

Fair Oaks Ranch Homeowners' Association
September 12, 2017, 6:00 p.m. Special Meeting
Fair Oaks Ranch HOA Conference Room, 7286 Dietz Elkhorn

- I. CALL TO ORDER** – Carolyn Knopf, President, called the meeting to order at 6:02 p.m. All board members were present except Jonathan Cluck, who was represented by a proxy. Kim Keller attended via conference line. Stacy Lange attended as a guest.
- II. GUEST COMMENTS** – There were no guest comments.
- III. APPROVAL OF MINUTES** – Al McDavid moved to approve the August 21, 2017 minutes as submitted. Mike Saletta seconded. The minutes were approved with all in favor.
- IV. CONSIDERATION/DISCUSSION ITEMS**
- A. Discussion of the 2018 budget – At the last budget meeting, directors were advised that \$15k would need to be cut from the proposed budget. Since that time, Tom Jaster has worked with the FORHA auditor to find the amount required for the repair and replacement account to be fully funded. According to the auditor, about \$36k is needed in the R&R. As of December 31, 2016, there is roughly \$114k in the fund, resulting in excess funds that may be used for programs and projects. Tom provided the directors with an updated five-year forecast, showing that the proposed budget would be affordable as submitted.
1. Discussion and possible consideration of the 2018 budget business cases – The board discussed each business case (*working documents on file*) to prioritize which programs and projects would be included in the final draft of the 2018 budget that will be voted on in the October board meeting. Debra Grandjean provided comments in discussion on behalf of Jonathan Cluck.

Programs

- Ken Nichols resubmitted TOPS ONE and Lockbox business cases as programs for review only. The two items were approved earlier this year.
- *IT Consulting*: Accepted
- *Membership, Seminars, Training*: Accepted
 - Jonathan Cluck commented that the amount for the business case (\$4,000) seemed high, given that no additional documentation was included. Ken Nichols explained that the program encompassed two Community Associations Institute memberships, computer based training (ex. TOPS ONE), notary training, books, accounting training, and attendance for one at the CAMfire Conference (a conference for TOPS ONE clients and HOAs). Since the program is part of the office budget, the President will oversee any expenses over \$1,000.
- *Website*: Accepted at \$7,500.
 - Carolyn Knopf noted that the website provider reduced prices due to their now larger client base. There is currently \$12,000 of unused funds in the 2017 budget for this item. \$7,500 will be carried over.
- *New Resident Welcome Packets*: Accepted
- *Directory & Map*: Map accepted for \$3,000. The directory (\$15,000) will be deferred for reconsideration in the 2019 budget planning process as a separate project to allow time to improve and collect homeowner contact information.
 - Ken Nichols voiced that he was in favor of a printed directory in 2018, as 95% of respondents in the 2016 survey expressed interest in receiving future directories. Several board members argued that a larger effort to correct outdated and missing homeowner information in the FORHA database should be made before funds are spent. Some directors also noted that an online directory is currently available, and the new website should include a more user-friendly directory.
- *Trail Events*: Accepted
 - Directors discussed the possibility of combining the Trail and Community Event programs, but ultimately agreed to reduce Community

Events by \$1,000 (since sponsors can be found) and keep the two programs separate for the time being. Since the programs do not have defined events yet, directors will return to the board with event ideas before the funds are used. Debra Grandjean reminded the board that all events need to be aligned with FORHA's mission statement.

- *City/Volunteer Appreciation*: Accepted
- *HOA Leaders Meeting*: Accepted
- *Community Building Events*: Accepted at \$2,000.
 - See the Trail Events program
- *Preserve*: Accepted, contingent upon the board's acceptance of the property
 - Ken Nichols voiced that a committee should be assigned to the program to oversee the allocation of funds. Debra Grandjean explained that other programs, like the office, do not require a committee. However, she welcomes volunteers. Debra explained that the budget for this program will be directed towards necessary tree trimming, fencing, and signage. Ken Nichols disagreed with the need for tree trimming and opposed the program as it was presented.

Projects (require resubmission of business cases in 2018 for scope approval)

- *Park Architecture Consultant*: Accepted
- *Park Erosion Control*: Accepted
- *Nest Swing for Vestal Park*: Accepted
- *Vestal Park Bridge*: Accepted
 - Footbridge will be constructed by an Eagle Scout. Funds are for materials. The board agreed that Al McDavid will give FORHA's commitment to the Eagle Scout so that the scout can proceed with planning.
- *Vestal Park Rope Play Equipment*: Accepted
 - The unused \$110k from 2017 budget will be carried over to 2018. An additional \$65k was requested.
- *Vestal Park Trees & Planter*: Accepted
- *Picnic Tables & Trash Receptacles*: Accepted
- *Infrastructure Remodel*: Accepted
- *Conference Table and Chairs*: Accepted
 - Jonathan Cluck opposed, stating that there could be a better use of the funds.
- *Office Furniture*: Accepted
- *Video Conference System*: Accepted
 - Five board members were in favor of keeping the project in the budget, and four were opposed. Cathy Ploszaj and Debra Grandjean noted the free alternatives to the video system, such as Facetime. Debra also expressed her concern that it would encourage less in-person attendance at board meetings. Kim Keller stated that there would be applications for the video conferencing system outside of board meetings. Kim Keller and Jonathan Cluck were asked to investigate the legality of using video conferencing during board meetings. As with all projects, approval of scope will be required before funds are spent.
- *IT Equipment Support*: Accepted
- *Cleaning & Updating Member Database*: Accepted at \$4,000

Tom Jaster will update the five-year forecast based on the changes made, and will generate a 2018 final budget for vote at the October 3, 2017 regular board meeting.

2. Discussion and consideration of the policy for replacement funds – The board agreed that Tom Jaster will update the policy as needed and will send it out to the board. No formal action was taken.

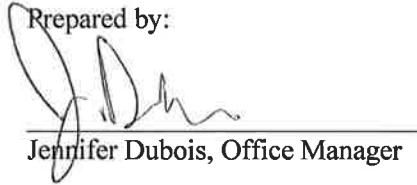
The meeting adjourned at 9:35 p.m.

Submitted by:



Cathy Ploszaj, Secretary

Prepared by:



Jennifer Dubois, Office Manager

