

Fair Oaks Ranch Homeowners' Association
December 4, 2018, 7:00 p.m.
Fair Oaks Ranch HOA Conference Room, 7286 Dietz Elkhorn

- I. CALL TO ORDER** – Debra Grandjean, Vice President, called the meeting to order at 7:00 p.m. Directors attending were Frank Chesworth, Jonathan Cluck, Debra Grandjean, Beki Hutchison, Tom Jaster, Carolyn Knopf, Kristen Koronzok, Ken Nichols, and Mike Saletta. Guests attending were Nick DiCianni, Christine Graham, Mary L. Jaster, Mayor Garry and Dee Anna Manitzas, Seth Mitchell, Wes and Geri Pieper, Al Schmidt, and Deb Stephens.
- II. GUEST COMMENTS** – Dee Anna Manitzas asked the Board to reschedule future October meetings due to National Night Out. Deb Stephens voiced her support for FORHA's acceptance of the Arbors Preserve property.
- III. APPROVAL OF MINUTES:** Frank Chesworth moved to approve the November 6, 2018 minutes as submitted and the November 27, 2018 minutes with the following amendments: The 7th line under "Discussion", after "...involvement in the contract process", will read "*Jonathan clarified that at that time (early October) he did not wish to be involved until Cassie Gresham was approved by the Board. He had not received any further communication from Debra Grandjean or Cassie Gresham.*" The last sentence under "Discussion" will be replaced with "*Mike Saletta requested that more than one candidate be presented to the Board for consideration before voting on the matter.*" The motion passed with all in favor.
- IV. REPORTS**
- A. President – Carolyn Knopf thanked the membership for their feedback and reported that she has found several people interested in helping with FORHA's social media.
 - B. Treasurer –The amount collected YTD in dues and fees is lower than previous years. However, this is because the new late fee policy for this year added additional fees to past due accounts and these additional fees have not been recovered yet. The number of transfers and resales are much higher than previous years. It was projected that there would be \$173k available at the end of the year but it is now looking that there will be \$181k available at year end.
 - C. Parks & Trails
 - Arbors Preserve – Contracts will be sent to the Board by Friday. There will be a special meeting with legal counsel to discuss the contracts. The D.A. extension with the City was signed. It extends the deadline for the Board's decision to December 21st. The Board must vote before then. Debra Grandjean confirmed that the estimated budget for the Preserve has not changed.
 - D. Communications – A printer is ready to produce the new resident welcome packets. Volunteers are still needed to help with the content. The website is still a work-in-progress, but there will be a more concentrated effort to work on it after the first of the year. Credit card payments will be accepted starting January 1.
 - E. Visit with Santa – Beki Hutchison was the program lead. She reported that 96 people attended. Jennifer Dubois assisted with the event, Stacy Lange's children played the elves, Kris Knopf played Santa, and Debra Grandjean decorated the office. A new Christmas tree was purchased for \$350 and the event should stay within budget.
 - F. Peace Tree – The lights are now on for the holiday season. Ken Nichols reported that there was some difficulty with the timer and getting one of the limbs to light, but this was fixed.
- V. DISCUSSION/CONSIDERATION ITEMS**
- A. Discussion and action to revise/clarify the FORHA Contract Administration Policy
 - **Motion:** Jonathan Cluck moved that the Board table the matter of the Contract Administration Policy until the February 2019 meeting, and that the President appoint a committee to rewrite the policy. Mike Saletta seconded.
 - **Discussion:** Ken Nichols presented several policy amendments to the Board. The Board discussed Ken's proposed amendments. The Board agreed that the current policy could be interpreted in many ways. The Board concluded that the policy should be completely rewritten by a subcommittee and then voted on by the Board. The subcommittee would be established next

year with the new Board. They noted that the difference between programs and projects should also be formally documented.

- **Status:** The motion passed with all in favor.

B. Discussion and possible consideration of a formal policy regarding Board members calling in to executive session meetings

- **Motion:** Jonathan Cluck moved that executive sessions of the Board can be conducted electronically, as permitted by law, using a specific non-public method of communication. Beki Hutchison seconded.

- **Discussion:** It was previously thought that Board members could not legally call into executive sessions on a private line. This was found to be incorrect. The Board agreed that Directors should be allowed to call into executive sessions on a separate private number. The Board discussed whether there was a need to vote on this issue.

- **Status:** The motion passed unanimously.

C. Discussion of 2019 calendar

- **Motion:** Jonathan Cluck moved that the January Board meeting be moved to Tuesday, January 8, at 7:00 p.m., at which time the current Board President will present a proposed calendar. Frank Chesworth seconded.

- **Discussion:** The Board agreed that the January Board meeting should be rescheduled due to the conflict with New Year's Day, and that the 2019 calendar should be discussed at the January meeting with the new Board.

- **Status:** The motion passed with all in favor.

VI. EXECUTIVE SESSION – The Board agreed to defer this item until the next Board meeting.

VII. ANNOUNCEMENTS

- A. Christmas (*office closed*) – December 24 & 25, 2018
- B. New Year's Day (*office closed*) – January 1, 2019
- C. January Board Meeting – January 8, 2019, 7:00 p.m., FORHA Office

The meeting adjourned at 8:13 p.m.

Submitted by:


Frank Chesworth, Secretary

Prepared by:


Jennifer Dubois, Office Manager