

Highlands Ranch HOA

Board Minutes for Regular Meeting April 17, 2025

Meeting called to order by Cynthia Shafer at 6:03 pm.

Roll Call: Board present: David Thackrey, Adam Pope, Mary Teders, Michael Prado, Scott Smith and Cynthia Shafer. Non-board member committee chairs present: Pat Hopkins, Jimmy Junkin and Corrine Castillo. Other guests present: Jo Ann Browne, former President.

Appointment of officers and committee chairs. Cynthia called for discussion on appointment of officers and committee chairs. Discussion resulted in the following suggestions:

- President: Cynthia Shafer
- Secretary: Mike Prado
- Treasurer: Adam Pope
- Assistant secretary: Jimmy Junkin
- Assistant treasurers: Aaron DeWispelare and Jimmy Junkin
- ACC and Welcoming chair: Pat Hopkins
- DCCR Compliance chair: Scott Smith
- Finance chair: Adam Pope
- Oak Wilt chair: Jimmy Junkin
- Roads and Safety chair: David Thackrey
- Gates and Cameras chair: Jo Ann Browne (with other members being Pat Hopkins and David Thackrey)
- Beautification chair: Lil Rogers
- Social chair: Mary Teders
- Newsletter chair: Corrine Castillo
- Website members: Jimmy Junkin, Pat Hopkins, Cynthia Shafer, and Mike Prado individually or as a group

Other suggestions:

- For DCCR Compliance chair, ACC chair will provide him with all new ACC approvals for his use in identifying "possible" compliance violations and he will obtain help from DAMC to contact such members.
- For Gates and Cameras, (1) any of the committee members can approve repair expenses not exceeding \$2,000. They may also approve "emergency" repairs

above this amount (i.e., repairs that if not made timely will result in the gate system not working at all) and (2) Jo Ann to be in charge of obtaining information about anyone causing damage to the gate system and preparing a month report for the Board, with help from DAMC if needed.

- The Treasurer and Assistant Treasurers shall have authority individually or together to conduct any and all business with any financial institutions (e.g., banks and credit unions).

Motion was made by Mike Prado to approve all of the above items. Motion was seconded by Adam Pope. All directors voted for this motion. Motion carries.

Review Governing Documents. Cynthia asked that all directors thoroughly review the Bylaws, DCCR, and all board-adopted policies (all found on the HOA website), to use the DAMC portal for Board members when necessary, and to become familiar with our website and email system.

Executive Session per Section 209.0051 of the Texas Property Code to discuss confidential matters relating to individual members. None.

Regular Session for non-confidential matters. None

Approve prior minutes of Regular session for 2/27/25.

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

Committee Reports:

ACC, Gates and Welcoming – Pat Hopkins

- a. ACC Approvals: No ACC requests since last Board meeting.
- b. New members welcoming kits delivered:
 - Preston and Julie Woolfork, 27519 Ranch Creek
 - Darren and Carla Laws, 27207 Ranch Creek

Roads and Safety – David Thackrey:

- a. Road repair status.
Repairs to shoulders of roadways and replacing the entirety of Ranch Lane and sections of Ranchland View and Ranch Creek have been completed. Sides of roads disturbed by the roadwork will be repaired and seeded as needed.

David suggests having Hayden address the section of roadway at the entrance which has subsided over the drainage line running under the roadway. Assuming the cause of the dip is not related to a failure of the drain pipe, contingency money from the road repair contract should be adequate to complete this work.

Upon repair of entrance road, 3 – 4 bollards will be installed at the entrance turnaround to prevent cars from crossing the entry lane to gain access through the exit gate.

In late May or June, Hayden will complete the remainder of contracted work by crack sealing existing gaps and applying Liquid Road to Ranchland View and a small portion of Ranch Creek coupled with Fog Seal over the remainder of roadways.

Dividing lines and intersections will be repainted and missing buttons replaced.

- b. Per discussion above, it is requested that we have Hayden excavate a small portion of the sunken road outside the gate to determine the cause and what is needed to repair it.

Motion to approve by Mike, second by Adam, and all voted to approve.

c. Gate Damage.

Eva is still not updating the Gate Damage Report. But, from the general ledger, we know that the following cost of damages and reimbursements have resulted since the last update to the Report:

- \$17,874.24 payment in March 2025 from Progressive Insurance for damage to the exit gate on 9-18-24 by Ricardo Cortez.
- \$2,942.24 cost on 12-20-24 for barrier arm replacement. Not sure who damaged it (possibly related to the next item).
- \$3,533.28 insurance payment on 1-8-25 from Allstate for damages caused by Autumn Smith.
- \$403.54 reimbursed by a person named Laxton for damage on 11-22-24, but the damage is not listed on last Report.
- \$1,228.65 damage cost on 3-7-25. Not sure who.
- \$135.00 reimbursed on 3-12-25. Not sure who.
- \$933.13 reimbursed on 3-12-25. Not sure who, but might be related to the \$1,228.65 above.
- \$146.15 damage on 3-27-25. Not sure who.

As chair of the Gate Committee, Jo Ann has agreed to begin maintaining the Gate Damage Report.

d. Status of Gate Remotes.

David will contact Eva at DAMC to ascertain status of finalizing gate remotes inventory.

Finance – Adam Pope

- a.** March reports: Adam gave a financial report on 2024 at the Annual meeting and recently submitted comments on the March statements to Eva. He also documented all the CD maturity dates on his calendar so that he could address them all.

Adam may set up a Reserve Money Market (estimate \$10K to \$15k) in the Operating Fund in order to earn a little more interest, rather than leaving all cash in the operating cash account, which over time can be a large sum.

- b.** He stated that the Operating Fund has cash of \$141,280 at March 31 and a Due to Reserve Fund balance of \$106,410, which is the amount included in the operating cash that belongs to the Reserve Fund. Payments for the Reserve Fund road construction will first come out of this balance. Also, CDs that matured on April 13 and 14 totaling about \$302,000 have been moved to the Operating Fund cash account for use in paying for road construction. If more than the total of these two amounts is needed, there is also about \$200,000 in the Money Market account in the Reserve Fund. All of this totals about \$608,000. Any of this not needed for the roads will be reinvested in CDs.

- c.** 2025 Insurance: Coverages for the following have been purchased:

- Commercial Property Coverage through May 21, 2026
- Commercial Liability Coverage through March 8, 2026
- Directors and Officers Liability Coverage through March 8, 2026
- Commercial Umbrella Coverage through March 8, 2026

Oak Wilt – Jimmy Junkin. No report.

Beautification – Lil Rogers. No report.

Social – Mary Teders: Social event is rescheduled for June 29. Location still to be determined.

Mary is continuing to research an app to help our community with better communication.

Newsletter—Corrine Castillo: Corrine wants to consider requesting members to provide family information such as achievements, news, stories, etc. they would like to share within the community. She is also asking for input from the board members for the next newsletter.

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

Annual Meeting Follow-up. None.

Next Board meeting: 5-22-25 at 6:00pm

Cynthia adjourned meeting: 8:25 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Prado", written over a horizontal line.

Michael Prado, Secretary