

Fair Oaks Ranch Homeowners' Association
October 3, 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 Kim Keller, who was represented by proxy. Guests attending were Michelle Bliss, Councilman Roy Elizondo, and Ron Ball.
- II. **GUEST COMMENTS** – There were no guest comments.
- III. **APPROVAL OF MINUTES** - The September 5, 2017 & September 12, 2017 minutes were approved as submitted.
- IV. **REPORTS**
 - A. Treasurer – Projected 2017 expenses for the website, Vestal play equipment, and directory were removed from the monthly budget status report, per board discussion at the September 12, 2017 special budget meeting. Tom Jaster plans to conduct a review with the board on the auditor's financial statements soon.
 - B. Parks and Trails – Debra Grandjean, Mayor Garry Manitzas, and Councilman Steve Hartpence toured Trinity University to learn how the campus uses type 1 recycled water with SAWS to irrigate its 112 acres of lawn, football field, vegetation, and water features. With water rates at half the cost of potable water, reclaimed water is an excellent alternative for irrigating the FORHA parks. Debra reported that there are two main challenges to using reclaimed water. First, the city only provides type 2 reclaimed water. Type 2 reclaimed water is not as clean as Type 1, and can only be used at night (when no one is in the park). The second challenge is that the city has an agreement with the Fair Oaks Ranch Country Club to source all reclaimed water to them. Councilman Roy Elizondo noted that the infrastructure may not be in place to supply the water anywhere else, but the issue may be considered during future water/waste rate studies. Debra reported that 11 volunteers will help set 54 sign posts and hang 174 signs along Trails 1 and 3 on October 7-9th. Eight bridge posts will also be set at Vestal Park. This will complete the three-year signage project. Debra announced two volunteer opportunities. Volunteers are needed to donate materials and build the "Little Free Library" at Vestal Park. FORHA is also looking for volunteers to refurbish two wooden park signs. The LOCAL Community News will soon feature an interview with parks and trails volunteers.
 - The Arbors Preserve – The road and parking lot surveys have been completed, and the easement contracts should be finalized soon. Debra will work with the city and C.A. Elder to stake the city easement. There has been no update on the tax valuation of The Preserve. The nature trail still needs to be staked, and a board tour will occur before the property is voted upon. The plat of the Arbors subdivision is expected to be finalized by November. Debra expects that The Arbors will submit their codes, covenants, and restrictions to FORHA before the next board meeting. Once this is received, they will become official FORHA members.
 - C. City Comprehensive Plan – The final town hall meeting will take place on October 5, 2017 at 7:00 p.m. at the Cibolo Creek Community Church. Debra encouraged everyone attend and use the opportunity to provide the city with feedback on items such as future land use maps and trail connectivity maps.
 - D. Communications – Carolyn Knopf noted that the city now has a communications committee. The city's new website with Civic Plus will be launching in the next month. The website will tie into the FORHA website. The city is looking for feedback from residents on preferred methods of communication, like electronic signage.
 - TOPS ONE – Ken Nichols provided the board with a preliminary timeline of the TOPS ONE database conversion. The timeline is driven by the end of year billing cycle. October will be the time for testing and set-up of lockbox with Frost Bank. The conversion will begin on November 1, 2017. The office will then begin parallel recording keeping or logging between TOPS IQ and TOPS ONE until November 17, a critical point of progress the TOPS ONE conversion. There is an important report (aged owner by charge type) missing from the TOPS ONE database. Ken plans to seek commitment from TOPS that the report will be added to the database. New annual bills will be designed in November to work with lockbox services. Ken plans to integrate the homeowner contact form with the annual bill.

- E. Nominating Committee – The 2017 nominating committee consists of Ken Nichols, Carol Thompson, and Carroll Floyd. Ken Nichols reported that there are four candidates in the upcoming election: Frank (Biff) Chesworth, Debra Grandjean, Dee Anna (Dedie) Manitzas, and Rebecca (Beki) Webster. The annual meeting notice has been sent to the printer for distribution. Ken described the committee’s process in 2017, which included requesting nominees from the board and contacting interested candidates.

V. DISCUSSION/CONSIDERATION ITEMS

- A. Consideration of the 2018 budget – Tom Jaster submitted a final budget summary to the board (*document on file*).
- Motion: Tom Jaster moved to approve the 2018 budget as submitted. Debra Grandjean seconded.
 - Discussion: Mike Saletta clarified that the board would be voting on funds set aside for projects in 2018, but all projects will require resubmission for final board approval. Al McDavid spoke in favor of the budget as submitted, but pointed out that the large size of the 2018 budget is only possible due to the reallocation of extra funds in the reserve account. Tom stated that he plans to address member dues and future projects at the annual meeting.
 - Status: The motion carried with all in favor.
- B. Discussion and consideration of member notification of resale/transfer fee increases – Mike Saletta said that during discussion of the fee increases in the August budget meeting, it was stated that there would be no notification to members on the new increase. He voiced concern that the communication policy grants one person, the president, sole discretion in the decision. He expressed that this decision should be brought to the board for discussion. Tom Jaster offered to present the resale/transfer increase at the annual meeting during his report. The board agreed on this course of action.
- C. Discussion and possible consideration of the 2018 Nominating Committee – Per the bylaws, the nominating committee for the 2018 election will be announced at the 2017 annual meeting. The committee should consist of a chair from the FORHA board and at least two volunteer members. The chair cannot be a board member up for re-election in 2018. The board received several volunteers for the committee, and agreed that the 2018 committee members should not be ballot counters or the same committee members as the prior year. The 2018 nominating committee will consist of Tom Jaster as chair, Michelle Bliss, Al McDavid, and Gary Williams.
- D. Discussion of meeting procedures - Ken Nichols stated he would like to hold this discussion at a future meeting, once he has reviewed the binder on FORHA policies/procedures. Jonathan Cluck noted that he is currently working with the files to remove redundancies and conflicts and convert the binder into one working document before the end of the year.
- E. Discussion of annual election procedures – The FORHA Office Manager, Jennifer Dubois, presented on the annual election process (*documents on file*). She informed the board that a quorum of 10%, or 353 votes, would be needed for the upcoming annual meeting/election. To boost voter participation, the office will send three email reminders to the membership and an email to the Unit HOA presidents. Carolyn Knopf and Michelle Bliss will circulate the online ballot via social media. Jennifer explained that the role of the office is to only accept, sort, and verify ballots. Office staff does not count the results of the ballots. The ballots are counted on the day after the annual meeting by three volunteer counters. Counters cannot be related to board members, candidates, or current office staff. As secretary, Cathy Ploszaj will oversee the ballot counting. After the results are finalized, the president will contact all candidates and the board with the results of the election. Results will be made public the Friday after the annual meeting by email and through an announcement on the website.

VI. ANNOUNCEMENTS

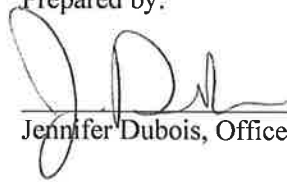
- A. Columbus Day (*Office Closed*) - October 9, 2017
- B. Adopt-A-Highway – October 14, 2017, 8:15 a.m.
- C. Board Meeting – November 7, 2017, 7:00 p.m.
- D. Annual Meeting – November 14, 2017, 7:00 p.m. at the River Rock Event Center – Carolyn Knopf asked the directors to send her board achievements from the past year for the President’s report. She would like all committees to report at the annual meeting. There will be a rehearsal on November 10, at 1:00 p.m. at the FORHA office for those with speaking roles.
- E. Carolyn Knopf announced that Fair Oaks Living Magazine will be featuring the FORHA Board photo in their November issue.

The meeting adjourned at 8:30 p.m.

Submitted by:


Cathy Ploszaj, Secretary

Prepared by:


Jennifer Dubois, Office Manager