

Board Members	Officers	Areas of Responsibility	Representing your Neighborhood	ATTENDANCE
Barry Clarkson	President	Communications, Legal, Water	Upper Slide	PRESENT
Kurt Jacobsen	Vice -President	Headquarters, Cabin Renovations	Crawford East	PRESENT
Joe Bosze	Treasurer	Cabins (upper), Equipment Maintenance	Crawford West	PRESENT
Kathy Pierce	Secretary	Cabins (lower), Reservations,	Johnnie Brown	ABSENT
John Harris		Fire Protection, Public Safety, Security, Roads	Meadow Cyn, Pipeline	PRESENT
Brad Hunt		Agriculture, FB, Web Dev, Cabin Renovations	Lower Ranch	ABSENT
Larry Clarkson		Equipment Operations, Fishing Ponds, Wildlife	Lower Slide	PRESENT

DSROA Board of Directors Meeting

Saturday, April 18, 2020 – ZOOM VIDEO CONFERENCE

An executive session was held prior to this meeting

1. Welcome/Prayer/Roll Call

- 1.1. The Board and Members were welcomed by Association President, Barry Clarkson. A prayer was offered by Barry Clarkson. Kathy Pierce was absent due to her attendance of the funeral of her sister.
- 1.2. Roll call was conducted:
 - The following Board Members were present: Barry Clarkson, Larry Clarkson, Kurt Jacobsen, John Harris, Joe Bosze.
 - Others present by teleconference: Vance Green (Lot 155, 156), Dale Clarkson, Brent Fullmer (Lot 117), Jeff & Tina Collins (Lot 121), Kurt Jacobsen (*Property Manager*) and Mariah Wheeler (*Office Administrator*).
 - Board Member(s) not present: Brad Hunt, Kathy Pierce

2. Presentation and Approval of Minutes –

- 2.1. The Board Meeting Minutes from the March 2020 meeting were prepared and presented to the Board by email prior to the meeting. Larry Clarkson motioned to accept the meeting minutes. Joe Bosze seconded. The motion passed unanimously.

3. Treasurer Report – Joe Bosze, Board Treasurer

- 3.1. Association Dues: 83% of Association dues have been received.
- 3.2. Bank account balances reported as follows: Operating Account \$123,900 balance and \$59,000 in savings, with the special savings account at \$4,260.00.
- 3.3. Budget Items – An email was sent to the Board previous to the meeting, sharing the financial projections for 2020 revenue. This item was discussed briefly, including potential projects to be foregone for the year. It was also discussed that the Insurance company had been contacted to seek a potential credit for unused cabins this year, if decided. A chart was provided by Mariah Wheeler itemizing each budget area and its potential as a fixed, semi-variable, and variable expense, for reference. Road Grading was discussed as a cut back as were fish (see 8.g). The result of the discussion was a proposal by Barry Clarkson that a freeze on spending of budget money across the board, be established. Further, no money is to be spent unless approved by the Board, as a whole, whether by phone or email. Kurt Jacobsen suggested that the budget revenue from this year be carried over to 2021 to be used as the 2021 budget in a 3 year transition to begin using budget money in hand, rather than hoped for. At the next meeting, the Board will need to come prepared to suggest, within their areas of responsibility, budget areas that can be pushed off to another year. The proposal was accepted.

4. Office Report – Mariah Wheeler

- 4.1. Review of Budget available due to recent events – Discussion held during Treasurer Report.
- 4.2. Opening of Cabins for reservations – Cabins will be opened beginning Friday, May 22 for those who already hold reservations. No further reservations will be accepted previous to June 1st, until a re-evaluation is held at the next meeting. (see below for date of next meeting)

5. Property Manager Report – Kurt Jacobsen, Jacobsen Management, LLC

- 5.1. Store – Waiting for installment of tin – weather warranted.
- 5.2. Garden Plot – Jeff and Tina Collins have tilled and spread fertilizer in the garden area. Grow tubes will be installed next.
- 5.3. Cabins 1, 2, & 3 – a visit to those cabins indicated they will need work to be ready to open for use. All BBQ grills will be stored inside each cabin as the cabins are closed for the season.
- 5.4. Skid Steer – has been lubed and is ready for work.
- 5.5. Grading – Barry Clarkson inquired whether the weather was right for road grading. Kurt Jacobsen responded that it is and will be in contact to arrange grading.

5.6. Budgets – Kurt Jacobsen reemphasized the need for good budget practices, including tracking of budgets with spreadsheets. He also reemphasized the need for each Board Member to understand the overall cost of each project and proposed a best practice of comparing income vs expense of each budget category where income is present (i.e. running the ranch as if it were a business). Also iterated is the need for volunteer time that is true volunteer time. 3 areas of the budget were cited:

5.6.1. Cabin 3 – Expenses on Cabin 3 renovation project must also include the \$3,500.00 gravel trade given to the Collins for their time. Project total is about \$14,000.00.

5.6.2. Cabin 7 – Total costs for Cabin 7 must also include the volunteer cabin time. Volunteer Cabin time adds an additional \$9,375 to the cost of the cabin renovation, totaling the project at over \$21,000.00.

5.6.3. Cattle Contract – Holding a contract at \$12,000.00 and budgeting expenses that are directly related to it at \$11,300.00, leaves little revenue.

6. DSR Agriculture Plan – Brad Hunt

6.1. Brad Hunt was not in attendance and a presentation was not available.

7. Update on Winter Cabin Use Guidelines – Kathy Pierce

7.1. Kathy Pierce was not in attendance, but a presentation was arranged to be given by Mariah Wheeler in her place.

7.2. The DSROA Winter Reservations Guidelines (a shortened verbal description was given in the meeting with a promised follow up written sheet, as below). Barry Clarkson supported the guidelines reaffirming his position that Property Manager holds the responsibility to make decisions, due to his working knowledge, and to communicate those decisions with the Office Manager, who then coordinates with the Member:

7.2.1. Property Managers Responsibility

- Communicate with Office Manager to ensure members are informed, in a reasonable amount of time, of weather conditions or road conditions that would inhibit the member from utilizing their cabin reservation, and/or for reasons of safety. Property Manager is responsibility to make the final call on travel-ability and safety.

7.2.2. Office Manager Responsibility

- Upon receiving communication from the Property Manager, Office Manager will communicate with Member to ensure they are informed, in a reasonable amount of time, of weather conditions or road conditions that would inhibit or be a potential safety issue to the member from utilizing their cabin reservation, and to allow them a reasonable amount of time to cancel. Cancellations received at that time, will be refunded or credited back to their account.

7.2.3. Member Responsibility

- A member may cancel their reservation due to weather and receive a refund or a credit to their account, upon receiving information from the Office Manager regarding weather conditions or road conditions.
- If reasonable communication exists, and a member decides to cancel their reservation within 24 hours of check in, the member will forfeit their reservation fees.

7.2.4. DSR Rules and Regulations

- Current Rules and Regulations serve as a guideline to the Property Manager and Office Manager to make a final decision in all circumstances related to Winter Reservations Guidelines. Members visit the ranch are still under obligation to the Rules and Regulations, regardless of time of year or season.

7.2.5. Winter Reservations Ranch Property Use

- Property Manager will be responsible for informing members who obtain cabin reservations, during off-season months, on appropriate use of the ranch, including travel and recreation. In the event the Property Manager would like members to know in advance of their arrival of any such guidelines or activities, the property manager will inform Office Manager, who will then contact the member with such information, in a reasonable amount of time. Member will be responsible to follow those guidelines for winter use of the ranch. Damages to ranch property by members neglect to follow guidelines provided by the Property Manager or as stated in the DSR Rules and Regulations, will be billed for repair expenses.

8. Brief report of area of responsibility, by each Board Member –

8.1. Barry Clarkson – Two items were presented:

8.1.1. Water Filling Station at Headquarters – Despite the current budget concerns, the water hauling station needs to be upgraded and must be considered an essential expense for 2020. All agreed.

8.1.2. Half Moon Reservoir – Despite the efforts of Larry Clarkson, Brent Fullmer and Dale Clarkson, as a team on this project, this project is not a necessity and should be postponed. All were in agreement.

8.2. Kurt Jacobsen – Nothing further than previously shared (see section 5)

8.3. Kathy Pierce – Not present.

8.4. Larry Clarkson – Inquired of the board regarding the budget expense to stock the fish ponds. The expense for fish is approximately \$2,300.00. They are usually stocked May 1st. Attempted conversations with the Hatchery have been unsuccessful. Barry Clarkson inquired if there are fish in the ponds. Larry Clarkson has seen some. Kurt Jacobsen will fish the ponds to determine. Barry Clarkson suggested that fish not be ordered or only order a reduced amount. Dale Clarkson generously offered to pay for an order of fish for the ponds, which was accepted with appreciation. Joe Bosze suggested that Phil Hall may want fish as well and a shared order may discount the fish. Larry Clarkson will contact Phil Hall. Discussion regarding a sunken canoe at pond 3 and a useable pontoon boat offered by Kurt Jacobsen resulted in those two items being available for use through headquarters, but not left at the ponds, where a liability could occur. The excavator will not be going out to the ranch as the window of use has passed.

- 8.5. Joe Bosze – The Backhoe turbo needs to be replaced. Don Ray will be assessing it and the cost to replace it. Barry Clarkson felt this is an item that needs to be repaired with budget money, as an emergency expense.
- 8.6. Brad Hunt – Not present.
- 8.7. John Harris – Will be going out to the ranch in the later part of the following week and will assess the roads. An assessment was given by Larry Clarkson that they are in good condition, but need a “tune-up”. Larry Clarkson will be bringing the track hoe back up, next week. Kurt Jacobsen is available to grade and willing to assist.
9. **Adjournment** – The meeting was adjourned by Barry Clarkson with the next meeting to be held at Ranch Headquarters, May 9, 2020 at 11:00am, with an executive session to be held prior at 10:30am. Should governmental restrictions still be in place at that time, the meeting will be held alternatively through ZOOM in which the times will be earlier, beginning at 9:30am for an executive session and 10:00am for the regular session. Vance Green noted that due to his analysis of the data used for the meeting, 2-3 people could be at the ranch using video conference at the same time. This is a great positive for the ranch. Vance Green was thanked for his efforts to support the ranch networks. Mariah Wheeler was thanked for coordinating the meeting through Zoom.

Kathy Pierce, DSROA Secretary

DSROA Board of Directors:mw