

Highlands Ranch HOA

Board Minutes for Regular Meeting January 22,2026.

Meeting called to order by Cynthia Shafer at 6:15 pm.

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

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 December 04, 2025.

Motion to Approve: Mary; **Second:** Adam; **Vote:** 6 - 0; **Motion carries.**

Committee Reports:

ACC and Welcoming—Pat Hopkins

a. ACC Approvals:

12/21/25 Manapov, 27064 Ranchland View, revised ranch perimeter fence, with 7' variance on Ranchland View 25' front fence setback.

b. New members' welcoming kits delivered:

Nothing to report.

Roads and Safety—David Thackrey:

a. Status of Road Work.

Final payment was made to Hayden releasing the 10% retainage for the roadwork completed in 2025 after receiving all required documents. Those costs should be included in 2025 business even though payment was made in January.

Hayden recommended that we consider periodically cleaning of our streets to extend the life of the roadwork recently completed. Over time, loose rocks and debris can wear down the coatings recently applied, reducing the expected life of the product. There is also an aesthetic aspect to keeping our streets looking clean.

I propose the board consider cleaning our streets on some periodic basis. I requested a quote from Texas Site Services (see attached) with options to perform one time and periodic road cleaning services.

Motion for David to arrange a onetime cleaning of all Highlands Ranch roads Cleaning to be scheduled after April 18, 2026 (date of Bulk Item Pick-up).

Motion: Scott; **Second:** Adam; **Vote:** 6 - 0; **Motion carries.**

Related to this, as we are all aware, there are several construction projects currently in progress that are messing up our roads. Mannapov recently poured a significant portion of their driveway this week which should resolve the issue on Ranch Crest. The other projects still have issues. DCCR Article III, Section 27 requires that damages caused by a resident's contractor is the responsibility of the resident if the contractor does not pay for damages. I think the Board needs to consider adding some kind of language in approval of construction projects that they will be responsible for maintaining the integrity of our common areas.

Finally, we had two instances since we last met of vehicles attempting to enter the property through the exit gate. Maybe more. These were just the ones that were witnessed. The barricades placed in the turnaround did not stop them. Maybe it is because they are temporary, not sure. If they don't work, we should remove them. We do need to consider other measures before someone is injured.

Motion for David to research cost of installing/using 6 inch bolt down rubber bumps/curbs instead of the unsightly bollard barricade currently in place at the entrance turnaround. The board believes, this would further deter and hamper vehicles attempting to enter through the exit gate.

Motion: Mary; **Second:** Scott; **Vote:** 6 - 0; **Motion carries.**

Gates and Recordings—JoAnn Brown (provided by email):

1. New wooden arm, new photo eye and mother board was put into Service on December 22, 2025. It was paid for via their invoice on December 19, 2025 so they could order the parts.
2. Six (6) hours after the new wooden arm was put into service on December 22, 2025, it was broken by a resident. Eva has already been sent a letter and an invoice with the full amount to replace the wooden arm and the Service for doing it. Additional detail contained in the Executive Session Minutes.
3. On January 2, 2026, a delivery was being made in the development, and the Dillards truck hit the arm and broke it. Eva has already spoken to the manager, and everything is in the process to get us repaid for the arm that we had replaced.

Steve Schonefeld offered to build and install the wooden barrier arm for \$100. He will buy the 1' x 4" x 16' softwood board (already primed with white paint) from Home Depot, cut it to 12' and then apply warning decals.

We agreed that he will bill the HOA per installation, after a barrier arm has been broke,
Currently QA coat is: arm \$490 + tax 30.61 + service call to replace arm \$190 = \$670.61

A spare arm with tool(s) has been prepositioned near front gate for basic arm replacement by pre-identified residents (system key required).

Suggestion made for Jimmy to revise the Policy on Charges for Damage to Gate Structures as the Board has decided to revert back to the wooden barrier arm.

Motion: David; **Second:** Scott; **Vote:** 6 - 0; **Motion carries.**

Action Items:

Closed – Convert entrance into 2 lanes (residents/public). Not feasible.

Open – Research alternative Entry Systems.

Open - Research the relocation of arm to outside of gate.

Finance Report—Adam Pope.

(1) Most recent financial reports.

Increased HOA Assessment of \$395 per quarter became effective January 1, 2026, with \$232 going to the Operating Fund and \$163 going to the Reserve Fund. The assessment increase for 2026 is primarily focused on boosting the Operating Fund to cover increased expenses. \$20 of the \$25 increase will go to Operating and \$5 will go to Reserves.

Adam has started work on the 2026 Budget and will be sending out requests for budget expenses to incorporate into the budget planning.

DCCR—Scott Smith.

Nothing to report.

Scott and Pat to inquire a potential DCCR compliance issue with a homeowner. Additional detail contained in the Executive Session Minutes.

Oak Wilt—Jimmy Junkin

Jimmy to send out Oak Wilt Season (Feb – Jun) reminder to residents.

Beautification—Lil Rogers (provided by email).

Nothing to report.

Action Items:

Closed – Obtain entrance irrigation schedule for possible adjustment. System optimized to current maximum water availability.

Open – Research cost to add a second water tank to system to meet required entrance watering demands.

Social—Mary Teders

Women who Wine - Meeting Monthly.

Weekly Canasta Social

Potential men socials forthcoming.

Newsletter—Sherry Ungashick.

Corrine Castillo resigned her position. Sherry has replaced her as the Newsletter Chairperson. The Board Thanks Corrine for the service she provided in the distributions of information to the residents of Highlands Ranch.

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

Nothing to report.

Other Business.

A. Annual Meeting.

Date: Saturday, March 21, 2026 at 10am. Approved at last meeting.

Location: Bevy Hotel, Boerne.

B. Discuss Nomination Status.

Nominating Committee: Members have until February 3, 2026 to provide suggested candidates to the Committee. Only one (Cynthia Shafer) has been submitted as of this date.

However, the Committee has contacted two additional members who have expressed interest and will be meeting with them soon. A selection of at least two nominees will likely be made by 2-10-26.

C. 2025 Annual Meeting Minutes.

Approve 2025 annual meeting minutes to be presented to the members at the 2026 annual meeting. These were previously sent to the Board for review.

Motion:_Adam; **Second:**_Mary; **Vote:** 6-0; **Motion Carries**

D. Documents to be sent to members.

Over the next month, the Notice of Annual Meeting and other documents will be prepared for sending to all members on about 2-20-26 (30 days prior to meeting). Two items to be voted on are:

1. Two directors for the open board seats.
2. Continuing use of IRS Revenue Ruling 70-604 to allow for the use of Federal tax form 1120, rather than 1120-H, when and if such use is beneficial.

E. 2026 Tiger Sanitation Bulk Pick Up date is April 18, 2026.

F. Executive Session.

Cynthia excused guests Sherry Ungashick and Carla Laws and then opened the Executive Session to discuss confidential matters, details of which are documented in the Executive Session minutes. This included the following:

1. The issue of a resident breaking the gate wood arm.
2. The ratification of letters sent to some owners on October 24, 2025, regarding trees infected with oak wilt and dead trees.

Next Board meeting: 02-26-26 at 6:00pm

Cynthia adjourned meeting: 8:30 pm.

Respectfully submitted,

 26 Feb 2026

Michael Prado, Secretary