

**Highlands Ranch HOA
Board Minutes for Regular Meeting
9-22-22**

1. Call to order, roll call of directors and committee members, and quorum.

Time and place: 6:15pm at Mi Casa Tamale Restaurant

Board present: JoAnn Browne, Mary K. Teders, David Cerminaro, David Thackery, Adam Pope, and Max Martin.

Board absent: None

Guests present: Pat Hopkins, Jimmy Junkin, and Alfredo and Maria Lozano.

2. Approve prior minutes of Regular and Executive Board Sessions for: May 26, 2022.

Motion: Max Marin. 2nd: David Thackery. Vote: All for.

3. Recognize any member guests

- a. **For Regular Session for non-confidential matters (excuse after discussion unless they want to remain).** Alfredo and Maria Lozano were in attendance simply to listen and remained for the entire meeting.

4. Committee reports:

a. **ACC, Gates, and Welcoming—Pat Hopkins**

(1) ACC approvals and/or lack thereof:

- 6-13-22: Mark and Melissa Dedmon, 27721 Ranch Lane. Roof mounted on barn a 36 panel solar system.
- 6-15-22: Scott Smith, 27326 Ranch Creek. Roof mounted on residence at 37 panel solar system.
- 6-25-22: John and Rose Raimondo, 27314 Ranchland View. 63' by 103' canvas cover for existing basketball court.
- 7-16-22: Barbara and Tony Wise, 27663 Ranch Creek. Swimming pool previously installed in 2016 without ACC approval, containment fence around the pool, and patio, all behind residence. DCCR specifications set forth.
- 8-4-22: Joe Zimmerman, 9215 Highlands Cove. Pre-weathered galvalume metal standing seam roof.
- 8-21-22: Brandon and Lindsey Rickett, 27318 Ranch Creek. Roof mounted PV solar system (23 panels) with generator.
- 9-16-22: Stephen and Laina Schonefeld, 27664 Ranch Lane. Enlarge a shed that was 11' into the 40' set back that already had a variance.
- 9-20-22: Larry and Natasha Guillory, 27255 Ranchland View. Paint exterior of home.

(2) Gate issues:

- a. **Status of damages recovered.**

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- For the Mattress Firm truck that caused \$7245 of damage on 9-19-21, Tom Newton mailed a demand letter on 4-11-22, for which receipt was acknowledged by the recipient. He called and the person was out, so he left a message. On 7-20-22, Eva received a letter from Tom stating that he received a letter from the third party administrator (Gallagher Bassett) of Mattress Firm stating that the claim had been sent to Najera Deliver Services (the delivery service for Mattress Firm). No reply from Najera. Eva has been asked to file a claim with the HOA's 2021 insurer, rather than continuing to pay Tom, for which we are not likely to recover. We told Eva to send Mattress Firm and Najera letters stating that they are not allowed back in HR until this claim is paid. Alfredo suggested that we take this to Justice of the Peace Court, for a cost of about \$130. Jimmy asked if he would do this free for the HOA. He agreed. Jimmy said he would check again with Eva to see if an insurance claim can be filed and, if not, then he would get Alfredo in touch with her to pursue it with the JP Court.
- For the Welman Installations (Home Depot delivery) truck that caused \$1398.59 of damage on 2-22-22, Eva Hecox has left a message in April for Jimmy Perez, owner, and again in May. No reply. We previously told her to send them a letter stating that they were not allowed back in HR until this is paid.
- For the Boerne ISD bus that caused damage of \$556 on 3-11-22, a Mr. Ramirez, transportation dept., told Eva in early April that the payment is being processed. Eva sent an email in May asking for the status. He called her in August about another matter and she reminded him of this claim and he is working on getting it paid.
- For a USPS (delivery for Amazon) truck that caused damage of \$500.17 on 5-29-22, Eva sent a letter asking for reimbursement and it was paid on 6-29-22.
- For a white box truck owned by Cabinetry & Closets that caused damage of \$556.21 on 6-22-22, Eva sent a letter and this was paid on 9-19-22.

b. Other: Discussed buying a server to hold camera footage so we can look up footage without paying fees charged by Quality. Quality allows one download from our gate camera + 2 hours free, then they will charge the HOA \$125 per hour after this.

- (3) **New members welcoming kits delivered:** Five new kits were delivered: Guillory, 2755 Ranchland View; Rickett, 27318 Ranch Creek; Utterback, 9434 Highlands

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Cove; Buehler, 9010 Highlands Cove; C&C Acquisitions Holdings, 27514
Ranchland View.

b. Roads and Safety—David Thackrey

- (1) **Status of the 4 speeding indicator signs and new stop signs included in 2022 budget:** All signs have been installed. David reviewed first month's reports and provided charts for each of the four locations. Discussed how to handle speeders. Discussed addressing the community with findings and giving notice to speeders. The board will continue to discuss how to enforce speed limits and fines as data collection continues. Discussed spinning the signs around to collect data from different directions. It was decided that this might be confusing to drivers.
- (2) **Other:** Weeds in and along the road need to be treated. HOA residents need to be reminded to mow the tall grass along the sides of the road. JoAnn to send an email to homeowners to cut weed along the road or they will be subject to fines.

b. Finance and Oak Wilt—Jimmy Junkin

- (1) **Prior Month's Financial Reports.** Board members provided a copy, including email from Jimmy to DAMC with questions. At 8-31-22, there were 4 accounts past due more than 30 days, for which the first collection letter has been mailed. DAMC reported 4 DCCR violations relating to trash cans on the street (see the report for details). Operating net income YTD is \$23,150, about twice the budgeted amount, mostly for landscape maintenance that might be incurred later. Reserve net income is \$16,260, about \$5k less than budget, due only to the timing of some lighting expenses.
- (2) **2023 Assessments.** A notice was sent dated Aug. 30 informing members of the increase in quarterly assessment for Reserve Fund of \$5 and Operating Fund of \$10 for 2023 to a total of \$330.
- (3) **Oak Wilt.** In July, emails were sent to all members reminding all of the danger of oak wilt. A copy of the list for the Oak Wilt Committee membership was provided. Jimmy had BioGreen back on August 25 to look at the area between HR and Country Bend. There appears to be no more spread from Country Bend toward HR. There have been no reports of new cases of oak wilt in the HR. One member has resigned from the committee, giving no reason.

c. Beautification—Lil Rogers (report via email to Jimmy).

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New sod is still to be installed to replace the areas that are dead. She is waiting to do this in October when it is best to purchase and install the sod, plus some dead plants and mulch for the beds. Also, per request of board at the May meeting, Lil checked into the need for a second water tank so that the irrigation zones can be scheduled so as not to water when most members are leaving and entering the neighborhood. However, Moore Irrigation was able to change the timing of the cycles so that a second tank is not needed. JoAnn brought up the tree in the median by the HR sign at the frontage road. She does not think it looks well and would like to see it taken out.

d. Social—David Cerminaro.

The only two events previously agreed to by the Board are the Halloween party and Christmas party. David previously agreed to email members to get volunteers to help, including a host for the Christmas party. Discussed plans for the Halloween event and having the HOA Christmas party at a venue such as Mi Casa Tamale (preferable) or a hotel.

e. Newsletter—Martha Grant. No report

5. Ratification of “routine” actions taken by board between formal meetings (e.g., via email/Zoom/in person). None

6. Legal Counsel. Discussed proposals from attorneys to represent the HOA and handle collection matters. Mike Thurman was ruled out per Jimmy Junkin due to a conflict of interest. After much discussion, it was decided to stay with Tom Newton due to his past history and experience representing many HOAs.

Motion: To approve Tom Newton continuing to represent Highlands Ranch HOA by Max Martin; 2nd: David Cerminaro ; Vote: All for.

7. Next Annual Meeting. Discuss the Critical Dates document provided. Agreed on 2-25-23 for the next Annual Meeting. Discussed the appointment of the Nominating Committee and appointed its members, consisting of Mary Teders (outgoing board member), Pat Hopkins and Jimmy Junkin.

Motion: David Thackery; 2nd: Adam Pope; Vote: All for.

8. Appointment of Officers to Conduct Banking Business: This is for formal documentation in the Board’s regular minutes. On Sept. 7, 2022, a special meeting was held to appoint officers to conduct bank depository business. These officers included Adam Pope (Treasurer), Aaron DeWispelare (Assistant Treasurer), and Jimmy Junkin (Assistant Treasurer). This specific action was requested by one of the HOA’s financial institutions because the existing two separate

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authorizing documents were not acceptable to them. All other institutions accepted the existing documents.

9. Emergency Preparedness Committee. At last meeting, Jo Ann agreed to head up a committee, with Alfred and Laurie Rodriguez as members, plus others possibly. It will look into possible exits from HR in case of emergencies. Discussed the dirt road between HR and Country Bend at the south end of Ranch Creek that is used by the Country Bend water company to service their water well on that location inside HR. The original developer put the well there and granted the water company an easement via the dirt road to service the well. The dirt road connects to a road next to Lot 22 in Country Bend so that the water company can enter via Country Bend. Jo Ann will contact the Country Bend Board and the Lot 22 homeowner (if necessary) to ask for permission to allow for an emergency exit by HR residents. Might need to ask Bubba and Tracy Myers to help in contacting Country Bend board. Pat estimates the cost of putting in an emergency exit will run around \$2,000 for clearing and to lay some road base.

10. Use of DAMC's voting system for next Annual Meeting. As follow up to the last meeting, Adam, Mary and Jimmy attended a presentation at DAMC on their voting system. Eva was to send the board some written instructions and information on how to use their system. This was to also include information on getting HR members signed up on their DAMC portal, which is necessary for them to use the system. Also discussed was the need to mail to all members a complete package of the annual meeting documents, including ballots that can be used by those who do not vote using the DAMC system. Need to decide whether to use the system and then to follow up with Eva. Jimmy will follow up with Eva.

Motion: Adam Pope - to adopt DAMC's voting system; 2nd: David Cerminaro; Vote: All for.

11. Garbage Pick-up. In light of Tiger now picking up recycled items only once each two weeks for \$67.48 per quarter, Jo Ann had obtained a proposal from Republic for \$76.32. She had also looked at other options, but none were better. Republic's contract states that it is based on providing service to ALL residents, which the HOA cannot commit to (i.e., cannot require members to use any one or the other service; can only offer to ask members to use them). The board discussed the benefits of changing service providers and decided to continue with Tiger Sanitation for the time being. However, Jo Ann will follow up with Republic to see if the contract can be worded not to required any specific number of our members using them.

12. Gate Entry Remotes. Residents need to register their gate remotes with DAMC so that we can have a better understanding of who and how many our residents have. For example, we know that there are gate clickers registered to previous homeowners and not the current homeowners, and some are registered incorrectly. JoAnn will send an email blast to residents

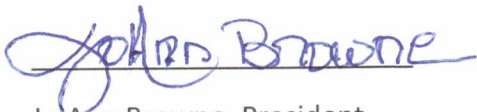
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letting them know they need to open the clickers and send to Eva the serial number inside (4-digit number) by November 7th or their remotes might be shut off. This needs to be done for the purpose of tracking who is coming in and out of the neighborhood.

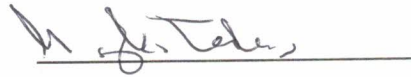
13. Next meeting date and time. October 27th at 6PM at Mi Casa Tamale

14. President adjourned meeting: Time-8:48 pm

Respectively submitted,



Jo Ann Browne, President



Mary Teders, Secretary