

**Minutes of the Annual Meeting of  
The General Membership of  
Bexar County Highlands Ranch Homeowners Association, Inc.  
February 25, 2023**

The Annual Meeting of the General Membership of Bexar County Highlands Ranch Homeowners Association, Inc, a Texas nonprofit corporation (the "Association") was held at Fair Oaks Country Club, located at 7900 Fair Oaks Parkway, San Antonio, Texas pursuant to call by the Directors of the Association.

**Call to Order**

The meeting was called to order at 10:03 a.m. by JoAnn Browne, the President of the Board.

**Determination of Quorum**

The Bylaws of the Association require 30% of the 132 Owners (40) to be present in person, by proxy or by absentee ballot to constitute a quorum. The total number of owners present in person, by Proxy, and by Absentee Ballot was 65. Therefore, quorum requirements were met.

**Introduction and Opening Remarks:**

Jo Ann Browne thanked everyone for attending and stated the following.

If you need a copy of the DCCR or Bylaws, you can find these on our website, along with several other useful items.

The HOA's website is [www.highlandsranchhoa.org](http://www.highlandsranchhoa.org). To access all confidential information on the Members page, you need to use the password "xxxxxxx" (not provided in these minutes (in lower case letters).

There is a sign-up Sheet at the sign-in table for our:

Committees: ACC, Welcoming, Gates, Beautification, Finance, Oak Wilt Advisory, Roads and Safety, Social, and Newsletter.

Clubs: Book, Gardening, Wine, and Card Club

There is a sheet at the sign-in table or being passed around for you to update your information, such as physical address, emails and telephone numbers, if necessary.

If you have questions during the meeting, please raise your hand. Once acknowledged, please give your name and state your question.

Lastly, we know that your time is valuable and we appreciate you taking time this Saturday morning to be here. Therefore, we will try to cover each item as quickly as possible. If you don't get your questions answered while we are on a particular topic, please ask one of us after the meeting adjourns and we will work on getting your questions answered.

**Jo Ann Browne introduced the following Board and Committee Chair members:**

**Directors and Officers**---Jo Ann Browne (President); Mary Teders (Secretary); Adam Pope (Treasurer); David Thackrey (Roads and Safety Committee Chair); Max Martin (Assistant Secretary) and David Cerminaro (Social Chair).

**Other Committee Chairs and Officers**--- Pat Hopkins (ACC, Gates, and Welcoming); Lil Rogers (Beautification); Martha Grant (Newsletter); Jimmy Junkin (Finance and Oak Wilt Advisory, Assistant Treasurer and Assistant Secretary); Aaron DeWispelare (Assistant Treasurer).

## **Guests**

Eva Hecox-Association Manager with DAMC.

Tom Newton -Association Attorney is here to help answer any questions.

## **First order of business—Jo Ann**

We will handle the voting for 2023 directors first, in case any of you need to leave early. Then, we will handle other business.

## **Proceed with Voting---Jo Ann Browne**

The Ballot and other documents were mailed and emailed to every member along with the Notice of the Annual Meeting. This included instructions on how to set up your portal at Diamond and to vote online. Many of you set up your portal and did vote online. For those not voting online, a paper Ballot had to be used or a paper Proxy granted to another member, some of which we did receive.

Those who have not voted and are here today, you will be able to cast a paper Ballot today if you wish to do so. Now, let's go to the election process.

Do we have any nominations from the floor? If so, raise your hand and provide the name of the member. There were none.

Names of nominees were announced.

Ballots were passed out to those who had not voted. Eva Hecox collected the ballots and also served as the tabulator.

The results will be announced at the end of the meeting.

## **Approval of Minutes**

A motion was made and seconded to dispense with the reading of the minutes of the Meeting of February 19, 2022. Motion passed. A motion was made and seconded to approve the minutes of the Annual Meeting of February 19, 2022 as presented. Motion passed.

## **REPORT OF PRESIDENT** ----Jo Ann Browne

### **Duties of the President per Bylaws Section 8.04, as follows:**

- Serves as CEO of the Association.
- Presides over meetings of the members and the board.
- Has the general powers and duties usually vested in such an office.

### **Meetings of the board**

Have met generally on a monthly basis, except for the 3 summer months and December. Involved in such things as planning the matters to be covered at board meetings and annual meetings, approval of contracts and routine expenses, coordinating efforts of the committees, working on various issues such as our roads, reviewing and following-up on deed violations, and legal matters.

### **Oak Wilt problem—Jo Ann asked Jimmy Junkin to assist in the report.**

As we have previously told you, we discovered oak wilt fungus in 2017 in oak trees in Country Bend on the west side of our community, adjacent to several lots at the north end of Ranch Creek, and north of us in Windwood Estates.

Since then, we also discovered it on at least three lots in Highlands Ranch, each of which have been treated by BioGreen Tree Care. There has been some success with this, but not entirely.



The board is suggesting that each of us look closely at our trees periodically and report it to one of the members of the Oak Wilt Committee or to the Board.

These members will be glad to come to your home and look at your tree with you to help identify any oak wilt.

But, we also suggest that you look at the information on our website, which includes photos of leaves that show what oak wilt looks like.

If you find any signs of oak wilt, it needs to be treated immediately.

A final reminder is that when you have your trees trimmed, please be sure that any equipment is first disinfected with bleach and that every single cut is immediately sealed.

There were no questions.

**Alternate Emergency Exit—Jo Ann asked David Thackrey to assist in the report.**

Based on the suggestion of one of our members a couple of years ago, the board began to consider the need for an alternative exit in case we ever have an event that would prevent us from departing through our gate.

As some of you know, there is a Country Bend water well at the south end of Ranch Creek, with a dirt access road to it between HR lots 75 and 76 that the Country Bend water well company uses. HR was granted title to this road in 2018.

That road connects to another concrete road on the edge of Lot 22 in Country Bend. So, the water company comes over from Country Bend to access the well.

For some time in 2022, we talked to the owner of Lot 22 in Country Bend and the water company about HR members using both roads in the event of an emergency. All parties agreed to this.

Thus, we have improved the dirt road so that vehicles can easily use it, but ONLY in the event of an emergency.

The road has a locked gate to prevent unauthorized use. Whenever there is a need, any board member and the management company will have the combination to the lock.

Signs have been added on the street signs that point toward the “Alternate Evacuation Route”

There were not significant questions.

**Speeding on our roads and tailgating at the gate—Jo Ann asked David Thackrey to assist in this report.**

We are still seeing a good amount of speeding, with speeds up to 60 MPH, even including such speeds crossing the speed humps and around curves. We also see some drivers dangerously passing other drivers. So, please slow down and stop passing others.

Also, tailgating continues at our gate. This causes broken gate arms and damage to the gate, which costs us all money when we cannot get the offender to pay. Our new speeding equipment show that 70% of drivers go over the speed limit. Average max speed is 57 mph. People are still coming in the exit gate. 24 arms have been broken in 4 years.

The Board has spent considerable time discussing remedies for the speeding, each of which we recognize will be objected to by some of our members. However, the Board has a duty to deal with this. We have discussed three options and have implemented two:

- We have added speed humps, which we know that many of you do not like.
- We have added speeding equipment that shows the drivers the speed they are going in hopes that it will cause them to slow down. Some of you have told us that this helps remind them to slow down.
- These have helped some, but the problems continue. Therefore, the Board is reluctantly considering the adoption of a Policy on Use of Streets, which provides for assessment of fines for speeding and for passing other cars. Members were asked to raise hands if they were in favor or such a policy and if not. The majority were in favor. Some were very against. Some stated that the

members should be able to vote on something this important. Thus, we will ask all members via email for more input.

- Based on that input and further consideration, the Board will make a decision.

The following questions were asked, all of which the board will consider:

- Have off duty sheriff? Will homeowners be able to vote?
- Can exit gate be closed quicker?
- Can we have a neighborhood watch group setup for Road conditions?

### **INTRODUCTION OF COMMITTEE CHAIRS—Jo Ann**

First, Jo Ann thanked all of the committee volunteers and the work they each do. She noted that the volunteers spend a lot of time on behalf of the community.

### **COMMITTEE REPORTS:**

#### **❖ Welcome Committee-Pat Hopkins-Chairperson**

- There is going to be a Starbucks built to the right of the entry.
- Welcome committee visits with each new owner.
- 7 Houses sold and 4 are For Sale currently.
- 139 lots, 124 homes, 7 contiguous lots, 8 unimproved with 4 under construction

#### **❖ ACC -Pat Hopkins-Chairperson**

- 9 Members. Pat Hopkins has been chairperson for 17 years.
- Review and approves secondary construction such as a pool. New construction plans are reviewed and approved by Denton Development.
- 2022 activities: 19 requests-workshop /garages, roof change, solar panels, sports court, fences and pergola.
- You can view a copy of the DCCR's on Highland's website. Please review these and if have any questions regarding construction projects, please contact us.

#### **❖ Roads and Safety---David Thackrey**

- In addition to the reports earlier, some crack filling on the roads might be done this year.

#### **❖ Finance Committee-Jimmy Junkin-Chairperson**

- Jimmy stated that the committee consisted of three members and they did the following:
  - Review monthly reports from DAMC and prepares the Reserve Fund Analysis and the Annual Budget.
  - Handles the banking.
  - The 2022 financial reports were sent to all members.
- He then stated that the board is looking at what to do to the roads and when to do what is decided by the board. As David just stated, we know that some crack filling is probably needed in 2023. As for the more significant work, David has gotten a bid from V. K. Knowlton Construction showing costs per square yard for milling existing asphalt, applying new asphalt, and base repair (same as done at our entrance in 2020). Doing all three (a complete reconstruction) of these for each road is the most expensive. Our projections have never included this approach. Thus, if we had to do this anytime soon, we would not have enough money saved. Our projections to date have assumed that we would only have a new layer of asphalt applied on top of the old, which is the least expensive approach. Our assumption has been that Units 1-4 would need to be done in about 2025 and Units 5-6 in 2038. Most likely, we will need to do something in between these two approaches, such as a complete reconstruction of some roads or portions thereof and only an



overlay on others. But, this means that we might still not have enough money at that time. For Units 1-4, our latest projections indicate that the cost could range from a low of \$1.1 million in 2025, in which case we should have enough money, to \$2 million, in which case we would not have enough money. We plan to use a Geotech Engineering Consultant to look at the roads and advise us. Based on what they advise the board, the board will decide on how this might affect the assessments to members.

❖ **Beautification Committee-Chairperson—Lil Rogers**

- 2022-finished minor projects from prior year.
- Plans for 2023: Replace dead grass, remove some dead trees, and on Highlands Cove, deer ate some plants that we might need to replace.

❖ **Social- David Cerminaro**

- Maybe have more events in 2023.
- Christmas party was not feasible for 2022 due to lack of attendance.
- Maybe do a survey of the members?
- Send suggestions to the board.

❖ **Unfinished Business: None**

❖ **New Business: None**

❖ **Results of Election:** Eva Hecox announced that Mary Teders and Phillip Miller were elected to the Board.

❖ **Recognition of and thanks to Directors whose terms ended.**

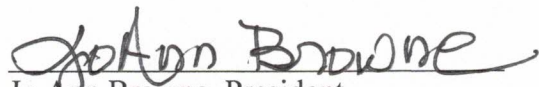
- Jo Ann offered thanks to David Cerminaro and Mary Teders and provided each with a gift card in thanks for their work on the Board.

❖ **General Questions—Jo Ann Browne:**

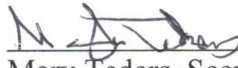
- A new contract with Tiger, as we were not able to agree with Republic on the wording of their contract. However, we have a 60 day termination clause with Tiger just in case Republic decides to change the wording of their contract.
- As to broken tree branches from the recent ice, there will be no branch pickup on a community basis. Each owner is responsible for disposing of their branches. Panache will do for \$150.00 per trailer load if you place your branches next to the road.

**Adjournment**

- ❖ Jo Ann thanked all attending the meeting and then adjourned it at 12:05 p.m.



Jo Ann Browne, President



Mary Teders, Secretary