

Fair Oaks Ranch Homeowners' Association
March 5, 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 Beki Hutchison, Frank Chesworth, Sara Federico, Debra Grandjean, Tom Jaster, Kristen Koronczok, and Gary Williams. Jonathan Cluck did not attend. Guests attending were Mayor Garry and Dee Anna Manitzas, Roy Elizondo, Wes Pieper, Al Schmidt, Al McDavid, Mary L. Jaster, Deb Stephens, Nick DiCianni, Ken Nichols, Charlan Beal, Judy Roberts, Christine Graham, Fran Driskell and Jackson Moss.
- II. **GUEST COMMENTS** – Guests who made comments were Al Schmidt, Ken Nichols, Charlan Bean, Roy Elizondo, Christine Graham, DeeDee Manitzas, Garry Manitzas, Debby Stephens, Mary Lynn Jaster. Roster of attendees is attached. The guest comments completed at 8:30 pm.
- III. **GUEST SPEAKERS** – Jackson Moss and Fran Driskell from the Rotary Club spoke to the Board about their program, “Save a Life.” The program supports Police, Fire and EMS and is totally funded by Rotary. It is about storing life-saving information in a secure place so that emergency personnel know where to find it if they are called to your home. Rotary asked for the Board’s support in distribution of the packets and educational information.
- IV. **APPROVAL OF MINUTES** - Beki Hutchison moved to approve the prior meeting minutes from the February 5, 2019 Board Meeting, Tom Jaster seconded the motion and the motion passed with all in favor. Beki Hutchison moved to approve the February 5, 2019 Special Meeting minutes, Debra Grandjean seconded, and the motion passed with all in favor. Gary Williams moved to approve the February 26, 2019 Special Meeting minutes, Kristin Koronczok seconded, and the motion passed with all in favor.
- V. **TREASURER’S REPORT** – In response to requests from meeting guests, Treasurer, Tom Jaster, announced that the financial reports at the meeting will be made available to guests for their review. Highlights of January’s financial reports were given stating that collection wise we are almost identical as we were this time last year in the percentage of dues collected. There were approximately 275 credit cards processed in January and about 800 statements were mailed out for unpaid dues.
- VI. **PRESIDENT’S REPORT**
 - A. Resident letter regarding Parks & Trails – a letter was read from a resident complimenting the Board and Debra on the work done on the Parks & Trails.
 - B. Bylaws Review Committee Update –
President Knopf indicated that the committee met and has plans to continue to work together to come to a meeting of minds. She said they are all trying their best to make this work. The committee members are as follows: Carolyn Knopf, Tom Jaster, Biff Chesworth, Chris Cook, John McCune, Conrad Fothergil, and Chairman, Al McDavid.

President Knopf also brought a copy of the Local Community News to share an article on the Arbors, she also discussed the Next Door App and the negativity currently being spread about the neighborhood and the HOA. She asked that we all work to be more positive and to stand up for those who are being belligerent to neighbors. President Knopf also clarified rumors concerning our previous attorney, Peter Kilpatrick. He was not fired by FORHA, we hired Susan Rice for a limited engagement to work with us on the Bylaws review due to her experience, fees and responsiveness. Peter did not like this, and he resigned. We have been happy with the assistance and timeliness of responses that we have received from Ms. Rice. Knopf also reminded everyone of the seminar/workshop being hosted by Susan Rice to discuss the Texas Property Code and encouraged everyone to attend.

VII. DISCUSSION/CONSIDERATION ITEMS

- A. Contract Administration Policy Update- after discussion on the policy, Biff Chesworth moved that the policy be adopted as presented, Sara Federico seconded, and the motion passed with all in favor.
- B. Parks & Trails – A Business Case was presented for the bidding process with the Water Engineer and Park Architect as they will be preparing a very specific bid package. Debra Grandjean moved to approve the \$36,000 Business Case to engage the Park Architect and Engineer, Beki Hutchison seconded, the motion passed with all in favor.
- C. Business Case for Bylaws Review project – Knopf announced that after the original red-line review of our bylaws was done by the attorney there is \$550 left of the original \$1500 approved. The Business Case is requested an additional \$950.00 for 7 hours of legal advice to get through Phase 2 of the project. After discussion, Tom Jaster moved to approve the additional funding, Biff Chesworth seconded, and the motion passed with all in favor.
- D. Collection Policy – Tom Jaster proposed that in 2020 we begin adding a late fee in the month of February for all unpaid dues. Bills could be mailed out in early December to insure membership has enough time to receive statements and make payments. A reminder can be sent out via email, website and social media to have dues paid by January 31. To allow the posting of these dues a five-day grace period will be given into the month of February. Tom Jaster moved that the late fee policy be revised as outlined, Biff Chesworth seconded, and the motion passed with all in favor. Beki Hutchinson voiced concerns that the procedure would need to be changed to go along with the policy changes. Debra Grandjean moved that the policy be amended to include a process change, Sara Federico seconded, the motion passed with all in favor

Additionally, Jaster proposed that FORHA no longer accept cash as a form of payment. Tom Jaster moved that we accept the discontinuation of cash as a form of payment to be effective immediately, Kristin Koronzok seconded, the motion passed with all in favor

- E. Communication Policy – President Knopf presented an addendum addressing Social Media which should be added to the Communications Policy. Debra Grandjean proposed adding a line to the original policy to reference the addendum and to make sure the policy is then signed by the President. Carolyn Knopf moved to approve the Addendum with the addition of the reference line to the original policy, Debra Grandjean seconded, and the motion passed with all in favor.
- F. Review of Draft of Volunteer guidelines – Beki introduced the policy and explained it to everyone. Beki moved that the policy be accepted, Carolyn Knopf seconded, and the motion passed with all in favor. Later after discussing the Nominating Committee process it was decided that a vote was not allowed due to the Agenda stating only a review would be done. Beki Hutchison moved to rescind the vote on the Volunteer Policy, Sara Federico seconded, and the motion passed with all in favor.
- G. Review of Nomination Committee process – Beki Hutchison presented the process to the Board and explained how it is to work. After discussion it was decided to have the attorney review the process.

VIII. REPORTS

- A. Parks & Trails – a presentation was made by Debra Grandjean discussing the meetings that were held in February to make the residents aware of the Vestal Park Creek Beautification and Erosion Control project.
- B. Shred Day – Gary Williams announced that plans were being made and Shred Day was scheduled for Saturday, April 6, 2019. The donation from GVTC for sponsorship of the event had already been received.

IX. EXECUTIVE SESSION – At 9:54 p.m., Debra Grandjean 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. Vice President Hutchison seconded. The motion passed with all in favor. The Board entered the closed session at 9:56 p.m.

X. RECONVENE OPEN SESSION – The Board reconvened into open session at 10:17 p.m. In closed session, the Board discussed a personnel matter to get clarification on some outstanding issues.

XI. ADJOURNMENT

At 10:18 pm Vice President Hutchison moved to adjourn, Gary Williams seconded, and the motion passed with all in favor.

Submitted by:



Frank Chesworth, Secretary

Prepared by:



Judy Bordman, Business Operations Manager