

**Highlands Ranch HOA  
Board Minutes for Regular Meeting  
November 7, 2019**

**Meeting called to order** at 6:30 pm at Mi Casa Tamale, 25930 IH-10 West, Boerne, TX

**Roll Call:** Board – Jo Ann Browne, Tommy Springfield, Elizabeth Rogers, and Joe Zimmerman. Absent—Max Martin and George O’Neal. Guests: Jimmy Junkin, and Pat Hopkins.

**Approval of Prior Meeting Minutes** –Motion by Tommy to accept, second by Joe for Sept. 19, 2019 minutes.  
All present voted to approve.

**Committee Reports:**

- ACC, Gates, & Welcome – Pat Hopkins, Committee Chair
  - New ACC approvals: None reported
  - Welcome: One new member, Philip and Hollie Miller, 94419 Highlands Cove. Package to be delivered.  
Gates: Still trying to get reimbursement for the 18<sup>th</sup> gate arm broken by a large rental truck. A member recently had gate damage to his auto. Research shows that he tried to enter with only one side open. Board consensus is to add another 5 seconds to the opening time of the gate. Pat will contact Quality.
  
- Finance – Jimmy Junkin, Chair
  - Jimmy mentioned that he had sent questions to FSR regarding the September financial reports, with copies to board members. Answers were received.
  - The change from FSR to Diamond is proceeding and seems to be going okay.
  - Diamond has sent letters to all members, providing them with an account number at Diamond and instructions on how to activate their portal with Diamond.
  - Due to the management company change, a number of revisions to our website have been made.
  - Due to the lesser fees charged by Diamond on collection letters, it is no longer necessary for the HOA to charge the \$5 cost recovery fee that was implemented some time ago with FSR. Requested it elimination effective November 1, 2019. Motion by Elizabeth, second by Joe; all voted in favor.
  
- Beautification – Chair, Elizabeth Rogers
  - Elizabeth has arranged for Christmas lights to be installed at the front before Thanksgiving.
  - Need more mulch , but will not exceed budget.
  - Dead cedar needs to be removed that is located on outgoing side outside the gate.
  - Discussed a resolution to formalize (1) requirement that members cut weeds within 6 feet of the edge of the road in front of their lot and (2) the HOA will be responsible for trimming limbs overhanging the roads so that any limbs will be at least 13 feet above the road, but also give members authority to trim the limbs if they chose to do so. See attached resolution. Motion by Elizabeth, second by Joe; all voted in favor.
  
- Roads & Safety – Chair, Tommy Springfield
  - Road repairs previously approved have been completed.

**Highlands Ranch HOA  
Board Minutes for Regular Meeting  
November 7, 2019**

- Social –Cynthia Shafer, Chair
  - Jo Ann announced that Cynthia has agreed to chair this committee.
  - Jo Ann announced that Mary Teders has agreed to host the Christmas at her house on Dec. 7.
  - Pat announced that the Halloween hay ride had about 35 people. Down from 2018.
  
- Communications – Martha Grant, Chair
  - No report.


Annual Meeting;


- Jimmy handed out a Critical Dates document.
- Suggested that the date be set for Feb. 15, 2020 and that a Nominating Committee be appointed at this meeting. Volunteers for the committee were Pat, Jimmy and Elizabeth. Motion by Jo Ann to approve both, second by Tommy; all voted in favor.

**Next Board Meeting:** Dec. 3, 6 pm, at <sup>mi</sup> Casa Tamale

**Adjourn:** Motion by Jo Ann, 2<sup>nd</sup> by Joe, Meeting adjourned at 7:40 PM

Respectfully submitted,

  
Jo Ann Browne, President

  
Jimmy Junkin, Assistant Secretary