

**Fair Oaks Ranch Homeowners' Association**  
**January 8, 2019, 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 7:01 p.m. Directors attending were Frank Chesworth, Jonathan Cluck (via conference line), Sara Federico, Debra Grandjean, Tom Jaster, Carolyn Knopf, Kristen Koronczok, and Mike Saletta. Beki Hutchison did not attend. Guests attending were Nick DiCianni, Christine Graham, Mary L. Jaster, Dana Krone, Wes and Geri Pieper, Mayor Garry and Dee Anna Manitzas, Al Schmidt, and Deb Stephens.
- II. **GUEST COMMENTS** – Christine Graham requested to have an agenda item on volunteers and asked that information on volunteer opportunities be posted to the website. Carolyn Knopf confirmed that a volunteer registration form had been added to the website.
- III. **ELECTION OF OFFICERS FOR THE 2019 FORHA BOARD OF DIRECTORS** – Debra Grandjean moved to elect Carolyn Knopf as President. Frank Chesworth seconded. The motion passed with all in favor. Debra Grandjean moved to elect Beki Hutchison as Vice President. Tom Jaster seconded. The motion passed unanimously. Tom Jaster moved to elect Frank Chesworth as Secretary. Frank Chesworth seconded. The motion passed with all in favor. Frank Chesworth moved to elect Tom Jaster as Treasurer. Debra Grandjean seconded. The motion passed with all in favor.
- IV. **APPROVAL OF MINUTES** - Debra Grandjean moved to approve the December 4, 2018 minutes as submitted. Tom Jaster seconded. The motion passed unanimously. Tom Jaster moved to approve the December 12, 2018 minutes as submitted. Sara Federico seconded. The motion passed with all in favor. Debra Grandjean moved to approve the December 19, 2018 minutes with the following amendment: under item VIII, “(see Exhibit A)” will be changed to “(draft document on file)”. Frank Chesworth seconded. The motion passed with all in favor.
- V. **REPORTS**
  - A. President – Members will be able to pay their 2019 dues online with credit card. There were some technical difficulties that were resolved last month, but members should contact the FORHA office if they encounter any issues. Beki Hutchison, Debra Grandjean, Frank Chesworth, and Tom Jaster have been appointed to revise the Contract Administration Policy by the March Board meeting.
  - B. Treasurer – The Treasurer reviewed the 2018 year-end financial reports and a budget variance analysis. The year ended with ~\$20k in uncollected dues and fees. Thirty-two lien holders account for \$9,600. The remaining amount is from previous years carryover and a developer. At the end of 2018, there were 3,218 homes and 434 vacant lots. Growth rate has declined slightly. There is \$64,630 in restricted cash and \$176,257 in unrestricted. FORHA finished 2018 under budget by ~\$14k. The 2018 FORHA audit will begin on February 26, 2019. The auditor will be asked to report to the Board at the April Board meeting. The audited financial statements will be posted to the FORHA website.
  - C. Parks and Trails – On December 21, 2019 over 200 people, including 125 children, attended the ribbon cutting of the rope structure at the Holiday Party in Vestal Park. Marilyn Rash donated a 6ft. bench to Cibolo Nature Trail Park. The arch/nest swing will be installed this month at Vestal Park. The playground inspection at Boots Park revealed some repairs that need to be made to correct installation issues. A professional playground installer will fix the issues. There will continue to be annual safety inspections. Mesquite tree trimming will be done this month at Boots Park. The Arbors Preserve Nature Trail is now open to FORHA members.
  - D. Communications – There will be three main projects for the committee this year: website enhancement, welcome packet and brochure, and community engagement/events. Carolyn Knopf has stepped down as chair of the committee. Kristen Koronczok will be the new chair. Volunteers are needed for all three projects.
- VI. **DISCUSSION/CONSIDERATION ITEMS**
  - A. Discussion of Director committee appointments – Frank Chesworth will be the committee chair for the Restrictions Advisory Committee. Debra Grandjean will chair the Parks and Trails Committee. Frank

Chesworth will chair the Insurance Review Committee. Kristen Koronczok will chair the Communications Committee.

- B. Discussion of the 2019 calendar and project/program leads
- Program leads: Sara Federico will oversee Adopt-A-Highway and Volunteer Appreciation. Frank Chesworth will oversee Shred Day. Beki Hutchison will oversee Visit with Santa and the Peace Tree. Kristen Koronczok will oversee the New Resident Packets and the Directory/Maps (project). Jonathan Cluck will oversee Meet the Candidates. Carolyn Knopf will work with the office staff on the TOPS ONE conversion.
  - Calendar – The Board reviewed a tentative calendar for 2019. They agreed that they would not have the annual Board Dinner this year. The \$2,500 in funds for the event will go to a community program instead. The date for Meet the Candidates is still tentative, but Mayor Manitzas stated that the Board may have more information on this year's city election by February 15, 2019.
    - **Motion:** Debra Grandjean moved that all future regular Board meetings in October be moved to the first Wednesday of October. Kristen Koronczok seconded.
    - **Discussion:** The first Tuesday in October coincides with National Night Out and many felt that it was important to allow the Board (and meeting guests) to attend this event.
    - **Status:** The motion passed with all present in favor. Jonathan Cluck abstained as he was no longer on the conference line.
- C. Discussion and possible consideration of Records Production and Copying Policy – The Board withdrew this agenda item.

## VII. ANNOUNCEMENTS

- A. Adopt-A-Highway – January 19, 2019, 8:15 a.m.
- B. Special Meeting – January 15, 2019, 7:00 p.m., FORHA Office
- C. February Board Meeting – February 5, 2019, 7:00 p.m., FORHA Office

VIII. **EXECUTIVE SESSION** – At 7:57 p.m., Tom Jaster moved that The Board of Directors adjourn for a closed executive meeting pursuant to Section 209.0051 of the Texas Property Code to discuss a personnel matter. Kristen Koronczok seconded. The motion passed with all in favor. The Board entered the closed session at 8:03 p.m.

IX. **RECONVENE OPEN SESSION** – The Board reconvened into open session at 8:47 p.m. In closed session, the Board approved hiring a new Business Operations Manager to replace the current Office Manager, who will be leaving the position in February. The Board decided to reduce the 2019 budget to help offset the additional compensation increase. The Board also decided to change the titles of the office staff to better reflect their current responsibilities and to align with comparable positions in the market. The Office Manager will now be the Business Operations Manager and the Assistant Office Manager will now be the Property Manager.

The meeting adjourned at 8:48 p.m.

Submitted by:



Frank Chesworth, Secretary

Prepared by:



Jennifer Dubois, Business Operations Manager

