shut-off/testing. <ul style="list-style-type: none"> Due Date: August 8, 2022 Action: Gary will obtain two quotes for excavating and grabbing the pipe samples. <ul style="list-style-type: none"> Due Date: August 8, 2022 |
| 4 | <p>Financial Report</p> <ul style="list-style-type: none"> Martin (Treasurer) shared the financial report through June 30th with the Secretary prior to the meeting. Mark shared that nothing was out of the ordinary in terms of payables and all were in line with where we would expect them to be at this date. Account balances all in good shape. Several lots had water overages last month with overage fees due. Each lot owner with an overage was sent an email on June 2nd after the water report was delivered to the Secretary. Financial Report will be included with these final minutes. No past dues. |



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| # | Agenda Item Discussion and Result |
|---|---|
| 5 | <p>Other Business</p> <ul style="list-style-type: none">• Water Committee Formation – Caroline raised the topic at the June meeting. Broad consensus among board members that this is a good idea. Gary stated that he knows Caroline would like to be involved. She has the vision and the experience learning our systems that she would be an ideal member. The committee would be open to ANY lot owner at Dallas Meadows. Interest will be solicited with a note on the web site and in an article in the next lot owner newsletter.• Tank Access – Brief discussion. It was agreed that getting more feedback from the attorney before developing any permanent tank access plans would be most feasible.• Executive Session Cancelled – The attorney could not attend our meeting due to a scheduling conflict. The Board has engaged the HOA’s attorney to provide guidance and direction on the proper treatment of the common areas and any access points to it. Session will be rescheduled.<ul style="list-style-type: none">○ Action: Mark will seek new management proposals.<ul style="list-style-type: none">▪ Due Date: September 8, 2022○ Action: Everyone will research and send suggestions for the CC&D update spreadsheet. Ongoing.<ul style="list-style-type: none">▪ Due Date: Ongoing |
| 6 | <p>Open Action Items</p> <ul style="list-style-type: none">○ Action: Marvin will investigate updating the CC&Ds as it relates to home-based businesses and any other items the membership deems important. Everyone will review CC&Ds and bring items they believe need updating to the Board meeting. Ongoing.<ul style="list-style-type: none">▪ Due Date: August 8, 2022○ Action: Josh with Gary assisting will develop a documented Standard Operating Procedure for leak detection and valve shut-off/testing.<ul style="list-style-type: none">▪ Due Date: August 8, 2022○ Action: Gary will obtain two quotes for excavating and grabbing the pipe samples.<ul style="list-style-type: none">▪ Due Date: August 8, 2022○ Action: Mark will re-work existing management proposals and obtain a third.<ul style="list-style-type: none">▪ Due Date: September 8, 2022 |
| 7 | <p>Adjournment</p> <ul style="list-style-type: none">• With consensus among all members, Gary adjourned the meeting at 7:07 PM. |
| 8 | <p>Next Meeting</p> <ul style="list-style-type: none">• Next meeting – August 8, 2022 at 6:00 PM via Zoom• Current Items for the August Agenda – Home Based Businesses (Marvin Matrix), Pipe Testing Update, Develop NewsLetter to Lot Owners (common area, pets/dogs, other), Attorney Executive Session |
| | |

Dallas Meadows Community Association
Monthly Finance Report **January**

last data entry: 1900-01-00

| Operating Budget | Annual Budget | Actual YTD | Plan Difference | Comments |
|---|--------------------|--------------------|----------------------|--------------------------|
| Income | | | | |
| HOA Dues Improved lots | \$27,540.00 | | | \$765 per lot (35 lots) |
| HOA Dues Unimproved lots | \$3,990.00 | \$38,400.00 | \$35,565.00 | \$665 per lot (6 lots) |
| Reserve Dues | \$42,435.00 | | | \$1035 per lot (41 lots) |
| Tap Fees | \$0.00 | \$0.00 | \$0.00 | |
| Fines for Violations | \$0.00 | \$0.00 | \$0.00 | |
| Water Overage Payment | \$0.00 | \$27.95 | \$27.95 | |
| Transfer from Savings or Reserves | \$0.00 | \$0.00 | \$0.00 | |
| Other | \$0.00 | \$113.19 | \$113.19 | |
| Total Income | \$73,965.00 | \$38,541.14 | (\$35,423.86) | |
| Expenses | | | | |
| Utilities | | | | |
| Water Testing | \$3,000.00 | \$875.81 | \$2,124.19 | |
| Water O&M | \$17,200.00 | \$7,624.11 | \$9,575.89 | |
| Water System Capital/Reserves | \$0.00 | \$0.00 | \$0.00 | |
| Electricity (Pump & Tank) | \$1,800.00 | \$881.23 | \$918.77 | |
| Water Meter Reading | \$0.00 | \$0.00 | (\$0.00) | |
| Administration | | | | |
| U. S. Post Office/Postage | \$100.00 | \$0.00 | \$100.00 | |
| Office/Copy | \$150.00 | \$0.00 | \$150.00 | |
| WEB Site | \$250.00 | \$378.00 | (\$128.00) | |
| Annual Meeting/Special Meeting | \$150.00 | \$0.00 | \$150.00 | |
| Social (e.g., Yearly Picnic) | \$250.00 | \$0.00 | \$250.00 | |
| Misc. (e.g., Associations, etc.) + Bank Error | \$500.00 | \$0.00 | \$500.00 | |
| Legal and Professional | | | | |
| Tax Prep/Audits/Fees | \$1,000.00 | \$0.00 | \$1,000.00 | |
| Attorney/Legal | \$2,000.00 | \$408.00 | \$1,592.00 | |
| Audit | \$1,000.00 | \$0.00 | | |
| Insurance | | | | |
| Insurance | \$2,300.00 | \$938.00 | \$1,362.00 | |
| Contingency | \$1,000.00 | \$0.00 | \$1,000.00 | |
| Transfer to Savings/Reserves | \$42,435.00 | \$0.00 | \$42,435.00 | |
| Total Expense | \$73,135.00 | \$11,105.15 | \$62,029.85 | |
| Net Income | \$830.00 | \$27,435.99 | | |
| Checking Account End of Month Balance | | \$42,687.54 | | |

| Capital or Reserve Planned Expenses | Expected | Actual | Difference |
|-------------------------------------|---------------|---------------|---------------|
| | | | \$0.00 |
| | | | \$0.00 |
| Total Capital | \$0.00 | \$0.00 | \$0.00 |

| Savings Account | Expected | Actual | Difference |
|---|----------|-------------------|------------|
| Balance forward from previous year: \$2043 | | | |
| Input | \$0.00 | \$0.00 | |
| Expenses | | \$0.00 | |
| Savings Account End of Month Balance | | \$2,043.05 | |

| Reserve Account | Expected | Actual | Difference |
|--|----------|---------------------|------------|
| Balance forward from previous year: \$154489 | | | |
| Input | \$0.00 | \$0.00 | |
| Expenses | | \$0.00 | |
| Reserve Account End of Month Balance | | \$154,488.90 | |

**Annual Dues Accounting
2022**

| Lot # | Name | Lot Status | Total Due | Balance | Payment 1 | Deposit Date 1 | Check # | Payment 2 | Deposit Date 2 | Check # | Payment 3 | Deposit Date 3 | Check # | Payment 4 | Deposit Date 4 | Check # |
|-------|-----------------|-------------|------------|------------|-------------|----------------|-------------|-----------|----------------|-------------|------------|----------------|---------|-----------|----------------|---------|
| 1 | Sokolowski | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/29/2022 | 1247 | \$450.00 | 6/2/2022 | 1254 | | | | | | |
| 2 | Freed | Improved-TC | \$765.00 | \$765.00 | | | | | | | | | | | | |
| 3 | Bennett | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 4/11/2022 | 2148 | | | | | | | | | |
| 4 | Hooper | Improved | \$1,800.00 | \$900.00 | \$900.00 | 2/22/2022 | 3035 | | | | | | | | | |
| 5 | Kigar | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/31/2022 | 2507 | \$450.00 | 6//2022 | 2513 | | | | | | |
| 6 | Wilson | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/24/2021 | 1320 | \$450.00 | 6/2/2022 | 1339 | | | | | | |
| 7 | Lumms | Unimproved | \$1,700.00 | \$850.00 | \$850.00 | 5/16/2022 | 1758 | | | | | | | | | |
| 8 | LaCorte | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/31/2022 | 27620622044 | \$450.00 | 7/5/2022 | 26130592978 | | | | | | |
| 9 | Lumms | Improved | \$1,800.00 | \$900.00 | \$900.00 | 5/15/2022 | 1757 | | | | | | | | | |
| 10 | Lindler | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/31/2022 | 8108123 | \$450.00 | 8-Jun | 818 | | | | | | |
| 11 | Klonoski | Improved | \$1,800.00 | \$900.00 | \$900.00 | 6/2/2022 | 111 | | | | | | | | | |
| 12 | Ratcliff | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/19/2022 | 2616 | \$450.00 | 5/15/2022 | 2621 | | | | | | |
| 13 | Snowbarger | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 3/31/2022 | 1168 | | | | | | | | | |
| 14 | Bouliane/Rivard | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/14/2022 | 139 | \$450.00 | 5/19/2022 | 148 | | | | | | |
| 15 | Cagney | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/29/2022 | 516 | \$450.00 | 5/31/2022 | 517 | | | | | | |
| 16 | Romano | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 2/23/2022 | 1527 | | | | | | | | | |
| 17 | Romano | Unimproved | \$1,700.00 | \$0.00 | \$1,700.00 | 2/23/2022 | 1526 | | | | | | | | | |
| 18 | Hall | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 2/22/2022 | 1112 | | | | | | | | | |
| 19 | Dollard | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 2/24/2022 | 1000166 | | | | | | | | | |
| 20 | Feierabend | Improved | \$1,800.00 | \$450.00 | \$450.00 | 3/19/2022 | 5644 | \$450.00 | 5/16/2022 | 5666 | \$450.00 | 7/5/2022 | 5682 | | | |
| 21 | Bouliane/Rivard | Unimproved | \$1,700.00 | \$850.00 | \$425.00 | 3/14/2022 | 139 | \$425.00 | 5/19/2022 | 148 | | | | | | |
| 22 | Smith | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/26/2022 | 10313 | \$450.00 | 5/16/2022 | 10332 | | | | | | |
| 23 | Benasutti | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/20/2022 | 1000491 | \$450.00 | 5/4/2022 | 1000498 | | | | | | |
| 24 | Giek | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 2/24/2022 | 6079 | | | | | | | | | |
| 25 | Szwarc/McAlevy | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/31/2022 | 1883 | \$450.00 | 6/2/2022 | 1895 | | | | | | |
| 26 | Young | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/31/2022 | 4970 | \$450.00 | 8-Jun | 4987 | | | | | | |
| 27 | VerStraete | Improved | \$1,800.00 | \$900.00 | \$900.00 | 3/20/2022 | 1159 | | | | | | | | | |
| 28 | Mull | Improved | \$1,800.00 | \$900.00 | \$450.00 | 4/4/2022 | 6857 | \$450.00 | 6/20/2022 | 6873 | | | | | | |
| 29 | Rytlewski | Improved | \$1,800.00 | \$900.00 | \$450.00 | 2/22/2022 | 1155 | \$450.00 | 8-Jun | 1045 | | | | | | |
| 30 | Young | Unimproved | \$1,700.00 | \$850.00 | \$425.00 | 3/31/2022 | 4970 | \$425.00 | 8-Jun | 4987 | | | | | | |
| 31 | Edwards | Unimproved | \$1,700.00 | \$850.00 | \$425.00 | 3/19/2022 | 1046 | \$425.00 | 6/2/2022 | 1011 | | | | | | |
| 32 | Link | Improved | \$1,800.00 | \$1,800.00 | | | | | | | | | | | | |
| 33 | Cosby | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 2/22/202 | | | | | | | | | | |
| 34 | Born/Pennings | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 3/26/2022 | 154 | | | | | | | | | |
| 35 | Seaman | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/19/2022 | 3592 | \$450.00 | 6/2/2022 | 3632 | | | | | | |
| 36 | Veenstra | Unimproved | \$1,700.00 | \$0.00 | \$1,700.00 | 4/8/2022 | 996711 | | | | | | | | | |
| 37 | Fallenius | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 2/21/2022 | 9643 | | | | | | | | | |
| 38 | McAndrews | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 2/21/2022 | 3500581 | | | | | | | | | |
| 39 | Ritter | Improved | \$1,800.00 | \$900.00 | \$450.00 | 4/2/2022 | 779 | \$450.00 | 6/20/2022 | 785 | | | | | | |
| 40 | Chevalier | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/19/2022 | 8560 | \$450.00 | 5/15/2022 | 8583 | | | | | | |
| 41 | Harper | Improved | \$1,800.00 | \$900.00 | \$450.00 | 3/31/2022 | 102 | \$450.00 | 8-Jun | 4011 | | | | | | |
| 42 | Weibel/FOley | Improved | \$1,800.00 | \$0.00 | \$1,800.00 | 3/27/2022 | 211 | | | | | | | | | |
| | | | | | \$37,475.00 | | | | | | \$9,825.00 | | | | | |
| | | | | | | | | | | \$450.00 | | | | | | |
| | | | | | | | | | | | | | | | \$0.00 | |

Total Improved: 35
 Total Unimproved: 6
 Total Impr-TC: 1
 Op Dues - Improved: \$ 27,540.00
 Op Dues - Unimproved: \$ 3,990.00 \$ 31,530.00
 Reserve Funds: \$ 42,435.00
 \$ 73,965.00

Total Due: \$73,965.00
Total Paid: \$47,750.00
Amount Outstanding: \$26,215.00

DMCA Monthly Water Usage

Period (Days): 29
 Limit for Period (Gals): 11441
 Reading Date: 6/1/2022 6/30/2022

| LOT | MIUID | Start Reading | End Reading | Usage | 1st 10k Over \$5/1000 gal | Next 8k Over \$10/1000 gal | 18k Over \$40/1000 gal | Due Current Month |
|-----|------------|---------------|-------------|-------|------------------------------|-------------------------------|---------------------------|-------------------------|
| 1 | 1567580266 | 366000 | 375000 | 9000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2 | TC | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3 | 1567617396 | 2310500 | 2333650 | 23150 | \$50.00 | \$17.09 | \$0.00 | \$67.09 |
| 4 | 1567616506 | 552450 | 554400 | 1950 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5 | 1568199212 | 1008200 | 1014550 | 6350 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 6 | 1568199226 | 954700 | 959700 | 5000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 7 | NONE | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 8 | 1568199230 | 1479050 | 1483150 | 4100 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 9 | 1567617806 | 1481550 | 1489200 | 7650 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 10 | 1567559472 | 116769 | 122616 | 5847 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 11 | 1567549124 | 1076000 | 1079800 | 3800 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 12 | 1567556264 | 480250 | 483650 | 3400 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 13 | 1567559476 | 500150 | 514650 | 14500 | \$15.30 | \$0.00 | \$0.00 | \$15.30 |
| 14 | 1567561322 | 1383900 | 1390200 | 6300 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 15 | 1567556044 | 800100 | 803100 | 3000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 16 | 1567561150 | 421750 | 434000 | 12250 | \$4.05 | \$0.00 | \$0.00 | \$4.05 |
| 17 | NONE | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 18 | 1567582476 | 1516200 | 1520500 | 4300 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 19 | 1567559870 | 1047750 | 1051000 | 3250 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 20 | 1567581876 | 749600 | 751300 | 1700 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 21 | NONE | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 22 | 1567559462 | 969650 | 974650 | 5000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 23 | 1567583076 | 1463400 | 1470350 | 6950 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 24 | 1567581968 | 1917300 | 1960400 | 43100 | \$50.00 | \$80.00 | \$546.36 | \$676.36 |
| 25 | 1567561160 | 319050 | 320850 | 1800 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 26 | 1567566810 | 863400 | 868100 | 4700 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 27 | 1564937394 | 1339400 | 1344900 | 5500 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 28 | 1567572930 | 1486700 | 1495650 | 8950 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 29 | 1564892062 | 1069700 | 1075700 | 6000 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 30 | NONE | | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 31 | NONE | | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 32 | 1564926300 | 117000 | 127500 | 10500 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 33 | 1564926228 | 2243600 | 2259400 | 15800 | \$21.80 | \$0.00 | \$0.00 | \$21.80 |
| 34 | 1567583012 | 2108300 | 2123800 | 15500 | \$20.30 | \$0.00 | \$0.00 | \$20.30 |
| 35 | 1564940058 | 1553650 | 1564900 | 11250 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 36 | NONE | | 0 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 37 | 1567566422 | 769650 | 774950 | 5300 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 38 | 1567566876 | 159857 | 163027 | 3170 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 39 | 1567617220 | 851400 | 857350 | 5950 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 40 | 1567653552 | 1331150 | 1341450 | 10300 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 41 | 1567617222 | 870650 | 906950 | 7260 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 42 | 1568194332 | 349950 | 364850 | 14900 | \$17.30 | \$0.00 | \$0.00 | \$17.30 |