

**Highlands Ranch HOA
Board Minutes for Regular Meeting
October 18, 2018**

Meeting called to order at 6:10 p.m. at Mi Casa Tamale

Roll Call: Board-- Jo Ann Browne, Shawn McElroy, Lil Rogers, George O'Neal; Guests--Jimmy Junkin, Pat Hopkins

Approval of Prior Meeting Minutes – Motion by George, 2nd by Shawn; all voted to approve.

Committee Reports:

- ACC & Welcome – Pat Hopkins, Committee Chair
 - Gate Issues – New warning sign being added stating that a \$600 minimum fine will be charged to anyone causing damage.
 - New Members – Kits delivered to:
 - Schonfield @ 27664 Ranch Lane
 - Haings @ 27651 Ranch Lane
 - ACC Requests since last board meeting
 - Huang, 9310 Highlands Cove, Patio Expansion, Approved by ACC
- Finance – Jimmy Junkin, Chair
 - Reviewed prior month's financials.
 - Discussed that the practice of FirstService is to send 3 collection notices, instead of 2 per our existing policy, before sending a delinquent account to the attorney for collection. Thus, recommended that we revise our Collection Policy and Payment Plan Policy to be in line with the practice being used by FirstService. The revised copy was reviewed. Also, recommended that the threshold for FirstService to begin the collection process on a delinquent account is when either of following conditions exist: (1) the account balance, consisting of assessments, interest, fees and other charges, exceeds the total amount is equal to or greater than a regular quarterly assessment (currently \$305) or (2) the account balance, consisting of only interest, fees, and other charges (other than assessments) exceeds the total amount is equal to or greater than \$100. Motion by Shawn, 2nd by Lil; all voted to approve.
 - Discussed the fees per Exhibit A of our existing contract with FirstService that they charge delinquent owners for each collection notice sent to them. Discussed sending an email to all homeowners reminding them of these changes. Also, discussed sending an email to about 15 delinquent owners, along with a copy of the detail making up their balances (much of which is fees and interest). Agreed that Jimmy will send the emails.
 - Oak Wilt Update
 - Impressed so far with BioGreen Treecare treatment used on the one interior lot with oak wilt.
 - Contacted TAMU Forest service to have them out to see the results.
- Beautification – Lil Rogers, Chair
 - Upcoming meeting with Panache to discuss removing some of the overgrown plants
 - No other significant changes planned for the remainder of the year

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- Roads & Safety – Pat Hopkins (Tommy Springfield, chair, was absent)
 - Ranch Lane stop sign was blown over by the wind but has been temporarily erected. A more permanent fix will be performed later in the year.
 - 2 ½ units have been sprayed with weed poison along the edges of the pavement to prevent weeds from growing into the asphalt
 - Several areas need base material added to make the shoulders of the roads safer as they have been eroded by rain. Rough estimate is \$15,000.
- Social – Betsy & Shawn McElroy, Chairs
 - Mixer at Bar 301 on 10/20/18
 - Halloween Hay Ride on 10/31/18
 - Christmas Party on 12/1/18
- Communications – Martha Grant
 - Newsletter was sent in early October


Annual Meeting:

- Jo Ann discussed the critical dates for the Annual Meeting and stated that arrangements have been made with Fair Oaks Country Club to hold the meeting there on 2-16-19.
- Appoint Nominating Committee
 - Pat H., Jimmy J., and Edna S. were recommended for the Nominating Committee. Motion made by Lil, 2nd by George; all voted in favor. Jimmy will send an email to owners as the notice of appointment of the nominating committee.

Next Board Meeting: December 6th at 6 p.m. @ Mi Casa Tamale (last meeting in 2018)

Adjourn: Motion by George, 2nd by Shawn, Meeting adjourned at 7:30 p.m.

Respectfully submitted,


Jo Ann Browne, President


George O'Neal, Assistant Secretary