

**Minutes of the Annual Meeting of  
The General Membership of  
Bexar County Highlands Ranch Homeowners Association, Inc.  
March 22, 2025**

The Annual Meeting of the General Membership of Bexar County Highlands Ranch Homeowners Association, Inc, a Texas nonprofit corporation (the "Association") was held at the Bevy Hotel, 101 Herff Road, Boerne, Texas pursuant to a call by the Directors of the Association.

**Call to Order**

The meeting was called to order at 10:00 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 52. Therefore, quorum requirements were met.

**Introduction and Opening Remarks:**

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

Housekeeping items:

Silence phones.

Raise your hand to be recognized.

Allow the person who has the floor to speak uninterrupted

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 Highlands Ranch 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 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---** **Directors and Officers---**Jo Ann Browne (President); Cynthia Shafer (Secretary); Adam Pope (Treasurer); Mary Teders (Social Committee Chair), David Thackrey (Roads, Safety and Gates Committee Chair); Michael Prado (DCCR Compliance Chair).

**Other Committee Chairs and Officers:**

Pat Hopkins (ACC, Gates, and Welcoming); Lil Rogers (Beautification); Corrine Castillo (Newsletter); Jimmy Junkin (Finance and Oak Wilt, and Assistant Treasurer and Assistant Secretary); Aaron DeWispelare (Assistant Treasurer).

## **Guests**

Eva Hecox-Association Manager with DAMC.  
Jennifer Deyne-Administrative Assistant with DAMC  
Steve Brown, Professional Engineer (Road Contract)  
Ron Haygood and team with Bexar County Emergency Services.

## **First order of business—Jo Ann Browne-President**

We will handle the voting for 2025 directors, in case any of you need to leave early.

## **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 voted 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, please raise your hand and provide the name. There were none.

Names of nominees were announced.

There being no nominations from the floor, motion was made and seconded to elect Adam Pope and Scott Smith by acclamation. Motion passed.

## **Approval of Minutes**

A motion was made and seconded to approve the minutes of the Annual Meeting of March 23, 2024 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:**

The board has 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.

## **INTRODUCTION OF GUEST SPEAKERS**

### **Ron Haygood and Chris Ramon-New Fire Station-introduced by Adam Pope**

ESD4-Created May 2007 Contract with Leon Springs Fire Dept.

Provide Fire & Rescue and Ambulance service.

2024-1818 calls with 76% medical. There is also a fire station by Boerne airport and on Ralph Fair Rd. 1st responder -closest available. Have a meeting 1<sup>st</sup> Monday of each month. at 7pm at the station on Boerne Stage Rd.

Questions:

Highlands has no fire hydrants. Correct

Is there a drawing of the station? Yes

Crew all the time? Yes

Can you go against traffic to enter Highlands Ranch?

1<sup>st</sup> responder? Closest available.

Steve Brown-Engineer introduced by David Thackery

Explained process of work that has been approved. Hayden Paving will be doing the work.

1<sup>st</sup> Prepare sides of roads

2<sup>nd</sup> Major repairs-replace base & asphalt on multiple areas

3<sup>rd</sup> Replace Ranch Lane.

Next do liquid road to Ranchland View after doing crack filling. Then restripe and put down new buttons.

The rest of the streets will have fog seal done.

The cost is approximately \$500,000.00

Question: will there be traffic control? Yes.

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

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**

- Welcome committee visits with each new owner. Deliver HOA information to them.

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

- 7 members on the ACC
- Review and approve secondary construction such as a pool. New construction plans are reviewed and approved by Denton Development.
- 128 homes (138 total lots) 1 lot under construction-should be completed in the next 4 months.
- 2024 activities: 19 requests-greenhouse, treehouse, fences, painting, 2 casitas, metal carport, detached garage and a patio.

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

- Roads:
  - 2025 -road work has been contracted
- Gates:
  - The receiver was moved closer to the gate.

#### **❖ Beautification Committee-Chairperson—Lil Rogers. Reported presented by Pat Hopkins**

- Tree trimming.
- Plant replacement.
- 1 area needs new grass-not doing due to drought.
- If you see any irrigation leaks, please contact Lil Rogers.

#### **❖ Social-Mary Teders**

- May 4<sup>th</sup>-Spring Event. No venue yet.

#### **❖ Finance Committee-Adam Pope-Chairperson**

- Adam stated the Committee consisted of three members and they do the following:
  - Reviews the monthly financials that DAMC prepares. Prepares the Reserve Fund Analysis and the Annual Budget.
  - 2025 Budget:
    - Increase from \$350.00 a quarter to \$370.00 quarter. Operating \$212.00 and Reserves \$158.00. 132 lots charged.
- Reserve Fund analysis done annually. Currently \$1.2 million in the Reserves. Most are in CDs. High returns over the last 2 years thus taxes went up. Balance at year end 2025 approximately \$800,000.00

❖ **Newsletter**-No report

❖ **Oak Wilt —Jimmy Junkin**

- 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. HOA hired contractors to do trenching at this time.
- 5 lots have oak wilt.
- Walk your property and look at your trees. If you find anything, notify the committee and then notify neighbors.
- Remove dead trees.
- Any questions, call Jimmy.

❖ **DCCR Compliance-Mike Prado**

- No report.

❖ **Unfinished Business:**

- Deer-bucks looking ragged.

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

- Adam Pope and Joann Browne for their service

**Adjournment:**

❖ Jo Ann thanked all attending the meeting and then adjourned it at 12:10 p.m.

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President

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Secretary