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	March 13, 2023	**Meeting Time**	6:01 pm – 7:20 pm

DMCA Board Attendees:

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

***Guests – Val, Kevin**

#	Agenda Item Discussion and Result
1	**Lot Owner Input** • Val asked if the manager who was hired would have covenant and rule enforcement responsibilities. Mark answered that they will not, at least at first. Just having a manager is going to be a brand new thing, so it was thought prudent to keep those responsibilities with the Board and its committees for now and see how everything else goes with the manager before expanding into more services from them. Val cited some current rules violations in the neighborhood and Mark asked him to send that to one or all of the Board members so that Mark can follow up and take necessary steps to correct any violations. • Val raised the subject of the CC&Ds and the Bylaws and how the two contain some conflicting language. Mark shared that the manager is an expert in cleaning up governing documents to (1) conform with State standards/regulations and (2) ensure they are consistent and unambiguous.
2	**Approve Previous Board Meeting Minutes** • The Board voted unanimously via email on March 2-3 to approve the January Meeting Minutes as presented by the Secretary. The Minutes have been posted to the community web site.
3	**Water Team Update** • John spent time with Caroline and had his first lesson on taking the meter readings and recording the data. He feels one more day with Caroline and he will have it down. Thank you from all to John and Caroline both! • February meter readings were posted to the community web site. No overages or leaks were noted in any of the private water lines. • Wally Hall has been organizing the work to protect our pump house and water tank sites from lightening. That work has been budgeted and should occur before mid-June. Wally is also working to implement the best communications infrastructure to improve the water system's operations and bring us more current with our system tracking procedures. The pump house itself – heater, access, some other items – needs updating and improvement. Dollars are in the budget, and will be in the 2024 budget, to get all of this accomplished. Thanks to the entire Water Committee. ○ **Action**: **John** will get trained a second time on meter reading tasks. ▪ Due Date: April 5, 2023 ○ **Action**: **Water Committee** will coordinate installation of lightening protection. ▪ Due Date: June 15, 2023
4	**Financial Report** • Martin (Treasurer) shared the financial reports from January 1 through February 28 with the Secretary prior to the meeting, which was then forwarded to the full Board. No surprises and no expense overruns. • Martin is sending reminders to those neighbors who have not yet paid their 2023 Dues (due in 1Q) with the goal of having as many dues collected before the manager starts on April 1. Mark confirmed that the Manager will give all unpaid dues a 60-day grace period after they begin accounting services.

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5	**ARC Committee** • Russell the Chair shared that the owners of Lot 36 resubmitted their new home application. ARC has 30 days from March 8 to respond with their decision. • ARC members updated that only one other application was received since the last meeting, a notice from Tom Bennett that he wished to add a sliding glass door to his barn, which was approved. • ARC will seek input and take up consideration of updates to the ARC processes and procedures. ○ **Action**: **Russell** will organize an ARC zoom meeting to discuss the Lot 36 application resubmission. ▪ Due Date: March 20, 2023 ○ **Action**: **ARC** will deliver their recommendation to the Board for updated ARC guidelines ▪ Due Date: July 15, 2023
6	**New Business** • Mark signed the management agreement with Assurance HOA Management, starting April 1. The new manager will begin paying all bills and assume most accounting functions, assisting with agenda/meeting-organization/minutes for 4 Board Meetings and 1 Annual Meeting each year, sending out all notices, keeping us in line with the State and the IRS, recommending updates to our governing docs to ensure we maintain all rights and powers as an Association. Mark has worked through the Transition Checklist with the manager and delivered all requested documents and lists. Mark and Martin will have one more meeting with Assurance before they begin. Assurance HOA Management is Tina McFarlin (CEO/Co-Owner) and Barbara Fauscette (CFO/Co-Owner). **The DMCA Treasurer will continue to manage the reserve funds and their related accounts.** • All Board Members signed the Conflict-of-Interest Policy acknowledging that they have read it and they agree to abide by its contents. Attached to these Minutes as Attachment 1. • Erik asked about the poor condition of the neighborhood roads. Several Board Members shared that while they are county roads, the county always cries poverty when asked about their upkeep, especially those roads that are not considered primary byways (e.g. CR24, CR10/12, CR17). Our side streets do not get much love. Several members stated their belief that extra traffic going to/from the home construction sites contribute to the increased wear/tear. Erik may investigate doing some road improvement work to his side of Meadows Circle. ○ **Action**: **Mark** will set up meeting with Assurance for he and Martin. ▪ Due Date: March 25, 2023
7	**Executive Session – Lot 36 Application Resubmission** • Russell made a motion to go into Executive Session and Martin seconded the motion. After no further discussion, the motion passed unanimously and the Board went into Executive Session at 6:56 PM. • Mark closed the Executive Session at 7:20 PM.

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8	**Open Action Items** ○ **Action**: **John** will get trained a second time on meter reading tasks. ▪ Due Date: April 5, 2023 ○ **Action**: **Water Committee** will coordinate installation of lightening protection. ▪ Due Date: June 15, 2023 ○ **Action**: **Russell** will organize an ARC zoom meeting to discuss the Lot 36 application resubmission. ▪ Due Date: March 20, 2023 ○ **Action**: **ARC** will deliver their recommendation to the Board for updated ARC guidelines ▪ Due Date: July 15, 2023 ○ **Action**: **Mark** will set up meeting with Assurance for he and Martin. ▪ Due Date: March 25, 2023
7	**Adjournment** • With consensus among all members, Mark adjourned the meeting at 7:20 PM.
8	**Next Board Meeting** • Next Board meeting June 12, 2023 at 6:00 PM via Zoom