

Fair Oaks Ranch Homeowners' Association
February 6, 2018 7:00 p.m.
Fair Oaks Ranch HOA Conference Room, 7286 Dietz Elkhorn

- I. **CALL TO ORDER** – Carolyn Knopf called the meeting to order at 7:00 p.m. All board members were present. Except Cathy Ploszaj who was represented by proxy. There were no guests in attendance.
- II. **GUEST COMMENTS** – There were no guest comments.
- III. **APPROVAL OF MINUTES** – Jonathan Cluck moved to approve the January 2, 2018 minutes as submitted. Beki Hutchison seconded. The motion carried with all in favor.
- IV. **REPORTS**
 - A. **Treasurer** – Tom Jaster discussed the budget variance report he has developed for continued use. The report will help the board see where income and expenses are in relation to what has been budgeted. The current months variance is due to receiving more annual dues payments than normal for this time of year. He stated that the contribution to the reserve fund will be made in February to line up with the maturity of some of FORHA's CDs. There has been no money spent on projects yet for the year. He also discussed a new revenue tracking report to help the board monitor income. He pointed out that these numbers will change some the following months because the office has to close their books approximately 7 days before the end of each month. As of the board meeting, FORHA has received annual dues payments from approximately 84% of homeowners. This percentage is up from the previous year partly due to using lockbox services to process payments faster. Per Tom's request, Stacy Lange, Assistant Office Manager, discussed some of the issues they have encountered using lockbox for the first time and how those issues have been remedied.
 - B. **Parks and Trails** – Debra Grandjean reported that the tree trimming on Trail 4 has been completed as well as the remaining portions of Trail 2. This completes a 3 year journey to clean up the parks and trails system. The Eagle Scout bridge project is on target with planned work days of February 24 and 25th pending board approval later this meeting for funding. Debra also provided an update on the Arbors Preserve. The developer is still waiting on a hearing date for the tax issue. The developer's contractors are cutting the hiking trail and so far, it looks great. When the weather improves Debra would like to take the board members out to view the trail.
 - C. **Future of Fair Oaks Ranch Update**- Debra stated that the process is wrapping up with the city and there will be no more stakeholder meetings. CDM Smith has submitted the final stages of the drainage plans. Gap Strategies is in working with city staff to finalize the comprehensive plan. The city council is expected to start reviewing zoning this month and Debra suggested than any board members with questions on zoning contact Al McDavid. The city will be holding zoning meetings with the public as the process continues.
 - D. **Communications** - Carolyn met with the city recently and received many great suggestions for the Communications Committee. One suggestion she plans to implement is developing a formal charter with the committee members. She stated that once communication meetings start, they will be held every Monday. Carolyn did ask board members for suggestions of community members that would like to serve on the committee. One project the communications committee will work on is updating the new resident welcome packet materials. Carolyn stated that Beki Hutchison will be taking on the project of reviewing and editing the FORHA Board Policy Binder and will present changes at a future board meeting. There will also be an upcoming HOA Forum event with representatives of all of the Unit HOAs in Fair Oaks Ranch who are members of FORHA.
 - E. **Restrictions**- Frank Chesworth provided a restrictions update to the board. FORHA is currently helping the Unit M restrictions committee update their restrictions. The FORHA attorney has been providing guidance to the committee regarding the proper language to use and ensuring all changes are legally enforceable. This led to a discussion on FORHA providing legal support to the various Restrictions Committees in Fair Oaks Ranch. Jonathan Cluck expressed his opposition to FORHA providing funding for legal assistance for restrictions updates without board knowledge or approval and opposition to no reporting being done to the board when this assistance is given. Frank and Carolyn Knopf both pointed out that this support falls in line with FORHA's mission statement and is in the best interest of FORHA to assist these committees with regards to potential future lawsuits. In addition, it was pointed out that the

restrictions committees themselves have no mechanism to pay for legal assistance themselves. The restrictions committees are separate from Unit HOAs and do not receive any sort of income. Debra Grandjean suggested tabling the discussion on legal funding to a future meeting so more information and details on the subject can be gathered.

- F. Adopt-A-Highway- Mike Saletta provided an update from the most recent clean-up event. He stated this was the dirtiest he had ever seen our stretch of highway and could be due the all of the recent construction as well as increased traffic levels along Ralph Fair Rd. The next clean-up event is scheduled for April 21st.

V. DISCUSSION/CONSIDERATION ITEMS

- A. Consideration of funding approval for Vestal Park Footbridge Project
- Motion- Jonathan moved to approve spending the originally budgeted \$1800 plus an additional \$800 for the Vestal Park Footbridge project. Mike Saletta seconded.
 - Discussion- Debra stated that the increase in funding is due to the bridge being made wider and longer to prevent flood waters from coming over it as with the old bridge. In addition, they would like to make the incline on the ramp less steep to limit slipping hazards. She stated that Buie lumber is providing the materials at cost for the project since it is an Eagle Scout project. The project will use composite decking to ensure the bridge lasts longer. FORHA's funding will cover the decking and posts with copper caps.
 - Status- The motion carried with all in favor
- B. Consideration of funding approval for Vestal Park picnic tables and trash receptacles
- Motion- Jonathan Cluck moved to approve the amended funding amount of \$5400.00. Beki Hutchison seconded.
 - Discussion- Debra Grandjean stated that once new tables are installed, the old ones from Vestal Park will be moved to various spots on the trails. The current requested funding amount will cover the cost of 4 new picnic tables and 1 trash can. Debra also stated that FORHA can still accept donations for future picnic tables because this project will not replace all of the tables in the park.
 - Status- The motion carried with all in favor
- C. Consideration of funding approval for Vestal Park Nest Swing
- Motion- Jonathan Cluck moved to approve the funding of \$15,000 for the installation of a Nest Swing at Vestal Park. Tom Jaster seconded
 - Discussion- Debra Grandjean stated that Gametime's bid beat out the bid by Dynamo and actually resulted in FORHA being able to spend less than originally budgeted on this project. Debra did build in a contingency buffer for the project in case issues arise during installation.
 - Status- The motion carried with all in favor
- D. Consideration of funding approval for Vestal Park Rope Structure Play Equipment
- Discussion was held on this project due the large amount of funding required. Numerous questions were raised on the warranty and maintenance of the structure as well as the impact to FORHA's insurance policy. Due to the large amount of questions, consideration of this project was tabled and a special meeting scheduled for Thursday February 15, 2018 at 6:00pm.
- E. Consideration of funding approval for Park Architect Services
- Discussion was held on this project. Mike Saletta stated he is opposed to approving funding until he knows the full scope of this project. Jonathan Cluck stated he feels FORHA should put out a solicitation for bids from various architecture firms for this project. Debra Grandjean suggested putting together a team of board members to solicit bids and meet with architects. Consideration of this project was tabled for a future meeting and a status update will be provided at the special meeting on February 15th.
- F. Consideration of funding approval for FORHA Office Infrastructure Remodel Project
- Motion- Jonathan Cluck moved to approve funding as presented in the business cases contingent upon agreement with the city of Fair Oaks Ranch that FORHA has a constantly renewing term on the lease for the office building. Frank Chesworth seconded.
 - Discussion- Jonathan Cluck asked if any of the changes will trigger issues with ADA compliance. Carolyn Knopf stated that the entire scope of the project had been discussed with the city manager and building inspector and was approved. Mike Saletta stated that he had an issue with FORHA funding improvements to a building owned by the city. Carolyn reminded the board that

FORHA is able to use the building rent free which has saved thousands of dollars over the year. Board members asked for assurance from the City of Fair Oaks Ranch that FORHA will be able to continue using the building rent free. Debra stated she would work with the city manager to find the current MOU between FORHA and the city.

- Status- The contingent motion passed with 7 in favor and 2 opposed. Those voting against funding were Mike Saletta and Cathy Ploszaj via proxy. The contingent was FORHA would receive from the city a copy of the building use agreement before proceeding. Mike Saletta stated for the record that he is in favor of the project but doesn't feel comfortable voting for funding without the information from the city regarding the lease terms. The proclamation was received the following morning from the city stating FORHA has free use of the FORHA office into perpetuity because FORHA had deeded the fire station and lot to the city in 1985.

G. Consideration of funding approval for FORHA Office Furniture Replacement

- Motion- Jonathan voted to approve funding of \$3500 for office furniture replacement. Tom Jaster seconded.
- Discussion- Debra Grandjean stated that the furniture will be purchased from Desks Galore and they have agreed to deliver it to the office even though they do not normally deliver this far out from the city. Mike Saletta asked to see photos of the proposed furniture before voting. Stacy Lange and Debra Grandjean provided photos for review. Ken Nichols asked what would happen to the old furniture. Ken and Debra will explore avenues for donation or selling the furniture to off-set the cost.
- Status- The motion carried with all in favor.

H. Consideration of funding approval for FORHA Office Conference Tables and Chairs

- Motion- Ken Nichols moved to approve the \$2450 on the business case contingent upon the board being able to view the furniture and approve of it before its purchased. Frank Chesworth seconded.
- Discussion- Carolyn Knopf stated that the size of table needed for the office is unique and can be hard to find. Desk Galore is aware of what FORHA is looking for and will notify Carolyn once they receive something in that will work. Debra Grandjean stated that since conference tables sell quickly, approving the funding ahead of time will ensure the table can be purchased when it comes available.
- Status- The motion carried with all in favor.

I. Consideration of funding approval for Video Teleconferencing Equipment

- Due to timing, consideration of this item was tabled until the special meeting on February 15th. Jonathan Cluck did ask for guidance from the FORHA attorney on whether or not votes can be accepted over video conference per the open meetings act.

J. Consideration of new FORHA late fee, demand letter and lien policy

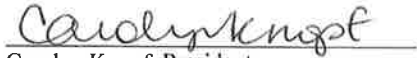
- Motion- Beki Hutchison moved to approve the policy as presented. Debra Grandjean seconded.
- Discussion- Tom Jaster pointed out to board members that annual bills that were sent out starting January 1st have always noted that late fees may be applied if not paid in time. This new policy is to better define the late fees and the actual schedule for charging them. Tom stated that the biggest change is that in the past FORHA only applied late fees in April and the new policy would begin in March and apply them monthly with the intent being to reimburse the added expense of extra billing and office time for those homeowners that do not pay on time. Beki Hutchison asked if everyone that did not pay in 2017 received a lien on their property. Stacy Lange stated no, that in the past there has been a past due amount threshold used to determine who gets liens. This policy will now allow for liens to be applied to anyone that does not pay their dues by the end of September each year.
- Status- The motion carried with all in favor

VI. ANNOUNCEMENTS

- A. Presidents Day, Office Closed- February 19, 2018.
- B. Next Board Meeting- March 6, 2018, 7:00p.m.

The meeting adjourned at 9:42 p.m.

Submitted by:



Carolyn Knopf, President

Prepared by:



Stacy Lange, Assistant Office Manager