

**Fair Oaks Ranch Homeowners' Association**  
**November 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 7:00 p.m. Directors attending were Vice President Beki Hutchison, Secretary Frank Chesworth, Treasurer Gary Williams, Jonathan Cluck, Sara Federico, Kristen Koronczok and Buddy Preuss. Jonathan Lisenby arrived at the meeting at 7:12 pm. Guests attending were Wes Pieper (personal representative of Bob Sousa), Ken Nichols, Christine Graham, Nick and Jan Dicianni, Allison Clark, Chesley Muenchow, Jim Havard, Deb Liberatore, Stephen May, Leslie May, Ryan Schnoke, Rene Gallegos, Nicole Gallegos, Roy Elizondo, Robert Carnes, Chuck Roerig, Alison Leonard, and Greg Buschmann
- II. GUEST COMMENTS** –The guest comments began at 7:02 pm. During guest comments, it was requested by a member that a letter from him be read in his absence. Prior to the reading of the letter, Jonathan Cluck moved that the letter not be read as it would set a precedence to allow anyone to have a letter read in lieu of attending the meeting. Beki Hutchison seconded the motion. The Board voted with Cluck, Hutchison, Preuss, and Koronczok, voting in favor of the motion and Knopf, Federico & Chesworth voting against the motion. The motion passed and the letter was not read. Lisenby was not present at the time of this vote. Guest comments ended at 7:17 pm
- III. APPROVAL OF MINUTES** - Jonathan Cluck moved to approve the October 2, 2019 and October 16, 2019 meeting minutes by acclamation. Gary Williams seconded the motion, the Board voted all in favor and the motion passed.
- IV. DISCUSSION/CONSIDERATION ITEM**
- A. Discussion and consideration of demolition of dam located on FORHA property at end of Mellow Wind near Cibolo Nature Trail – Julio Colunga, the Fair Oaks Ranch Public Works Superintendent gave a presentation to the Board and asked for permission to demolish the property. Jonathan Cluck moved that FORHA approve entering into an agreement with the City of Fair Oaks Ranch to allow them to access and remove the low water crossing bridge at no expense to FORHA and with the city assuming all liability. Jonathan Lisenby seconded the motion and the motion passed with all voting in favor.
- V. TREASURER'S REPORT** – Gary Williams provided an update on the FORHA financial position. He stated that the expense stress to the budget this year is the Legal Fees which are anticipated to be at least \$35,000 by year end. He added that the variable revenue was running a little short of budget, however, even with the shortfall, FORHA is maintaining 89 days of operating cash on hand.
- VI. REPORTS**
- A. Parks & Trails – Sara Federico gave an update on the current park project and said that the headwall project was complete. Gratr Landscaping is still working on a punch list which should be completed by November 15, 2019. Both projects should come in under budget.
- B. Communications – Buddy Preuss gave a report on the communications committee and stated that a November meeting is in the works. He discussed publications in the Fair Oaks Ranch Living magazine and adding a link to our website to access the magazine. His report is attached to these minutes.
- VII. DISCUSSION/CONSIDERATION ITEMS**
- A. Discussion and consideration of the 2020 FORHA Assessments – Gary Williams moved that the 2020 annual FORHA assessments be raised approximately 4% to a total of \$130 per home and \$75.00 per unimproved lot. Sara Federico seconded the motion. Knopf, Federico, Koronczok, Williams, Chesworth, Preuss and Lisenby all voted in favor of the increase. Cluck and Hutchison voted against the increase. The motion passed 7 to 2 and the 2020 dues will be increased.
- B. Discussion and consideration of the 2020 FORHA Budget – Gary Williams moved that the budget be approved as presented with the increase of \$5 per home and \$2.50 per unimproved lot. Sara Federico seconded the motion. Knopf, Federico, Koronczok, Williams, Chesworth, Preuss and Lisenby all voted in favor of the 2020 Budget. Cluck and Hutchison voted against the Budget. The motion passed 7 to 2 and the 2020 Budget was approved.

- C. Discussion and consideration of reporting of meeting minutes. – Secretary Chesworth moved that on all agendas going forward, they will reflect how the board votes on various items and the BOD will vote whether to attach documents to the minutes. Jonathan Lisenby seconded the motion. The motion passed with all voting in favor.
- D. Discussion and consideration of the renaming and dedication of the Nature Preserve and/or Arbors Trail system. – tabled for future meeting
- E. Discussion and consideration of Volunteer policy and guidelines – Jonathan Cluck moved to accept the Volunteer Operating Procedures as amended and presented by Vice President Hutchison. Kristen Koroncok seconded the motion. The motion passed with all in favor. The approved Volunteer Operating Procedures are attached to these minutes.
- F. Discussion and consideration of the governance charter for the Communications Committee – Jonathan Lisenby moved to approve the charter as recommended by Buddy Preuss after editing the first line to replace the word recommended with appointed. Jonathan Lisenby then amended his motion to redact the 2<sup>nd</sup> sentence of the charter. Beki Hutchison seconded the motion and the board voted all in favor and the motion passed to adopt the amended charter. A copy of the charter is attached to these minutes.
- G. Discussion and consideration of moving the monthly board meetings to the second Tuesday of each month. – this item was tabled to be discussed after election of new board.

**VIII. EXECUTIVE SESSION** - at 8:28 pm, Jonathan Cluck moved that the Board of Directors move into executive session in accordance with the agenda. Buddy Preuss seconded the motion and the Board moved into executive session.

**IX. RECONVENE OPEN SESSION** – at 9:18 pm the Board of Directors returned to open session and stated that they had been in executive session to discuss a legal matter with legal counsel.

President Knopf announced that the board had received a written submission from one of the voting proctors that will be read. Jonathan Lisenby moved that the letter be attached to the meeting minutes. Kristen Koroncok seconded the motion. The board voted unanimously to attach the letter to the meeting minutes, and it has been done.

President Knopf then announced that the annual meeting will be moved to November 20, 2019 to a place to be determined. An email notice will be sent to the community.

**X. ADJOURNMENT:** At 9:42 pm, Biff Chesworth moved, and Jonathan Lisenby. seconded, there being no further business, the meeting was adjourned.

Submitted by:

  
\_\_\_\_\_  
Frank Chesworth, Secretary

Prepared by:

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

## **Report of the Communications Chair**


The Communication Committee is planning a November meeting where we will finalize a Welcome Packet design that will align with our budget. We will also discuss our 2020 Communications Plan and committee responsibilities. Communication Committee members (who are not Board candidates) will be volunteering at the registration table during the Annual Meeting next week.

I met with Dana Moler of *Fair Oaks Ranch Living* magazine and Greg Buschmann, with the Fair Oaks Ranch Rotary Club to discuss article submission for the magazine. Our first article will appear in the January issue and then every other month throughout 2020. Since the magazine does not reach all Fair Oaks Ranch communities, Ms. Moler agreed to our members linking to her magazine through our FORHA website.

I met with Judy to offer my assistance in creating the Annual Meeting Ballot document and to enlist her help on the 2020 Communications Plan. The Communication Plan, available to Board members tonight, is a fluid document that will give association leadership communication direction throughout the year. The Communication Plan will also be helpful in creating a more informational, member-centric website. The Board or their spokesperson will approve all media and web communications and communication documents before release as stated in the proposed charter before the Board this evening.

Submitted by,

Buddy Preuss  
FORHA Communication Committee Chair

 <b>FAIR OAKS RANCH</b> <small>HOMEOWNERS ASSOCIATION</small>	<b>Fair Oaks Ranch Homeowners Association</b>	Doc No: 0001
		Initial Issue Date: 11/2019
		Revision Date:
<b>Volunteer Opportunity Policy</b>		Revision No. 0
		Next Revision Date: 12/2021
Preparation: FORHA BOD	Authority: FORHA Officers	Issuing Dept: Committee
		Page: Page 1 of 2

## **Purpose**

To provide a clear process for sharing general FORHA Volunteer Opportunities with the community. This is separate to more formal processes established for serving on the Board of Directors or other special committees.

## **Procedure**

As volunteer opportunities are identified, the responsible lead will coordinate publication of the opportunity with the FORHA Office Manager and the President, FORHA Board of Directors.

As soon as practical, the following information should, at minimum, be shared on the FORHA internet site and sent to the most current FORHA email distribution list:

- Volunteer Opportunity Name and description
- Location
- Date and Time
- Specific expectations
- Total number of volunteers needed to fill the opportunity
- Point of contact for further information
- Process for committing to volunteer (e.g. submit name and contact information to responsible lead)

In general, volunteers will be accepted until the total number of volunteers needed to fill the opportunity are committed. Unless specific skills are needed, no application process will be required beyond interest and availability. The identified lead will be responsible for ensuring that all volunteers are notified of their status, and that all communications about the opportunity are updated with current information, and are removed from the website when appropriate.


In the event that specific skills are needed, the responsible lead will determine the most appropriate criteria for soliciting and selecting skilled volunteers. This process will follow the same communication process described above.

Any clarification of this process should be provided by the President, FORHA Board of Directors.



**CAROLYN KNOPF, PRESIDENT**


APPROVED BY THE FORHA BOARD November 5, 2019

	<b>Fair Oaks Ranch Homeowners Association</b>	Doc No: 0001
		Initial Issue Date: 11/2019
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		Revision No.: 0
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		Page: Page 2 of 2

By their signatures below the President and Secretary of the Association certify that the foregoing was approved by the Board of Directors of the Association at a duly called meeting of the Board of Directors at which a quorum of Directors was present.

Thus, executed this 5<sup>th</sup> day of November 2019

FAIR OAKS HOMEOWNERS ASSOCIATION, INC.

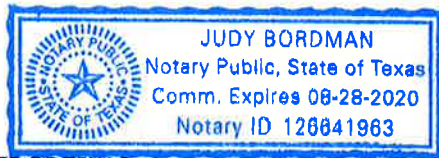
By:   
 Carolyn Knopf, Its President

ATTEST:

By:   
 Frank Chesworth, Its Secretary

STATE OF TEXAS  
 COUNTY OF BEXAR

I hereby certify that the forgoing instrument was acknowledge before me, the undersigned Notary, by Carolyn Knopf, President, Fair Oaks Ranch Homeowners Association, Inc. on the date of execution set forth above.



  
 Notary Public, State of Texas

STATE OF TEXAS  
 COUNTY OF BEXAR

I hereby certify that the forgoing instrument was acknowledge before me, the undersigned Notary, by Frank Chesworth, Secretary, Fair Oaks Ranch Homeowners Association, Inc. on the date of execution set forth above.

\_\_\_\_\_  
 Notary Public, State of Texas

# Fair Oaks Ranch Homeowner's Association Communications Committee Charter

## Purpose

The purpose of the FORHA Communications Committee is to help increase:

- homeowner awareness of the amenities and services of the Association,
- familiarity with governance and governing documents, and
- the promotion of community living.

## Governance

The FORHA Communications Committee is a Standing Committee.

The Committee shall consist of a Chairperson appointed by the Board President. Additional representatives are appointed by the Chairman from association members.

The Chairperson shall lead the committee and decide what content and recommendations will be presented to the Board of Directors for approval. Ultimate authority over this Committee lies with the Board of Directors. The Committee will act upon no decisions without seeking and gaining Board approval unless prior authority to act has been given to the Chair.

Regular reports to the Board of Directors shall be held in open forum at the regular monthly Board meeting or more frequently if needed.

The Communications Committee shall meet at least quarterly or as often as necessary to complete the assigned responsibilities. The Committee may meet at such place and time as specified by the Chairman.

The Committee will have closed meetings unless stated otherwise by the Chairman.

The Committee shall work under a defined and approved budget.

**FORHA BYLAWS BALLOT TABULATION PROCESS, 17 October 2019**

**1. BACKGROUND:** I am not speaking for FORHA but as the citizen volunteer Proctor for the recent Bylaws ballot tabulation process completed on 17 October 2019. I am out of town during the upcoming annual meeting and wanted to provide this unsolicited statement.

**2. BOTTOM LINE:** As the volunteer Proctor I assure this community that all actions and outcomes related to the FORHA Bylaws tabulation process completed on 17 October 2019 were conducted and verified with the highest integrity and professional ethics by all involved. Moreover, the process had complete legal oversight.

**3. On a personal note** I accepted this duty with a clear understanding of the responsibility to achieve accurate results with unquestionable integrity. That was completed on October 17.<sup>th</sup> I sincerely hope we can now begin the healing process for the overall good of this great community.

Respectfully,

Allen M. McDavid, Citizen Volunteer Proctor

2 November 2019