Dallas Meadows Community Owners' Association, Inc.
Annual Owners Meeting Minutes

Date: January 26, 2026
Time: 4:00 PM – 6:00 PM (Mountain Time)
Location: Via Zoom videoconference
Meeting Type: Annual Owners Meeting

1. Call to Order

The Annual Owners Meeting of the Dallas Meadows Community Owners' Association, Inc. ("Association") was called to order at approximately **4:00 PM (MT)** by **Mark Dollard**, Board President. The President welcomed homeowners, explained the purpose of the Annual Meeting, and reviewed expectations for participation, including that the meeting was open to all members, with a designated member comment period later in the agenda.

2. Roll Call and Certification of Proxies

Board members present at the meeting included:

- **Mark Dollard**, President
- **Valentine Szwarc**, Vice President
- **Jacob Sklar**, Secretary
- **Erik Fallenius**, Board Member
- **John Harper**, Board Member

Association management present:

- **Design HOA**, Community Manager

Homeowners attended the meeting both in person via Zoom and by proxy.

Proxy and Quorum Summary:

- Total homeowner units in the Association: **42**
- Proxies received prior to and at the meeting: **4**

Based on the number of homeowners present in person and represented by proxy, the Community Manager confirmed that **quorum was met**, allowing the Association to conduct official business in accordance with the governing documents and the Colorado Common Interest Ownership Act (CCIOA).

3. Proof of Notice of Meeting or Waiver of Notice

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The President addressed proof of notice for the Annual Owners Meeting. The meeting notice, agenda, proxy form, and full meeting packet were distributed to all homeowners in advance of the meeting via the Association's established notice procedures.

The President asked whether any homeowner had objections or concerns regarding notice of the meeting or wished to raise an issue regarding waiver of notice. **No objections or concerns were raised**, and the record reflects that proper notice was provided.

4. **Approval of Prior Annual Owners Meeting Minutes**

The minutes from the **January 27, 2025 Annual Owners Meeting** were included in the meeting packet and made available to the membership for review prior to the meeting.

- **Motion:** Erik Fallenius moved to approve the January 27, 2025 Annual Owners Meeting Minutes as presented.
- **Second:** Jacob Sklar.

Discussion:
A homeowner asked whether a vote on proposed governing document updates referenced in the 2025 minutes had occurred at a later date. The President explained that no such vote had taken place, as the Association did not have a quorum at that time to vote on amendments, and the Board later determined—based on organization and legal guidance—that any such vote would need to occur via mailed ballot rather than at a meeting.

- **Vote:** The motion to approve the January 27, 2025 Annual Owners Meeting Minutes passed **unanimously**.

5. **Reports of Officers**

No formal written officer reports were prepared or presented at the meeting.

The President noted that a summary of Association activities and accomplishments from 2025 would be provided verbally under the Unfinished Business section of the agenda.

6. **Budget Ratification – 2026 Budget (Membership Ratification)**

    a. **Agenda Adjustment / Treasurer Note**

The President stated that the agenda did not separately list budget ratification, and proposed adjusting the agenda to include ratification of the 2026 budget that had been approved by the board and distributed in the meeting packet. He also noted the Association did not currently have a designated treasurer and emphasized the importance of having a board member consistently review monthly financials and ask questions.

    b. **Ratification Standard and Quorum Confirmation**

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The President explained the ratification threshold: if 50% or more of those in attendance voted *not* to ratify the budget, it would fail ratification and return for revision; otherwise, the budget would be ratified.

A homeowner (Vince Snowbarger) asked whether a quorum was present for voting. The President confirmed quorum and cited attendance counts during the discussion:

- Initially stated 21 in attendance, then confirmed Dan Kiger joined.
- Val Szwarc noted John Romano represented more than one lot; the President confirmed that and stated the total as 23 in attendance.

c. Budget/Reserve Discussion (highlights)

The President described reserve placement and liquidity decisions, noting that reserve funds were moved into CDs to earn interest while keeping some funds more liquid, and explained how the balance sheet reflected operating funds versus reserves.

d. Motion to Approve 2026 Budget

After asking for any remaining questions, the President requested a motion to approve the 2026 budget as presented.

- Motion: Made by Carolyn McAndrews
- Second: Marvin Lummis.
- Vote: Voice vote; the President stated the motion passed unanimously.
- Result: The President stated the Association had an approved and ratified 2026 budget.

7. Reports of Committees

Architectural Review Committee (ARC):
The President referred homeowners to the detailed **ARC activity report for 2025**, which was included in the meeting packet. The report summarized ARC requests reviewed throughout the year, including new construction, solar installations, landscaping improvements, and other architectural matters.

The President acknowledged the ARC Chair and committee members for their time and volunteer service, noting that the committee remained active and responsive throughout the year. No additional questions were raised by the membership regarding ARC activity.

John Harper (Water Committee Chair) reported:

- A notable issue involved **Lot 27**, which had ongoing problems with **meter reading**.
- The issue was resolved with the help of "John and Deborah," and monthly readings were restored via the **sensor**, allowing the Association to receive regular readings again.

The President thanked Mr. Harper for the update and noted the issue was successfully addressed

8. Election of Board Members

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The President explained the election process for the Board of Directors for the 2026 term. Pursuant to the Association's Bylaws, the Board consists of a minimum of three (3) and a maximum of six (6) Directors, each serving a **one-year term**.

Nominations were accepted prior to the meeting and from the floor. As the number of nominees did not exceed the number of open positions, the election was **uncontested**.

The election was conducted by a **show of hands**, with a majority of members present voting in favor of the slate of nominees. Specific officer titles were not designated at the Annual Meeting and will be determined by the Board at a subsequent organizational meeting.

The following individuals were elected to serve **one-year terms** on the Board of Directors:

- **Jacob Sklar**
- **John Harper**
- **Erik Fallenius**
- **Caroline McAndrews**

9. Unfinished Business

a. 2025 Review and Accomplishments

The President provided a verbal overview of Association activities during 2025. Topics discussed included:

- Continued operation and monitoring of the Association's water system;
- Improvements to communication and tracking related to water usage and maintenance;
- Contributions from volunteers serving on committees and assisting with Association operations;
- Ongoing coordination with vendors and professionals as needed throughout the year.

b. Discussion and Update on Plat / PUD and Setbacks

The President provided a detailed update regarding properties identified as **legal nonconforming**, explaining that the issue stemmed from deficiencies in the original plat and PUD documentation.

The membership was informed that:

- Correcting the issue would require updated title commitments for affected properties;
- A survey and coordination with the county surveyor would be required;
- Estimated costs included surveying, title work, and legal fees;
- Any amendment or corrective action would require approval by **67% of the membership**, as required by the governing documents.

The matter was discussed for informational purposes only. **No motion was made and no vote was taken** at this meeting.

10. New Business

Discussion on Vote to Update Governing Documents. The President explained that proposed updates to the governing documents had been reviewed with legal counsel. Due to the nature of the amendments and voting requirements, homeowners will receive **mailed ballot materials** prepared by the Association's attorney.

The President emphasized that no vote would be conducted at the meeting and that homeowners would have the opportunity to review the materials and submit ballots in accordance with the instructions provided.

11. Member Comments

Homeowners were provided the opportunity to address the Board in accordance with Association policy. Questions and comments were received regarding Association operations, water system monitoring, and the plat/PUD process. Board members and the Community Manager responded to questions as appropriate.

No formal motions or actions resulted from member comments.

12. Adjournment

Following completion of member comments and confirmation that there was no further business to come before the membership, **Mark Dollard, President**, formally adjourned the Annual Owners Meeting at **5:28 PM (Mountain Time)**.

Respectfully submitted,
Design HOA
Community Manager and on the behalf of Dallas Meadows Community Owners' Association, Inc.

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