Highlands Ranch HOA

Board Minutes for Regular Meeting April 23, 2026

Meeting called to order by Cynthia Shafer at 6:02 pm.

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

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
- Vice President: Carla Laws
- Secretary: Michael Prado
- Treasurer: Adam Pope
- Assistant secretary: Jimmy Junkin
- Assistant treasurers: Aaron DeWispelare and Jimmy Junkin
- ACC and Welcoming chair: Pat Hopkins
- DCCR 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: Caroline Tucker
- Newsletter chair: Sherry Ungashick
- Website members: Carla Laws, Jimmy Junkin, Pat Hopkins, Cynthia Shafer, and Michael Prado individually or as a group

Other suggestions:

- Grant authority to those officers named above as treasurer and assistant treasurers to conduct any and all business with any financial institutions (e.g., banks and credit unions.)

- Grant authority to each committee chair to select members of their committees if not stated above, but not to exceed a number if such number is stated in the Bylaws. The ACC Chair must consider any volunteers for the ACC, but is not required by the Bylaws to select any such volunteers.

Motion was made by David Thackrey to approve all of the above items. Motion was seconded by Scott Smith. 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 2/26/26.

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

Committee Reports:

It was reiterated that Committee Chairs who will not be present at a Board Meeting, shall provide any reports and inputs to the Board prior to Meeting to ensure committee items will be addressed by those present.

ACC, Gates and Welcoming – Pat Hopkins

a. ACC Approvals:

Burdin, 27515 Ranch Bluff, 4-H annual project, 3 Dorper lambs
note - this is an extension of the original 9/18/2018 4-H approval.

b. New members welcoming kits delivered: None.

DCCR – Scott Smith. Nothing to report.

Roads and Safety – David Thackrey:

a. Roads.

Received the materials for the divider at the front gate turnaround. Getting a couple of bids to install the rubber curbs. David suggested and the Board agreed to wait a couple of weeks until things settle down with new entry system before installing the new curbing so as not to introduce any additional confusion.

The Board had been discussing bringing out a company to sweep off our roads after the bulk trash pickup. Given the recent rains, which appears to have washed away much up the debris, the Board decided to hold off and save the money.

b. Ranchland View Speed Sign.

Discussed in Executive Session as it concerns a member.

Gates – Jo Ann Browne:

a. The Board with 4 votes via email, approved the purchase and installation of a new Front Entrance Control System. Ratification of this action is addressed below.

b. New Entry Control System installed and operational as of April 20, 2026. Gates to be open during the hours of 7am - 9am, M – F, as was previously determined. Barrier arm will remain open for a few extra days as to allow members to become familiar with the new system. The Board decided the barrier arm will be open during the same hours as the gates effective April 27, 2026.

c. Carla is developing a Gate Operation Quickstart PDF Guide for members.

Finance – Adam Pope

a. Latest reports from DAMC

- March 2026 Management Reports were completed on 4/20/26.
- No issues, just a couple of accounting adjustments.

b. Share Certificates

- Three Certs are coming due in May:
- 05/11/2026 $65,316.68 at Security Service
- 05/15/2026 $65,302.41 at Randolph-Brooks
- 05/21/2026 $108,972.14 at Generations
- I will need Jimmy and Aaron to go with me to handle the Generations FCU renewal in person. Generations FCU requires that everyone listed on the account to be present when making any changes. Credit Human also has this requirement.

c. Property Insurance

- 2025-2026 $2,258.28 was paid earlier this year.
- We just received our quote for 2026-2027 and it remains the same at $2,258.28. I recommend we move forward.

d. Gate Keypad Upgrades

- Costs for the upgrades:
  - $9,120.07 for the myQ unit and installation
  - $2,432.92 for the ethernet cable, trenching and installation.
  - Total: $11,552.99
- We are paying this out of our Reserve fund. We only budgeted $6,000 this year so we will be over budget.

e. Income Taxes

- We overpaid our 2025 taxes by $7,228. We made quarterly payments across 2025 and at the end of the year we discovered that we were able to take advantage of the IRS Form 11-20-H again.
- We are going to lower our payments this year to avoid overpaying.

Oak Wilt – Jimmy Junkin. Nothing to report.

Beautification – Lil Rogers.

Proceeding with the installation of an additional water tank which is required for sufficient watering of entrance landscaping while minimizing potential irrigation pump damage resulting from lack of water.

Social – Caroline Tucker:

Women Who Wine – April 30, 530pm.

Men's Get Together - TBD

Summer Social – Saturday, June 6, 2 – 5pm, Richter Tavern, Boerne.

Newsletter—Sherry Ungashick:

Next Issue – End of May. Member's input requested (news, info ...).

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

a. Ratify Quality Access installation of a Liftmaster (MyQ Community compatible) Entry Control System approved via email with 4 votes on 03-17-26 by Cynthia, Scott, Adam and Michael. System to be connected to Internet via WiFi.

   Motion: Adam; 2nd: Scott; Vote: All for. Motion carries.

b. Ratify Quality Access installation of a Liftmaster (MyQ Community compatible) Entry Control System internet access via ethernet not wifi. Approved via email with 6 – 0 vote on 04-08-26.

   Motion: Adam; 2nd: Scott; Vote: All for. Motion carries.

Annual Meeting Follow-up.

Approve 2026 Annual Meeting Minutes.

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

Next Board meeting: 5-28-26 at 6:00pm

Cynthia adjourned meeting: 8:40 pm.

Respectfully submitted,

28 MAY 2026

Michael Prado, Secretary