

**Minutes of the Annual Meeting of
The General Membership of
Bexar County Highlands Ranch Homeowners Association, Inc.
March 21, 2026**

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 Cynthia Shafer, 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 54. Therefore, quorum requirements were met.

Introduction and Opening Remarks:

Cynthia Shafer thanked everyone for attending and stated the following:

- ❖ Housekeeping items:
 - Food, drinks, & restrooms.
 - Please silence your phones. This will allow the person who has the floor to speak uninterrupted.
 - If you would like to say something or have a question – please raise your hand so I can acknowledge you. Once recognized, please give your name and state your question.
- ❖ The HOA's website is www.highlandsranchhoa.org. To access all confidential information on the Members page, you need to use the password "hrhoa78006" (in lower case letters).
- ❖ There is a sign-up Sheet at the sign-in table for our: --Committees: ACC; Beautification; Oak Wilt; Social; Roads & Safety; and Gates. For ACC, see the Notice Requesting Volunteers to Serve on the ACC sent to you.
 - Clubs: Book; Gardening; Wine; Canasta and Mahjong. Please contact the Board if you want to start a new one.
- ❖ There is a sheet 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 thank you for attending.

Cynthia Shafer introduced the Board and Committee Chair members:

Directors and Officers

Cynthia Shafer (President)
Michael Prado (Secretary)
Adam Pope (Treasurer)
Mary Teders (Social Committee Chair)
David Thackrey (Roads, Safety and Gates Committee Chair)
Scott Smith (DCCR Compliance Chair).

Other Committee Chairs and Officers:

Pat Hopkins (ACC, Gates, and Welcoming)
Lil Rogers (Beautification)
JoAnn Browne (Gates)
Sherry Ungashick (Newsletter)
Jimmy Junkin (Oak Wilt, Assistant Secretary and Assistant Treasurer)
Aaron DeWispelare (Assistant Treasurer)

Guests

Eva Hecox-Association Manager with DAMC.

Jennifer Deyne-Administrative Assistant with DAMC

First order of business—Cynthia Shafer-President

- ❖ In case some of you need to leave early, we will first handle the voting for:
 - 2026 Directors
 - Use of tax form 1120, if beneficial
- ❖ After the voting process is complete, we will handle other business.

Proceed with Voting---Cynthia Shafer

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 at Diamond and vote online. For those not voting online, a paper Ballot can 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.

There being no nominations from the floor, ballots were cast.

The meeting will be recessed for 10 minutes while Ballots are completed.

Approval of Minutes

A motion was made and seconded to approve the minutes of the Annual Meeting of March 22, 2025, as presented Motion passed.

REPORT OF PRESIDENT ----Cynthia Shafer

The Board usually meets on the 4th Thursday of each month unless changed for any reason. The Board does not meet June, July, August or December, but handles any necessary actions via email.

Acknowledged the following:

- ❖ Gate Hit Squad-These are the men who fix our gate arm every time it is hit by someone trying to sneak into our subdivision by tailgating. Steve Schonefeld, Larry Hicks, Pat Hopkins, David Thackrey, David Cerminaro, and Michael Prado
- ❖ Volunteer gate committee-(Preston Woolfolk, Barney Smith, Carla Laws, Caroline Tucker, Tommy Springfield, Janet Young, Nina Harwood, Phil Miller, Clint Powell, Pat Hopkins, Larry Hicks, Steve Schonefeld, and Don Rogers> This group was tasked with coming up with solutions on how to eliminate or cut down the numerous times the barrier arm was constantly being hit.
 1. Great ideas – some to cost prohibitive. So those are not feasible.
 2. One lane for guests/one lane for residents. Not possible.
 3. Put the arm in front of the iron gates instead of behind the iron gates. For future consideration.
 4. Replacing the manual keypad with advanced technology. Costly but being looked at. Since then, being hit by lightning, we had to re-access the situation.
- ❖ New Virtual Security System at front gate to be installed by end of March. This is an app driven system.
- ❖ Will be doing away with Intruder Alert.

INTRODUCTION OF COMMITTEE CHAIRS—Cynthia Shafer

- ❖ First, I would like to thank all of the committee volunteers and the work they each do. Some committees are more active than others.

COMMITTEE REPORTS:

❖ ACC-Pat Hopkins-Chairperson

- New Retail coming to the right-hand side of the entry road. Heritage Oak tree is protected.
- Retention ponds change. Jimmy Junkin asked Steve Brown to talk to the engineer. Changes size of drainage pipe.
- ACC-Done electronically. There are 8 members. They now approve new construction and secondary construction. Approved 15 projects-fences, painting, pool, garage casita, metal roof concrete curb.

❖ WELCOME COMMITTEE-Pat Hopkins-Chairperson

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

❖ BEAUTIFICATION-Lil Rogers

- Grass at front needs to be watered more.
- Need new holding tank.
- If you see something, let her know.
- Need volunteers to pick up trash.

❖ SOCIAL COMMITTEE---Mary Teders.

- Going to continue to chair. Recommending-Block Party, Trunk or Treat?

❖ ROADS AND SAFETY---David Thackrey

- The road work is completed. Did a complete replacement on Ranch Lane. Did repairs throughout the neighborhood and did a fog seal. This has pushed out major replacements many years. Cost was \$585,000.00.
- 2026-Orange pylons put up at entry to prevent vehicles from entering through the exit gate
- Speeders-established a policy for fining. Lot of monitoring.

❖ GATES---Jo Ann Browne (David Thackery will report for Jo Ann)

- Emergency exit was opened during the ice weather.
- Gate Arm-Being replaced when hit. @ have paid recently
- Suggest moving arm in front of metal gate in the future.

❖ FINANCE---Adam Pope and Jimmy Junkin

- 2026 Increase to operating expense
- Reserve just updated \$965.00. Budgeted \$650.00 for streets in 2025 but cost was \$607,000.00-under budget.
- Over budget on gate supplies/repairs. Went from breakaway arm to wooden arm.
- Net income \$13,000.00. Budgeted 3.4% earnings.

❖ OAK WILT---Jimmy Junkin

- Disease in 2017 did treatment.
- 1 lot has oak wilt.
- 4 more lots have had oak wilt and have treated for it.

- Suggestions: have someone come out once a year to look at the trees.
- If you have it let them know and treat it.
- Be sure you seal any cuts.

❖ **VOTE RESULTS**

- Directors; Cynthia Shafer and Carla Laws.
- Tax Form 1120-Votes were tallied and the vote was 52 Yes and 2 No.

❖ **OLD BUSINESS:**

- None

❖ **NEW BUSINESS**

- Mike Prado-After approved minutes will be posted to the website.
- ❖ We would like to recognize and thank the Directors whose terms ended. Thank you May Teders and Cynthia Shafer.
- ❖ Thanks to everyone for coming
- ❖ **Adjournment:** There being no further business the meeting was adjourned at 11:56 a.m.

President

Secretary