

Dobson Association Inc. Board of Directors Meeting Minutes for January 17, 2019 (Approved 2/21/19)

Members Present (Absent):

President: Ron Ricci	Member: Mike Kassel
Vice-President: Sandra Murray	Member: Joan Long
Treasurer: Jeff Brosman	Member: Geoffrey Mackenzie
Secretary: Louis Thiele (Absent)	Member: Gary Smith

Homeowners and Guests Headcount: 24

I. Call to Order

The President called the meeting to order at 7:02 pm, after the Pledge of Allegiance. The President designated the Treasurer to take the meeting minutes since the Secretary had an excused absence. Roll call was performed and quorum was established. The Board Members reported no conflicts of interest.

II. Homeowner Comments

Homeowner Patty Smith, 2457 S Gaucho, gave her opinions on the raising of boat fees and requirements for boat licensing. (The President responded with the Board position, noting that he had sent a letter explaining the Board's position to Mrs. Smith the previous week.)

Homeowner Berna Yancey, 2632 W Mendoza Circle, requested a hearing concerning a Section 2.9 CCR violation. She was invited to a January 22, 2019 Executive Session to discuss the violation, which she accepted.

Homeowner John Varga, 1356 W Nopal, repeated last month's request that the Board provide another review of his CC&R violation for parking his van in the street. He expressed displeasure with our position in enforcing CCRs. The President invited Mr. Varga to the next or future upcoming Executive Session with the Board if he wished to further pursue the issue.

Homeowner Michael Fee, 2711 W Nopal Circle, asked if The Dobson Association has formalized a tree maintenance program. No formal plan has been published, but the President will ask the Community Manager to check the Facilities Manager's tree maintenance program (Open Action Item).

Homeowner Dean Laffey, 2433 S Paseo Loma Circle, has purchased a replacement plaque for his loved one at Laguna Park (original was damaged by storm and weathered) and requested if it could be remounted by Staff at his cost. The Community Manager shall ensure this action is taken.

III. President's Report

The President gave a quick review of Homeowner Comments Status (93% closed) and announced the upcoming City of Mesa Breakfast at Dobson Ranch (February 13th). Furthermore, there will be an Executive Session on January 22nd and an open session Workshop to discuss Architectural / CCR Guidelines on January 31st (email blast and website posting to announce time and place). The President also announced that we have received the 2019 Reserve Study and that we are in good standing (over 80% fully funded, in which 70% for an organization of our size is considered excellent).

IV. Minutes Approval

Motion by Jeff Brosman to approve the 12/20/2018 Board of Directors Meeting Minutes as written. Joan Long seconded the motion and the motion **passed unanimously**.

V. Community Manager's (CM) Report

Our new CM, Lynelle Glysson, reported on her first 10 days of work. She was focused initially on procedures, job descriptions and streamlining maintenance work orders as well as getting to know all of the Staff. Her first all-Staff meeting will be held on February 6th.

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VI. Committee Reports

- a) Budget & Finance (B&F) Committee: Michelle Masters from the B&F Committee as well as the Treasurer gave a quick briefing of the January 14th meeting. A summary of the key end of year financials is attached to these minutes
- b) Master Planning Committee: Sandy Murray reported on the January 4th meeting. She addressed the key elements that are in the attached Master Planning Meeting Minutes.
- c) Architectural Committee: Jeff Brosman reported for Louis Thiel and gave a recap of the attached Architectural Report.
- d) Marketing Committee: Sandy Murray reported for Louis Thiele and gave a recap of the attached January 7th Marketing Meeting Minutes.
- e) Water Management Committee (WMC): Gary Smith explained the different responsibilities between the WMC and Lake Habitat Committees. He also discussed using trotlines to capture turtles and plan for legal disposal. Water Management Manager requested approval for the 2019/2020 ADWR Budget. Ron Ricci made a motion that the 2019/2020 ADWR Budget first be presented to the B&F Committee before being addressed by the Board of Directors. Joan Long seconded the motion. With little discussion the motion passed **unanimously**.
- f) Lake Habitat Committee: Geoffrey Mackenzie discussed his concern for taking precaution to event a mussel invasion into our lakes. He also discussed his concurrence with Gary Smith regarding the control of our turtle population.
- g) Ad Hoc Policy Committee: Jeff Brosman reported that work continued by the committee in revising the Architectural & CCR Guidelines. An open meeting workshop on this topic is planned for January 31st.
- h) Recreation Committee: Joan Long reported highlights of the January 8th Recreational Meeting. She reported on the 8 classes being conducted by our tennis pro as well as the successful pickle ball tournament held this past month. She also complimented our Recreation Director on not just our events, but also the cleanup efforts required.

VII. Unfinished Business

None.

VIII. New Business

- a) Mike Kassel as Replacement for Board Position Ending April 2020. Motion by Ron Ricci and seconded by Gary Smith to appoint Mike Kassel to complete the term held by Lynda Bailey, who resigned last month. After considerable discussion by all Board Members and several of the attendees, the **motion failed** (1 yes, two abstentions and 4 no votes).
- b) Move Website Host: Motion by Ron Ricci to move website host at an NTE of \$4,900 and allow 2019 budget increase of said amount. The motion was seconded by Sandy Murray. After some comments from the homeowners, the motion **passed unanimously**.
- c) Organizational Chart Change: Motion by Ron Ricci to approve the 1/17/19 Organizational Chart. The motion was seconded by Mike Kassel. The chart changes one position from Manager level to Supervisor level (see attached). After a few comments by Board members and homeowners, the motion **passed 6 to 1**.
- d) Architectural Control Committee Charter: President Ricci presented the basis behind the charter. Since it was apparent that some homeowners had concerns about having adequate time to study the document, it was agreed to postpone any motion for it's adoption until after it is posted on the website. It is scheduled to be on the February Board Meeting Agenda.

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- e) Conflict of Interest Certification (Including Recusal): Motion by Jeff Brosman to adopt the new Conflict of Interest Certification that includes provisions for recusal. Sandy Murray seconded the motion. After a short discussion by the Board and a few comments from homeowners, the motion **passed unanimously**.

IX. Discussion

A few Board Members made brief comments regarding the 2019 Reserve Study. Joan Long discussed the need for better responses to election questions from the homeowners and suggested perhaps a committee be formed. The Community Manager stated that a committee is not necessary and that she will ensure that election questions are handled appropriately this year. Mike Kassel gave a status of the RFPs for on-going computer services.

X. Adjourn

With no further discussion being desired, the President asked for a motion to adjourn from the attending homeowners. Kent Miller made the motion to adjourn. Michelle Masters seconded the motion. The motion **passed unanimously**. Meeting was adjourned at 9:32 pm.

KEY 2018 END OF YEAR FINANCIALS

BALANCE SHEET ITEMS

TOTAL CASH ASSETS 12/31/18	\$4,983,966
TOTAL ASSETS 12/31/18	\$7,440,897
TOTAL RESERVES 12/31/18	\$2,130,820
NET CASH ABOVE RESERVES	\$2,058,420
(AVAILABLE EXCESS CASH 12/31/18)	

INCOME SHEET ITEMS

NET INCOME 2018	\$270,043*
NET FIXED ASSET INCREASE	\$119,775
TOTAL NET WORTH INCREASE	\$389,818

*** APPROXIMATELY \$150,000 OF THIS TOTAL REFLECTS OPERATIONAL EXPENSE SAVINGS AS A DIRECT RESULT OF NEW LEADERSHIP SINCE 6/15/18**

MASTER PLANNING MINUTES

1-4-19

ATTENDEES

Sandy Murray, Nate Cain, Mike Jepson, Dusty Ide, Joan Long,

Manelle Williamson, Ron Ricci, Scudder Black. Community Manager Lynelle Glysson.

) Mike Jepson discussed the Rose Garden and options...We have sections that are in pretty good condition and some that need attention. Some of what was discussed was covered at the board meeting.

- * Area around bus stop needs attention and possible redesign.

- * One large area will need 24 inches of dirt/mulch replaced due to water runoff. Dennis will check total cost, could be about \$10,000.00

- * Determination of plaques and damage to them needs to be addressed. Possible to add to wall near maintenance yard or offer free bricks at new patio.

) Reserve Study.

- * Hope to have by February meeting.

) Bricks

- * Bricks up to 18 letters with new font. Forms have been updated.

) FOBS Discussion points

* Remove Fobs and go back to keys. Keys \$8.00 x 8000 (2 per household) \$64,000.00 No estimate on replacing locks. Presently 17 gates.

* New locks with keypads. Batteries @ 60,000 uses. Cost \$25,000. Special codes can be assigned. Installed on gates so bypassing lock is not possible.

* Consideration to keep Fobs for La Casita.

* Committee needs info on maintenance cost for 2019 and termination charges if applicable.

Contract will be checked for information required.

) Monument signs

* Dennis will try new product to clean signs. Will advise us of results. Success of process will determine how soon the signs need to be replaced. Board members are encouraged to observe signs they see and like. Let our committee know and we can check out durability.

) Lake lights

* Dennis is working with a lighting expert for Lake 1 and 7 walkways. Concern about placement since area has had no lights for 45 years.

) La Casita

* DJ Vlaming (reserve study) measured Grand and Chica rooms He measured length and width for ceiling and all perimeter tiles.

Three items (amounts not available at meeting)

Lighting \$17,000.00

Ceiling tile \$18,000.00

Wall tiles \$22,000.00

Ceiling and wall tiles new to reserve study , never funded.

Lights were done in 2014 and in study for 20 year life. (16 left)

Dobson Ranch December Architectural Report

For

The January 17th, 2018 Meeting

December Residential Improvement Applications:

39 Filings totaling \$203,686.00

- \$36,765 was for new Windows a growing category In Ranch home improvements.
- There were 37 Home sales on the Ranch
- 2 Trustee Properties sold & Zero Condo Sales

CC&R Notices

- 42 New Notices were sent
- 298 were closed
- 51 previous Notices were Escalated for lack of timely compliance

The Largest percent of Violations were Landscaping at 31%

A new Full Time CC&R Inspector has joined our team to help with the increased focus on CC&R Compliance in 2019.

Marketing Meeting Minutes –January 7th. 2018

1. Over the past few months the Board has become concerned by the lack of timely response by our Official Web-site Technical Contractor. Requests for revisions and for access to user passwords have either been inadequate or denied altogether. Billing for this poor service is disturbing and the working relationship is very “One-Sided”. The Committee asked the New Community Manager to research several new vendor sources that can perform this service for The Ranch. We recommend terminating the current contractor as soon as a viable alternative is located.
2. The Web-site discussion brought up our vendor relationship with the current printing broker for The Ranchers Roundup. Valhalla run by Mr. Cory Booker provides several services during the creation, printing and distribution of each monthly issue. The Committee feels that Valhalla is providing a good service at reasonable rates but it is not clear if Dobson staff could perform some of this work before the “Mock-up” of the magazine is done. The billing from Valhalla will be reviewed.
3. Nate Caine has provided The Marketing and Master Planning Committees with a comprehensive listing of Monument and other entrance signage for the Ranch. This list provides perspective on the growing problems we have with maintenance, Real-Estate ownership and design to put “THE BEST FOOT FORWARD” for people entering the Ranch. In some places our BRAND looks rather shabby and both Committees will seek ways to make future sign purchases more lasting and affective.
4. The Patio Brick Project needed clarification on brick design and The Community Manager verified that the chosen pieces will have 18 spaces per line for the requested text.
5. A memorial request has been made by the family of Mr. David Hunsinger who was a long time Ranch resident. The Committee Chairman will discuss the possibilities with his family for the next meeting. Based on the funding his family is offering to provide new equipment for a park playground may be possible.