

Fair Oaks Ranch Homeowners' Association
July 6, 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 7:00 p.m. All board members were present. Kim Keller attended via conference line. Guests attending were Michelle Bliss, Greg Buschmann, Jim Havard, Mayor Garry and Dee Anna Manitzas, Chief Scott Rubin and Gary Williams.

- II. GUEST COMMENTS** – The public relations group for the city's roadway project submitted a handout on construction updates. Fair Oaks Ranch Police Chief, Scott Rubin, spoke in response to a board member's request to increase FORHA/FORPD relations. Chief Rubin advised that FORHA not distribute information on behalf of the police department, as it would only increase resident confusion on the roles of FORHA and the city. Chief Rubin distributed a handout with FORPD statistics and noted that in May 2017, The City of Fair Oaks Ranch was listed as the 8th safest city in the state of Texas. He mentioned that FORHA can assist the police department by further educating residents on the parks and trails rules and by spreading the message to residents to be constant and consistent in securing homes and vehicles.

- III. APPROVAL OF MINUTES** – Jonathan Cluck moved to adopt the June 6, 2017 and June 20, 2017 minutes as submitted. Debra Grandjean seconded. The motion passed with all in favor.

IV. REPORTS

- A. Treasurer – Tom Jaster reported that demand letters have been sent to all outstanding accounts. Tom will work with the Office Manager to retrieve financial data from the past five years to create a budget forecast for use in the 2018 budget planning. The auditor will be in the office on July 18th to conduct the annual review. Frost Bank has sent over the contract and forms needed to set up lockbox services. The contract will be sent to the FORHA President for review before submission to Frost Bank.
- B. Parks and Trails – The first phase of the Vestal Erosion Project is complete. New ditches have been added to the hillside of the park to prevent run off. The second phase of the project will address the water run-off near Rocking Horse Lane. Phase two will likely begin in 2018 due to budgetary constraints. As part of park maintenance, the footbridge has been repaired to reduce its steepness. The new park swings will be installed soon. Based on feedback from the September 2016 focus group, there will be two expression swings and two belt swings. FORHA will send a notice out to all members once the swings have been installed. In addition, the Boerne Star will feature an article on the park's new swings.
- The Arbors Preserve
 - Debra and naturalist Desi D'Orsogna attended a field trip to the Hill Country State Natural Area led by Paul Hendrix. The natural area is similar to FORHA property as the trails are multi-use and vehicles are allowed. Paul discussed proper trail building techniques and shared tips, such as using cut cedar for path barriers and to prevent erosion. Five nature studies have been completed on The Preserve. Eight naturalists, including four master naturalists, worked roughly 50 hours. An extensive report has been released, and the report's summary is now available on the FORHA website. The naturalists recommended: 1.) eradicating feral hogs before the population grows, 2.) preserving frost weed and milkweed (essential for Monarch butterflies), 3.) not trimming the shorter Shin Oak trees along the northern Preserve boundary, 4.) designating the property as a Natural Area (this implies low maintenance to set public expectations, declares minimal infrastructure, requires strategically constructing trails), 5.) recruiting volunteers to sow milkweed seeds and eliminate invasive plants and fire ants, 6.) conducting ongoing nature studies.
 - The Arbors Preserve road and parking lot have been built. The easement contracts for the road and parking lot will be finalized once their surveys are completed this month. The Preserve is now filed with Comal County under the correct owner, The Arbors HOA. The proposed hearing has been canceled, and the tax valuation is expected by July 24,

2017. The next steps will be to stake the nature trail in August and to conduct a final board tour before acceptance of the property is voted upon.

- C. City Comprehensive Plan – Since the city’s initiative began, there have been two town hall meetings. About 250 residents attended the meeting in May that introduced the study and solicited resident feedback. About 750 residents responded to the online survey that accompanied it. In June, 125 residents voted on design charrettes. A draft of the updated comprehensive plan is expected by August or September. The city is working with Al McDavid in the early stages of defining and developing an approach for zoning to sustain the current business model. The drainage study by CDM Smith continues, and master water and waste studies by Freese & Nichols have begun. The next town hall meeting to summarize findings will be in late July or early August. The city is closely watching the special session for Texas legislature in July as it may impact annexation and taxation.
- D. Communications – Ken Nichols reported that the contract and implementation fee have been submitted for the TOPS ONE conversion in August. The Master License Agreement (MLA) has not yet been submitted. Ken suggested that the MLA be reviewed by the FORHA attorney. Carolyn Knopf and Debra Grandjean will review the MLA and determine whether legal review is necessary. Mike Saletta noted that a draft of the public survey results was available for review by the board.

V. CONSIDERATION/DISCUSSION ITEMS

- A. Discussion of the 2018 budget planning timeline and processes – Per the FORHA bylaws, the 2018 budget must be approved prior to the Annual Meeting in November. The board discussed the timeline of events in the budget process. There is a budget work session tentatively scheduled in September. However, the board agreed that a work session would be needed in August. Directors will provide their availability to the Office Manager to schedule the work session. Tom Jaster and Debra Grandjean will work together to reevaluate the repair and replacement fund. Tom will provide a five-year plan, but only the 2018 budget will be voted upon. Budget forecasts will be due by the work session in August. Ken Nichols asked that directors provide business cases for their assigned budget items. Debra stated that business cases must be submitted for projects each time a director would like to utilize funds, but programs do not require additional business cases after being initially approved. Directors were asked to begin preparing budget projections and business cases for current and proposed budget items for review in August. Budget projections were assigned as follows:
- Adopt-A-Highway & Shred Day: Mike Saletta
 - Peace Tree: Al McDavid, with help from Ken Nichols.
 - Visit with Santa: Kim Keller and Carolyn Knopf
 - Volunteer Appreciation: Ken Nichols
 - Parks and Trails: Debra Grandjean
 - Communications program & the website project (carry-over from current year): Carolyn Knopf
 - Directory: Cathy Ploszaj and Ken Nichols
 - Meet the City Leaders/City Celebration: Tom Jaster
 - Operations: Carolyn Knopf and Ken Nichols
- B. Consideration to reallocate funds from the burr control budget to the signage budget –
- Motion – Debra Grandjean moved to reallocate \$4,000 from the burr control budget to the signage budget. Al McDavid seconded.
 - Discussion – Pilots were done last year for burr control using poison. Poison was only effective around the trails. Debra concluded that the burr control program should be diverted until the board can bring in irrigated grass and the infrastructure needed for the parks. Debra explained that while she will propose this infrastructure for the 2018 budget, the current burr control funds could be put to better use in signage. Several board members agreed that the common areas could use better signage, but that the burr control program should be revisited at a later date.
 - Status – The motion carried with all in favor.

VI. EXECUTIVE SESSION

The Board of Directors adjourned for a closed executive meeting pursuant to Section 209.0051 of the Texas Property Code to discuss personnel matters and the results of a homeowner survey, in which the

individual privacy of the participating homeowners was not invaded by public disclosure in open session.

VII. RECONVENE OPEN SESSION

The Board of Directors discussed the recent vacancy of the Assistant Office Manager position and the upcoming recruitment process. The board also reviewed a draft of the survey report, which will soon be revised and distributed to members via email and the FORHA website. The board did not vote or take formal action.

VIII. ANNOUNCEMENTS

- A. Adopt-A-Highway – July 15, 2017, 8:15 a.m.
- B. Board Meeting – August 1, 2017, 7:00 p.m.

The meeting adjourned at 9:53 p.m.

Submitted by:


Cathy Ploszaj, Secretary

Prepared by:


Jennifer Dubois, Office Manager