Dallas Meadows Community Association

4th Quarter Board of Directors Meeting
FINAL Minutes posted on DesignHOA.com for homeowner review (Dec. 2025)
Date: December 1, 2025
Time: 3:46 PM – 5:48 PM MST
Location: Zoom
Recorded By: Design HOA (Manager)

1. Call to Order & Roll Call

The meeting was called to order at **3:46 PM** by President **Mark Dollard**.
Board members present included **Mark Dollard (President)**, **Valentine "Val" Szwarc (Vice President / ARC Chair)**, **John Harper (Water Committee Chair/Board Member)**, **Erik Fallenius (Board Member)**, and **Jacob Sklar (Secretary)**, establishing quorum.

Design HOA participated as management.

2. Approval of Minutes

The Board reviewed the **Q3 2025 Meeting Minutes** and confirmed there were no corrections.
Motion: To approve the Q3 minutes as presented.
Outcome: Unanimously approved.

3. ARC Committee Report

Val provided the Architectural Review Committee update:

- A **variance request for Lot 7** was reviewed regarding structural compliance.
- Ongoing work continues with **Sarah Bourne** to bring multiple structures into covenant compliance; additional review is required.
- ARC submission instructions will be updated to remove the defunct DMCA Board email and redirect all submissions to the ARC Chair and the Board President.

No new major construction applications were received. The ARC continues to process routine requests as they arise.

4. Water Committee Report

John delivered updates regarding water system performance and ongoing troubleshooting:

- The **remote water meter at Lot 27** is not functioning. An appointment has been scheduled with **Unrivaled Plumbing on December 8** to assess and repair the remote reader. Contact information will be gathered for future homeowners.
- Discussion took place regarding historical Board policy requiring homeowners to maintain their own remote meters. Caroline provided background on why the policy was established.
- Wally's monitoring system recently detected a second leak, which helped confirm the system's early-warning capability.
- Mid-month meter readings helped identify a leak at **Lot 24**, which has since been repaired.

The Board also discussed long-term options for outsourcing monthly meter reading and data processing for improved consistency.

5. Review of 2026 Draft Budget

The Board then moved into a detailed review of the **2026 draft budget**, which Mark circulated ahead of the meeting.

Budget Overview

- **Dues remain unchanged** from 2025
  - $990 improved lots
  - $890 unimproved lots
- **Reserve contributions** remain unchanged.
- No significant changes in revenue were anticipated other than interest earnings, which slightly exceeded 2025 expectations.

Expense Adjustments

- Approximately **5% increases** will be applied to most operating line items.
- Legal expenses exceeded the 2025 budget due to work on CC&R updates, bylaws, and PUD/plat research.
- The Board agreed to refine the legal category:
  - **$2,000** for general legal
  - **$2,500** specifically earmarked for **PUD planning work** with Alpine Planning
  - Total 2026 legal budget: **$4,500**

- Footnotes/subcategorization will be added to avoid confusion.

The Board also discussed accounts receivable, noting **$166.94 in unpaid water overage charges**.

Capital Planning

Two new capital items were approved:

1. **$1,000** for pump house system upgrades
2. **$1,000** for a 2026 community picnic (possibly reduced if volunteer hosts emerge)

The Board declined to budget in 2026 for outsourcing meter reading services but will continue fact-finding.

6. Alpine Planning Contract & PUD Amendment Work

The Board reviewed the executed **Alpine Planning LLC contract** for PUD/plat correction work, previously circulated by Mark. The executed agreement outlines a scope of approximately **26 hours** of work at **$200/hour**, with an estimated total of **$5,200** and a required **$2,600 retainer** already paid.

Mark confirmed that Alpine Planning began work on November 10 and will lead the amendment process required to align the Declaration with County zoning and subdivision filings. Tasks include coordinating the PUD amendment, preparing narratives, attending County meetings, and supporting Planning Commission and BOCC hearings.

The Board discussed future legal support needed from **Altitude Law** to prepare the formal voting package for the annual meeting (covering amendments to the Declaration, Bylaws, and the PUD).

After the discussion regarding the Alpine Planning contract and PUD amendment work, President Mark Dollard informed the DMCA Board reached an agreement with the owners of Lot 30 (Chris Kuptz & Reema Muaddi) on a Memorandum of Understanding (MOU) that will allow DMCA, under detailed restrictions, to use the existing road on Lot 30 to access the community water cistern with vehicles at such time it is necessary. It is not an easement. Beyond working on the tank that requires a vehicle, community members cannot use the road for any other purpose. A copy of the MOU is recorded with the Ouray County Clerk.

7. Water Overage Policy – Discussion & Adoption

Val presented a revised **Water Overage Policy**, intended to create a more equitable

structure for leak-related charges by:

- Recovering electricity, chlorine, and production costs for water lost due to leaks
- Charging per-diem costs based on the time a leak continues
- Replacing the previous $750 minimum charge for leak forgiveness cases

The Board discussed allowing owners to choose between:

- the **old policy** for 2025 cases
- or the **new policy**, once calculations are finalized

Val will provide Mark with formulas and calculations for the **Youngs** and **Lot 24** cases.

Mark will share leak day estimates to complete the billing math.

The Water Committee will manage leak investigation and calculation going forward.

8. Annual Meeting Preparation (January 26, 2026)

The Board confirmed the Annual Meeting date:
January 26, 2026 – 4:00 to 6:00 PM
Key planning items were discussed:

- Soliciting **new board member candidates**
- Compiling candidate bios for the voting packet
- Reviewing covenants to confirm mandatory agenda items
- Finalizing budget, legal amendments, and voting rules
- Mailing voting materials (U.S. mail required per governing documents)
- Reviewing whether PayHOA could support online voting (Design HOA to investigate)

Mark will extract required agenda items from the covenants and coordinate with Design HOA.

9. ARC Guidelines & Document Management

The Board agreed to revise the ARC guidelines to remove the outdated Board email address.

Caroline offered to transfer historical ARC and HOA records to Design HOA for centralized archiving. Design HOA will perform an audit and ensure all required documents are posted for homeowner access.

10. Community Picnic & Social Engagement

The Board discussed organizing a **2026 community picnic** to increase engagement, budgeting **$1,000** for the event and considering a reduced cost if a volunteer host steps forward.

11. Additional Governance Topics

The following items were discussed as potential homeowner questions to be addressed at the annual meeting:

- The historical **well easement crossing Lots 13–20**
- The **Bennett setback issue** at 72 Meadows Circle
- Long-term financial planning for water system replacement (noting Caroline's estimate that full system replacement could cost up to **$2–5 million** over time)

Mark noted these concerns.

12. Adjournment

With no further business, the meeting adjourned at **5:48 PM**.