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 8, 2021	**Meeting Time**	6:00 pm – 7:15 pm

DMCA Board Attendees (minutes and financial report approval date):

☒ Tom Bennett (7/12/2021)
☐ ~~Don Scholl~~
☒ Caroline McAndrews (03/08/2021)
☒ Vince Snowbarger (7/9/2021)
☒ Gordon Mull (4/23/2021)

#	Agenda Item Discussion and Result
1	**Financial Report** • The financial report through the end of February were approved (pg. 2-3); Caroline made a motion to approve, Vince seconded the motion, all approved.

2	**ARC**
	• Update on open Lot 32-Link ARC requests – garage enclosure work is complete. Construction equipment is still present and Tom needs to follow-up.
	• Tom will share for board review and acceptance the revised ARC Guidelines with proposed changes that will address fencing material.
	  ○ **Action**: Tom to update the ARC guidelines related to the use of fabric-type fencing material and obtain board approval at the next meeting.
	  ▪ Due Date: ~~March 8, 2021,~~ **April 12, 2021**

3	**Water Team Update**
	• Wiring problem for tank level control is intermittent and continues to improperly cycle the pump. A few board members are manually controlling pump operation. Caroline is working with San Juan Pump & Wells on installing a wireless system. DMCA is awaiting a scope of work (SOW) and cost estimate.
	  ○ **Action:** Caroline will work with SJP&W to obtain solution to the water tank level control, provide this information to Earthworx, and obtain board approval prior to proceeding with any work.
	  ▪ Due Date: **April 12, 2021**
	• The specific life expectancy for the DMCA circa 1970 PVC distribution piping based on engineering analysis of similar piping or actual testing of DMCA piping is needed.
	  ○ **Action:** Gordon will reach out to engineering companies to obtain a SOW and cost estimate to obtain this life expectancy analysis.
	  ▪ Due Date: **April 12, 2021**

4	**Tax Return Filing Update** • DMCA 2020 taxes were filed. DMCA owed $5257.00 in Federal taxes, $772.00 in CO state taxes and paid $701.00 for tax preparation. The taxes were owed because of the Lot 21 settlement.
5	**HOA Registration and Annual Fees** • Vince will be processing the 811 Registration for Water System and CO HOA registration within the next two weeks.
6	**Next Meeting** • Next meeting – April 12, 2021

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Financial Report

Dallas Meadows Community Association

Monthly Finance Report 2/26/2021

Operating Budget	Annual Budget	Feb 2021 Actual YTD	Plan Difference	Comments
Income				
HOA Dues	$73,965.00	$0.00	($73,965.00)	
Tap Fees	$0.00	$0.00	$0.00	
Fines for Violations	$0.00	$0.00	$0.00	
Collection Charges from Lawsuit	$0.00	$0.00	$0.00	
Water Overage Payment	$0.00	$0.00	$0.00	Amount Outstanding = $0
Transfer from Savings or Reserves	$0.00	$6,000.00	$6,000.00	Xfer to pay taxes on Lot 21 Settlement
Other	$0.00	$63.28	$63.28	San Miguel Refund
Total Income	$73,965.00	$6,063.28	($67,901.72)	
Expenses				
Utilities				
Water Testing	$3,000.00	$0.00	$3,000.00	
Water O&M	$16,575.00	$1,341.75	$15,233.25	
Water System Capital/Reserves	$0.00	$0.00	$0.00	
Electricity (Pump & Tank)	$1,800.00	$244.30	$1,555.70	
Water Meter Reading	$1,600.00	$0.00	$1,600.00	
Administration				
U. S. Post Office/Postage	$300.00	$0.00	$300.00	
Office/Copy	$150.00	$0.00	$150.00	
WEB Site	$500.00	$0.00	$500.00	
Annual Meeting/Special Meeting	$150.00	$0.00	$150.00	
Social (e.g., Yearly Picnic)	$250.00	$0.00	$250.00	
Misc. (e.g., HOA Leader, Associations, etc.)	$500.00	$0.00	$500.00	
Legal and Professional				
Tax Prep/Audits/Fees	$1,000.00	$0.00	$1,000.00	
Attorney/Legal	$2,000.00	$0.00	$2,000.00	
Audit	$500.00	$0.00		
Insurance				
Insurance	$2,100.00	$1,006.00	$1,094.00	
Contingency	$1,000.00	$0.00	$1,000.00	
Transer to Savings/Reserves	$42,435.00	$0.00	$42,435.00	
Total Expense	$73,860.00	$2,592.05	$71,267.95	
Net Income	$105.00	$3,471.23		

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	$0.04	
Expenses		$0.00	
Savings Balance		$2,042.86	

Reserve Account

Balance forward from previous year: $86817	Expected	Actual	Difference	
Input	$0.00	$1.40		
Expenses		$6,000.00		Xfer to pay taxes on Lot 21 Settlement
Reserve Balance		$80,818.74		

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SUMMARY TABLE OF CHECKING ACCOUNT

Data as of 2/26/2021

Monthly Checking Summary	Column Labels												
Row Labels	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Annual Meeting/Special Meeting												**$0.00**	**$0.00**
DR												$0.00	$0.00
Audit			**$0.00**										**$0.00**
CR			$0.00										$0.00
Contingency								**$0.00**					**$0.00**
DR								$0.00					$0.00
Dues	**$0.00**												**$0.00**
CR	$0.00												$0.00
Electrical - San Miguel	**$112.21**	**$132.09**											**$244.30**
CR		$0.00											$0.00
DR	$112.21	$132.09											$244.30
Electrical Refund - San Miguel	**$63.28**			**$0.00**									**$63.28**
CR	$63.28			$0.00									$63.28
Fine Payment									**$0.00**				**$0.00**
CR									$0.00				$0.00
Insurance		**$1,006.00**					**$0.00**						**$1,006.00**
DR		$1,006.00					$0.00						$1,006.00
Legal - Cannon										**$0.00**			**$0.00**
DR										$0.00			$0.00
Legal - Huffman							**$0.00**						**$0.00**
DR							$0.00						$0.00
Lot 21 Collection Payment					**$0.00**								**$0.00**
CR					$0.00								$0.00
Misc. (e.g., HOA Leader, Associations, etc.)								**$0.00**					**$0.00**
DR								$0.00					$0.00
Office/Copy									**$0.00**				**$0.00**
DR									$0.00				$0.00
Social (e.g., Yearly Picnic)											**$0.00**		**$0.00**
DR											$0.00		$0.00
Tap Fee										**$0.00**			**$0.00**
CR										$0.00			$0.00
Tax Prep/Audits/Fees											**$0.00**		**$0.00**
DR											$0.00		$0.00
Transfer of Funds from/to Savings or Reserve	**$0.00**	**$6,000.00**						**$0.00**					**$6,000.00**
CR		$6,000.00						$0.00					$6,000.00
DR	$0.00												$0.00
U. S. Post Office/Postage												**$0.00**	**$0.00**
DR												$0.00	$0.00
Water Meter Read	**$0.00**												**$0.00**
DR	$0.00												$0.00
Water O&M	**$1,146.75**	**$195.00**										**$0.00**	**$1,341.75**
DR	$1,146.75	$195.00										$0.00	$1,341.75
Water Overage Payment						**$0.00**							**$0.00**
CR						$0.00							$0.00
Water System Capital/Reserves						**$0.00**							**$0.00**
DR						$0.00							$0.00
Water Test				**$0.00**									**$0.00**
DR				$0.00									$0.00
Web Services							**$0.00**						**$0.00**
DR							$0.00						$0.00

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	$0.00	$0.00	$12,042.73
April	$0.00	$0.00	$12,042.73
May	$0.00	$0.00	$12,042.73
June	$0.00	$0.00	$12,042.73
July	$0.00	$0.00	$12,042.73
August	$0.00	$0.00	$12,042.73
September	$0.00	$0.00	$12,042.73
October	$0.00	$0.00	$12,042.73
November	$0.00	$0.00	$12,042.73
December	$0.00	$0.00	$12,042.73

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New or Open Actions

No. (yr-mn-#)	Action(s)	Due Date	Status
20-05-01	**Caroline** to draft a BOD resolution regarding STRs. **Status Update:** There may be limitations on developing a BOD resolution related to STRs and more investigation is needed.	~~11/20/2020~~ ~~4/20/2021~~ **6/01/2021**	Action delayed due to water tank level work
20-05-02	**Tom** will update the ARC Guidelines to reflect requirements associated with ADUs including 1. ADUs may not be used for long-term rentals that result in the lot being a multi-family or double housing lot; 2. The lot owner must provide a copy of the ADU's COO to the board; and 3. If the ADU is to be used for STR, the lot owner must comply with the STR BOD Resolution.	~~8/30/2020~~ ~~2/20/2021~~ **3/08/2021**	
20-05-03	**Tom** will update the ARC Guidelines to clarify standards for commonly constructed or revised lot improvements.	~~8/30/2020~~ ~~2/20/2021~~ **3/08/2021**	
21-01-02	**Tom** to send our draft ARC Guidelines	~~1/22/2021~~ **2/26/2021**	
21-01-03	**Caroline** will be contacting the HOA Leaders service to renew our subscription and add Vince.	**4/15/2021**	
21-01-04	**Vince** will be submitting the required Colorado 811 registration paperwork. **Status Update**: Vince took over this action for Caroline on 2/8/21	~~1/18/2021~~ **3/15/2021**	
21-02-01	**Tom** will update the ARC guidelines related to the use of fabric-type fencing material and obtain board approval at the next meeting.	~~3/08/2021~~ **4/12/2021**	
21-02-03	**Tom** to draft response to questions about the DMCA PVC lifespan assumptions.	**2/19/2021**	Superseded by 21-03-01
21-03-01	**Caroline** will work with SJP&W to obtain solution to the water tank level control, provide this information to Earthworx, and obtain board approval prior to proceeding with any work.	**4/12/2021**	
21-03-02	**Gordon** will reach out to engineering companies to obtain a SOW and cost estimate to obtain a life expectancy analysis of the DMCA distribution piping system.	**4/12/2021**	