

Dobson Association Inc. Board of Directors Meeting Minutes for August 20, 2020

(Approved at September 17, 2020 Open Session)

Members Present:

President: Allen Johnson	Member: Mike Snedeker
Vice President: Ben Smith	Member: Joan Long
Secretary: Louis Thiele	Member: Liz Durnam
Treasurer: Stephanie Fee	Member: Kathleen Tolar

Staff Present:

Executive Director: Lynelle Glysson

I. Call to Order

Allen Johnson, President, called the meeting to order at 7:02 p.m. A quorum was established, and no conflict of interest reported.

II. Presentation Amy Sailor Mesa Police Department

Amy discussed the safety concerns related to the proposed addition of restroom facilities at Laguna Park. She recommended that the Board take a look at the Pioneer Park restroom installation which is East of Mesa Drive. This would possibly give the Board some ideas as to the installation at Dobson Ranch.

II. Homeowner Comments:

Brett McClellan, 1534 W Knowles - Concerns about the new lighting being installed by the City of Mesa for the homes that back up to Baseline Road.

Nate Caine-1325 W Keats—Concerns about deferred maintenance, 3-Bid policy and CCR enforcement neglect.

III. President's Comments:

Allen Johnson wanted to thank everyone for all their hard work during the hot summer and COVID. The Ranch did a Drive-In movie night for staff and will be rolled out to the community. Encouraged to see everything going on in the community, the great progress the Ranch has made. Check out the La Casita Tennis Courts they look amazing, the restroom rehab at Los Altos, the lighting project, and the restrooms at Laguna Park so we do not have to use the other restrooms for events. We are thankful we have such a great group of people assisting us to make this a great place to live.

IV. Approval of Board of Director's Minutes:

Motion made by Stephanie Fee and seconded by Mike Snedeker to approve the minutes for July 16, 2020.

Passed unanimously.

V. Executive Director's Report

Lynelle Glysson, Executive Director reported:

Meetings:

Meetings will continue to be held via Zoom and Live Streamed. DRAC meets in person since they are a small group. A couple of other committees meet in person and the meetings are live streamed.

Communications:

App is up and running. Residents are loving it. Those who use smart phones have Dobson Ranch information, events and reservations in their hand. The company we are using, Alosant, is super responsive and, as I like to say, holding our hand in the launch of the app. They schedule regular training meetings so that we are aware of all aspects of the app.

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Events:

We had an awesome movie night with the staff on Saturday. They all worked very hard on their procedure manuals during all the additional chaos of COVID. They were meant to get a bowling night but, that was not an option, so we set up a drive-in movie night. It was a success and we will be rolling out Drive-in Movies for the residents to enjoy. We have a paint night scheduled for this weekend and we will schedule more based on the success of the first one. We have a Dobson Ranch resident who will be celebrating their 102nd birthday in September. Nancy is asking residents to send him birthday cards. We would like to see him get 102 birthday cards or more.

Los Altos Restrooms:

Master planning has reviewed the preliminary plans for the Los Altos restrooms. We will move forward the next step of getting construction plans and send out RFP's on this project. These restrooms will be ADA compliant and refreshed.

Staffing:

Camille Gonzales, our new Operations Manager, started August 3rd. She has jumped right in and is getting familiar with our very complicated property. She is a welcome addition to the staff team.

Projects, Reserve, Capital, and Maintenance:

Reserve Projects: Lake 1 Lights - I will have current information the day of the meeting. As of 8.14.20 we still do not have a permit to begin work. Bridge Lights - Light cap to be shared. As of this writing, we do not have the permit. We performed a SWOT analysis on the maintenance departmental and identified some strengths and areas to be improved. The maintenance team is dedicated and are always willing to adjust for the betterment of Dobson Ranch.

VII. Treasurer's Report:

Stephanie Fee reported that they went through the process in Budget/Finance Monday night at the meeting and we spoke about going through our investment renewals. We have to make sure when we go through our investment renewals they are passed on by the Board of Directors. Working with Jena at Schwab, we have some T bills that have come due. July there is (two) 2 Treasury Bills that are due that need to be renewed and (four) 4 in August and (1) one coming up in September. During my discussion with Jena, both CD's and T Bills are running neck in neck and we are not able to gain a lot of interest but, we need to stick to our Treasury Bills at this time because of the flexibility. I would like a motion by the Board to reinvest them and renew each one of them for another year.

Allen Johnson made a motion to reinvest in Treasury Bills for all 6 investment accounts for another year. Motion **passed unanimously**.

VII. Committee Reports

- a. **DRAC:** Louie Thiele reported for July there were 29 Architectural Applications which amounted to \$382,970. The leading expenditures were Painting \$23,500, Landscaping and Patio \$163,000, Windows \$23,000, and Block Wall \$18,500. There were 31 residential home sales and 1 trustee sale. CCR had 89 new notices, 150 closed of which 43 escalated past 21 days.
- b. **Master Planning:** Tim McElrath reported Master Planning met on August 6. The committee reviewed updates on current projects including Pedestrian Bridge Lighting and Lake 1 Lighting projects. Second item the committee dealt with was researching bench manufacturer suppliers. We narrowed our selection down to 4 styles. The manufacturer we chose was Wabash Valley. Dave Bang Associates, our local vendor, has given us an exceptional pricing consideration on the benches. The committee gave its approval to the direction of the plan for Los Altos Restrooms and encouraged staff to continue to move forward with final revisions. The committee had a general

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discussion regarding the potential for installing restrooms at Laguna Park. The first phase will be an informal phone survey of the adjacent residents and the second phase will be a ranch wide on line survey. The committee is to gather data and research that will assist the Board of Directors in making a fully informed decision. The new reserve study software was presented which looks great. The committee will be meeting next Wednesday at 6 PM to begin a review of the reserve study forecast for next year.

- c. **Budget & Finance:** Spencer Jarvis reported the committee reviewed June and July Financials. The June Financials were impacted by an extra payroll period and we had a positive collection month which resulted in accounting allowance for bad debt. We continue to have a strong working capital. The Committee approved the financials presented to them. They continue to be at an historical level. We can reinvest in some of our investments which are safe and secure investments. We had three projects presented to the committee. The Committee would like to recommend that the Board of Directors approve Raven Pool's bid not to exceed \$28,000 from our Capital Account to supply ADA 4 Chair Lifts. The second one was for the 2020 Audit and Tax Services and the committee recommended that the Board of Directors approve Butler Hansen proposal to furnish 2020 Audit Services of \$11,750 and 2020 Tax Services of \$1500 from our Operating Accounts. The last project was for Park Benches. The committee recommends for Board approval and accepted by Mater Planning the purchases of benches not to exceed \$29000 from Dave Bang and Associates from our Reserve Account based on the bids provided even though recommended multiple bids were not available for the same product.
- d. **Recreation:** No meeting
- e. **Lake Habitat:** Joe Trickett reported that Craig Wilson gave a report on the water testing and water quality as provided by Dr. Amalfi. Our lakes are trending as normal. Water levels are low due to our potential rains for this time of year. We tested Lake 1,2 and 7 to keep algae bloom from happening. We will have some information on our fish order at next meeting. We are still working on our boat ramp signage. Lynelle is still working on a bid for putting locks at our boat ramps to keep non-residents from launching their boats on our lakes. There was a motion to provide some preventative maintenance to the aeration on Lake 8. We are waiting on a good rain for our Lakes.
- f. **Water Management:** No meeting

IX. Old Business

a. Motion: Purchase of ADA compliant pool chair lifts

Motion made by Kathleen Tolar and seconded by Ben Smith to purchase ADA Pool Chair lifts for all 4 pools not to exceed \$28,000. Motion made to amend the motion by Kathleen Tolar and seconded by Allen Johnson to include 4 covers for the 4 chair lifts not to exceed \$30,000. Motion **passed unanimously**.

X. New Business

a. Motion: Recommendation from the Board to DRAC advising revisions to the Residential Architectural Guidelines regarding flags and signs

Allen Johnson made a motion and seconded by Stephanie Fee to make a recommendation to the DRAC to revise our flag and sign policy to make it less restrictive and more inclusive. Motion **passed unanimously**.

b. Motion: Update Policy document to align sections 2.8.H and 2.8.I in the purchasing policy

Stephanie Fee made a motion and seconded by Ben Smith to allow the Director to enter contracts up to \$5000 for products and services. Motion **passed 7 to 1**.

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- c. **Motion: Request architectural drawings of proposed Laguna Park restrooms**
Motion **withdrawn**.
- d. **Motion: Purchase of park benches**
Louie Thiele made a motion and seconded by Mike Snedeker to purchase 20 park benches from Dave Bang not to exceed \$29000. Motion **passed unanimously**.
- e. **Motion: Approve engagement letter from Butler Hansen for annual audit**
Motion made by Stephanie Fee and seconded by Ben Smith to accept engagement letter from Butler Hansen for annual audit. Motion **passed unanimously**.
- f. **Motion: Remove requirements that residents submit a suspected violation in writing and cite the CC&R or DRAC document**
Motion **withdrawn**.
- g. **Motion: Require the administration to enforce the CC&R's as written and retract the statement "Even when the association has the authority to enforce the violations of the governing documents, the association has the right but not the duty to enforce them."**
Motion **withdrawn**.

XI. Discussion:

- a. **Bid policy**-- Discussion on updating the purchasing policy.

Adjournment

With no further discussion, Louie Thiele made a motion and was seconded by Ben Smith to adjourn the meeting at 9:25 p.m.