

Dobson Association Inc. Board of Directors Meeting Minutes for July 16, 2020

(Approved at the August 20, 2020 Open Session)

Members Present:

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

Staff Present:

Executive Director: Lynelle Glysson
Facilities Director: Dennis Melgreen

I. Call to Order

Allen Johnson, President, called the meeting to order at 7:00 p.m. A quorum was established, and no conflict of interest reported.

II. Homeowner Comments:

Frank Mizner 2738 S Paseo Loma - Positive comments concerning project to install bathrooms at Laguna Park.

III. President's Comments:

Allen Johnson stated the Dobson Dolphins in their 40th season which has been an immense success and a huge thank you to the people who have made that possible. We have some of the classes going on a limited basis and our Tennis Courts are open. Recreation team has done an amazing job to keep the pools open on a limited capacity and the facilities clean and sanitized between groups. The Recreation team has been going above and beyond for that. I would like to thank them for all the hard work they are doing. Even though we are not having our major events that we typically get to enjoy, it doesn't mean that they are not working double duty to keep us operational to the degree we are, so we would like to thank all of them. It highlights what a special thing it is for us to live in Dobson Ranch to have this great team and community and the diversion it provides for life and work in these times we are all going through

IV. Approval of Board of Director's Minutes:

Motion made by Michael Snedeker and seconded by Stephanie Fee to approve the minutes for June 18, 2020.
Passed unanimous.

V. Executive Director's Report

Lynelle Glysson, Executive Director reported:

Meeting, Facilities, & Events: Meetings will continue to be held via Zoom and Live Stream.

Communications: We have engaged a company to develop an app for Dobson Ranch.

This has become more important in current times. The initial function of the app will be for notifications instead of the constant contact and pool reservations. This will be an easier option than our current reservation method. We can expand on the components as needed. Finalized plans to transfer from our current website. We were less than thrilled and excited about the results of the website. The new company has audited our website and identified problems. We will start working with that and get a better product out there for our residents.

Banking: It seems all the kinks have been worked out and that transition is done. There were many calls that the team fielded and handled. The payment portal is up and running. We just need to work on the merchant bank set up for advertising and miscellaneous payments. The portal is up and running.

Staffing: There was a new organization chart approved by the board in Executive session and ED will be bringing on an Operations Manager in August.

Dobson Association Inc. Board of Directors Meeting Minutes for July 16, 2020

(Approved at the August 20, 2020 Open Session)

Projects, Reserve, Capital and Maintenance: Tennis courts at La Casita will be by the first of August. Request for proposals will be presented to the board tonight for the bollards on Lake one. There are also request for proposals for chair lifts at the pools and for expanding the pool deck at La Casita. Lighting issue on the bridge will be handled. We have a recommended solution from the electrical engineer. This correction was approved by the manufacturer. John Knapp, Maintenance Supervisor, will be retiring tomorrow. He has been at Dobson Ranch for 21 years.

VI. Committee Reports

- a. **Master Planning:** Michael Snedeker reported that Master Planning met on July 10. Henry Valencia reported on the plans to correct the installation of the lights on the bridge. The lights will be reinstalled to meet the installation standards and protect them from water intrusion. Dennis gave updates on reserve projects in progress including La Casita Tennis Courts schedule to reopen the beginning of August. Lake one bollards was discussed, and a motion was made and recommended for Sonoma bollards to be installed on Lake one and was passed unanimously. The committee discussed the benches and park furniture and would like to get more samples from the manufacturing company as they were not satisfied with the options that were presented. The committee reviewed updated designs from Collective. The Executive Director was to get a new design for the smaller monument signs. Recommendation was passed for the Recreation Center signage. We covered La Casita Pool extension which is the grassy area by the pool that was used for people viewing the Tennis Courts and was approved unanimously. Meeting date times are now the first Thursday of each month at 7:00 allowing more people to get involved. Tim recognized and thanked committee member Nate Caine for his years of dedication who resigned this last month. He offered a lot of expertise to the committee and he will be missed. Joan requested the committee to consider reviewing an expansion and reconfiguration of the meeting space at La Casita which will be discussed in the future.
- b. **Budget and Finance:** Michelle Masters reported the committee met this past Monday through Zoom. We did not review the actual Budget for June due to some problems with bank transition and some delay with getting finance information out to the committee. We did look at accounts receivable. We are not seeing the effects of people being unemployed. Projects you will have tonight are Lighting at Lake one. This is a high dollar item and our recommendation is for you to approve \$70,700 to complete the Lake One lighting work. This is broken down into increments of \$30,000 for the lighting supply material and \$40,700 for some equipment rentals and other items. The second item is the pool deck expansion. We recommend the Board choose either of the two lower bidders at a cost not to exceed \$15,000. The third item with some regret is that the committee looked at a proposal for an assisted device for the pools. We are extremely supportive but, at this time we recommend the Board table that item for the chair lift for the pools and you instead ask the staff to follow policy to obtain 3 bids for that work. It will be over \$40,000 and it doesn't seem like something we should do outside of our policy of three bids. Hopefully we can get those for next month so we can recommend
- c. **Recreation:** No report
- d. **Lake Habitat:** Joe Trickett reported the committee met Wednesday July 8th. The committee approved Craig Wilson's report on the water testing and quality. Last month, Lakes 1-4 had more in-depth testing to see how the lakes are doing. The Lakes are in good shape, they are supporting fish. There was a little algae in Lake 3 but it has subsided. Lake 7-8 had some floating algae and we watched it for several weeks to be proactive on treating it. Lakes 5-8 will receive a more in-depth testing. There were a few dead fish found in Lake 2 but we are monitoring that to make sure it is not an ongoing occurrence. The Director is looking into getting a maintenance contract proposal for aeration. We are

- e. going to have staff construct some trial habitat out of some concrete and plastic tubing. The committee talked about the boat ramp gate. We would like to investigate putting some signage up about

how to properly disinfect the boats so we will not have transferred algae. We are looking into some type of lock proposal to keep non-resident boats off the lake. Some residents had concerns about the turtles, but we do not see any nuisance with the turtles. We would like anyone that might be interested in our meeting or the Lakes to attend our meetings and/or apply to be a part of the committee.

- f. **Marketing:** Louie reported that the committee met on July 6th by Zoom. Nate Caine resigned from our committee, so now we are down to two members. We discussed the committee charter and we reviewed a proposed draft charter for the Marketing Committee and presented to the Director. We discussed the Marketing committee becoming an Ad Hoc committee that would only be directed at projects as necessary. Nancy told us that there was considerable disappointment with the company that was doing the website revisions and because of this, an audit was performed by a third-party group to give the Ranch a clear view what corrections were necessary. The committee studied the signage designs provided by Collective and agreed that the designs favored by Master Planning were appropriate.
- g. **DRAC:** Louie reported that the committee meets twice a month. The committee is actively going through and reviewing dozens of applications and reviewing several projects. The good news is that people are putting a lot of money in their homes to keep the Ranch updated.
- h. **Water Management:** No report

VII. New Business

- a. **Motion: Lake 1 Lighting – Bollards**

Motion made by Stephanie Fee and seconded by Ben Smith to approve the bollard purchase and installation as presented and approved by Master Planning, Budget and Finance. Motion amended by Stephanie Fee and seconded by Ben Smith to include purchasing 5 additional bollards. Motion **passed unanimously**.

- b. **Motion: La Casita Pool Deck Expansion**

Motion made by Michael Snedeker and seconded by Kathleen Tolar to accept the bids from Raven Pools. Motion **passed unanimously**.

- c. **Motion: Marketing Committee – Ad Hoc**

Motion made by Louie Thiele and seconded by Michael Snedeker that the Marketing Committee become an Ad Hoc Committee working with the Master Planning Committee. Motion **passed unanimously**.

- d. **Motion: ADA requirements at pools**

Motion made by Ben Smith and seconded by Stephanie Fee to purchase and install four chair lifts on the Ranch. Michael Snedeker made a second motion and seconded by Joan Loan to table. Motion to **table passed 7 to 2**.

- e. **Motion: Master Planning New Date and Time**

Motion made by Stephanie Fee and seconded by Michael Snedeker to approve the new Master Planning date and time to the first Thursday of the month at 7pm. Motion **passed unanimously**.

VIII. Discussion:

- a. Laguna Park –Restrooms – Stephanie Fee made a motion and seconded by Allen Johnson to send to Master Planning Committee. Motion **passed 8 to 1 abstention**.

**Dobson Association Inc. Board of Directors Meeting Minutes for July 16, 2020
Approved at the August 20, 2020 Open Session**

- b. Resident Co-op – Discussion of vendor resources for homeowners to be resident driven.
- c. Future Meetings – Continue Zoom/YouTube only.

Adjournment

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