

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

A meeting of the Falls Creek Ranch Association, Inc. Board of Directors occurred on January 9, 2020 at the home of Paulette Church.

**1. CALL TO ORDER/ROLL 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 (via phone)

Community Members Present: Mary Ann Bryant, Roger Miller, Diane Brady, Eb Redford, Phil Boroff, James Glover, and Clyde Church (arriving after start of meeting)

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

The agenda for the January 9, 2020 meeting was unanimously approved with the addition of New Business: Security signs at gate; Year-end budget and financial results including discussion of new line items – Old Business: Insurance for upcoming year; Grant account funding

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

**3. COMMENTS BY COMMUNITY MEMBERS**

James Glover had 2 issues that he addressed during this portion of the meeting as received via email as follows:

- a) **Tennis court.** I would like confirmation on whether there is any money remaining in the tennis club coffers to look in to repairing the cracks in the tennis court. I have heard various stories that there is/isn't money sitting in an account. I would like to explore the option for repair to the tennis court and can provide costs to the Board at a subsequent meeting. I believe it would be a shame to allow the asset to deteriorate further to completely non-usable or see it be used as a storage area for equipment. Based on the limited research I have done in the last few weeks, there are several options for repair, even basic court crack filler could be applied 'in-house' as a relatively inexpensive option.
- b) **Community garden.** I would like to explore the opportunity for a community garden on the Ranch. The garden would be located either near the horse corals or to the east of the picnic area (south of Starwood). Proposed size would be approximately the area of a tennis court. The Colorado Parks and Wildlife have a fund for "Game Damage", which based on early discussions with the local contact, FCR would likely be eligible for a grant to pay for all fencing materials. I have been putting together a budget for other costs over

a proposed three-year implementation timeline. Other costs to FCR would include the purchase of trees, water tanks, soil, storage shed, greenhouse etc. I would also like to explore the option of a small adventure play area to be located adjacent to the garden. Based on current estimates (back of envelope) I would anticipate the cost to FCR for the garden/play area in year 1 to be \$5k, and \$2.5k in both years 2 and 3. I would argue that for this small cost to the Ranch, that the added benefit to our membership will be more than worth it.

As James addressed the 2 issues above, he indicated that there do seem to be some funds remaining in the tennis court account and that he really sees the tennis courts as an asset and would like to strive to keep these functioning.

Others in the room indicated that there are other groups considering this area including the potential for motorcycle storage (per Joan) or watercraft storage (per Les) or pickle ball courts.

James indicated that Jim Grizzard would provide labor to help build the Community Garden at no cost. Mary Ann suggested to James that he contact Sara Carver about gardens since she has investigated this previously and might have interest in working with James and Jim. Eb asked about water and James indicated that water consumed by drip irrigation would be minimal and the potential also exists to use our right to irrigation from the ditch nearby. James indicated that a good place might be East of the current Picnic Grounds.

Paulette asked James to bring proposals to the Board for both elements.

**Action Item: James Glover to bring proposals to the Board for consideration for a Community Garden and for use/or re-hab of the current tennis courts**

#### **4. APPROVAL OF PREVIOUS MINUTES**

The minutes for the November 14, 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 12/31/19:

Operating Fund Balance - \$184,610 (-\$20,126 from November partly due to transfer to Grant Account)

Grant Reserve Fund Balance - \$27,699 (+\$7,312 from November due to transfer from Operating Account)

Capital Reserve Fund Balance - \$271,953 (Unchanged since November)

At the meeting, Les indicated that the year-end financial statements are here and there are no findings, thus, we have a clear report.

Les indicated that 2 lots are in arrears as far as assessments go and a payment plan is in the works for 1 lot. Susan asked what happens if a lot doesn't pay and the response is that a lien is put against your lot/home. Les also indicated that the 2<sup>nd</sup> half payment invoices will be going out this week.

Les reported that grant funds have been moved that had been put into operating into reimbursing the grant reserves.

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

## **6. COMMITTEE REPORTS**

### **FireWise**

Paulette Church submitted the following via email:

**FireWise USA Certificate Awarded Again to Falls Creek:** We have once again been awarded the Certificate of Recognition for our volunteer hours and funds spent on fire mitigation by FCR and individual lot owners! We have also been sent a new sign to post at our entrance. Thanks for all who turned in hours and/or receipts to help us qualify. Our annual report shows an investment of \$74,026.73 for the value of 2,911 volunteer hours reported. I will have the certificate posted on our website so it can be downloaded by residents to help with insurance and prospective residents with mortgages.

**Paulette Selected to Make Presentation at Vision 20/20 Conference:** National Fire Protection Association asked to submit a proposal for her to present information on our volunteer program and HOA support for our FCR FireWise Program at the Vision 20/20 6th Model Performance in Community Risk Reduction Symposium. The 3-day symposium is held every other year and provides program recommendations for communities and organizations working to lower the risk of catastrophic wildfires across the nation.

**Rocky Mountain Restoration Initiative (RMRI) Restore the Rockies Proposal Funded:** You may have seen the email announcement of this incredible funding of our regional proposal for a 10-year pilot study of landscape-sized efforts to prevent catastrophic wildfires. We are part of the extensive coalition that will deliver the program with funding estimated at \$1 million or more per year. We are also on the leadership team as the only representative of an HOA or private landowner on the funded area from Dove Creek to Durango, to east of Bayfield, and Ignacio south. The program is being created over the next few months as the funding amount is released.

**CFLRP and Columbine Collaborative Partners:** We have also been working with a smaller group of partners to coordinate healthy forest restoration projects in the San Juan National Forest Columbine Ranger District. Our proposal for this funding is 90% complete and we continue to work together to finalize our proposal for this major funding opportunity. If awarded, this grant program will work collaboratively with the RMRI Initiative.

**CSFS Grant Proposals:** We should hear later this month regarding our two proposals submitted some time ago. One would fund a used chipper and the maintenance agreement for three years. The second one would fund continuation of the logging project of last year to focus on dense pine areas that were not addressed. It provides for wages for hourly summer workers, professional sawyers for more hazardous terrain and larger trees, and funds for cleanup and forest floor restoration. Will keep you posted.

**Slash Pile Closed Until Spring:** The team in charge of the air curtain burner and elimination of the burn piles has closed the gate for this year. They may decide to burn the rest of the small piles, but a large amount of dirt and rock in them has slowed the process. Residents will be informed if further burning of the piles will be done this winter.

In addition to the above emailed report, Paulette stated that the “Ready, Set, Go” program has asked for her to apply, on behalf of FCR, for a national award. Paulette also indicated that she has ordered 40 darker FCR caps.

### **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 13 open projects and 2 more are in the works.

### **Beautification/Entrance**

There is no report from the Beautification/Entrance Committee.

### **Common Property**

Phil Boroff stated that he has been doing research on re-doing our mail tubes and thinks this might cost \$2,000 to \$4,000 but he is looking at cheaper alternatives. Paulette indicated that we are also requesting new mailboxes and that we are looking at solar lights for the mailbox area. Paulette indicated that the logging trucks are still staged on Starwood Trail in anticipation of the loggers returning later this year.

### **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:**

The lake is full & we are releasing a small amount of water into the spill way. Today's test run revealed that we have no significant ice on the lake & for the 1<sup>st</sup> time in forever the Pond Hockey Season is in jeopardy. During 2020, we will be required to complete a New Inundation mapping survey. We would also like to digitalize our record keeping system and make minor improvements to our spillway to allow better access for equipment & maintenance.

### **Dam:**

Scott Southworth has indicated that the Lake & Dam Committee has put the aeration system on hold until February when we will have further discussions.

### **Roads**

There was no report from the Roads Committee.

### **Utilities**

Eb Redford reported that he is soliciting proposals to install solar panels on the water treatment buildings. Unfortunately, Eb states that the USDA cannot fund us because we are not a 501(3)(c) organization. Phil asked if Common Property could also be considered when looking at solar panels regarding the mailboxes.

Eb also indicated that the wells are holding up very well and significantly better than last year.

**Action Item: Eb to work in needs for solar panels at the mailboxes as he looks at proposals for the water treatment buildings**

### **Water Supply Task Force**

Mary Ann Bryant, WSTF lead, reported that the team has recently met to review data provided by Collier Engineering to help us locate wells. Mary Ann indicated that James Glover and Chris Heine are working on getting more estimates on cost for drilling the new wells that are hopefully to be drilled in the Spring. Eb has also talked to one of the drillers with James. Mary Ann stated that the team is meeting again next week to fine tune the budget with the view to present to the Board soon.

## 7. RANCH LIAISON REPORT

Ray Smith's provided his 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 15th of each month
- Took Dodge Ram in for service
- Made Dodge ready for winter
- Took GMC in for service
- Replaced rear tires on GMC
- Ordered sand for sander
- Attended water class and updated security status with the state of Colorado
- Updated CDL status
- Replaced cutting edges on road grader
- Changed out dumpster lids
- Serviced backhoe
- Addressed flats
- Plowed snow

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

Took the Dodge Ram to Grease Monkey, had all filters and oil changed, the unit was also greased. FCR may think about putting a tarp over the cab of both the Dodge and the GMC while performing fire mitigation, wood chips and sawdust were found to be clogging cabin filters and other vents. More frequent visits by myself for service checks will also be performed while these units are in use as well.

Took Dodge Ram to Goodyear Tire and had snow tires put on. Took the unit back to FCR where the snowplow and sander were mounted, and the unit was made ready for winter.

Took GMC to Grease Monkey for oil and filter change. The unit was then taken to Goodyear Tire and new rear tires were purchased and mounted making the unit ready for winter.

Ordered two loads of 3/8 inch pea gravel for road sander. The product was ordered with ice melt (calcium chloride) and will get FCR through the winter.

Attended water treatment regulation class and will need to attend a couple more classes in 2020 to remain in compliance with Colorado Department of Public Health and Environment. Updated status with Homeland Security as required by Colorado Operators Certification Board.

Completed CDL physical and renewed medical card and Class “A” CDL driver license to maintain requirements by the DMV.

Put new cutting edges, the wing, and replaced the air filter on the road grader. Chains have been put on the unit as well making the blade ready for winter plowing.

Greased and serviced backhoe making the unit ready for winter.

Put plastic lids on trash dumpsters. I try to perform this task the first weekend after Thanksgiving to help ensure no rodent or animal activities make a mess of the area. However, animal activity is very slow at this time of year. There are only enough lids to swap out two dumpsters, FCR is arranging for a third set to be delivered, those lids will be swapped out as soon as they arrive.

FLATS!!!! The road grader and backhoe both have developed slow leaks in one of the tires of both units. Prior to a snowstorm, I had 4 States Tire (Goodyear) come out to put the bead back on one tire for the road grader. FCR air compressor failed to come up to pressure and we were unable to put needed amount of air in the tire. The air compressor is over 19 years old, so my thought is to upgrade. After some research, I found that the unit is a very nice one and research shows it would cost at least \$1,000 dollars to replace. I took air intake apart and sprayed sea foam in the intake cleaning the reed valves of years of service. The unit pumped up to pressure and is working fine. This summer will look at a complete maintenance task for the unit since it is worth keeping.

Plowed snow on three occasions, Tyler Boroff assisted using the dodge cutting plow time almost in half. We no longer have his help this winter, but I do need to say he sure does a fantastic job. Tyler is very good with the equipment and very efficient.

Upcoming tasks are:

- The backhoe fuel has gelled, and fuel water separator filter is not readily available. It will be a priority on tasks to complete.
- The two plastic dumpster lids are on site and will be installed.

Terry Greiner also reported at the meeting that Ray’s phone has been changed and his hot spot de-commissioned. Les had some questions about phone charges and these were discussed briefly.

## **8. NEW BUSINESS**

### **Misc: Treasurer Issues**

Les Lynch talked about several budget issues including expenses that are not budgeted but are booked against standard line items, therefore not really reflecting where money is being spent and that included, for last year, post-fire mitigation efforts and water supply efforts.

There was some discussion that unbudgeted items should have their own line items to ensure that it is transparent to all how funds are being spent and that includes new line items for grants.

There was also discussion about Water Supply Task Force expenditures and how those should go against capital expenses where they were budgeted.

Les also talked about the Lake needing a line item for “wages”.

**Action Item: Les Lynch to work with adding/changing new line items as needed and ensuring that the next budget phase includes these.**

### **No Trespassing Lot Signage at Front Gate**

Marge Rebovich, via email, asked if there could be signage at the entrance of FCR indicating Private Property and No Trespassing (Doug Parmentier has also expressed concern about this). The group discussed this need and asked Phil Boroff to handle. There was also further discussion about Ranch signage, in general, due to some signs being lost or destroyed or damaged, including road signs.

**Action Item: Phil Boroff to take responsibility for no trespassing signs at front gate and will discuss with Ed Kileen and others regarding other damaged signage on FCR.**

## **9. OLD BUSINESS**

### **Outdoor Recreational Fires Policy**

Mary Ann Bryant reported that she got lots of good feedback from residents about the proposed outdoor recreational fires policy. Mary Ann indicated that the policy is currently being re-written and will now allow wood burning fires outdoors under certain conditions and that Clinton Keith has volunteered to work with her on this.

Mary Ann asked each Board member if they would support a policy like this because she needs support before she goes further. 4 Board members indicated support, 1 did not.

Joan Heil stated that she thought it would be a good idea to have a Town Hall for residents to discuss, but the group agreed that the 30 days feedback notice for each revision of the policy is adequate and that it's imperative we get this policy in place prior to fire season this year.

Paulette thanked Mary Ann and the ACC Committee for all their good work.

**Action Item: Mary Ann Bryant to re-write outdoor recreational fires policy, working with others, and provide it to Susan Morton to send to residents for further feedback after Board review and approval.**



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

Paulette indicated that she has gotten no further feedback from membership re: the new agreement with Church Camp. The agreement is currently on our website and has been signed.

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

Susan Morton indicated that she sent the revised and simplified Common Property rules/regulations change (as follows) to the membership and no one on the Board has gotten further feedback.

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.

To that end, the Board formally approved/adopted this new policy and Susan Morton will ask Jackie Zimmat to revise the current Common Property rules/regs to include this.

**Action Item: Susan Morton to ask Jackie Zimmat to post this on the website**

### **Specific Record Retention Needs**

Paulette followed up on the records request from Mary Ann last Board meeting and indicated that she found no further documents regarding Ray Smith's employment. Paulette indicated that it looks like no formal personnel evaluations have been done or at least, not documented.

Mary Ann stated that she has not found tax records for the past 4 years and asked Les if he can get these. Les indicated that he would talk to our accountant or Robin Southworth.

**Action Item: Les Lynch to locate tax records for past 4 years and get to Mary Ann Bryant.**

Mary Ann indicated that she has just recently sent an email to the Board about some changes to the state HOA laws and that the Board should read these and make changes as necessary.

**Action Item: All Board members review the link sent by Mary Ann and determine what changes need to be made or published to the membership.**

Susan Morton indicated that she has been filing her handwritten notes after the Board meetings and asked if Mary Ann needs these for records. Mary Ann indicated that these should be shredded since the published Board Minutes are our official record.

**Action Item: Susan Morton to shred her previous handwritten Board minutes.**

### **Insurance**

Joan Heil spent some time asking the Board detailed questions about insurance needs prior to getting a new policy for this year. Paulette referred Joan to Mike McQuinn to get this worked out since he has the best knowledge.

**Action Item: Joan Heil to talk with Mike McQuinn in order to finalize our insurance needs for the upcoming year.**

There was some discussion about CCIOA requiring that we have our insurance summaries posted on the website for each year.

**Action Item: Joan Heil to get the summaries from last year and for this year's insurance renewals to Susan Morton to post to the website.**

### **Grant Funding Accounting**

There was some discussion of adding new line items in our financial reports/budgets for grants.

## **10. NEXT MEETING**

The next meeting will be held in the home of Paulette Church at 5:30 p.m. on February 13, 2020 (Thursday) at 400 Oakcrest Drive. All members are welcome to attend. Committee reports are due on 2/4/20 and the agenda will be noticed to the membership on 2/6/20.

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

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

**January: Send out second half of annual assessment letters (Treasurer)**

**February: Second half of annual assessments are due (Treasurer); Submit new insurance information to Secretary for uploading to website (VP/Secretary)**

## **12. ADJOURNMENT**

The Board, by motion duly made, seconded and unanimously approved, adjourned the meeting at 7:47 p.m.

This document constitutes a true and correct copy of the minutes of January 9, 2020, Falls Creek Ranch Board of Directors meeting.

Respectfully submitted,

Susan Morton, Secretary, January 13, 202

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

### **Phil Boroff:**

- 1) add new no trespassing signs at front gate
- 2) work with Ed Kileen re: damaged/destroyed road signs and other signs around the Ranch

Previous tasks still pending:

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

### **Mary Ann Bryant:**

- 1) re-write outdoor recreational fires policy

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) review new HOA/CCIOA rules information provided by Mary Ann Bryant

Previous tasks still pending:

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

### **James Glover:**

- 1) Bring proposal to the Board re: future use of tennis courts
- 2) Bring proposal to the Board re: future community gardens

### **Terry Greiner:**

- 1) review new HOA/CCIOA rules information provided by Mary Ann Bryant

### **Joan Heil:**

- 1) review new HOA/CCIOA rules information provided by Mary Ann Bryant

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:**

Previous tasks still pending:

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

**Les Lynch:**

- 1) have bookkeepers add new line items to financials for grant funding activity
- 2) locate tax records for past 4 years and get to Mary Ann Bryant for records storage
- 3) review new HOA/CCIOA rules information provided by Mary Ann Bryant

Previous tasks still pending:

- 1) Les to have our bookkeepers add new budget line items for unbudgeted expenditures
- 2) review income tax filing in December (status: Robin and Les are reviewing)
- 3) for December, present/review income tax filing with the BOD and submit the income tax filing (status: Robin and Les are reviewing)

**Susan Morton:**

- 1) send out newest revision of outdoors recreational fire burning to residents when complete
- 2) ask Jackie Zimmat to include Board approved personal property storage in CP rules along with (#1 below)
- 3) review new HOA/CCIOA rules information provided by Mary Ann Bryant

Previous Tasks Still Pending:

- 1) ask Jackie Zimmat to place CPC-4 Form on the website after the next BOD meeting
- 2) send out final Calendar of Monthly Actions to the BOD when this is complete (status: working on)
- 3) ask Jackie Zimmat to update the website with the most current insurance summary when it is received from Joan Heil (waiting)

**Eb Redford:**

- 1) work in needs for solar panels at the mailboxes as he looks at proposals for the water treatment buildings (in coordination with Phil Boroff)