

Fair Oaks Ranch Homeowners' Association
March 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 7:01 p.m. All Board members were present except Cathy Ploszaj, who was represented by proxy. Frank Chesworth and Ken Nichols attended via conference line. Guests attending were Greg Buschmann, Nick DiCianni, Mayor Garry and Dee Anna Manitzas, Suzanne and Gavin McCrum, Lieutenant Tim Moring, Sergeant John Ojeda, Dan and Jane Riley, and Officer Alex Willis.
- II. GUEST COMMENTS** – Nick DiCianni introduced himself as the new Deer Meadow Estates HOA liaison.
- A. Recognition of Sgt. John Ojeda and Gavin McCrum
- Jonathan Cluck introduced Sergeant John Ojeda of the Fair Oaks Ranch Police Department and presented him with a Letter of Appreciation on behalf of the FORHA Board in honor of his heroic actions that saved a life in December 2017.
 - Debra Grandjean introduced Gavin McCrum of Boy Scout Troop 102 and his mother Suzanne. Gavin presented on his Eagle Scout project, where he and 23 other Scouts and fathers constructed a 57ft. foot bridge for Vestal Park. The project took 19 hours to complete, with 438 man hours from the Scouts alone. The bridge has composite decking and the grade is ADA compliant. FORHA contributed \$1,500 to the project, and \$4,660 was raised overall. Gavin noted that while only 1% of Scouts reach Eagle nationwide, 100% of Scouts in Troop 102 reach this goal. Gavin and his family were thanked for their contribution which saved FORHA an estimated \$13,000 in labor alone. The bridge is estimated to be worth \$20,000 in total.
- III. APPROVAL OF MINUTES** – Jonathan Cluck moved to approve the minutes for February 5, 6, and 15th. Mike Saletta seconded. The motion passed with all in favor.
- IV. REPORTS**
- A. Treasurer – Tom Jaster reviewed February's financial reports. On the budget variance analysis, he noted that the first half of funds for playground equipment is expected to be spent next month. Funds for the office furniture/infrastructure projects were spent in February and will be reflected after all the invoices are paid. The monthly revenue analysis report shows that collections for assessments and resale/transfers fees are on track. On March 1, a reminder bill with a \$12.00 fee was sent to approx. 350 outstanding accounts. The cash forecast predicts that at year end the operating margin will be -\$21k, the cash balance will be ~\$170k, and \$87k will be earned resale/transfer fees. Tom is working to adjust the RBFCU CDs to match the current amount in the reserve. The FORHA auditor will visit the office on March 14th. The auditor is planning to attend the April board meeting to report her findings.
- B. Parks and Trails
- The Arbors Preserve – The tax issue is still unresolved. C.A. Elder is still waiting for a hearing but expects to have it by April. The Boy Scouts have expressed interested in doing other projects for the parks and trails. Debra Grandjean hiked The Preserve with the Scouts to show them the area. If The Preserve is accepted into FORHA, one of the projects could be installation of new signage on the trail. She noted that the new trail is well over a mile and should be easy to maintain by its owner for the first 3-5 years.
- C. Communications – Carolyn Knopf reported that yesterday the communications committee met with Adam Limmer of myHOA and his developers, Aaron and Paul, to discuss the new FORHA website. The committee plans to present information on the new website and its expected costs at the April board meeting. MyHOA will communicate the website launch with the FORHA membership (postcards, online, etc.). They will also provide training to the office staff.
- D. CAMFire Conference – Office manager Jennifer Dubois attended the CAMFire Conference, an event hosted by TOPS and geared towards community association management. Her three goals in attending were: to learn information useful for her position and the association, to meet the TOPS account representative and learn about the progress of TOPS ONE, and to network by meeting other HOAs and vendors who work with TOPS. Jennifer reported that the conference was educational and an excellent way to meet vendors and interact with TOPS one-on-one. However, she felt there was no significant representation of self-managed HOAs, and some of the sessions were not beneficial to FORHA. Jennifer was very impressed with the improvements made to the TOPS ONE platform over the past few months.

While she is confident in the progress being made, more work is needed by TOPS before converting from the IQ version. Jennifer recommended that the session topics be considered when deciding to attend again, and that the conference might be more beneficial if two representatives from FORHA attended so more sessions could be covered.

V. DISCUSSION/CONSIDERATION ITEMS

- A. Discussion of the 2018 Meet the Candidates event – Since there is a contested Mayoral election this year, a Meet the Candidates event will be scheduled in April before early voting begins. Jonathan Cluck is the director assigned to the event. Carolyn Knopf will assist by securing the venue at Cibolo Creek Community Church. The Board discussed the scope of elections included and determined that only elections within the City of Fair Oaks Ranch would be involved, as it has been in the past. Carolyn would like to consider recording the event or streaming it via Facebook Live.
- B. Consideration to approve scope and funding for the park architect project
 - Motion: Jonathan Cluck moved to approve the park architect project at \$25,000. Beki Hutchison seconded.
 - Discussion: Debra Grandjean and Jonathan Cluck provided the Board with the resumes of their top two choices for park architect. The City of San Antonio recommended five architects, who were then invited to tour FORHA's parks. The architects were told that FORHA would like a developed concept map incorporating feedback the community has provided. The architects were asked about their vision for parks, while giving thought to space, layout, and how the parks would be used. Debra and Jonathan will make their final selection after they visit parks already planned by their top two architects. Part of the \$25,000 in project funds will go to attaining the surveys and topographical maps that will be needed. Hiring an architect will likely save FORHA a lot of money in future, since park equipment cannot be moved or rearranged once it is installed.
 - Status: The motion carried with all in favor.
- C. Consideration to approve student thesis deer study on FORHA property
 - Motion: Mike Saletta moved to approve the request to use FORHA property for a student thesis deer study. Beki Hutchison seconded.
 - Discussion: A UTSA student has requested use of FORHA property to install 2 cameras near the dam at Cibolo Creek. The cameras will be used to gather data for a thesis study on the effects of Axis deer on water quality. The student has committed to FORHA in writing that any footage of individuals passing through the area will be deleted. The water at the creek will also be sampled. Mike Saletta has consulted the Environmental Compliance Manager at the City of Fair Oaks regarding this study. There is no cost to FORHA. The student is also studying another area near Balcones Creek, owned by a private individual.
 - Status: The motion passed unanimously.
- D. Consideration of a resolution on FORHA Lien Subordination
 - Motion: Debra Grandjean moved to approve the resolution to rescind the Subordination of Lien Policy. Beki Hutchison seconded.
 - Discussion: The subordination of lien policy created in 2003, and updated by the FORHA attorney in 2017, was discovered to conflict with the FORHA bylaws that state the association is subordinate to first lien mortgages. The attorney now recommends that the Board adopt a resolution he has crafted which rescinds the policy. The Board discussed the implications this may have to collecting assessments from homeowners. No subordination of lien agreements have been signed since the updated policy was voted upon in 2017. The only alternative to rescinding the policy would be to change the bylaws by majority vote of the membership, which would not be feasible. It was suggested that any attorney's fees associated with this resolution be challenged since the policy being rescinded was written in error by the attorney.
 - Status: The motion passed with all in favor.

VI. ANNOUNCEMENTS

- A. HOA Forum – March 20, 2018, 7:00-8:00 p.m. –The event will be held at the Fair Oaks Ranch Country Club. Socializing will begin at 6:30, and the forum will start at 7:00. The Presidents and Vice Presidents of 12 HOAs have been invited. Greg Buschmann will be the moderator. There will be three breakout sessions. A debrief will be shared at the April board meeting.
- B. Good Friday, *Office Closed* – March 30, 2018

- C. Board Meeting – April 3, 2018, 7:00 p.m.
- D. Shred Day – April 7, 2018, 9:00 a.m. to noon at the Fair Oaks Elementary School’s circular drive –Flyers advertising the event will go out by email and Facebook. Signs will also be posted in key locations around the city on the week of the event. Mayor Manitzas recommended that FORHA use the city’s “Notify Me” system to reach more residents. Dee Anna Manitzas offered to post the flyer on NextDoor. Residents are being advised to use trash bags as containers, since cardboard boxes will no longer be taken. Residents using boxes will need to leave with the boxes they bring. GVTC has generously sponsored the event, with no cost to FORHA.
- E. Adopt-A-Highway – April 21, 2018, 8:15 a.m.

VII. EXECUTIVE SESSION

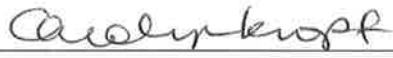
The Board of Directors adjourned for a closed executive meeting pursuant to Section 209.0051 of the Texas Property Code at 8:17 p.m. to discuss potential risks recently uncovered by the student thesis request.

VIII. RECONVENE OPEN SESSION

The Board reconvened into open session at 8:33 p.m. The Board reviewed the measures that have been taken to avert such risks. Frank Chesworth will look into the status of FORHA’s current coverage to address this potential insurance exposure. No action was taken by the Board.

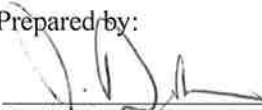
The meeting adjourned at 8:33 p.m.

Submitted by:



Carolyn Knopf, President

Prepared by:



Jennifer Dubois, Office Manager