

**Fair Oaks Ranch Homeowners' Association**  
**October 2, 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 7:00 p.m. Directors attending were Vice President Beki Hutchison, Secretary Frank Chesworth, Treasurer Gary Williams, Jonathan Cluck, Sara Federico, Jonathan Lisenby, and Buddy Preuss. Kristen Koronczok was not in attendance. Guests attending were Wes Pieper (personal representative of Bob Sousa), Ken Nichols, Christine Graham, Nick and Jan Dicianni, Charlan Beal, , Gary Manitzas, Dee Anna Manitzas, John Jones, Craig Matson, Barb & Jim Fuller, Deb Stephens (personal representative of Deb Berger), Al Schmidt, William Shelley, Tom Jaster, Mary Jaster, Jo Lynn Puff, Steve Hartpence, Teal Harris, Matt & Lacy Turman and Steve Browne.
- II. GUEST COMMENTS** –The guest comments began at 7:01 pm and completed at 7:13 pm
- III. APPROVAL OF MINUTES** - Jonathan Cluck moved to approve the September 3, 2019 meeting minutes. Sara Federico seconded the motion, the Board voted all in favor and the motion passed. Jonathan Cluck moved to approve the September 23, 2019 meeting minutes. Jonathan Lisenby seconded the motion, the Board voted all in favor and the motion passed.
- IV. TREASURER'S REPORT** – Gary Williams provided an update on the FORHA financial position. He started his report by letting everyone know Monday, September 30th was month end so member and board packages could not and did not include a treasury report. He provided a verbal update for the board and members in attendance.
- He started by reporting year-to-date revenues are \$547,427 and in a good position relative to 2018 with 98% of member assessments collected compared to 95% in 2018. Based on the number of accounts that remain in unpaid, we estimate the need to file about 50 liens in October. He reported Expenses for Operations (Office, Legal, Insurance, Communications, Parks and Trails Operations) are closely tracking and expected to come in on budget of \$330,516 at year end. Then, the approved budget for Projects is \$323,345 and the approved work on Parks and Trails is progressing according to plan and on budget.
- 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 an anticipated finalization date of Mid-October. The committee has done a substantial walk-thru and developed a punch list for the contractor. The drought tolerant deer resistant plants are yet to be planted and the contingency has still not been used. It was mentioned that at the November meeting we will discuss a dedication of the Arbors Trail System.
  - B. Communications – Buddy Preuss gave a report on the communications committee and a copy of this report is attached to the end of these minutes. It was requested that the governance charter for the Communications Committee be put on the November Agenda for approval.
  - C. Bylaws – the ballot packet was mailed out on October 4, 2019 and the electronic voting is available through the new software program, Election Buddy. Members were encouraged to vote. The Special Meeting to vote on the Bylaws is Wednesday, October 16, 2019 at 7:00 at the Fair Oaks Elementary School. 10 % is needed to make Quorum and a majority of the Quorum is required for the Amendments to pass.
- VI. DISCUSSION/CONSIDERATION ITEMS**
- A. Discussion and consideration of Volunteer Process and Form – it was discussed to create a pool of volunteers to be maintained by FORHA. Buddy Preuss and the Communications Committee were tasked to meet and improve the volunteer form and process. It was also suggested that a student volunteer form be added to the website.
  - B. Discussion and consideration of the Annual Meeting – the Annual Meeting of the Membership will be Tuesday, November 12, 2019 at the Cibolo Creek Community Church. Committee Chairs will need to be prepared for status updates. The meeting will be available via live stream.

**VII. ANNOUNCEMENTS**

- A. FORHA Bylaws Election – October 16, 2019, 7:00 pm at the Fair Oaks Elementary School, 29805 Ralph Fair Road, Fair Oaks Ranch.
- B. Adopt-A-Highway – October 19, 2019 at 8:00 am at the FORHA Office.
- C. Adopt-A-Highway – October 26, 2019 (Rain Date)

**VIII. EXECUTIVE SESSION** - at 7:59 pm, Jonathan Cluck moved that the Board of Directors move into executive session to discuss a legal matter with our attorney. Biff seconded the motion and the Board moved into executive session

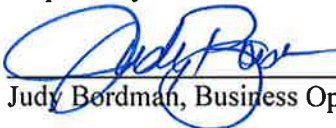
**IX. RECONVENE OPEN SESSION** – at 8:41 pm the Board of Directors returned to open session and stated that they had been in executive session to confer with Counsel regarding protocol for the Special Meeting. No action was taken.

**X. ADJOURNMENT:** At 8:42 pm, Jonathan Cluck moved, and Biff Chesworth. seconded, there being no further business, the meeting was adjourned.

Submitted by:

  
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Frank Chesworth, Secretary

Prepared by:

  
\_\_\_\_\_  
Judy Bordman, Business Operations Manager

Buddy Preuss reported the Communications Committee met on Monday, September 16, 2019.

The committee discussed the welcome packet design. All agreed the welcome packet should have detailed content and a pleasing, useful design that falls within the project budget. A welcome postcard would be sent to new residents inviting them to come to the FORHA Office to pick up their Welcome Packet. The committee will work to align design with the project budget.

The committee discussed the possibility of selling advertisements for the member directory.

The committee discussed ideas for a 2020 Volunteer Appreciation Day. The idea most accepted by all was a special full-day event in September or October of 2020 that recognized our volunteers. The committee will also consider the possibility of starting a Volunteer of the Year Award.

The committee welcomed special guest Greg Buschmann, with the Fair Oaks Ranch Rotary Club. He spoke about an opportunity extended by Dana Moler and *Fair Oaks Ranch Living* magazine, for FORHA and the Rotary Club to write articles to appear every other month. Buddy will meet with Dana and Greg to discuss details and the possibility of linking the article (or magazine) to our website.

Next month Buddy will be meeting with Judy to discuss the 2020 Communication Plan for Board consideration. The Board was also given a first draft of a committee charter to consider.