

**Fair Oaks Ranch Homeowners' Association**  
**August 1, 2017, 7:00 p.m.**  
**Fair Oaks Ranch HOA Conference Room, 7286 Dietz Elkhorn**

**I. CALL TO ORDER**

Carolyn Knopf, President, called the meeting to order at 7:02 p.m. All board members were present except Debra Grandjean, who was represented by proxy. Guests attending were Charlan Beal, Councilwoman Laura Koerner, and Mayor Garry and Dee Anna Manitzas.

- II. GUEST COMMENTS** – The public relations group for the city's roadway project submitted a handout on construction updates. Dee Anna Manitzas complimented the board on the new swing sets at Vestal Park. She suggested several budget items for the park, including heat resistant grip tape for the bridge handrails, restroom facilities akin to those at Phil Hardberger Park (family sized/handicap accessible porta potties), and electricity. She also asked that the size of the parking lot and the frequency of trash pick-up be considered. Councilwoman Laura Koerner voiced agreement with Dee Anna's suggestions, and shared her family's enjoyment of the new swings. Mayor Manitzas mentioned that the city's recent survey shows that the parks and trails/greenspace are a high priority for residents.

- III. APPROVAL OF MINUTES** – Jonathan Cluck moved to approve the July 6, 2017 minutes as submitted. Al McDavid seconded. The motion passed with all in favor.

**IV. REPORTS**

- A. Treasurer – The first work session for the 2018 budget will be on August 21, 2017. Tom Jaster is working on a five-year forecast, and it will be sent to the board before the work session. The 2017 directory budget of \$7,500 will not be spent this year, but will be pooled with the 2018 directory budget. Funds for the new website project are also expected to carry over to next year. Carolyn Knopf reminded the board to work on their assigned budget items in preparation for the work session.
- B. Parks and Trails – Jonathan Cluck reported that the newly installed swings at Vestal Park have received a lot of positive feedback from families. There will be a Vestal Park focus group held at the city campus on Tuesday, August 8, 2017 at 7:00 p.m. The purpose will be to solicit input on the next park equipment investment for children 5-12 years old. Park users are encouraged to register for the focus group. One member per household is allowed.
- The Arbors Preserve – The road and parking lot have been completed. Once the surveys are ready, the easement contracts will be finalized. A hearing on the tax valuation has been requested, and could occur anywhere from thirty days to six months from now. The board tour of the property will likely be scheduled for September, when the weather is more favorable. The nature trail should be staked this month.
- C. City Comprehensive Plan – There will be a stakeholder meeting on August 10, from 3:00-6:00 p.m., to discuss the comprehensive plan, and on August 17, from 3:00-5:00 p.m., regarding the Master Drainage Plan. The city is still closely watching the Texas Legislature special session regarding annexation and taxation.
- D. Communications – Tomorrow, Ken Nichols and the office manager will have their first meeting with TOPS ONE to begin the process of migrating the database from TOPS IQ to TOPS ONE. This process is expected to take few months to complete.
- E. Adopt-A-Highway – Mike Saletta reported that 21 volunteers picked up 29 bags of litter on July 15. The volunteers worked 50 hours total. Carolyn Knopf announced the resignation of Grace Ramsey, Volunteer Coordinator, effective on or before April 2018. FORHA is now actively seeking a member of the community to continue her work as volunteer coordinator. Grace has kindly offered to assist in training a new coordinator. The board thanks Grace for her outstanding volunteerism and many years of service.
- F. Candidates for the 2018 Board Election – Ken Nichols reported that the nominating committee has several potential candidates. An email notice seeking candidates will be sent to the membership on August 15, with a deadline of September 12. The annual meeting notice and ballot are expected to go to the printer on October 2, to be in homes by October 16. The annual meeting is scheduled for November 14.

**V. ANNOUNCEMENTS**

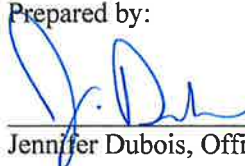
- A. Assistant Office Manager Position – Nearly 20 resumes were received for the position. Carolyn Knopf and Debra Grandjean assisted the office manager in six phone interviews and two in-person interviews. Carolyn announced that Stacy Lange has been offered the position and will begin work on August 7. Carolyn recognized Reta McDavid and Ken Nichols for volunteering at the office.
- B. Vestal Park Focus Group – August 8, 2017, 7:00 p.m.
- C. Budget Work Session – August 21, 2017, 6:00 p.m.
- D. Labor Day (Office Closed) – September 4, 2017
- E. Board Meeting – September 5, 2017, 7:00 p.m.

The meeting adjourned at 7:50 p.m.

Submitted by:

  
Cathy Ploszaj, Secretary

Prepared by:

  
Jennifer Dubois, Office Manager