

Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

Saturday, October 16, 2021



The Board of Directors of Fort Clark Springs Association Inc., met in a regular session on Saturday, October 16, 2021, in the Boardroom, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:00 a.m. by President Travis Huey, who was using Zoom. The following directors constituted a quorum: President Travis Huey (Zoom), Vice President Linda O'Brien (present), Treasurer Bill Herman (present), Director Memo Guzman (present). Secretary Robert Mumme (Zoom). Also present were Executive Officer/General Manager, Alan Peterson and Executive Secretary, Julie Moreno.

APPROVAL OF MINUTES from Regular Board Meeting on September 18, 2021. **Motion to Approve Minutes by Treasurer Bill Herman; 2nd Vice President Linda O'Brien. Motion Approved Unanimously.**

President Travis Huey called for a motion to approve the minutes of the Executive Session Meeting with the Architectural Committee on September 28, 2021. **Motion was made by Secretary Robert Mumme and seconded by Director Memo Guzman. Motion passed unanimously.**

SECRETARY'S REPORT: Secretary Robert Mumme stated there was no correspondence at this time.

TREASURER'S REPORT: Treasurer Bill Herman reported for September, 2021:

- I. Total Cash on Hand as of October 15, 2021
 - A. Total Cash on Hand - \$757,398.42

- II. Breakdown of Restricted Fund
 - A. Letter of Credit - \$152,000.00
 - B. Owed to Preservation Fund - \$1,831.00
 - C. Available to Fort Clark Springs Association - \$345,557.71
 - a. Total Balance of Restricted Fund is \$411,840.71.

- IV. Motel Revenue
 - A. Room Count - 648
 - B. Monthly Income - \$53,390.00

- V. Member Services Report for September 2021
 - A. Total Revenue Member Services - \$3,975.00

- VI. Collections Report for September 2021
 - A. Total Collected Current Month - \$12,452.00
 - B. Total Collected Previous Month - \$14,916.00
 - C. Total Collected Previous Year Comparison - \$13,857.00

- VII. Fort Clark Springs Association Profit and Loss / Balance Sheet

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- A. Current Month
 - a. Total Income \$217,349.14
 - b. Total Expenses \$154,754.56
 - c. Net Income / Loss Before Depreciation/Bad Debt \$62,467.53
- B. Year-to-date
 - a. Total Income \$2,312,786.17
 - b. Total Expenses \$2,260,156.07
 - c. Net Income / Loss Before Depreciation/Bad Debt \$52,630.10
- C. Balance Sheet Year-to-date
 - a. Total Assets \$1,195,303.22
 - b. Total Liabilities and Equity \$1,195,303.22

EXECUTIVE OFFICER/GENERAL MANAGER REPORT: EO/GM Alan Peterson reported because of DPS (Department of Public Safety), the hotel is going to be generating revenue for the foreseeable future. The \$53,000.00 in revenue the hotel brought in the previous month is easily 40% than any earnings at the motel. They will continue to occupy rooms at the hotel through the end of the year. The new internet is now up and running at the RV Park. It is on a user basis, so the rates will be going up. RV Park breakfasts will resume October 30, 2021. In the recreation area, Sherri had a good night at the pumpkin patch with over \$300.00 in revenue. Dickman Hall business has increased incrementally since it opened. Hotel software should be installed by the end of the month. We are waiting on the hardware to input credit cards. Budget data has been entered into Quickbooks Online. Staff is looking forward to working with the new accounting firm to move data from the Black System, hotel and golf programs into one server. The hunt has started and has been very successful so far.

COMMITTEE REPORTS:

Airport Committee: Committee filed their report via email to fcsa@fortclark.com. Report was read into the record by Secretary Mumme. - The winter pilots should be coming back late this month. Two pilots visited the Fort - one prospective member and one guest of a member. The airfield has been mowed twice. As a result of the massive storm that blew through, the wind sock on the main hangar is destroyed and will need to be replaced. The estimated cost is \$250. Pilots will be purchasing a replacement this month. The doors on the hangar are once again having issues opening and closing. Further maintenance to the doors will be accomplished this month as well. The light at the hangar remains inoperable, and we have not been provided any updates on when/if it will be repaired. On Sunday, two illegals walked across the airfield into a members yard. Kinney County Sheriff's Department and Border Patrol responded quickly to apprehend them. Fort Clark Springs Airport Committee (74TX). Received Thursday, October 14, 2021 at 8:02 AM.

Architectural Committee - by Memo Guzman: Director Memo Guzman reported that the Architectural Committee texted him their report. Since resuming meetings on October 5th, we have returned 2 permits for missing information and approved 3 permits.

Golf Committee - by Secretary Robert Mumme for Katie Brown: Committee filed their report via email to fcsa@fortclark.com. The 2nd Annual Ladies Las Moras Tournament is October 16. Call the Golf Course for more information. The Kinney County Church Alliance 7th Annual Golf Tournament will be at 10 AM

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on October 30th. They will have two person teams at just \$20 per person. It will be a fun format; scramble, shamble, and alternate shot. A meal will be served after. Prizes to be had. The committee is accepting bids for restroom repairs. Money has also been set aside for greens mower repairs. Have a blessed week!
Respectfully submitted, Katie Brown. Received Monday, October 11, 2021 at 4:52 PM.

Preservation Committee - by Secretary Robert Mumme for Phil Coburn: Committee filed their report via email to fcsa@fortclark.com. We have been unable to find out how much money is in our account. However, we are reasonably certain that we have enough to start on the hospital. I will be meeting with our contractor to get his cost estimate on painting the center section (the two story part) and if we can afford it, we'll get it done. The rest of the building will get done as funds permit. Respectfully submitted, Phil Coburn, President HBRC.

Recycle Committee - Helena McBride: In Mid-August forty bales of boxes and four bales of plastic shipped. We Received \$519.00, but Waste Management raised their rates by fifteen percent, so it cost \$575.00 to have the truck come down to get the recyclables. We currently owe them \$107.68.

Las Moras Restoration Project - by Helena McBride for Chris Hale: LMRC is continuing to make arrangements for various repairs at the pool and spring, such as a cracked and broken wall and the rusty inlaid gate at the spring pond entrance to the pool. Looking further down the line, we are looking at replacing the sidewalk around the kiddy pool area. These repairs are prioritized based on funds available and contractor scheduling. In some cases repair plans need input from the Texas Historical Commission. The committee would like to help with installing the old light pole on the section of sidewalk that has been repaired, but the Administration is asked to select the paint color for the committee.

Election Committee - by Sandy Hagen: Chairperson Sandee Hagen introduced the members of the Election Committee. Committee members are: Sandee Hagen (chair), Frances Bitter, Barbara McFadden, Ann Barron, Ana Rodriguez. Constance Kilgore will serve as an alternate committee member.

Mrs. Hagen and the committee finished the 2021-2022 Election Cycle Dates form. They were included in the Board packets and shared with the membership. Director Memo Guzman asked several questions as to who had the right to run for the Board. Mrs. Hagen answered those questions with answers from Chapter 209 of the Texas Property Code. President Huey did stress to the membership that if members did not receive their assessment payment coupons, that means their correct address is not on file with the Association. It is the members responsibility to make sure their current address is on file. If this is not corrected, their election ballots cannot reach them.

By-Laws Committee - by President Travis Huey: This Committee is still on pause in the effort to open up our documents and to be able to change them.

COMMUNITY COUNCIL REPORT: Submitted by Kathleen Warm on Monday, October 11, 2021 at 10:40 PM via email. The following issues were discussed at the October 9, 2021 Community Council Meeting. GHOSTLY TOURS - Oct 29 and 30. Wagon tours start at 7:30 PM. Last tour is at 10:30 PM each night. Personal Golf Cart Tours are available at 2 people for \$7.00 or 4 people for \$12.00. Reservations are highly recommended and can be made through the Fort Clark Community Council and Fort Clark Days facebook pages. FORT CLARK DAYS - 2 canvas tarps have been purchased to shield the reenactors from the weather. The committee is looking for a donation of four - 8' - 2x2, two - 12' - 2x4, and two - 8' 2x4. We are also looking for 12' thistle tape and meta spikes. Last day to donate materials is February 1, 2022.

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Contact Bob Hendricks. His information is on the Fort Clark Days website. The Community Council will decorate the front entrance to the Fort this weekend. We will also be decorating Dickman Hall and the Hospital the Weekend of November 23. The next Fort Clark Days committee meeting is Wednesday, October 27, 2021 at 6:00 PM at the Adult Center. Everyone is welcome to come, learn, and volunteer. CANDIDATE FORUM - Community Council is happy to host and monitor the "Meet the Candidates Forum" at the February 2022 Community Council Meeting. Respectfully, Kathleen Warm, CC Secretary. Allson Watkinson explained how the QR code works with the flyer to open the reservation sight for Ghostly Tours.

OLD/UNFINISHED BUSINESS:

Tabled Item 1: Rules & Regulations Change - Dogs Barking. This issue will need to be combined with a change in some other areas of the Rules & Regulations. No action will be taken at this time. **This item will continue to be tabled.**

Tabled Item 2: New Lease for Wastewater Treatment Area. President Travis Huey summarized the issue and how it came before the Board. This is something we are continuing to work on. Currently, we are working with our current HOA attorney to make sure our judgement is sound and that a decision that represents the best interest of the members is finalized. **This item will continue to be tabled.**

Tabled Item 3: Reinstating Reveille and Taps. We have not had time to look into this. **This item will continue to be tabled.**

Tabled Item 4: Las Moras Springs Conservation Association Digital Information Sign - Lease Agreement. President Travis Huey asked if we were ready to take action on this item. Treasurer Bill Herman said he thought we should leave the item tabled. Vice-president Linda O'Brien asked if we were waiting to see if the Connolly family could get the 501c3 status approved. Secretary Robert Mumme expressed that he thought enough information had been provided to act on this issue. Secretary Robert Mumme made a motion to approve the lease agreement contingent that the 501c3 status be approved for the organization. The motion died from lack of a second.

DISCUSSION ITEMS:

Discussion Item 1: Establish Capital Budget Requirements. President Travis Huey expressed an interest in taking profits from our revenue areas and sinking money into those areas that can be brought up to usable capacity to increase revenues. Executive Officer/General Manager Alan Peterson told the Board that a list of capital items had been sent to the Board members to see the work that has been done and how it was prioritized. Executive Officer/General Manager Alan Peterson explained that we should complete the conversion to Quickbooks Online and then have a workshop to see how we would like to spend some capital funds over the next fifteen months. President Travis Huey would like to see a Board Resolution establishing a capital budget. Then carry the discussion over to Commercial Accounts.

Discussion Item 2: Establish Commercial Accounts. Discussion on Commercial Accounts will be incorporated into a workshop a few months from now.

Discussion Item 3: BOD Bootcamp. Discussion centered around having a few townhall meetings explaining to the membership what sitting on the Board entails. Treasurer Bill Herman said it might be something to consider once a person is elected to the Board and they receive their position. An explanation

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of each position on the Board might be helpful. Secretary Robert Mumme stated that a possible topic could be how to read the financials so that new board members could find the net income from the profit centers instead of just looking at the gross revenue. Director Memo Guzman wanted to know if the training could take place within one to two weeks of the election to answer concerns of new board members. President Travis Huey said that would be his hope. President Travis Huey asked for a board member to volunteer to spearhead this effort. Director Memo Guzman said he would do so. Member Helena McBride stated she believed the training should come before the election, this way more people might choose to run if they experienced less stress about their unknown responsibilities. She also said to give an average amount of time that being a director takes. Sandee Hagen, Election Committee Chair and past Board Member, said she thought a combination of the two would be best. Have one meeting before the deadline to turn in paperwork to run for office and then one after the election is over to assist the new members as they come onto the Board. Participation by past Board members would be extremely helpful for the new board member and to the community at large.

NEW BUSINESS/ACTION ITEMS:

Action Item 1: Wandering Cats Donation. Motion passed unanimously. President Travis Huey reminded the Board that there was a request made during the secretary's report from the previous meeting regarding a donation to Wandering Cats, a new 501c3 to the Fort and Brackettville. Megan Vale, president of Wandering Cats, was seeking a donation of \$86.00 to purchase a live-trap cage to aid in the capture-neuter-release goal of her organization. Director Memo Guzman made a motion to purchase one cage for Wandering Cats at a cost of \$86.00. Secretary Robert Mumme seconded the motion for the sake of discussion before the motion died. Secretary Robert Mumme stated that he had seen online that the organization had purchased six traps and they might need something else. After much discussion about contacting Megan Vale to see what else her organization might need, the motion **made by Director Memo Guzman to purchase one cage for Wandering Cats at a cost of \$86.00 dollars, and seconded by Secretary Robert Mumme failed unanimously.** President Travis Huey asked Secretary Robert Mumme to reach out to Megan Vale to see what type of donation they wanted at this time and if she would come to the next meeting to talk to the Board again.

ANNOUNCEMENTS: October Events: Pumpkin Patch through October 31st at Rendezvous Park, Health Fair and Blood Drive on October 23rd at the Teen Center, Ghostly Tours October 29 and 30, Halloween Golf Cart Parade October 30, 2021. November Events: Market Trail Day will be held on November 6, and Fall Festival will be held on November 13, 2021.

ADJOURN to Executive Session:

9:52 AM

RECONVENE REGULAR OPEN SESSION:

12:16 PM

During Executive Session discussion occurred pertaining to employee issues, architectural issues, and pending litigation. Revisited previous tabled agenda item for clarity.

Motion was made by Secretary Robert Mumme to the Lease agreement with the Las Moras Springs Conservation Association to erect a digital information sign contingent on the Association obtaining their 501c3 status. Motion was seconded by Vice-President Linda O'Brien. Director Memo Guzman stated the benefits of the sign to the Association and that it would cost the membership zero dollars to install, operate, and maintain. **Motion passed unanimously.**

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Secretary Robert Mumme asked if the second meeting with Architectural Committee would be scheduled soon to complete the SOP process. President Travis Huey said we would set that up soon.

NEXT REGULAR BOARD MEETING: Next meeting will be Saturday, November 20, 2021, Fort Clark Boardroom, 9:00 AM. Seating will remain the same unless notified that there are changes with the COVID-19 pandemic.

ADJOURNMENT: Meeting was adjourned at 12:02 PM. **Motion made to Adjourn Meeting by Secretary Robert Mumme. Second was Treasurer Bill Herman. Motion passed unanimously.**

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