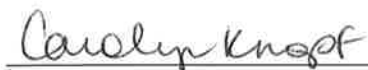


**Fair Oaks Ranch Homeowners' Association**  
**February 5, 2018, 6:00 p.m. Workshop Meeting**  
**Fair Oaks Ranch HOA Conference Room, 7286 Dietz Elkhorn**

- I. CALL TO ORDER** – Carolyn Knopf, President, called the meeting to order at 6:00 p.m. All board members were present except Jonathan Cluck and Cathy Ploszaj. There were no guests present.
- II. GUEST COMMENTS** – None
- III. NEW BOARD MEMBER ORIENTATION** – Carolyn Knopf started the orientation by overviewing the various sections of the binders that all board members had been provided. Carolyn and Debra Grandjean jointly discussed and explained the various sections of the board member binders including a highlight of the history of FORHA and our relationship with the City of Fair Oaks Ranch. Tom Jaster, then moved the discussion to the financial section of the binder explaining the various financial reports he provides the board members as well as the budget process that FORHA goes thru each year. It was highlighted that August is the key month during the budget cycle as that is when the board will begin holding budget workshop meetings to build the following years budget. Carolyn then moved the discussion to board policies and procedures. She asked each member to ensure they are familiar with all the current policies and procedures. The members wen thru the current Standing Rule Policy with the understanding that it is currently being revised. Ken Nichols suggested that instead of discussing each section of current policy in-depth, that each member review and provide Carolyn with any proposed changes. Carolyn concurred and asked that the office staff provide all members with a digital copy including section numbers for review. In discussion of FORHA insurance, the office staff was asked to provide all members with a copy of the current FORHA insurance policy for review and familiarization. Carolyn, Debra, and Frank were asked to look into whether we can receive a better insurance rate. Orientation concluded with a discussion on FORHA's relationship with the Unit HOAs as well as the Park and Trails in Fair Oaks Ranch.
- IV. CONSIDERATION/DISCUSSION ITEMS**
- A. Discussion of Late Feel Policy that will be voted on at board meeting February 6, 2018
- Discussion: Tom Jaster provided background to board members on why the policy is being updated. He explained that the reason for late fees is to reimburse the added expenses for additional billing required when members do not pay their dues (printing bills, postage, office staff time etc). Mike asked how members will be notified of change and Tom stated they were notified via an insert in the February bill that was sent out February 1<sup>st</sup>. It stated that late fees may be applied starting March 1<sup>st</sup>. Carolyn reminded members this policy will be up for consideration at the board meeting the following night.

The meeting adjourned at 8:25 p.m.

Submitted by:

  
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Carolyn Knopf, President

Prepared by:

  
\_\_\_\_\_  
Stacy Lange, Assistant Office Manager