

**Fair Oaks Ranch Homeowners' Association**  
**June 5, 2018 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 Frank Chesworth, Jonathan Cluck, Debra Grandjean, Beki Hutchison (via conference line), Tom Jaster, Carolyn Knopf, Ken Nichols, and Mike Saletta. Guests attending were Luan Carlton, Nick DiCianni, Roy Elizondo, Ruth Gott, Garry and Christine Graham, Jim Havard, Peter Kilpatrick, Kris Knopf, Stacy Lange, Mayor Garry and Dee Anna Manitzas, Al McDavid, and Kim Roach.
- II. **GUEST COMMENTS** – There were no guest comments.
- III. **APPROVAL OF MINUTES** – Ken Nichols moved to approve the minutes for the April 3, 2018 meeting with an amendment to change item VII to read "...he said he felt that this was not proper procedure and felt he must not participate in this flawed session." Jonathan Cluck seconded. The motion was approved with all in favor.
- IV. **REPORTS**
  - A. President – Carolyn Knopf issued an apology for the cancellation of the May 1, 2018 meeting due to lack of quorum.
  - B. Treasurer – Tom Jaster will perform an assessment of FORHA's mid-year financial status for the next meeting. The FORHA auditor, Kim Roach, reviewed the results of the 2017 certified financial audit with the Board and answered their questions. She reported that FORHA received an unmodified (clean) opinion. Her only recommendation was that the Board remember the FDIC insurance coverage limit for bank funds.
  - C. Parks and Trails – A new trash receptacle was installed at Vestal Park. The rope structure has been ordered. Tree limbs that had fallen on Trail 3 were disposed of. The Rotary Club was recognized for their tree planting ceremony at Vestal Park. Greg Maxton and Bill Fusco led the project. Marlene and Wally Burns have volunteered to water the trees three times a week. The "Friends of Fair Oaks Ranch Parks and Recreation Team", a group of ten students and five parents, volunteered for four hours at Vestal Park. They assembled picnic tables and benches, redeployed old tables to the trails, cleaned park equipment, and planted vegetation and rocks on the hillside to prevent erosion. On May 29, the park architect led a community input session for the parks master plan. There were 42 participants. Content from the session is posted on the FORHA website. The park architect will present the community vision for the parks at the next session on June 26.
    - The Arbors Preserve – C.A. Elder is still awaiting a court date with Comal County Tax Authority. The trail is now complete and spans over one mile. A digital map of the trail has been developed.
  - D. Communications – Three volunteers joined the committee: Denise Anderson, Nick DiCianni, and Jason Smith. The Master Services Agreement for the new website is under review by FORHA's attorney. The website will be developed in two phases, with two months for delivery of content and five months for functionality. The Board was shown the WordPress theme chosen for the website.
  - E. Meet the Candidates – Jonathan Cluck provided a handout of his report for Meet the Candidates, which was held on Tuesday, April 17, 2018 (*document on file*). For the first time in FORHA history, livestreaming was utilized to increase resident involvement. Questions were not taken from the floor, but residents were allowed to submit written questions for review by Jonathan and Kim Keller. Only questions deemed fair to both mayoral candidates were asked. The event came in under budget by \$150. A file with information on the event has been created for future use.
  - F. Insurance – Review of FORHA's assets and exposures prompted an in-depth look at the association's insurance by a committee consisting of Frank Chesworth, Carolyn Knopf, Al McDavid, and the FORHA office manager. Four agents were contacted to provide bids, but only Insurica (the current agent) and Leavitt Group Southwest offered coverage for FORHA. Ultimately, the insurance was renewed in April 2018 with Leavitt Group Southwest. Leavitt Group was chosen because they could provide coverage for horseback riding and the rope structure, offered increased coverage limits with only admitted carriers, reduced the annual premium by \$4,000, and demonstrated a solid understanding of FORHA's assets and unique structure. It was noted that the agent is related to Debra Grandjean, but that Debra recused herself from the committee's review and had no financial gain. Frank Chesworth answered questions from the

Board. He recommended that the insurance only be taken out to bid every few years, but that a committee review the insurance annually.

## V. DISCUSSION/CONSIDERATION ITEMS

- A. Discussion and possible consideration of an annual insurance review committee
- Motion: Jonathan Cluck moved that a committee be appointed by the President to conduct an annual review of FORHA's insurance coverages and report to the Board annually. Debra Grandjean seconded.
  - Discussion: Directors agreed there should be a standing insurance committee, and that the committee should make annual recommendations to the Board. The Board should vote on any changes to FORHA's insurance policies.
  - Status: The motion carried with all in favor.
- B. Election of the Board Secretary
- Motion: Jonathan Cluck moved that Frank Chesworth be appointed as Board Secretary by acclamation. Ken Nichols seconded.
  - Discussion: Cathy Ploszaj resigned from the Board in early June, leaving the Secretary position vacant. The Board discussed the procedures of electing an officer.
  - Status: The motion passed with all in favor.
- C. Discussion and possible consideration to allow placement of an agenda item upon request of two Board members.
- Motion: Jonathan Cluck moved that if two or more Board members submit an agenda item in writing to the office manager, no less than four business days prior to the meeting, the item will be placed on the agenda. Ken Nichols seconded.
  - Discussion: The Board debated whether the motion should include a contingency stating that agenda items would need to align with FORHA's mission statement. Some reasoned that this requirement would ensure that all meeting business would be FORHA related. Others expressed that the mission statement was too subjective and that action on non-FORHA business would still require a vote of the Board. The motion was not amended to include this contingency.
  - Status: The motion passed with all in favor.

## VI. ANNOUNCEMENTS

- A. Board Meeting – July 3, 2018, 7:00 p.m.  
B. Independence Day, office closed – July 4, 2018

## VII. EXECUTIVE SESSION

The Board of Directors adjourned for a closed executive meeting pursuant to Section 209.0051 of the Texas Property Code at 8:46 p.m. to discuss confidential communications with the association's attorney regarding governance issues and compliance with the Texas Property Code, and any other legal matters presented to counsel.

## VIII. RECONVENE OPEN SESSION

The Board reconvened into open session at 10:12 p.m. No motions were set forth, and no actions were taken by the Board during executive session.

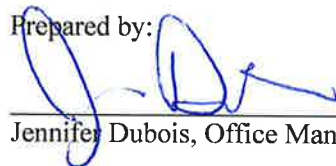
The meeting adjourned at 10:14 p.m.

Submitted by:



Frank Chesworth, Secretary

Prepared by:



Jennifer Dubois, Office Manager