

**Highlands Ranch HOA**  
**Board Minutes for Regular Meeting**  
**1-28-2021**

**Meeting called to order by Jo Ann Browne** at 6:05 PM via Zoom

**Roll Call:** Board present: Jo Ann Browne, Tommy Springfield, David Cerminaro, Joe Zimmerman. Mary Teders joined at 6:30 PM. Board Absent: Max Martin.  
Guests: Jimmy Junkin, Pat Hopkins, Frank Woodruff.

**Approval of Prior Regular and Executive Meeting Minutes – for 12-17-20**  
Motion to approve by David and 2<sup>nd</sup> by Jo Ann. All approved.

**Guests to Discuss Non-Confidential Matters:** None. Frank attended for general information purposes.

**Committee Reports:**

- ACC, Welcoming & Gate – Pat Hopkins, Committee Chair
  - ACC Approvals: Kevin Nawracaj, 27319 Ranch Creek. Approved a detached garage.
  - Welcoming: (1) Miguel and Rosemarie Ortiz, 9218 Highlands Cove, has made contact by phone, but they have not moved in yet; (2) Chase and Ashley Butler, 9202 Highlands Cove, delivered package.
  - Gate issues: Exit gate destroyed on 11-5-20. Still waiting on our insurance company to work out with other companies who pays what. Total claim is \$33,650 which we recorded as a receivable at 12-31-20. If we don't get all reimbursed, we will need to write off the difference. Also, the two operators on the entry gate went out. Cost to replace with two new Lift Masters is \$18,619 that is included in the 2021 budget. Quality is currently doing the work. Further, Grey Forest Gas was supposed to begin today relocating the gas line outside the gate in order for V. K. Knowlton to lay the water drainage pipe underneath the road. They did not show up, nor did they tell VKK. Thus, will probably be done next week. VKK is still waiting for the tree inspection approval report before they can begin work.
  
- Roads and Safety—Tommy Springfield, Chair
  - Julia Murphy, 27751 Ranch Lane, previously asked the board look at her street and consider doing something prior to the currently planned resurfacing in 2022.

Tommy and Pat a look and have asked Alamo Asphalt for a bid to reseal the cul-de-sac. Suggest that \$5,000 be included in the 2021 budget.

- Finance – Jimmy Junkin, Chair
  - Prior month's financials. Board members provided a copy, including email from Jimmy to DAMC with questions. At 12-31-20, no member accounts are at attorney for collection. Three are delinquent beyond 60 days and have been sent the second collection letter. One DCCR violation was reported by DAMC. \$84,650 was collected from the lawsuit defendants, leaving a large cash balance, much of which will be used in 2021 to pay for the water drainage construction outside the gate.
  - Status of Construction at Entrance. VKK previously agreed to begin the first week of January. This has been held up due to Grey Forest Gas having to relocate the gas line and issuance of a tree inspection report from the city of San Antonio. Pat and Jimmy met with VKK and Grey Forest on 1-8-21. The work was supposed to begin on 1-28-21, but has been delayed again.
  - 2021 Budget. A budget was provided to the board members by email. Motion to approve: Joe; Second by Tommy; all voted to approve.
  
- Oak Wilt—Jimmy Junkin, Chair
  - Enough money was collected to pay for the BioGreen treatment for Nova Scoggins.
  - Seven other members agreed to serve on the Oak Wilt Advisory Committee with Jimmy. A list of these was provided to the board. Each member has been assigned a number of perimeter lots to monitor, with help from the individual owners.
  
- Beautification: Lil Rogers, Chair (via email report)
  - In the past month, four thornless cactus were installed on the island on Ranch Cove based on recommendation from Panache. Deer eat three of these. Lil complained, but Panache stated that deer will eat anything that is not poisonous. Lil will not replace these.
  - Scott Beaver, who provides our holiday lighting, previously said he was discontinuing this business. He has not told Lil he will continue it for neighborhoods, but not for individual homes.
  
- No report. Social – Cynthia Shafer
  - No report.
  
- Communications – Martha Grant, Chair
  - No report.

**Ratification of actions between meetings (e.g., email decisions). None.**

**Next Annual Meeting—Jo Ann.**

- Discussed critical dates.
- Plans have been confirmed with Fair Oaks Country Club for the meeting to be held there on 2-20-21.
- Jimmy noted that a survey of owners indicates that at least 28 say they will attend in person and 17 via Zoom. We will continue to try and get more to attend in person (one per family) and via Zoom. Jimmy noted that we need 40 in person, via Zoom, and via Absentee Ballots to constitute a quorum to hold an official meeting. He noted that we have three items to vote on: (1) new directors, (2) four bylaw amendments, (3) two DCCR amendments. For the DCCR, we need at least 88 votes to approve. Thus, he suggested that, due to the Covid-19 pandemic and the time needed to get this many votes, we hold the vote open on these until March 20. Mary motioned to cacti so and Joe seconded the motion. All voted to approve.
- Nominating Committee Report. Pat reported that Max Martin and David Thackrey were selected by the committee.

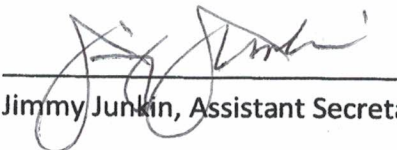
**Next Board Meeting:** Jo Ann set the next regular meeting for March 25, 2021 at 6 PM @ Mi Casa Tamale for in-person attendance and by Zoom for others. As new officers will need to be appointed after the annual meeting, Jo Ann will set up an organizational meeting via Zoom shortly thereafter, primarily for appointing officers.

**Other Business:** None.

**Adjourn:** There being no other business, Jo Ann adjourned the meeting at 7:00 pm.

Respectfully submitted,

  
Jo Ann Browne, President

  
Jimmy Junkin, Assistant Secretary