

Fair Oaks Ranch Homeowners' Association
January 2, 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. Mike Saletta attended via conference line. Guests attending were Jim Havard and Mayor Garry Manitzas.
- II. **ELECTION OF OFFICERS TO THE 2018 FORHA BOARD OF DIRECTORS** – Jonathan Cluck nominated Carolyn Knopf as President, Debra Grandjean as Vice President, Cathy Ploszaj as Secretary, and Tom Jaster as Treasurer. There were no other nominations. Ken Nichols moved to elect the officers nominated in Jonathan Cluck's slate. Beki Hutchison seconded. The motion passed unanimously.
- III. **GUEST COMMENTS** – There were no guest comments.
- IV. **APPROVAL OF MINUTES** – Jonathan Cluck moved to approve the December 5, 2017 minutes as submitted. Debra Grandjean seconded. The motion carried with all in favor.
- V. **REPORTS**
 - A. Treasurer – Tom Jaster announced that annual bills have started to arrive in homes. The office staff was thanked for designing and implementing the new bill with lockbox. Ken Nichols and Mike Saletta were acknowledged for their assistance in developing the bill's OCR scanline. The lockbox service should significantly increase the speed in which payments are processed this year. Roughly 75% of members are expected to pay their dues by the end of January. FORHA closed 2017 with \$396k in cash, which is about \$150k more than projected for the year. Tom anticipates that 2018 will end with \$189k in cash, representing 229 days cash on hand. He estimates that if only half of the projected resale/transfer fees are collected this year, FORHA will still finish 2018 with \$134k in cash. Tom reported that the reserve is now 100% funded with \$42k in restricted cash. The excess cash in the fund has been made unrestricted. This is based on the last audit review that showed overfunding in the reserve. Tom explained that contributions will be made annually to maintain funding at 100%. This ensures that assets can be replaced in the future, but also allows for unrestricted cash to be utilized in other areas.
 - B. Parks and Trails – Debra Grandjean shared photos of the parks and trails taken on the snow day in December. She reported that oak wilt was discovered on Trail 4 near Dietz Elkhorn. This was verified by Tony Villanueva, a certified specialist from Bartlett Trees. They found one tree fully defoliated, and three others 75% defoliated. Tony recommended that the four trees be removed, since treatment for trees with more than 30% defoliation would be very costly and not likely to succeed. Three other trees located within 100 ft. of the disease and on FORHA property were treated with injections. This method is significantly less expensive than treatment by trenching. Unfortunately, oak wilt can require multiple treatments and is not covered by FORHA insurance. The cost for the tree removal caused the 2017 P&T budget to go over by \$2,000. The injections cost about \$800 and will be paid from the 2018 P&T budget. Debra expressed that the nature of the situation required immediate action, but that future oak wilt expenses will be brought to the board. Debra also noted that the Boerne Star featured the new Little Free Libraries on their front page. Fair Oaks Living Magazine is also expected to do an article on the libraries.
 - The Arbors Preserve – The tax issue is still unresolved. C.A. Elder filed a lawsuit in December with the Comal tax authorities, and awaits a hearing date or request for mediation. Debra is hopeful that the issue will be resolved by April. The nine-month extension letter for acceptance of The Preserve has been signed by both the city and the developer. C.A. Elder intends to have the trail cut this month, weather permitting.
 - C. City Comprehensive Plan – There will be a meeting on January 18, with CDM Smith, as they near the end of their master drainage study. Gap Strategies is coming into the final stages of the comprehensive plan and will meet on January 25, at city hall. City council is expected to begin a review of form based zoning code in February. Last month, the city annexed over 1,300 acres of land in the ETJ, spread over 107 parcels of property. Of these properties, 63 were residences, including four subdivisions (21 in Enchanted Oaks, 11 at Old Fredericksburg Rd., 8 in Front Gate, and 4 at Van Raub). Eight property owners, owning 459 acres, signed non-annexation development agreements with the city.

- D. Communications – Carolyn Knopf reported that the 2018 communications committee (Carolyn, Beki Hutchison, and Mike Saletta) intends to meet every two weeks, and will re-engage Adam Limmer of myHOA so that work on the new FORHA website can begin. Carolyn noted that updates from the committee will be shared with the board routinely.

VI. DISCUSSION/CONSIDERATION ITEMS

- A. Consideration of officers to the 2018 FORHA Board of Directions – *See item II*
- B. Discussion of the 2018 calendar and project/program leads – Directors were assigned to the following:
- *Frank Chesworth* – Adopt-A-Highway (shadowing Mike Saletta), Peace Tree (shadowing Ken Nichols)
 - *Jonathan Cluck* – Meet the Candidates, Shred Day (shadowing Mike Saletta)
 - *Debra Grandjean* – Trail Events, City/Volunteer Appreciation
 - *Beki Hutchison* – Visit with Santa (Kim Keller to assist as member volunteer), Directory (as part of work with Communications Committee)
 - *Tom Jaster* – City/Volunteer Appreciation (working with Debra Grandjean)
 - *Carolyn Knopf* – New Resident Welcome Packages, HOA Leaders/Forum, Website, Data Clean-up (assisting Mike Saletta), Office Operations
 - *Ken Nichols* – City Maps, Peace Tree
 - *Mike Saletta* – Adopt-A-Highway, Shred Day, Other Community Events, Data Clean-up
- C. Discussion of director committee appointments – Carolyn Knopf appointed the following committees for 2018:
- *Communications Committee* – Carolyn Knopf as Chair, Beki Hutchison, and Mike Saletta
 - *Parks and Trails Committee* – Debra Grandjean as Chair, Jonathan Cluck, and Cathy Ploszaj
 - *Restrictions Advisory Committee* – Frank Chesworth as Chair, Jonathan Cluck, and Beki Hutchison
- D. Discussion of updates to the FORHA policy and procedure binder – Jonathan Cluck reported that the policy and procedure binder should be ready by the end of January. Beki Hutchison will assist Jonathan in reconciling and organizing the policies/procedures. Jonathan will make recommendations to the board on which policies/procedures are obsolete, and which need updating.
- E. Discussion of new board member orientation date – The board agreed that the orientation will be held as a workshop on February 5, 2018 at 6:00 p.m. All board members were encouraged to attend. Jonathan Cluck inquired if meeting agendas were required to be filed with the county clerk. Debra Grandjean responded that filing is not necessary.
- F. Discussion of Christmas yard decorating contest – Jonathan Cluck suggested that the board consider hosting a Christmas yard decorating contest, much like the contest done in the Deer Meadow Estates HOA. Due to the size of the membership, FORHA would not be able to look at every home, but Jonathan offered that members could nominate homes and an anonymous group of judges could be appointed to judge the nominated homes. The contest could be broken up into different areas of the city. He also suggested that a prize could be given by a local business. Jonathan plans to meet with Jim Havard of the Deer Meadow Estates HOA to learn more about their annual contest. Jim noted that their prizes consist of yard signs (costing \$60-\$70 each), certificates, and bragging rights on their HOA Facebook page and newsletter. Carolyn Knopf recommended that there also be a “People’s Choice” award on the new FORHA website to drive website traffic.

VII. ANNOUNCEMENTS

- A. Annual Board Dinner – January 16, 2018, 7:00 p.m.
- B. Adopt-A-Highway – January 20, 2018, 8:15 a.m.
- C. New Board Orientation Meeting – February 5, 2018, 6:00 p.m.
- D. Board Meeting – February 6, 2018, 7:00 p.m.

The meeting adjourned at 8:25 p.m.

Submitted by:


Cathy Ploszaj, Secretary

Prepared by:


Jennifer Dubois, Office Manager