

Highlands Ranch HOA

Board Minutes for Regular Meeting September 25, 2025

Meeting called to order by Cynthia Shafer at 6:12 pm.

Roll Call: Board present: Cynthia Shafer, David Thackrey, Adam Pope, Mary Teders, Michael Prado and Scott Smith. Non-board member committee chairs present: Pat Hopkins and Jimmy Junkin. Other guests present: None.

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 May 22, 2025.

Motion to Approve: Adam; **Second:** David; **Vote:** All For; **Motion carries.**

Committee Reports:

ACC and Welcoming—Pat Hopkins

a. ACC Requests (provided by email):

6/28/25 Mannapov 27604 Ranchland View - drain culvert dissipation rock pile

7/1/25 Blackmon 27514 Ranch Bluff - pool remodel and patio deck

7/13/25 Woolfolk 27518 Ranch Creek - front WI fence and stucco columns, left and right lot line ranch fence, concrete driveway between 2 lots

9/5/25 Crouch 9006 Highlands Cove - new swimming pool

UPDATE ON PROCESSING CURRENT ACC REQUEST

George Hill, 9022 Highlands Cove, submitted a Sept 9th ACC Request for a 10,485 sq ft structure (3 car garage, basketball court, and additional living area) on the front of his property that requires a 27' building setback variance on the standard front 100' building setback from the front property pins. Approximately 25% of the front left corner of the footprint will be in the setback variance. However, this property's front property pins are approximately 16' from the street so the proposed structure is 90' from the street. This 110' wide x 102' long x 30' high structure will match the existing home on exterior elevations (stucco, stone, and roof). Fortunately, there is thick cedar vegetation in the 100' building setback between the proposed structure and the street. If measured from the street, an 11' variance required.

Three ACC members plus one HOA board member visited the site Tuesday morning and met with George Hill and Joseph Keresztury (builder). to examine the building footprint. George Hill verified in a reply email that this gymnasium was for his own personal use (family and his kids) and not for business purposes.

Pat has a handout of the plat and building plans.

Pat to request input from HOA Attorney, Tom Newton

b. New members' welcoming kits delivered:

8/5/25 Ralph and Neta McMullen 9023 Highlands Cove (prior Amanda Elenes residence)

Roads and Safety—David Thackrey (provided by email):

a. Status of Road Work.

Fog seal for the remaining roadways is Scheduled for Sept 29 – Oct 2.

Still working on estimate to remove concrete deposits on Ranchland View.

Center lines, buttons and punchlist items worked after completion of above tasks.

Installed bollards in the crossover at the front gate to prevent cars from crossing over from the inbound lane. Got feedback from parents who drop off/ pick up children at the entrance. Met with them and discussed workable solutions.

b. Gate Access.

Due to continuing issue of members and guest gate access, Pat will inquire with Quality Gate Access Control about alternative means of controlled access.

Gates and Recordings—Jo Ann Brown (provided by email):

(1) Emergency Exit Road Gate.

The Country Bend water company has been leaving the gate in Highlands Ranch unlocked. Jo Ann has discussed this with them and gotten their agreement to be sure it is locked. However, this has been discussed with them more than once. As we cannot trust that they will keep it locked, the Board must decide what action it will take. One suggestion is to place a sign at the gate stating that the HR Board will change the lock or the combination when they leave it unlocked, thus requiring them to contact DAMC or a Board member to gain entry again, or to gain access to the water well by coming through the HR regular entry. Another option is to have them sign a written agreement whereby they agree that the Board can take certain actions if they do not lock it. In taking any action, the Board must be careful not to violate the Easement Agreements between the water company and HR.

Pat and David will develop signs and post at both Emergency Road Gates informing water company if they continue to leave gate unlocked, they will be denied access via the emergency road and will be required to call DAMC or a board member to obtain the lock code or use the Main Entrance for access.

Motion: Adam; 2nd: Cynthia; Vote: All For Motion Carries

Finance Report—Adam Pope (provided by email).

(1) 2025 Financial Reforecast of income and expense.

Adam and Jimmy provided the Board a reforecast using actual results through June 30 and estimates for July thru December. For Operating, the 2025 budget was a net income of \$2191, while actual thru June was \$2115. However, the estimate thru December 31 is a net loss of \$18420 (\$38800 in 2024) This is mostly due to actual expenses exceeding budget for professional fees by \$12000 and gate repairs by \$17400 in 2025. 2024 had a gate expense of \$17874, which was recovered in 2025 and recorded as income. So, the following compares 2025 and 2024, showing actual net loss, adjusted to derive a more normal net loss:

	<u>2025</u>	<u>2024</u>
Actual net loss	-18420	-38861
Insurance recovery	-17874	17874
Professional fees—not normal portion	<u>15000</u>	<u>.....</u>
More normal net loss	-21294	-20987

The total for 2024 and 2025 is \$42261. This is not sustainable, without large increases in assessments. Therefore, the Boad needs to one or more of the following, or others:

- Decide what expenses can be reduced and/or decide to approve larger increases in assessments. Some expenses to look at include professional fees, gate repairs (mostly the arm), landscaping maintenance, and tree trimming. But, even with cuts in these, this probably will not be sufficient to keep assessment increases down to prior years' levels. Also, to have covered the Operating "more normal net loss" in either 2024 or 2025 with assessments, it would have required a \$50 increase per quarter rather than the actual \$10 increase in each year.
- On the gate expenses, as the arm is hit mostly during daylight work hours, the board decided on 9-16-25 to use it only during the night.
- Consider modernizing the entire gate system. Look to see if a newer system will close the gate much faster (although this would probably incur an upfront significant cost).
- Adopt an annual budget for Operating that shows total expenses that do not exceed total income. Then, if during the year, the board sees that expenses in any category will run above the budgeted amount, board could take action to stop expenses for that

category, unless other items are running below budget. For example, if gate repairs are exceeding budget, the board would stop using the arm for the rest of the year (or only during daylight hours) to avoid more repairs for damages.

See Roads and Safety, item b. above.

(2) 2025 Assessments.

In addition to the 2025 reforecast, the Board has also been provided a copy of the Reserve Fund projections prepared in 2025. The projections show a suggested increase of \$15 per quarter for each of the Reserve and Operating funds (\$7920 annually for each). However, this is most likely not enough for the Operating fund. Thus, it is now suggested that the 2026 increase per quarter be \$25 for Operating and \$10 for Reserve. This may still not be enough for Operating, which means that the Board will still need to look at reducing some expenses, as discussed under the 2025 Financial Reforecast item.

Board recognized that 2024 and 2025 shortfalls were primarily a result of unexpected operating fund spending for professional fees related to road work and gate/arm repair costs. It was also suggested that future reserve funded projects should include a line item for professional fees and not be taken from current year operating funds. Adam and Jimmy were asked to re-evaluate the assessment fee increase and report again at the next board meeting.

DCCR—Scott Smith.

a. Change title of DCCR Compliance Officer to DCCR Chair

Scott has requested that this title be changed to match other Chair Positions.

Motion: Adam; 2nd: Cynthia; Vote: All For: Motion Carries

Oak Wilt—Jimmy Junkin

No report

Beautification—Lil Rogers (provided by email)

- Would like to find another company to do the weed control and grass fertilization for the front of the neighborhood. Contacting Emerald Lawn Care Services for a bid but would like at least one or two others. If anyone can recommend a company to contact, that would be appreciated.
- The tree trimming by Panache is complete. It did not go quite as easily as normal, but ultimately the job was done well.

- Ranchland View island has a recently planted cactus that has died. Lil will follow up with Panache.
- Spoke to Moore Irrigation, Panache, and McTurf (the grass company that we most recently bought grass from) about the discoloration/dead looking grass at the front of the neighborhood, most notably on the right entrance side when you are inside the gate. All 3 of them said it was due to a lack of water. This year has been a moderate year so far as heat and rain are concerned.
- Moore Irrigation believes that our irrigation system does not have the capacity to water any more than it already does. Without doing anything “official,” they suggested that we get an additional holding tank so that we could water more. Panache told Lil that they purchased a holding tank for their offices about 3 years ago and it was about \$15k. No action taken regarding this, but Lil said that she believes that our trees on the right will continue to grow and provide more shade, yet she feels like adding an additional holding tank would be very wise.
- Recommending that, at a minimum, we get some pricing and see what the real cost would be.

Cynthia will obtain our current irrigation watering settings.

Pat will obtain a second estimate for an additional water holding tank.

Social—Mary Teders

- Halloween Hayride and Pot Luck – Friday ,October 31 5:30 -8:30. Invitations to be sent soon.
- Women who Wine - Meeting Monthly.

On average 10+ attendees. Next meeting Oct 16.

- Men Monthly Meeting?

Pat to inquire/contact potential host for a Men’s Football Watch Meeting.

Newsletter—Corrine Castillo.

Jul – Sep Newsletter emailed to members Sep 16.

Ratification of actions taken by board between formal meetings (e.g., via email/Zoom/in person).

A. Contract with Steve Brown.

Steve's contract for supervising the entire payment was \$11350. As of August 31, the total paid was \$23470. This consists of the contracted \$11350, plus \$8300 for time spent in excess of the \$11350, plus \$3840 to supervise the repair the dip outside the gate. The Board previously by email approved the excess and additional charge. These decisions need to be ratified.

Motion: Cynthia; 2nd: Mary; Vote: All For; Motion Carries.

1. Other Business.

A. Amendments to Bylaws and DCCR.

Tom Newton provided customers of DAMC with information about the 2025 changes in law by the Texas legislature and also conducted a Zoom meeting to discuss. Jimmy made the revisions to the Bylaws and DCCR and provided a copy of the revised documents to the Board. He then had Newton review the revisions and made a few changes provided by Newton. A Summary of Revisions was then sent to all HOA members for them to provide any comments by September 5, as required by Section 12.01 of the Bylaws. No comments were received. The documents were then provided to Cynthia and Mike for final review. The Board is now asked to approve the final documents, which will be provided to Newton for filing with Bexar County.

Motion: Adam; 2nd: Scott; Vote: All For; Motion Carries.

B. Other.

None

Next Board meeting: 10-23-25 at 6:00pm

Cynthia adjourned meeting: 8:40 pm.

Respectfully submitted,

 23 Oct 2025

Michael Prado, Secretary