

Highlands Ranch HOA

Board Minutes for regular Meeting 11-17-2022

Meeting called to order by Jo Ann Browne , 11-17-022 at 6:11 pm at Mi Casa Tamale.

Roll Call: Board present: JoAnn Browne, Mary Teders, David Cerminaro, David Thackrey, Max Martin, Adam Pope. Board Absent: None. Guests: Jimmy Junkin, Pat Hopkins, Phil Miller.

Approve prior minutes of Regular and Executive Board Sessions for: 10-27-2022

Motion: Max Martin; 2nd: David Thackrey ; Vote: All For.

Committee reports:

a. ACC, Gates, and Welcoming—Pat Hopkins

(1) ACC approvals and/or lack thereof:

- 9034 Highlands Cove, Kevin Utterbach: approved clearing 120' by 120' area for sports arena.
- Another member has continued to build a garage size shed without ACC approval. Pat sent an email for them to fill out an improvement request. 11/3/22 another email was sent. They said that they would send the improvement request in, but to date it has not been sent. JoAnn will send an email again asking that they submit the written request for ACC approval. If not done soon, she might contact the HOA attorney for advice. There are concerns that they are building it partly in the 75ft set back as well as in the flood plain. They will need to request a variance if DCCR requirements are violated.

(2) Gate issues:

a. Status of damage recoveries.

- For the Mattress Firm truck that caused \$7245 of damage on 9-19-21, Tom Newton and Eva Hecox have been unable to get them to reimburse the HOA. Thus, at the Board's request, Eva has filed an insurance claim with the HOA's 2021 insurance provider. As requested, she has now sent Mattress Firm a letter stating that they are not allowed back in HR unless this claim is paid by November 30.
- For the Welman Installations (Lowes delivery) truck that caused \$1399 of damage on 2-24-22, Eva Hecox has been unable to get a reply. As requested, she has now sent them a letter stating that they are not allowed back in HR unless this is paid by November 30.
- For the Boerne ISD bus that caused damage of \$556 on 3-10-22, Eva has been unable to get them to pay. Thus, as requested, she has sent them a letter stating that they will not be allowed in HR unless paid by November 30. However, JoAnn spoke with the head of transportation at BISD recently. They lost the Purchase

Order number for Highlands Ranch. It has been recovered and they will deliver a check 11-18-2022.

- b. **Gate Remotes.** Jo Ann will discuss with Eva the status of members reporting to DAMC the number of remotes they have. JoAnn proposed to leave it as is until the homeowners move and then shut off gate remotes that are assigned to that specific address. Then, the new owner will need to request that such remotes be turned back on if the previous owner give them to the new owner. Otherwise, the new owner will need to purchase new remotes. Pat suggested beginning with the previous Samelson property, which is owned by C&C Acquisitions. Jo Ann is to inform Eva of this. An email needs to be sent to all members informing them that this is the Board's decision.

Motion: Max Martin; 2nd: Adam Pope; Vote: all for.

- (3) New members welcoming kits delivered. None.

b. **Roads and Safety—David Thackrey**

(1) Emergency exit road (water well access road at south end of Ranch Creek).

As an update to the report for the prior month, Jo Ann has talked to Matthew Hernandez at Texas Water Utilities (or Southwest Water Company), Field Office Supervisor, to seek help in determining (1) who owns the .2101 acre portion of Country Bend Lot 22 for which an easement was granted to Country Springs, LTD on 9-3-97 (one of the above might be the successor---still not sure) and (2) who currently is the grantee of the easement on the .2101 acre. It is important to know who the owner of this is, as that owner is who we would need to get an agreement with to allow the HOA residents to cross over it during an emergency. Tom Newton contacted Lloyd (Laddie) Denton who stated that he would have his attorney research ownership and that, if one of his entities still owns it, he will be happy to transfer title Highlands Ranch HOA. The Board's consensus is to proceed with improvement of the dirt road in Highlands Ranch that connect to the .2101 acre road in Country Bend. It was agreed that the HOA could spend up to \$16,000 for clearing brush, installing a gate, and grading and placing base material on the road.

Motion: Max Martin; Second: Adam Pope; Vote—all in favor.

- (2) Units 1-4 Roads.** Discussed getting a repair bid to repair the road cracks. Alamo Asphalt gave an estimate of \$63,000. As the board requires 2 or more bids for anything over \$50,000, David Thackrey will get more bids.

- (3) Speeding.** One of our residents commented that they saw a driver going over one of the speed humps at a speed of at least 50 mph. The person was identified and the father was contacted, who said he would deal with it. Someone then asked if the board should consider hiring an off-duty police officer to stop and ticket speeders. Per Tom Newton, the board would need to adopt a policy setting forth a schedule of fines. JoAnn will ask

Tom Newton to help write a Board policy that includes fines since this needs to be specific.

c. Finance and Oak Wilt—Jimmy Junkin

(1) Prior Month's Financial Reports.

- (a) Board members provided a copy, including email from Jimmy to DAMC with questions. At 10-31-22, there were no accounts past due more than 30 days. DAMC reported 7 DCCR violations. Eva typically sends letters to the members.
- (b) Operating net income YTD is \$34,435 compared to YTD budget of \$20,242. This overage is mostly due to landscape maintenance that will be incurred later, some delayed until 2023 (YTD is \$7,500 under budget). Operating also has cash of \$96,787, of which \$17,423 is owned to the Reserve Fund. If this balance continues for the year and no large costs are incurred for Reserve, a significant amount can be transferred to the Reserve and invested. Reserve net income is \$35,948 compared to YTD budget of \$31,397, mostly due to less spent on signage than was budgeted. However, we currently have a bid to fill cracks in the roads and we are planning to make the improvements to the water well access road discussed earlier which, if completed in 2022, will probably result in a net loss for 2022.

(2) Oak Wilt. Still looking for one new member of the committee.

d. Beautification—Lil Rogers (report via email to Jimmy). No report from Lil. The board discussed weeds along the road and charging residents for HOA's cost to have these cut, unless resident cuts them soon.

e. Social— David Cerminaro.

The Christmas party for 12-11-22 at Mi Casa Tamale is still in planning stages, but has been scheduled with Mi Casa. The following is being recommended:

- (1) Cost (assuming 75 attendees, but we need actual headcount):
 - Tamala dinner, including tax and tip, per person \$14; appetizers (decided once headcount is known) per person \$3; 4 turkeys @\$69 each = about \$4 per person. Totals about \$21 each attendee, or a total of about \$1575.
 - Door prizes. Suggest gift cards: 12 for \$25 = \$300 total. David C. will manage this.
- (2) Charge each attendee \$10, totaling about \$750.
- (3) Net cost to HOA = about \$1125.
- (4) Attendees can bring deserts and any sides that Mi Casa does not offer.
- (5) There will be a cash bar.
- (6) HOA will provide decorations and music.

David C. will write out the invitation for JoAnn to email to residents. Residents will be able to pay at the door or add the payment charged to their account by DAMC.

Motion to approve: David Cerminaro; 2nd: Max Martin; Vote: all for.

f. **Newsletter—Martha Grant.** Newsletter was sent out on November 1.

Annual Meeting follow up—Jo Ann.

- **Critical Dates Document.** This document was revised from the prior month based on the decision to hold the annual meeting on 2-25-23. A copy was provided to each board member for discussion. The Notice of Appointment of the Nominating Committee was sent to members on November 2. The next important date is 12-31-22 when the Preliminary Notice of Annual Meeting is to be sent. Candidates for consideration of the Committee are to be submitted to the committee by 1-5-23. After rethinking her decision earlier, Mary Teders had decided to stand for re-election again. Therefore, Jo Ann proposed that she be replaced on the Nominating Committee by Aaron DeWispelare.

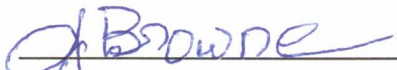
Motion to approve: JoAnn Browne; 2nd: Max Martin; Vote: all for.

Garbage Pick-Up. Jo Ann discussed her latest communications with Republic Trash Services. Republic will not provide service to Highlands Ranch Neighborhood without a signed contract guaranteeing them to be the only garbage service. The board cannot require residents to use a particular service. Thus, this matter is closed.

Next meeting: January 19, 2022 at 6 pm at Mi Casa Tamale

Adjourn meeting: 7:54pm

Respectfully submitted,


Jo Ann Browne, President


Mary Teders, Secretary