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 10, 2022	**Meeting Time**	6:05 pm – 7:56 pm

DMCA Board Attendees (previous month's minutes approval date):

☒ Tom Bennett (12/17/2021)
☒ Josh Freed (12/18/2021)
☒ Martin Bouliane (1/10/2022)
☒ Marvin Lummis (1/10/2022)
☒ Mark Dollard (1/10/2022)
☒ Gary Ratcliff (12/17/2021)

***Guests – Gordon Mull**

#	Agenda Item Discussion and Result
1	**Financial Report** • Marvin made a motion to approve the financial report through 12/31/2021. Josh seconded. Passed unanimously.

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2	**Water Team Update** • Mark updated the Board that Caroline has graciously agreed to continue the meter reading responsibilities for the time being while new Board gets organized and determines who best to take on that task. Caroline can monitor the meters remotely and see activity in real time. Gordon Mull attended the meeting to discuss his findings from his investigation into the costs and possible plans for testing the lifespan of the existing PVC piping. Gary emphasized that the results of this discussion are directly tied to our reserve strategy. Gordon feels confident that the testing processes contemplated are all up to industry standards. He stated that all of the labs he talked with are capable, but he recommends a firm in Arizona. He spoke with Amber Trees (sending contact info) about all aspects of the testing. Gordon has two to three sections of the system that he feels are important to test for the best view of the overall system. Most every circumstance of past leaks occurred at couplers and fittings that do not flex. Gordon discussed the fact that the standards in place when our system was installed do not meet current standards, and because of this, he expressed surprise that the pipe and its joints do not break more often. Martin asked and Gordon confirmed that we need at least a 2' section of the pipe to test. Gordon stated that we do not want to test the section of pipe on the slope below the tank due to the difficulties with excavating in that area. See November Board Meeting Minutes for discussion on Lot 31's upcoming excavation. See attached document (Appendix A) detailing aspects of the testing plan that Gordon has informed. Gordon also confirmed that he would be willing to stay engaged to the extent that he would be available to consult and allow the Board to occasionally lean on him and his lengthy expertise on this topic. Josh asked Gordon if we had a standard procedure in place for when a leak occurs. Gordon explained that a light at the tank will go on when the pump is running continuously. To find the leak requires a physical inspection of each section of the piping system and looking at which meters are running (Note: send email to membership first to tell them to not use any water). It is a process of elimination. Gary asked what excavator Gordon recommended. Gordon thinks we need two contacts because these guys are not always available – 1st Choice Blackford's Welding & Construction 970-325-4521 and 2nd Choice Haynes Excavation 970-249-4382. Tom asked Gordon if the main valves are all labeled at their locations. Gordon confirmed only one near the Wilson residence has a monument. All others are labeled with a metal lid at ground level. The valve at Bill's residence is damaged but cannot repair until we can coordinate with him because he will lose access to his driveway when work does commence. Gordon stated that we do not test shut offs at valves because of a fear they will break during the test. Martin asked if the main aim of the investigation is to determine the impacts the PVC is having on water quality. Tom and Gary inveighed that the main motivation is to determine the lifespan of the PVC and when it will need to be replaced. ○ **Action**: Gordon will engage with the lab in Arizona to coordinate testing schedule. ▪ Due Date: March 14, 2022 ○ **Action**: Gary will take the lead with Josh assisting on developing a documented Standard Operating Procedure for leak detection and valve shut-off/testing. ▪ Due Date: March 14, 2022

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#	Agenda Item Discussion and Result
3	**Other Business** • Secretary Turnover Update – Mark updated the Board on his meeting with Caroline and the specific tasks she had already trained him on – OneDrive for all documents, Web Site Updates and Maintenance, Mailbox Key, MS 365 for DMCA email and communications, all sign-on and password info. Caroline expressed willingness to spend more time with Mark training. • Treasurer Turnover Update – Martin has received the sign-ons from Caroline along with the initial introduction on bill paying and financial report population. • Outside Management Investigation - Committee formed to investigate new service providers in realm of hiring an outside manager to pay bills, manage vendors, coordinate tax returns and financial audits, run meetings, keep association in compliance with all state codes. Mark will chair the committee and Josh will assist. ○ Action: Create list of possible management firms, obtain quotes, report to full Board ▪ Due Date: March 14, 2022 ○ Action: Locate new CPA for taxes and audit (**Martin**) ▪ Due Date: March 14, 2022
4	**Executive Session** • Marvin made a motion to go into Executive Session. Martin seconded it. Gary took us into Executive Session at 7:28 PM. Subject – Complaint Lynn L brought against Tom B. seeking his removal from the Board. Gary brought the Board out of Executive Session at 7:51 PM. ○ Action: Secretary will respond to Lynn on her complaint after circulating draft to full Board. ▪ Due Date: January 15, 2022 ○ Action: Josh and Marvin will investigate updating the CC&Ds as it relates to home-based businesses and any other items the membership deems important. ▪ Due Date: March 14, 2022
5	**Adjournment** • Josh made a motion at 7:56 PM to adjourn the meeting. Marvin seconded. Passed unanimously.
6	**Next Meeting** • Next meeting – February 14, 2022 at 6:00 PM via Zoom

APPENDIX A

Questions for Gordon Mull regarding DMCA water pipe testing

1. What labs did you find that test PVC piping to determine its condition?

2. What methods do the labs use to test the condition of the pipes. In our research, we found several methods are used to test the condition of PVC piping. They include:

a. Impact testing (what it takes to destruct a pipe)
b. Hydrostatic integrity (pressured-based testing)
c. Testing the quality of the PVC material via acetone immersion or DSC method to measure the level gelation of the PVC, which determines it impact resistance.

3. What information will a lab need from us to help determine the life span of the piping?

a. Age of pipe and when the system was installed?
b. Number of occurrences of pipe breakage?
c. Whether the frequency of pipe breakage has increased or decreased over time?
d. Types of pipe breakages such as at joints, smaller diameter pipes, particular soil conditions (e.g., particularly rocky)?
e. Map of the system, diameter and thickness of pipes, length of runs between joints, water pressure in the system?

Item 1. There is a testing laboratory in Denver that I had contacted sometime ago after the SGM Engineering review of the water system.
The name is PSILab There website is: www.psilab.net
Contact information is: PSILab, Inc.
117 S. Sunset Street
Longmont, CO. 80501
Phone: 720-204-1529
There is another laboratory in Texas.
Contact information is: Polyhedron Laboratories
10626 Kinghurst Street
Houston, TX. 77099
Phone: 281-879-8600
www.polyhedronlab.com

Item 2. It is my understanding that both of these firms can perform almost any testing procedure that would be needed or required to confirm most of the issues related to the system piping.

Item 3. Items a, b, c, d would be helpful in any testing to determine the life span of the piping. Item e was never requested during any of the conversations but may also be helpful. As for Item f, I don't feel this is necessary. The method that the piping was installed would only be beneficial if there were attributed breaks due to the installation. I am not aware of any condition based upon this item.

Item 4. The following locations should be considered but there maybe others after speaking with the testing lab.
a. Downstream from the pump house.
b. At the base of the hill before heading up to the water tank.
c. At the remote end of the Dallas Court.
d. The line going to the river or on the other side of the river.
e. On Meadow Circle by Tom and Holly Bennets residence. (This could be at any location south of their residence going to Caroline McAndrews residence.

Dallas Meadows Community Association

Monthly Finance Report — December

last data entry: 12/31/2021

Operating Budget	Annual Budget	Actual YTD	Plan Difference	Comments
Income				
HOA Dues	$73,965.00	$73,965.00	$0.00	
Tap Fees	$0.00	$0.00	$0.00	Cost is $7000/lot
Fines for Violations	$0.00	$0.00	$0.00	
Collection Charges from Lawsuit	$0.00	$22,218.50	$22,218.50	Lot 21 Appeal Settlement
Water Overage Payment	$0.00	$1,383.71	$1,383.71	**Lummis is overdue ~ $9**
Transfer from Savings or Reserves	$0.00	$6,000.00	$6,000.00	Xfer to pay taxes on Lot 21 Settlement
Other	$0.00	$143.28	$143.28	SMPA Refund, Bank Payment Correct
Total Income	$73,965.00	$103,710.49	$29,745.49	
Expenses				
Utilities				
Water Testing	$3,000.00	$787.65	$2,212.35	
Water O&M	$16,575.00	$16,872.60	($297.60)	See annual report for water issues
Water System Capital/Reserves	$0.00	$0.00	$0.00	
Electricity (Pump & Tank)	$1,800.00	$1,773.03	$26.97	
Water Meter Reading	$1,600.00	$0.00	$1,600.00	Completed by DMCA Lot owner
Administration				
U. S. Post Office/Postage	$300.00	$56.00	$244.00	PO Box Renewal
Office/Copy	$150.00	$69.99	$80.01	MS 365 Expense
WEB Site	$500.00	$229.00	$271.00	
Annual Meeting/Special Meeting	$150.00	$0.00	$150.00	Conducted on-line due to Covid
Social (e.g., Yearly Picnic)	$250.00	$0.00	$250.00	Cancelled due to Covid
Misc. (e.g., Associations, etc.) + Bank Error	$500.00	$209.00	$291.00	HOA Leader, CO Reg, Bank Payment error
Legal and Professional				
Tax Prep/Audits/Fees	$1,000.00	$6,729.94	($5,729.94)	Paid tax to Fed and CO for Lot 21 funds
Attorney/Legal	$2,000.00	$2,706.50	($706.50)	Lot 21 Appeal and Old Well Easement work
Audit	$500.00	$0.00		
Insurance				
Insurance	$2,100.00	$2,154.00	($54.00)	
Contingency	$1,000.00	$0.00	$1,000.00	
Transer to Savings/Reserves	$42,435.00	$73,653.50	($31,218.50)	Lot 21 + Dues per plan less $6k for taxes
Total Expense	$73,860.00	$105,241.21	($31,381.21)	
Net Income	$105.00	($1,530.72)		

Capital or Reserve Planned Expenses	Expected	Actual	Difference
			$0.00
			$0.00
			$0.00
			$0.00
Total Capital	$0.00	$0.00	$0.00

Savings Account

Balance forward from previous year: $2043	Expected	Actual	Difference	
Input	$0.00	$0.21		Interest
Expenses		$0.00		
Savings Balance		**$2,043.03**		

Reserve Account

Balance forward from previous year: $86817	Expected	Actual	Difference	
Input	$0.00	$73,663.90		Xfer from Checking + Interest
Expenses		$6,000.00		Xfer to pay taxes on Lot 21 Settlement
Reserve Balance		**$154,481.24**		

SUMMARY TABLE OF CHECKING ACCOUNT

Data as of 12/31/2021

Monthly Checking Summary / Row Labels	Column Labels: Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Annual Meeting/Special Meeting												**$0.00**
Debit												$0.00
Audit			**$0.00**									
Credit			$0.00									
Contingency								**$0.00**				
Debit								$0.00				
Credits: Electrical Refund, Other	**$63.28**			**$0.00**			**$80.00**					
Credit	$63.28			$0.00			$80.00					
Dues	**$0.00**		**$31,192.50**	**$2,700.00**	**$9,632.50**	**$4,540.00**	**$11,650.00**	**$3,125.00**	**$7,100.00**	**$3,575.00**		**$450.00**
Credit	$0.00		$31,192.50	$2,700.00	$9,632.50	$4,540.00	$11,650.00	$3,125.00	$7,100.00	$3,575.00		$450.00
Electrical - San Miguel	**$112.21**	**$132.09**	**$192.32**	**$139.61**	**$128.54**	**$135.21**	**$177.55**	**$158.23**	**$191.48**	**$94.87**	**$158.94**	**$151.98**
Credit		$0.00										
Debit	$112.21	$132.09	$192.32	$139.61	$128.54	$135.21	$177.55	$158.23	$191.48	$94.87	$158.94	$151.98
Error: Bank processing							**$80.00**					
Debit							$80.00					
Fine Payment									**$0.00**			
Credit									$0.00			
Insurance		**$1,006.00**					**$0.00**					**$1,148.00**
Debit		$1,006.00					$0.00					$1,148.00
Legal - Cannon			**$185.00**	**$370.00**				**$333.00**		**$351.50**	**$777.00**	
Debit			$185.00	$370.00				$333.00		$351.50	$777.00	
Legal - Huffman							**$0.00**				**$100.00**	**$590.00**
Debit							$0.00				$100.00	$590.00
Lot 21 Collection Payment					**$0.00**						**$22,218.50**	
Credit					$0.00						$22,218.50	
Misc. (e.g., HOA Leader, Associations, etc.)				**$129.00**				**$0.00**				
Debit				$129.00				$0.00				
Office/Copy				**$69.99**					**$0.00**			
Debit				$69.99					$0.00			
Social (e.g., Yearly Picnic)											**$0.00**	
Debit											$0.00	
Tap Fee										**$0.00**		
Credit										$0.00		
Tax Prep/Audits/Fees			**$6,729.94**								**$0.00**	
Debit			$6,729.94								$0.00	
Transfer of Funds from/to Savings or Reserves	**$0.00**	**$6,000.00**				**$25,000.00**		**$15,000.00**			**$24,635.50**	**$9,018.00**
Credit		$6,000.00						$0.00				
Debit	$0.00					$25,000.00		$15,000.00			$24,635.50	$9,018.00
U. S. Post Office/Postage								**$56.00**				**$0.00**
Debit								$56.00				$0.00
Water Meter Read	**$0.00**											
Debit	$0.00											
Water O&M	**$1,146.75**	**$195.00**	**$1,603.37**	**$1,714.00**	**$1,147.15**	**$2,797.21**	**$1,230.33**	**$1,659.09**	**$1,233.90**	**$1,785.10**	**$1,223.50**	**$1,137.20**
Debit	$1,146.75	$195.00	$1,603.37	$1,714.00	$1,147.15	$2,797.21	$1,230.33	$1,659.09	$1,233.90	$1,785.10	$1,223.50	$1,137.20
Water Overage Payment						**$11.98**	**$368.23**	**$169.40**	**$103.00**	**$671.44**	**$55.77**	**$3.89**
Credit						$11.98	$368.23	$169.40	$103.00	$671.44	$55.77	$3.89
Water System Capital/Reserves						**$0.00**						
Debit						$0.00						
Water Test				**$164.60**			**$80.00**			**$361.05**	**$182.00**	
Debit				$164.60			$80.00			$361.05	$182.00	
Web Services				**$139.00**			**$0.00**				**$90.00**	
Debit				$139.00			$0.00				$90.00	

START OF YEAR BALANCE: $8,571.50

Monthly Cash Flow	Income	Expenses	Ck Balance
January	$63.28	$1,258.96	$7,375.82
February	$6,000.00	$1,333.09	$12,042.73
March	$31,192.50	$8,710.63	$34,524.60
April	$2,700.00	$2,726.20	$34,498.40
May	$9,632.50	$1,275.69	$42,855.21
June	$4,551.98	$27,932.42	$19,474.77
July	$12,098.23	$1,567.88	$30,005.12
August	$3,294.40	$17,206.32	$16,093.20
September	$7,203.00	$1,425.38	$21,870.82
October	$4,246.44	$2,592.52	$23,524.74
November	$22,274.27	$27,166.94	$18,632.07
December	$453.89	$12,045.18	$7,040.78

Dallas Meadows Community Association (DMCA)
Board Meeting Minutes

New or Open Actions

No. (yr-mn-#)	Action(s)	Due Date	Status
	Gordon will engage with the lab in Arizona to coordinate testing schedule.	**3/14/22**	Open
	Gary will take the lead with Josh assisting on developing a documented Standard Operating Procedure for leak detection and valve shut-off/testing.	**3/14/22**	Open
	Mark and **Josh** will create list of possible management firms, obtain quotes, report to full Board	**3/14/22**	Open
	Secretary (**Mark**) will respond to Lynn on her complaint after circulating draft to full Board.	**1/15/22**	Open
	Josh and **Marvin** will investigate updating the CC&Ds as it relates to home-based businesses and any other items the membership deems important.	**3/14/22**	Open
	Martin will locate a new CPA for tax filing and audits	**3/14/22**	Open