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	January 9, 2023	**Meeting Time**	5:31 pm – 6:26 pm

DMCA Board Attendees:

- ☒ Martin Bouliane
- ☒ Russell Cosby
- ☒ Mark Dollard
- ☒ Erik Fallenius
- ☒ John Harper

***Guests – Catherine**

#	Agenda Item Discussion and Result
1	**Lot Owner Input** • No comments
2	**Approve Previous Board Meeting Minutes** • The previous Board Meeting was held in November 2022. Secretary at the time was traveling and unable to attend. No one took notes in Secretary's absence. The Zoom meeting was recorded but Secretary has failed to obtain a copy and transcribe them into new draft Minutes for that November Board Meeting. Much of what was discussed was preparation for the Annual Meeting in December, which occurred, and Minutes were created for, so the motivation to complete November has been lessened.
3	**Election of Board Officers** • Motions, Seconds, Results, and any discussion were as follows: ○ Russell made motion to nominate Mark as President. Erik seconded. Vote was 5-0. ○ . Russell made motion to nominate Mark as President. Erik seconded. Vote was 5-0. ○ Russell made motion to nominate Mark as President. Erik seconded. Vote was 5-0. ○ John made motion to nominate Martin to serve as Treasurer. Erik seconded. It was acknowledged that Martin is a key member of the water committee, and his involvement will continue, but for continuity and historical knowledge it was agreed that him staying on as Treasurer was most prudent move. Plus, manager will assume the clerk and bill paying tasks, lessening the Treasurer's burden and time requirements. Vote was 5-0. ○ Mark made motion to nominate John to be the Water Committee Chair. Erik seconded. With confidence that John would get the support he needs to get up to speed on all the water processes, the vote was 5-0. ○ Mark made motion to nominate Russell as Vice President and ARC Chair. Martin seconded. Vote was 5-0. ○ Martin made motion to nominate Mark as Secretary. John seconded. Like Martin's role as Treasurer, the new manager will soon assume minutes, agenda, and web site update tasks, so Mark is fine with the second role. Vote was 5-0.
4	**Water Team Update** • John is the new Chair of the Water Committee. He will seek assistance from Caroline to learn the meter reading process. The Committee will assume that duty and relieve Caroline of being the sole person performing those duties. John and the Committee will ensure we have redundancy among its members, so multiple people will be trained to read the meters each month. • Mark will send email to several lot owners who have participated in pre-Committee water functions and others who have expressed an interest. Get them thinking about a first meeting and breakout of responsibilities/roles. ○ **Action**: **John** and water team will get trained up on meter reading tasks. ▪ Due Date: March 13, 2023 ○ **Action**: **Mark** will send note to prospective water committee participants. ▪ Due Date: January 25, 2023
5	**Financial Report** • Martin (Treasurer) shared the financial report through December 31st with the Secretary prior to the meeting, which was then forwarded to the full Board. No surprises and no expense overruns. Quick notes on 2023 budget.

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#	Agenda Item Discussion and Result
6	**ARC Committee** • Russell is new Chair. Mark will send email to existing and prospective members to encourage initial meeting and to get everyone on same page for any open issues or projects. ○ **Action**: **Mark** will send note to prospective ARC participants. ▪ Due Date: January 25, 2023
7	**Assurance HOA Management** • Prior to the meeting, Mark distributed a copy of Assurance's last proposal from 1Q2022 to the new Board. Mark requested an updated proposal and contract from Assurance HOA Management but it did not arrive prior to the meeting. When received, Mark will send to the full Board for one more review prior to signing on. Monthly management fee will be $475. ○ **Action**: **Mark** will distribute new proposal to Board. ▪ Due Date: January 25, 2023
6	**Open Action Items** ○ **Action**: **John** and water team will get trained up on meter reading tasks. ▪ Due Date: March 13, 2023 ○ **Action**: **Mark** will send note to prospective water committee participants. ○ Due Date: January 25, 2023**Action**: **Mark** will send note to prospective ARC participants. ▪ Due Date: January 25, 2023 ○ **Action**: **Mark** will distribute new proposal to Board. ▪ Due Date: January 25, 2023
7	**Adjournment** • With consensus among all members, Mark adjourned the meeting at 6:26 PM.
8	**Next Board Meeting** • Next Board meeting – March 13, 2023 at 6:00 PM via Zoom

Dallas Meadows Community Association
2022 Monthly Finance Report **December**

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	$74,097.64	($132.64)	**$665 per lot (6 lots)**
Reserve Dues	$42,435.00			**$1035 per lot (41 lots)**
Tap Fees	$0.00	$7,000.00	$7,000.00	
Fines for Violations	$0.00	$0.00	$0.00	
Water Overage Payment	$0.00	$1,706.45	$1,706.45	
Transfer from Savings or Reserves	$0.00	$150,000.00	$150,000.00	
Other	$0.00	$138.19	$138.19	
Total Income	$73,965.00	$232,942.28	$158,977.28	
Expenses				
Utilities				
Water Testing	$3,000.00	$875.81	$2,124.19	
Water O&M	$17,200.00	$20,909.29	($3,709.29)	
Water System Capital/Reserves	$0.00	$7,359.50	($7,359.50)	Sample pipe extraction (Reserves)
Electricity (Pump & Tank)	$1,800.00	$2,432.68	($632.68)	Major leak caused excessive consumtion
Water Meter Reading	$0.00	$0.00	($0.00)	
Administration				
U. S. Post Office/Postage	$100.00	$66.00	$34.00	
Office/Copy	$150.00	$55.43	$94.57	
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	$350.00	$650.00	
Attorney/Legal	$2,000.00	$1,178.00	$822.00	
Audit	$1,000.00	$0.00		
Insurance				
Insurance	$2,300.00	$2,086.00	$214.00	
Contingency	$1,000.00	$0.00	$1,000.00	
Transer to Savings/Reserves	$42,435.00	$192,935.00	($150,500.00)	
Total Expense	$73,135.00	$228,625.71	($155,490.71)	
Net Income	$830.00	$4,316.57		Tap fee+water overage are in excess of budget
Alpine Checking End of Month Balance		**$18,657.24**		

Alpine Savings Account			
Balance forward from previous year: $2043	**Expected**	**Actual**	**Difference**
Input	$0.00	$0.00	
Expenses		$0.00	
Savings End of Month Balance		**$2,043.83**	

Alpine Reserve Account			
Balance forward from previous year: $154489	**Expected**	**Actual**	**Difference**
Input	$0.00	$0.00	
Expenses		$0.00	
Alpine Reserve End of Month Balance		**$39,610.58**	

Wells Fargo Balance	**150,466.17**
Total Cash Available	**210,777.82**

DMCA Monthly Water Usage

Period (Days):		31.88
Limit for Period (Gals):	12578	
Reading Date:	12/1/2022 13:15	1/2/2023 10:23
Pump Meter Reading:	0	No meter since pumphouse pipe break

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	394500	396350	1850	$0.00	$0.00	$0.00	$0.00
2	TC	0	0	0	$0.00	$0.00	$0.00	$0.00
3	1567617396	2402700	2406600	3900	$0.00	$0.00	$0.00	$0.00
4	1567616506	566700	569400	2700	$0.00	$0.00	$0.00	$0.00
5	1568199212	1036500	1040600	4100	$0.00	$0.00	$0.00	$0.00
6	1568199226	980500	985500	5000	$0.00	$0.00	$0.00	$0.00
7	NONE	0	0	0	$0.00	$0.00	$0.00	$0.00
8	1568199230	1505300	1510250	4950	$0.00	$0.00	$0.00	$0.00
9	1567617806	1521400	1527400	6000	$0.00	$0.00	$0.00	$0.00
10	1567559472	166029	169900	3871	$0.00	$0.00	$0.00	$0.00
11	1567549124	1095450	1099450	4000	$0.00	$0.00	$0.00	$0.00
12	1567556264	494850	497100	2250	$0.00	$0.00	$0.00	$0.00
13	1567559476	544200	548000	3800	$0.00	$0.00	$0.00	$0.00
14	1567561322	1418700	1422050	3350	$0.00	$0.00	$0.00	$0.00
15	1567556044	817250	820900	3650	$0.00	$0.00	$0.00	$0.00
16	1567561150	442550	442550	0	$0.00	$0.00	$0.00	$0.00
17	NONE	0	0	0	$0.00	$0.00	$0.00	$0.00
18	1567582476	1531600	1534300	2700	$0.00	$0.00	$0.00	$0.00
19	1567559870	1064000	1065950	1950	$0.00	$0.00	$0.00	$0.00
20	1567581876	760350	762350	2000	$0.00	$0.00	$0.00	$0.00
21	NONE	0	0	0	$0.00	$0.00	$0.00	$0.00
22	1567559462	982700	984350	1650	$0.00	$0.00	$0.00	$0.00
23	1567583076	1494400	1501400	7000	$0.00	$0.00	$0.00	$0.00
24	1567581968	1984650	1984700	50	$0.00	$0.00	$0.00	$0.00
25	1567561160	333550	335000	1450	$0.00	$0.00	$0.00	$0.00
26	1567566810	887100	890600	3500	$0.00	$0.00	$0.00	$0.00
27	1564937394	1420200	1425800	5600	$0.00	$0.00	$0.00	$0.00
28	1567572930	1511500	1517000	5500	$0.00	$0.00	$0.00	$0.00
29	1564892062	1106100	1106100	0	$0.00	$0.00	$0.00	$0.00
30	NONE	0	0	0	$0.00	$0.00	$0.00	$0.00
31	UNKNOWN	418	0	-418	$0.00	$0.00	$0.00	$0.00
32	1564926300	170750	173200	2450	$0.00	$0.00	$0.00	$0.00
33	1564926228	2303350	2307500	4150	$0.00	$0.00	$0.00	$0.00
34	1567583012	2204050	2219900	15850	$16.36	$0.00	$0.00	**$16.36**
35	1564940058	1609200	1613450	4250	$0.00	$0.00	$0.00	$0.00
36	NONE	0	0	0	$0.00	$0.00	$0.00	$0.00
37	1567566422	801500	807250	5750	$0.00	$0.00	$0.00	$0.00
38	1567566876	181640	186674	5034	$0.00	$0.00	$0.00	$0.00
39	1567617220	879200	883800	4600	$0.00	$0.00	$0.00	$0.00
40	1567653552	1378800	1385300	6500	$0.00	$0.00	$0.00	$0.00
41	1567617222	938200	940600	2400	$0.00	$0.00	$0.00	$0.00
42	1568194332	404650	409350	4700	$0.00	$0.00	$0.00	$0.00

A. DMCA System Water Use Total:	**136,504**	**Pumped Amount for Period:**	
B. # Lots Using Water:	35	1 # of lots missing data	
C. Avg Daily System Use:	4,282		