

**Fair Oaks Ranch Homeowners' Association**  
**May 2, 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, except Jonathan Cluck. Kim Keller attended via conference line. Guests attending were Charlan Beal, Greg Buschmann, Alderman Roy Elizondo, Jim Havard, and Tamara Naquin.

**II. GUEST COMMENTS** – The public relations group for the city's roadway project submitted a handout on construction updates. There were no guest comments.

**III. APPROVAL OF MINUTES** – Debra Grandjean moved to approve the April 4, 2017 minutes as submitted. Mike Saletta seconded. The motion passed with all in favor.

**IV. REPORTS**

A. Treasurer – Tom Jaster gave an overview FORHA's financial status. This year, \$254k is predicted in assessment income, \$80k in other income (resale and transfer fees), and \$277k in expenses. Tom estimated that there is \$57k left over. Tom and Debra Grandjean will meet before the first budget work session to evaluate FORHA's assets and replacement fund policy. Tom, Ken Nichols, and Jennifer Dubois will tour Frost Bank's lockbox facility at the end of this month. Tom hopes to have a proposal from Frost Bank soon. Carolyn Knopf requested that Tom join the next communications committee meeting to discuss how the lockbox service might work with a new website.

B. Parks and Trails – The "Dog-i-Pot" (dog waste station) has been installed at Cibolo Nature Trail Park. "Friends of the Trails", David Stackhouse and Julie Gossell, donated the waste station, and Steve and Candi Robinson donated the waste bags. The trash receptacle sponsored by the Fair Oaks Women's Club has also been installed at the nature trail/park. The two benches donated by the Rotary Club and the Stark family have been placed with their plaques in a temporary location at Vestal Park. Once the park's new play equipment is installed, the benches will be moved closer to the play set. An article on the parks and trails was featured in LOCAL Community News last month. The article generated a great deal of interest in the parks and trails, and the office has received several calls from individuals wishing to donate or volunteer. Portions of the path at Vestal Park will be closed from May 15-31, to begin work on the erosion project. The contractor will install 4 culverts, build a retaining wall, smooth the eroded ditch, and refurbish the granite path.

- The Arbors Preserve – The road and parking lot easement contracts are awaiting action from the city. The developer has requested a color-coded map from the city to show the city's easement requirements. The road is expected to be put in this month. Comal County released the tax valuation for The Preserve. Unfortunately, the current valuation is incorrect and based on the developer's ownership, and not the Arbors HOA, as the deed was not filed in time. The correct valuation should be known in June. Five wildlife surveys have been done on the property since March. The most recent survey was performed by naturalists: Rheda Boardman, Ken Butler, and Desi D'Orsgona, with the purpose of cataloging and photographing butterflies. The summary of findings to date are: 41 bird species, 131 plant species, 31 butterfly species, 3 mammal species, 3 reptile species, and 6 invasive species. No endangered species have been identified in the first five studies. One more study is scheduled in May which will conclude the naturalist studies.

C. City Comprehensive Plan - Alderman Roy Elizondo gave an overview of recent activities. Ideas were collected from residents at the March town hall meeting and through an online survey. A design charrette was held last month to explore form based concepts for things like retail areas. Landowner interviews were done by the city's consultants. Old Fredericksburg Road, Ralph Fair Rd./Dietz Elkhorn, and the city campus were a few of the areas used to create visual reference points for future land use. Zoning regulations are also being explored. The next Stakeholder Committee meeting will be on May 4<sup>th</sup>. The next community town hall is scheduled for June 6<sup>th</sup>.

D. Communications

- FORHA Survey – Mike Saletta reported that 56 residents have been recruited and 27 surveys have been collected. Mike hopes to collect 35 surveys. Of the two sample groups, residents with

contact information on file account for 30 recruits and 20 completed surveys, with a response rate of 67%. Residents without contact information account for 26 recruits and 7 completed surveys, with a response rate of 27%. The desired response rate is 70% overall. A report on survey findings will be presented to the board in June.

- E. Adopt-A-Highway – Al McDavid reported that 20 volunteers picked up 20 bags of trash on Saturday, April 22<sup>nd</sup>.
- F. Volunteer Appreciation Breakfast – Ken Nichols estimated that 58 volunteers enjoyed the breakfast on Saturday, April 8, at the River Rock Event Center. The event stayed within the allocated budget.
- G. City Appreciation Event – Kim Keller has spoken with the city about collaborating on the event. A date has not yet been set.

## V. CONSIDERATION/DISCUSSION ITEMS

- A. Consideration of a motion to approve scope and funding for a new website with myHOA. - Carolyn Knopf submitted an invoice and timeline of events to the board.
  - Motion – Tom Jaster moved to approve the scope for a new website with myHOA as outlined in the submitted invoice, and funding not to exceed the project budget of \$12,000. Debra Grandjean seconded.
  - Discussion – Debra Grandjean inquired about future reoccurring costs. The invoice dictates a yearly fee of \$1.35 per registered user. Adam Limmer of myHOA joined by conference line to provide statistics on user registration. About 1.75 users per household register overall, with 18-26% of homes registering the first year, 65-70% the second year, and 80-85% the third year. Debra requested that a three-year cost/benefit analysis be presented to the board before a decision be made. Ken Nichols expressed several concerns. He has not spoken with any references from myHOA. MyHOA does not have experience integrating with the office’s version of the TOPS database (TOPS IQ). He also questioned the survivability of the website and TOPS integration long-term. Debra proposed that a conversion to the newest platform of TOPS (TOPS ONE) may resolve some concerns. Ken will look into the costs and logistics of a TOPS upgrade, and present his findings to the board for an electronic vote.
  - Status – Debra moved to table the motion. Tom Jaster seconded. The motion to table was passed with all in favor.
- B. Consideration of a motion to change the time of the June 2017 Regular Meeting of the Board of Directors - The second Town Hall for the city’s Comprehensive Plan initiative is scheduled for same time and date as the June board meeting. Debra explained that she and Al McDavid are on the Stakeholder Committee for the initiative, and that the opportunity to attend Town Hall would be beneficial to the board.
  - Motion – Debra Grandjean moved that the June 2017 regular meeting start at an earlier time to accommodate the board’s attendance at the city Town Hall that evening. Al McDavid seconded.
  - Discussion –Mike Saletta noted that his report of survey results at the next meeting would require more time than allotted. The board agreed to have a special workshop for the survey results on June 20, at 6:00 p.m.
  - Status – Ken Nichols moved to amend the original motion by replacing “*at an earlier time*” with “*at 5:30 p.m.*”. Debra seconded. Both motions passed with all in favor.
- C. Discussion and possible consideration of a motion to approve the External Written Communications Policy.
  - Discussion – The board reviewed each item of the policy. Ken Nichols challenged the language in items #3 and #4, concerned that it would take away the right to speak as an elected official on the board. The following revisions were proposed:
    - Definition of spokesperson be changed from “until the Board can convene and designate...” to “until the Board can convene *or the President designates...*”
    - Item #4 to be reworded for clarity
    - Item #6: “FORHA will designate an official spokesperson” be changed to “FORHA *President* will designate...”
    - Item #7: “Any communications ton behalf of...” be replaced by “*If a spokesperson is provided talking points, these talking points will be covered by the spokesperson without deviation.*” and “Unless specifically limited above...” be changed to “*Unless specifically limited by policy items 1-4 above...*”

- Motion – Carolyn Knopf moved that the board vote on the policy electronically, once the final draft has been completed. Kim Keller seconded.
- Status – The motion passed with all in favor.

**VI. ANNOUNCEMENTS**

- A. Fair Oaks Ranch HOA Forum – May 11, 2017, 6:00 p.m. to 8:00 p.m.
- B. Memorial Day, Office Closed – May 29, 2017
- C. Board Meeting – June 6, 2017, 5:30 p.m.

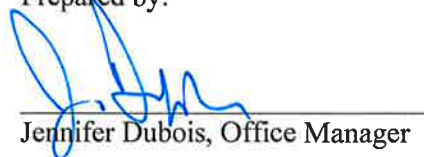
**VII. ADJOURNMENT**

The meeting adjourned at 9:41 p.m.

Submitted by:

  
Cathy Ploszaj, Secretary

Prepared by:

  
Jennifer Dubois, Office Manager