

Highlands Ranch HOA

Board Minutes for Regular Meeting January 15, 2024

Meeting called to order by Jo Ann Browne at 6:00pm.

Roll Call: Board present: Jo Ann Browne, David Thackrey, Adam Pope, Mary Teders, Cynthia Shafer, Jimmy Junkin. Board absent: None. Non-board member committee chairs present: Pat Hopkins. Other guests present: None.

Executive Session per Section 209.0051 of the Texas Property Code to discuss confidential matters relating to individual members. Convened Executive Session at 6:10 pm. Discussed two members who violated DCCR provisions. Both have been addressed. Session adjourned at 6:15 pm and regular session resumed.

Regular Session for non-confidential matters. None

Approve prior minutes of Regular session & Executive session for 11/16/2023.

Motion: Jimmy; 2nd: David. Vote: all for. Motion carries.

Committee Reports:

ACC, Gates and Welcoming – Pat Hopkins

ACC approvals, etc.:

Approvals since last board meeting:

- David Plata, 9325 Highlands Cove. Patio roof cover over existing patio.
- Tom Martin, 9410 Highlands Cove. Wall surrounding the electrical box/panel that was installed next to street. Also, he submitted a plan to revegetate the cleared area with trees, etc. He requested Board approval to wait until next Spring to do this, which the Board approved on 11-16-23.

Gate issues:

- a. Status of damage recoveries. Broken arms not yet reimbursed & amounts—Eva was asked to send notices to each, with photos of vehicles. Awaiting report from Eva since last meeting for each of these, except as noted:
 - Broken arm in May 2023 by US Postal Service driver. \$823. USPA has sent paperwork to Eva to complete. Have asked Eva to let us know if she has sent the documents.

- Gate damage on 9-14-23 by RAM white flat-bed work truck (Ernest Flores, Bohanan contractor). Repair \$1128 + Quality \$146 = \$1274. Letter sent to Flores. No reply. Suggested to Eva that she send Bohanan a letter asking for his help to get him to pay. Or, file a claim with his insurance if she has that information.
 - Broken arm on 11-12-23 by Bexar Deputy while chasing Colton Blackmon (son of Troy), 27514 Ranch Bluff. \$823. Cameras show deputy did not have flashing lights on until inside gate at which time he stopped and ticketed Colton. Jo Ann call Bexar Sheriff and they told her to file a claim, which she has asked Eva to do. Jo Ann states that Eva has filed the claim with the Sheriff's department.
 - Broken arm on 11-27-23 by Chad Austin Spears, 25019 Seal Cove, SAT in '23 Chev. Tahoe. \$823. Believed to be going to certain member's home.
- b. Type of Gate Arm to use: Discuss changing to the use of the aluminum type of arm that usually does not break, so that we don't have as many arms broken that we need to try and get a reimbursement. Cost is about \$3000. Included in 2024 budget.

New members welcoming kits delivered:

- Richard and Danielle Powell, 27234 Ranchland View.
- George Hill, Jr., 9022 Highlands Cove.

Roads and Safety – David Thackrey:

a. Road repair status report. Update on consulting contract with Julio Colunga. Colunga's report was received and David, Adam, Pat and Jimmy met with Julio on January 13 to discuss. Based on that, certain changes were agreed to and Julio has sent a revised report. Jimmy has prepared a preliminary Reserve Fund projection using the information provided to date by Julio and has submitted the estimated 2024 cost for inclusion in the budget.

b. Speed signs/camera. David provided a chart showing speeding results for 1/1/24 to 1/24/24, which reflected some slight improvement in the last 10 plus days as to those speeding over 45 MPH.

c. Report on establishment of one-time special committee to address Use of Streets. Purpose of committee is to provide recommendations that are acceptable to a majority of Committee members. Committee has met twice. (Committee consists of 11 members: Jim Chapman, Barbara Wise, Barney Smith, Michael Harwood, Tracy Meyers, Lee Grant, Peter Ramirez, Aaron DeWispelare, and Alfredo Lozano.)

David presented a draft of a Policy on Use of Streets that the committee approved. He asked that board members review this and provide comments to him. The general

consensus was to most likely accept most items in the suggested policy. Final decision by the Board hopefully can be made at its February meeting.

d. **Outgoing gate camera replacement.** In December the outgoing gate camera stopped capturing license plates. Quality inspected and says we need a new camera. Their bid is about \$3,200. Included in 2024 budget.

Finance – Adam Pope

(1) December reports:

- The December report shows an Operating net loss of \$5,849 versus budget of \$9,948 net loss (excluding the \$50,000 budgeted transfer from Operating to Reserve, which did not happen. There were several expenses over budget, but offset by a few items under budget. The speed camera & sign purchased in June 2023 for \$14,249 was recorded in Operating, but should be in Reserve. DAMC has been asked to make the correction and reissue the applicable reports for December 2023.
- It shows a Reserve net income of \$79,338 versus budget of \$112,205 net income (excluding the \$50,000 transfer above). Due to better rates, interest on CDs exceeded budget by \$18,964; street repairs cost only \$12,010 versus budget of \$75,000 (work delayed to 2024; one speeding sign cost of \$14,249 not budgeted (see this above).

(2) 2024 Budget: The draft budget was presented for approval, subject to any changes. No changes were suggested. Adam asked for approval.

Motion: Mary; 2nd: Cynthia; Vote: All in favor.

(3) 2024 Insurance: Jimmy stated that the 12-31-23 financial reports showed that the 2024 insurance premium for Directors & Officers and Workmans' Compensation were paid in December, but Property and Umbrella were not. He called Eva about 15 days ago he to discuss those not paid yet. She stated the DAMC insurance department was still trying to find coverage and that the HOA property claims in 2023 had become an issue with the 2023 carrier. Jimmy asked that they proceed quickly, as the HOA is currently without those coverages. She has not replied to his latest email asking for a status report. Jo Ann will contact her.

Oak Wilt – Jimmy Junkin. Beginning February 1 thru June 30, the Texas A&M Forest Service suggests no oak tree trimming due to oak wilt. Jimmy will place the sign for this at the exit gate by then and send an email to all members.

Beautification – Lil Rogers (via email).

- We have contracted Panache to remove the very large Spanish oak that has fallen on the right exit side a short distance from the gate. Also, some trees in the big bed on Highlands Cove (see 4th item below) need some trimming. Panache gave us a bid of \$1,489 to do this and \$1,329 to trim trees in the Highlands Cove island, both to do in January.
- I noticed that more of the tall plants that are about the middle wall just inside the gate are dying and will need to be replaced in the spring.
- I'm hoping to add some mulch to the small bed that's just past Ranch Oaks. I'm going to go by the free mulch place and see what the mulch looks like and hopefully I can get a local high school kid who's out of school for a few weeks to pick up and spread the mulch.
- The large and beautiful oaks in the big bed on Highlands Cove (the one that has the picnic table) are becoming ball moss infested and need to be treated to kill it. Lil has met with Green Grow Organics and gotten a bid of \$1,062 to spray with baking soda that will kill it. Should be done after the trimming per 1st item above.
- The items above plus others have been submitted for inclusion in the 2024 budget.

Social – Mary Teders: Mary stated that she is beginning to plan for a social for the Spring. After discussion, the consensus was to try to set it up for May 11.

Newsletter—Martha Grant:

Martha has asked to be relieved. Adam stated that his spouse, Corrine Castillo, has agreed to be the chair.

Ratification of actions between formal meetings: None.

Next Annual Meeting:

- a. Critical Dates Document. Jimmy provided board an updated copy. It shows the several dates by which certain things must be done.
- b. Meeting Place Update. Jo Ann stated that she has made final arrangements with La Hacienda Restaurant at 25615 Boerne Stage Road.
- c. Nominating Committee Report: Jimmy stated that the committee had its first meeting on January 22 and is currently evaluating several possible candidates. It will meet probably once or twice again. He stated that per the Critical Dates Document the Notice of Nominating Committee was sent to members on 11-9-23 and stated that members had until 2-5-24 to submit names to any member of the committee for it to

consider and to specifically state whether the suggested candidate wanted to be placed on the Ballot if the committee did not select the candidate as a nominee. It also stated that the committee would issue its report to the Board by 2-15-24. This gives the Board time to prepare all documents that must be sent to members at least 20 days prior to the meeting, which is currently planned to be sent on about 2-28-24.

Country Bend Lot 22 access road—Jo Ann: Jo Ann had Tom Newton send a letter to the owners of Country Bend Lot 22 informing them that HR HOA has obtained title to the access road next to their lot that goes to the Country Bend well in HR. No reply from them.

Tiger garbage service versus Republic—Jo Ann: Tiger's quarterly rate for one regular and one recycle cart is \$68 (recycle each two weeks) and Republic's is \$86 (recycle each week). Tiger's charge for each extra cart is \$15 per month and Republic's is \$5. Pat stated that only 3 members use more than one cart. Thus, it would be much more expensive for all but 3 members to use Republic. Also, Republic won't change its contract to state that the HOA cannot assure them that all members will use them. The HOA cannot make such an assurance. So, for these reasons, the consensus was to stay with Tiger.

Other: Pat asked about the status of the potential buyer of a piece of the HOA property outside the gate on the south side. Jo Ann said she had not heard from anyone since last meeting.

Next Board meeting: 2-15-24.

Jo Ann adjourned meeting: 8:38 pm.

Respectfully submitted,



Jo Ann Browne, President



Jimmy Junkin, Secretary