

**FALLS CREEK RANCH ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING**

A meeting of the Falls Creek Ranch Association, Inc. Board of Directors occurred on November 14, 2019 at the home of Paulette Church.

**1. CALL TO ORDER/ROLE CALL**

President Paulette Church called the meeting to order at 5:35 p.m.

Board Members Present: Paulette Church, Les Lynch, Susan Morton, Terry Greiner, Joan Heil

Community Members Present: Mary Ann Bryant, Roger Miller, Diane Brady, Eb Redford, and Nancy Peake

**2. APPROVAL OF AGENDA/CONFLICTS OF INTEREST**

The agenda for the November 14, 2019 meeting was unanimously approved with the addition of Old Business: Contacting Trimble about road (Paulette Church); New Business: Insurance renewals (Joan Heil)

The Board Members present were surveyed for conflicts of interest and none were found.

**3. COMMENTS BY COMMUNITY MEMBERS**

There were no comments by residents during the Open Comment period.

**4. APPROVAL OF PREVIOUS MINUTES**

The minutes for the October 16, 2019 Board Meeting were unanimously approved.

**5. PRESENTATION AND ACCEPTANCE OF FINANCIAL REPORT**

Les Lynch, Treasurer, submitted the following report via email:

Bank Balances as of 11/6/19:

Operating Fund Balance - \$217,113 (+\$11,370 from September)

Grant Reserve Fund Balance - \$20,387 [-\$12,432 from September (Transfer to Operating Account for Grant payroll)].

Capital Reserve Fund Balance - \$267,724 [+\$17,580 from September (Transfer from Operating Account-water billing)].

Accounts Receivable – there are 17 lots in arrears for water billing for a total of \$6,323

## Other News

WordPress Document Storage and Retrieval website is operational, and all treasurer related documents have been uploaded.

Les also reported that he and Robin Lucie have received the final draft of our Y/E financial statements and are reviewing. Paulette ask that we review these at the December BOD meeting and then post to the website.

Les and Paulette agreed to meet to go over the grant reserve funds and how to account for them because they are not accurate currently. There was some discussion about adding accounts to the Chart of Accounts to account for expenditures not currently budgeted (e.g., Post Wildfire Restoration work).

The Board accepted the Treasurer’s report for this month.

**Action Item: Les and Paulette to meet regarding the grant fund accounting**

**Action Item: Les to have our bookkeepers add new budget line items for unbudgeted expenditures**

## 6. COMMITTEE REPORTS

### FireWise

Paulette Church provided the following report via email:

**Drought Returns to Falls Creek:** We are now in Drought 2 – Severe Drought as of October 31. This means we have an extended fire season and hardly any precipitation in the forecast for the fall. Please be extra careful with any equipment, like saws and mowers, that can emit sparks into the extremely dry grasses, pine needles, and leaves. Rake up those pine needles that are falling in large quantities and get them away from your home and out of gutters. Critical space is 6 to 10 feet cleaned up around your home and bags are at 400 Oakcrest Dr on the front porch.

**Saturday, November 9, Final Workday:** Volunteers are already signing up to help with a variety of projects and we have a team of 8 from the SW Conservation Corps to help us. We plan a morning workday on the 9th with a BBQ and potluck in the picnic area, since the forecast is for sun and low 60s. We will plant grass seeds, trim back growth from our roads, get our marking plastic poles in along the roads, and haul slash out of work areas and into the slash pile. Plan to

bring a dish to pass and join us for our FCR Oktoberfest! We'll have the beer and brats but need German dishes to create the festive mood. We'll even have some Oompah music!

**Paper Leaf Bags for Pine Needles and Cones Are Back:** We currently have about 125 paper bags for pine needles, cones and leaves. Doug Parmentier and his committee have burned all bags left at the slash pile. If you fill bags, please get them to the slash pile by this Saturday morning, November 9th when a crew will be available.

**Waggoner Timber Services, LLC and CW Timber and Iron, LLC:** Chet has moved their equipment to Landing Area 1 on Snowshoe in anticipation of removing cottonwood and other logs as weather permits.

**New Grant Applications Submitted:** We turned in two applications to Colorado State Forest Service, both were endorsed by the La Plata County Commissioners and FCR HOA Board. Phil Boroff is the contact since one would provide a chipper and the other would cover the cost of more fire mitigation next summer. Please turn in all volunteer mitigation hours on your lot and on common property. Paulette is applying for Firewise USA and Ready, Set, Go Certifications for 2020.

**Remember Rob Powell?** We all tuned into his excellent Facebook morning briefings with his trusty knife as the pointer! He's coming to Durango for The 416 Recovery Celebration on November 20th, at the Henry Strater Theater from 5:30 to 7 pm. It's a fundraiser for Mountain



Studies Institute with tickets at \$50 and a silent auction with proceeds going to monitoring and restorations efforts of our forest and watershed post 416. MSI is providing us with the SW Conservation Corp team twice this year and are bringing organizations together to help recover and help prevent future major fires here.

### **Post Wildfire Restoration**

There was no report from the Post Wildfire Restoration Committee co-chairs.

**Architectural Control** – Mary Ann Bryant reported via email that there are currently 12 open projects.

### **Beautification/Entrance**

There is no new business from the Beautification/Entrance Committee.

## **Common Property**

There was no report from Common Property, but Paulette Church reported verbally that we had 45 volunteers for the Ranch-wide workday which Phil coordinates. In addition, there were 7 volunteers from the Southwest Conservation Corp and the Executive Director of Mountain Studies Institute were present and assisting. Paulette stated that a chipper will be rented on Friday of this week to start handling the slash and the Chris Heine is coordinating a group getting some firewood.

## **Horses**

There is no new business with the horses.

## **Lake Recreations, Beach, and Dam**

Paula Mills and Barb Belanger provided the following report via email:

### **Lake:**

1. The lake and dam have been buttoned up for the winter.
  - Dam spillway has been closed.
  - Watercraft have been removed, except for the FCR shared watercraft
  - Chairs stored at the picnic grounds
  - Beaches cleaned
2. We are currently researching and will install an aeration device to pump oxygen into the lake for the winter to protect this year's investment of fish we had to purchase due to the mass kill this past spring.
3. The Board of Directors voted in favor of completing the improvement project. This project will be completed in the Spring with vegetation restoration, sand delivery, boat storage and lake access completed.
4. During the November 9th workday, grass reseeding of the construction area will be completed.
5. Challenges with the lake and watercraft:

This year, 99 watercraft are currently registered. Of that, 83 watercraft were stored at the lake; of those, 63 watercraft are owned by 20 families. The Lake Committee is and has been challenged with accommodating the amount of watercraft stored at the beach as well as providing water access for the boats for everyone to enjoy the lake. This winter the

Lake Committee will work on a proposal to the Board to address the amount of watercraft stored at the lake during the summer months.

In the meantime, we would like to thank the community for removing all the private boats, kayaks, canoes and paddleboards for the winter. We will announce to the membership when they can be returned to the lake for summer use.

### **Dam:**

Obviously, our lake is full. We are not required to release water at this time & on November 1 we closed the Head Gate. A substantial amount of water (approximately .25 QFS) continues to flow through our system to downstream users. A great year for our lake. Plenty of water to go around.

We recently completed and filed with the State Dam Inspector a Monument Survey which was required follow up for our annual Inspection. Also, we have updated & filed our Emergency Action Plan & hired an exterminator to eliminate the pocket gophers infesting the dam.

The rate of growth of the weeds in our lake is alarming. There is no easy fix but weed control should be a priority for us going forward while we still have a fighting chance.

There is some landscaping type maintenance we need to do before the snow flies but all in all, the Lake & Dam are in great shape.

Think Snow!! And have a wonderful winter.

### **Roads**

There was no report from the Roads Committee, but Paulette reported she had spoken to Ed to ask about the washboard roads and the plans. Paulette stated that Ed said that in the next 2 weeks, the plans are to get the roads graded, compacted, and to apply mag chloride. Ed will be out of town for some of that time and Mark Smith is working on a schedule.

**Action Item: Mark/Ed to provide a schedule so that Susan Morton can post to the membership when necessary to alert them of the road work**

### **Utilities**

There is no new business for the Utilities Committee. Eb questioned at the meeting whether a leaning pine near the Snowshoe water treatment plant might be a hazard for that structure.

**Action Item: Phil Boroff to review**

## **Water Supply Task Force**

No report from the WSTF committee.

### **7. RANCH LIASION REPORT**

Mike McQuinn relayed Ray Smith's operator's log via email as follows:

During the past work period tasks performed have been:

- Collected bacteriological samples and delivered to San Juan Basin Health before the 15<sup>th</sup> of each month
- Winterized Water trailer and water pumps
- Winterized equipment shed
- Performed Leak survey on meter pits for lower system
- Removed air relief valve in the lower contact loop
- Completed quarterly tank survey
- Assisted with rehab and low water crossing at Steinbach driveway
- Attended water treatment class in Montrose
- Worked slash pile
- Worked manure pit
- Fitted road grader with new tire chains

Bacteriological samples are collected monthly to remain in compliance with the state health dept. fecal and coliforms are not present.

Brought the water trailer and pump for lake and mitigation up to equipment shed. They have been drained and put up for the winter. Will put water trailer in West bay to keep it out of elements for the winter.

The Equipment shed has also been winterized, the water has been turned off and line pressure was bled. This task occurs October through March each year.

All meter pit lids on the lower system were lifted and visually confirmed that no freeze plates have failed. A visual inside the lower storage tank inspection was also performed. There appears to be a good deal of unaccounted water usage in the lower system, yet these obvious potentials do not seem to be related at all. Further investigation is still under way.

On our last sanitary survey, it was suggested that the air relief valves located in the contact loops be removed from service and backflow prevention inventory. This recommendation was due to the devices being prone to submersion creating a potential for cross connection. George McQuinn and I dug the unit up, removed it, and re-buried the loop on the lower system. I will remove the upper until next month. There was no sign of a leak.

Along with the leak detection study, a quarterly tank inspection was completed for compliance monitoring. The inspection still remains pretty much as in the past, we have reported paint conditions and structural conditions, tanks both need scuppers at the overflows and some gravel work around the base of the tanks. These tasks will be minor and performed in the spring.

Rehab to Steinbach driveway was done and parts of the Meadow due to flooding that occurred from water diversion across the meadow at FCR Main during the last runoff. A Low Flow water crossing was installed, and the drainage ditch was revised to help avoid the washout that occurred this last runoff season.

Attended water treatment regulation class in Montrose. New rules are in progress for lead and copper. Will be informed as the new rule progresses. I will be obligated also to attain one hour per license renewal period in regulations training. Currently I have 14 so no problem there however these credits do not carry over. More classes on lead and copper rule will most likely be needed to remain in compliance.

Worked the slash pile at the request of mitigation committee. That team has been very diligent this summer and it really shows.

Worked horse manure pit. We have room to relocate the product two more times then will need to locate a new site. Current site has been in service for nearly 4 years.

## **8. NEW BUSINESS**

### **Outdoor Recreational Fires Policy**

Mary Ann Bryant and Nancy Peake presented work by the Architectural Control Committee (ACC) for a new Outdoor Recreational Fires Policy. A great deal of research had been done including surveying multiple Durango-area HOAs, La Plata County, City of Durango, the Durango Fire Department, and fire districts around the state. Also reviewed were policies from other cities, the San Juan National Forest, the National Fire Protection Association, Allstate Insurance, State Farm Insurance, American Chimney and Masonry, and the Federal Alliance for Safe Homes.

The Board thanked the ACC for their good work and asked that the following changes be made before the draft policy is sent for review to the membership:

- Adding in that the only “designated” place for open burning is the slash yard
- Clarify use of wood pellet grills and stoves outdoors
- Changing “backyard” to “outdoor”

Susan asked about grandfathering in existing outdoor non-compliant appliances. Mary Ann stated that this is covered in the draft policy and these must be converted or removed by April 1, 2020.

Les asked if we can burn wood if there is snow on the ground and the answer is “no”.

Paulette indicated that we might get a lot of push back on this policy and may have to loosen some of the wording up a bit.

There was some discussion about enforcement and Mary Ann pointed out that we have an enforcement and fine schedule in our governing documents.

It was determined by the group that Mary Ann Bryant and Paulette Church should be the persons receiving feedback once the draft policy has been sent to membership.

**Action Item: Mary Ann Bryant to make changes as suggested and send new draft policy to Board and others**

**Action Item: Susan to send draft policy to membership for 30 days of feedback**

**Action Item: Susan to add review of feedback for this draft policy to December Board meeting**

### **Renewal of Ranch Insurance Policies**

Joan Heil who is responsible for renewing the Ranch insurance policies as Vice-President, had some questions related to this. The general agreement by the rest of the Board is that Joan needs to coordinate and ask questions regarding the renewals with Mike McQuinn and Les Lynch at another meeting

**Action Item: Joan Heil to schedule time with Mike McQuinn and Les Lynch regarding the insurance renewals**

## **9. OLD BUSINESS**

### **Confirm Changes to Lake**

Paulette reported that she and Susan Morton have met with Paula Mills and Barb Belanger to confirm changes being done to the lake as part of their plan.

Projects recognized and approved by the Falls Creek Ranch Association Board for the Lake Committee for this fiscal year:

- The committee added a new, more level drive into the pull-in parking so trucks can deliver materials closer to where they are needed, and the committee and SW Conservation Corps members will seed the old road with native grasses.

- The committee and a team from the SW Conservation Corps will seed the new level drive and include a smooth pathway so the lake, boat, and beach area are more accessible.
- The committee added a rowboat area on the beach, since we have 6 row boats and owners or users need access to them. Just gravel is being put down this fall with a weed barrier and sand layers to be added in the spring.
- The committee completed the kayak and paddle board racks so they can be stored efficiently off the ground. The canoe rack will be built in the spring.
- The committee is not purchasing new furniture awaiting the cost of materials for the row boat area and oxygen infusion equipment for the lake.
- The committee is researching how to best add oxygen to the lake over the winter to preserve the fish that have been stocked.
- No additional work along the lake shoreline is planned for this fiscal year.

A motion was made, seconded, and all approved for the lake committee plans as noted above.

### **Church Camp Agreement/Trimble Bulldozing**

Paulette had spoken with Bryan Yearout (co-owner of Durango Hot Springs and Resort) about the bulldozing going on in the area that connects into our emergency fire escape route. Paulette handed out an email response that indicated that they have been making several improvements to their property including clearing debris from the fire road. This clearing has given them access through their property to assess future use, if any. Bryan indicated that there are no plans at this time for that property. Bryan stated that they do not want any use of their property by motor vehicles or hikers that are not authorized by the Hot Springs. They plan to prosecute any trespassing and will be running a chain or cable across the entrance at both the top and bottom of the road and will be posting no trespassing signs.

The map on our website at: <http://fallscreekranch.org/wp-content/uploads/2016/03/Map-of-Road-and-Trail-Easements-II.pdf> gives an idea about the area being discussed (dotted white line at upper right of map.)

Paulette indicated that the Whispering Pines Church Camp agreement has been signed and filed. This can be found on our website at: [http://fallscreekranch.org/?page\\_id=2011](http://fallscreekranch.org/?page_id=2011) toward the bottom (called Whispering Pines Agreement.)

**Action Item: Susan Morton to send a summary of the Whispering Pines Church Camp agreement and link to the website to the membership**

**Action Item: Susan Morton to add an agenda item to review any feedback received from membership**

## **Change to Common Property Rules/Regulations**

Last month, a draft policy for storing a resident's personal property on Ranch property was distributed to membership. The Board got a lot of feedback about the draft policy and the draft policy has been re-written to be more simplified as follows:

No resident's personal property or equipment shall be stored on any area of Common Property or in FCR facilities, unless allowed by the Board. Any proposed change in the use of Common Property shall be referred to the Common Property Committee for evaluation and may be recommended to the Board. A change in the use of Common Property shall be in accordance with Protective Covenant #26.

A motion was made, seconded, and all approved to accept this draft policy for re-distribution to the membership for further feedback.

**Action Item: Susan Morton to send out the revised policy to the membership for further feedback**

**Action Item: Susan Morton to add this as an agenda item to the next Board meeting for further discussion or a vote**

## **Confirm Change to Amount of CSFS Grant**

In the last Board meeting, the Board voted to approve matching funds for 2 CSFS Grants. The Board approved \$10,000 matching for one grant when it should have been \$12,000. The Board approved the change in amount via email on 10/23/19 and the Board confirmed this change at this meeting as a matter of record.

## **Specific Record Retention Needs**

Mary Ann Bryant pointed out one area of record retention needs that is important for Ranch records:

- Ray Smith's employment records for the last 4 years

Paulette Church agreed to follow up on this.

Susan Morton mentioned that she still has not received the current year insurance summary from Joan Heil which is needed to comply with state law. Joan indicated that she is working on this and has made many contacts with our insurance agent.

**Action Item: Paulette Church to follow up with Ray Smith's employment records**

## **10. NEXT MEETING**

The next meeting will be held in the home of Paulette Church at 5:30 p.m. on December 12, 2019 (Thursday) at 400 Oakcrest Drive. All members are welcome to attend. Committee reports are due on 12/2/19 and the agenda will be noticed to the membership on 12/5/19.

## **11. CALENDAR OF MONTHLY ACTIONS**

Susan Morton reported the reminders for the Calendar of Monthly Actions to be:

**November: Present/review income tax filing with BOD (Les Lynch working with BOD); Submit income tax filing (Les Lynch) – this has been deferred until December due to the lateness of anticipated receipt of the income tax filing; Ed Kileen, Roads Chair, to distribute Winter road rules to the membership via Secretary, Susan Morton**

**December: Review insurance policies for updates/renewals (VP, Joan Heil)**

## **12. ADJOURNMENT**

The Board, by motion duly made, seconded and unanimously approved, adjourned the meeting at 7:17 p.m.

This document constitutes a true and correct copy of the minutes of November 14, 2019, Falls Creek Ranch Board of Directors meeting.

Respectfully submitted,

Susan Morton, Secretary, November 15, 2019

## **Summary of Action Items by Person:**

### **Phil Boroff:**

- 1) review leaning pine near Snowshoe water treatment plant to see if the tree is a hazard

### **Mary Ann Bryant:**

- 1) make changes to the Outdoor Recreational Fire Policy as suggested and send new draft policy to Board and others

Previous tasks still pending:

- 1) develop a formal records retention policy and bring to the BOD in the future for review (status: working on)

### **Paulette Church:**

- 1) follow up with Ray Smith's employment records

Previous tasks still pending:

- 1) talk with Dumpster Volunteer Group about exploring and recommending coded locks for dumpsters (status: working on)

### **Terry Greiner:**

Previous tasks still pending:

- 1) follow up on phone plan/usage (working on)

### **Joan Heil:**

- 1) schedule time with Mike McQuinn and Les Lynch regarding the upcoming insurance renewals with an eye towards December completion

Previous tasks still pending:

- 1) provide a copy of the CURRENT year insurance summary to Susan Morton who will request Jackie Zimmat update the website with these (working on)

**Ed Kileen:**

- 1) Mark Smith to provide a schedule so that Susan Morton can post to the membership when necessary to alert them of upcoming road work
- 2) provide Susan Morton with Winter snow driving reminder

Previous tasks still pending:

- 1) further develop motorcycle storage/use to bring to the Board at a later date (working on)

**Les Lynch:**

- 1) Les and Paulette to meet regarding the grant fund accounting
- 2) Les to have our bookkeepers add new budget line items for unbudgeted expenditures

Previous tasks still pending:

- 1) review income tax filing in December (status: Robin and Les are reviewing)
- 2) for December, present/review income tax filing with the BOD and submit the income tax filing (status: Robin and Les are reviewing)
- 3) once BOD has reviewed the Y/E financials, pass on Y/E financials to Susan (status: Robin and Les are reviewing)

**Susan Morton:**

- 1) add agenda item to next Board meeting to approve Common Property Rules/Regulations resident storage change
- 2) send draft Outdoor Recreational Fire Policy to membership for 30 days of feedback
- 3) add review of feedback for the Outdoor Recreational Fire draft policy to December Board meeting
- 4) send a summary of the Whispering Pines Church Camp agreement and link to the website to the membership
- 5) add an agenda item to review any feedback received from membership re: the Whispering Pines Church Camp agreement
- 6) send out the revised resident's storage policy to the membership for further feedback
- 7) add resident's storage policy as an agenda item to the next Board meeting for further discussion or a vote

Previous Tasks Still Pending:

- 1) ask Jackie Zimmat to place CPC-4 Form on the website after the next BOD meeting, assuming there is approval (status: waiting for CP rules/regs to be reviewed by membership and approved by the Board in December (deferred from November))
- 2) send out final Calendar of Monthly Actions to the BOD when this is complete (status: working on)
- 3) ask Jackie to post the Y/E financials to the website when they become available (waiting for reviews to be complete)
- 4) ask Jackie Zimmat to update the website with the most current insurance summary when it is received from Joan Heil (waiting)
- 5) distribute Winter roads/driving information to membership when received from Ed Kileen (received 11/15/19, waiting for posting to website before sending out to membership)