

**Fair Oaks Ranch Homeowners' Association**  
**September 3, 2019, 6:00 p.m.**  
**Fair Oaks Ranch HOA Conference Room, 7286 Dietz Elkhorn**

- I. **CALL TO ORDER** – Carolyn Knopf, President, called the meeting to order at 6:04 p.m. Directors attending were Vice President Beki Hutchison, Jonathan Cluck, Sara Federico, Jonathan Lisenby, and Kristin Koronczok. Buddy Preuss joined by phone. Secretary Frank Chesworth and Treasurer Gary Williams were not in attendance. Guests attending were Wes Pieper (with proxy from Bob Sousa), Ken Nichols, Christine Graham, Nick Dicianni, Charlan Beal, John Weir, Rich Nichols, Edward Heath, Sam Bonahoom, Gary Manitzas, Chelsey Muenchow, and Al Clark
- II. **GUEST COMMENTS** –The guest comments began at 6:01 pm and completed at 6:09
- III. **APPROVAL OF MINUTES** - Beki Hutchison moved to approve the August 6, August 13 and August 22 meeting minutes. Jonathan Lisenby seconded the motion, the Board voted all in favor and the motion passed.
- IV. **TREASURER'S REPORT** – in absence of the Treasurer, the report was given by the Business Operations Manager, Judy Bordman who gave highlights of the current financial reports.
- V. **REPORTS**
  - A. Parks & Trails – Sara Federico gave an update on the current park project and said that it was still running on schedule with the plants to go into the ground around late September or early October. Federico also reported that the plants and trees have a 1-year warranty which begins at the time of completion of the project.
  - B. Communications – Buddy Preuss gave a report on the communications committee noting that he plans to the proof for the welcome packet at the October meeting as well as plans for the dissemination of the packet. He also mentioned hosting a Volunteer Appreciation Day for 2020, preparation of a Communication plan, articles in the Fair Oaks Gazette and selling ads to supplement the costs of the directories.
- VI. **DISCUSSION/CONSIDERATION ITEMS**
  - A. Discussion and consideration of Records Production and Copying Policy – Business Operations Manager Judy Bordman introduced the revised policy which was updated to comply with Texas Property Code 209, Jonathan Cluck moved to approve the policy as written, Beki Hutchison seconded, and the motion passed with all in favor.
  - B. Discussion and consideration of Records Request for Information Form - Business Operations Manager Judy Bordman introduced the form to go along with the policy passed in a previous meeting. Jonathan Cluck moved that the form be approved with the line reading Request for Purpose be stricken from the form, Buddy Preuss seconded the motion to approve as modified. The motion passed with all in favor.
  - C. Discussion and consideration of Payment Plan - Business Operations Manager Judy Bordman introduced the revised policy which was updated to comply with Texas Property Code 209, Jonathan Lisenby moved to approve as written, Sara Federico seconded, the motion passed with all but Jonathan Cluck voting in favor. Cluck voted Nay.
  - D. Discussion and consideration of Payment Plan Agreement - Business Operations Manager Judy Bordman introduced the agreement to go along with the revised plan. Beki Hutchison moved to approve the Payment Plan Agreement as written, Jonathan Lisenby seconded, and the motion passed with all in favor.
  - E. Discussion and consideration of Personal Representative Proxy – Jonathan Lisenby moved to approve this form after replacing the word Proxy with the word Representative. Buddy Preuss seconded and the motion passed with all in favor.

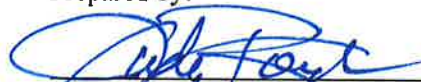
- F. Discussion and consideration of Voting Proxy for meetings – Jonathan Lisenby asked to have the form reconfigured, Beki Hutchison moved to table the Voting Proxy, Jonathan Cluck seconded, and all voted in favor to table voting on the voting proxy form.
- G. Discussion and consideration of Transparency Policy – Buddy Preuss left the meeting at 6:49 pm. Jonathan Lisenby introduced the policy. Jonathan Cluck moved to approve the policy with an effective date of 11/1/2019. Kristin Koronczok seconded the motion and the motion passed with all in favor.
- H. Discussion and consideration to use Vestal Park Phase I Contingency Budget for the Headwall – Jonathan Lisenby introduced the request to use the contingency funds budgeted for in the Vestal Park Phase 1 construction currently in process be used for the Alt 1 option, the headwall. Jonathan Lisenby moved amend the scope of Phase 1 of the Vestal Park Project to include Alt 1 for the headwall. Kristin Koronczok seconded, and the motion passed with all in favor.
- I. Discussion and consideration to accept the Bylaws Review Committee’s recommendations – after discussion it was determined that these were accepted as received at the August meeting.
- J. Discussion and consideration of Board of Directors amendments to proposed Bylaws – with no amendments being proposed, Jonathan Cluck moved to close the admission of amendments to the proposed Bylaws from the Board of Directors. Jonathan Lisenby seconded, and the motion passed with all in favor.
- K. Discussion and consideration of timeline to present proposed Bylaws to Membership for vote – Beki Hutchison moved that the Special Meeting to vote on the proposed amended Bylaws be held on Wednesday, October 16, 2019 with the location to be determined based upon availability. Kristin Koronczok seconded, and the motion passed with all in favor.

**VII. ADJOURNMENT:** At 7:17 pm, Jonathan Lisenby moved, and Kristen Koronczok. seconded, there being no further business, the meeting was adjourned.

Submitted by:

  
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Frank Chesworth, Secretary

Prepared by:

  
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Judy Bordman, Business Operations Manager