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**Board of Directors Meeting**

Wednesday May 18, 2022 – 6:30 PM

VIA ZOOM

**Meeting Minutes**

**From:** Mark Wagner - Vice President

**Board/Committee Members Present**

Chris Gober, President Paul Duggan, Treasurer

Mark Wagner, Vice-President John Beebe, Fiber Project

Les Kole, Director

Shelly Faris, Director

**Property Owners Present**

Paul and Betsy Romere

Terry Beebe

Linda Kole

Michael Blankenship

**Meeting called to Order**

By Chris Gober, President, at 6:32 PM

**Additions to Agenda**

* Les Kole asked that the discussion of the vacant Board position be moved from the New Business portion of the agenda to the Old Business portion of the agenda. Les also asked that we consider that the first topic to discuss.

**Vacant Board Position**

* Karl Shreiber resigned from the Board effective May 12, 2022.
* Michael Blankenship submitted his Statement of Qualifications to the Board for the vacant position.
* After comments from Michael and discussion by the Board, Les Kole made a motion to appoint Michael Blankenship to the vacant Board position. Shelly Faris seconded and the motion passed 4-0.
* Michael will serve the remainder of Karl’s term, which expires in August 2023.

**Secretary Report**

* No report as we still don’t have a secretary.

**Approval of April 20, 2022 Board Meeting Minutes**

* Les Kole made a motion to approve the April 20, 2022, DVE Board of Directors Meeting Minutes and Shelly Faris seconded. The motion carried 5-0.

**Treasurer’s Report** – Paul Duggan

As of May 18, 2022, for FY 2021-2022:

The following excludes trash fees:

* Revenues - $66,858.47 (YTD)
* April 20, 2022 to May 18, 2022: $560.00 assessment income, 44¢ interest, $85.03 sale of mosquito pellets, $8.00 other income.
* Expenditures – $23,449.35 (YTD)
* April 20, 2022 to May 18, 2022: $157.25 Zoom renewal, $24.14 gate electricity, $267.02 gate transmitters.
* Ending Cash Balance (including carryover) - $45,869.35

The following are trash fees:

* Trash Carryover as of 10/1/2021 - $3,040.24
* Revenues - $7,968.00
* Expenditures - $5,447.18
* Ending Cash Balance (including carryover) - $5,561.06

Total Ending Cash Balance in checking account - $51,430.41

Reserve Fund remains the same:

* Reserve Fund Total – $32,651.15
* 1 CD in the amount of $12,300.00 for 15 months
* 1 CD in the amount of $12,300.00 for 27 months
* 1 CD in the amount of $5,982.15 for 42 months
* Reserve Fund in savings account $2,069.00

The Special Assessment of $92,400 for Fiber Optic Internet Installation has been fully paid by all Property Owners. Current balance with interest added is $92,437.07.

* New signature cards will be updated at the bank.

**Committee Reports**/**Board Reports**

**A. Architectural Review Committee** – Bill Swapp (as reported by Chris Gober and John Beebe)

* The committee would like to ensure that property owners’ fences be maintained and kept looking in good condition.
* Chris will communicate this to the owners via email.

**B. Welcome Committee** – Lori Swapp/Shelly Faris

* Nothing to report at this time.

**C. Wildfire Adapted Partnership** – Les Kole

* It’s that time of year when DVE is warm and dry. Creating defensible space around buildings is important.
* Mark Wagner will send another email to the Owners with the Emergency Contact Form attached to update.

**D. Road Maintenance** – Chris Gober

* Nothing to report as of now.

**E. Snow Plowing** – Shelly Faris

* We will be communicating with Chuck Colby on a snow plow contract for the 2022-2023 winter season.

**F. Workdays** - Chris Gober

* Chris will be doing the noxious weed spraying on the right of way.

**G. Annual Meeting -** Board Member

* See below in Old Business.

**H. Special Projects -** Board Member

* Mailboxes will be discussed in Old Business.

**I. Fencing/Security** – Les Kole

* Les and Linda Kole repaired the fence, where necessary, on Friday May 13, 2022.
* Cows returned to the Forest Service areas around DVE on Saturday May 14, 2022.

**Old Business:**

**1. Fiber Project –** John Beebe

* Not a whole lot to update. The recent update was emailed to the owners on May 8, 2022.
* The conduit is being run on Wieland Drive to Romere Hill and towards the equipment pad.
* There will be some smaller handholes that will be installed for a lot or two.
* The design of the concrete equipment pad has not been completed due to the power not being installed yet. At this time the cost of the concrete pad will be DVE’s.
* Correspondence will be forth coming from Vero with information to sign up. This should also include a website that the owners can access to register as a potential customer.
* There will be interaction with the owners once installation to the houses begins.
* Road cleanup, repair and cleaning out the culverts will be done once all of the conduit and handholes are in place.
* Circle Z and Vero will be working together to install the drops to the houses.
* Shelly suggested that an email go out thanking the contractors as they have done a good job.

**2. Mailboxes** – Mark Wagner

* Mark has created a Mailboxes Project Plan. That plan is attached to these minutes. There will be communication going out to the owners.

**3. Annual Meeting –** Board Members

* Announcement: The Annual Meeting announcement and the call for statements of qualification were emailed to the Owners on May 15, 2022.
* 2022-2023 Annual Budget: Mark and Paul Duggan will finalize the FY2023 budget. It will be discussed at the June Board meeting.
* Voting/elections: The Annual Meeting packet and Ballots will be emailed on July 5, 2022.
* Mark will be working with Terry Beebe, Linda Kole and Teresa Downing to put together the Annual Meeting packet.
* No final decision has been made yet whether or not to have the meeting on Zoom or in Person at the Lion’s Club.

**New Business:**

**1. Damage to Gate Keypad/Pedestal** – Chris Gober

* The gate keypad was hit by a vehicle. Repairs will be made. It was discussed to install metal/concrete bollards around the keypad to better protect it.
* Chris will purchase the box for the Knox Key (used by emergency vehicles).
* The receiver for the remote controls has not been working effectively. A new one will be ordered.
* Mark Wagner made a motion to purchase the receiver and Les Kole seconded. The motion carried 5-0.

**Discussion - Open Form**

* No open discussion.

**Adjournment**

Meeting was adjourned at 7:39 PM

**Next Meeting is scheduled for Wednesday June 15, 2022, at 6:30 PM, via Zoom.**

May 17, 2022

**Mailboxes Project Plan**

1. Send out communication to the owners asking who is receiving a

newspaper in the newspaper boxes and determine how many are

currently being used (and how many can be removed). (This was

done by Chris Gober on 5/16/22.)

2. Repeat that same communication on Monday 5/23/22. (Mark will handle.)

3. Chris Gober and Mark Wagner will draw up a preliminary plan for what space will be needed for all of the new mailboxes, the existing parcel box and some extra room to add a final, smaller set of mailboxes to build out to a total of 84 – 85 mailboxes. (One for each lot and one for the DVE POA.) All of the new mailboxes are being stored in his barn/garage. Mark can easily determine what space will be needed.

4. Week of 5/23/22: Send out communication to arrange a date and time for Board members and Owners to meet at the existing mailboxes and determine the new location.

5. After meeting at the existing site, send out communication to the owners asking for any input that anyone might have.

6. Once a location is finalized, send out communication of the final location and information on the process. We will need to make clear that mailbox locations for every lot will change. The Bayfield Postmaster will dictate which box belongs to which lot based on their ease of mail delivery.

7. Search out any extra rebar that owners might have. Determine the amount on concrete bags that we will need. Search out any lumber that the owners might have to use for the forms for the concrete pad.

8. Schedule a workday to created the new slab. We have expansion bolts to anchor the new mailboxes. Once the concrete slab is cured, we will drill holes for the expansion bolts. That hardware is already on hand.

9. We will need to purchase the hardware to anchor the existing parcel boxes (that will be moved and added to the run of new boxes) to the new concrete pad.

10. We will need to coordinate with the Bayfield Post Office/Post Master

once the concrete pad is cured and we can start to install the new mailboxes.

11. The Post Office will label the new mailboxes with the lot owners’

addresses.

12. We will need to distribute the new mailbox keys to all Owners.

13. When the Post Office labels the new boxes (and begins to use them), we will need to remove existing sets of mailboxes, remove all bolts and ensure that there are no hazards left in the old location that could damage tires or create a tripping hazard.

14. The old mailboxes can be stored in Mark’s barn/garage. We will determine resale value (if any) and either sell or dispose of the old mailboxes.