

Board of Directors

Fort Clark Springs Association, Inc.
BOD Regular Board Meeting
Saturday, July 20 , 2024



The Board of Directors of Fort Clark Springs Association Inc., met on Saturday, July 20, 2024, in the Boardroom, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:03 am by President Lisa Vale. The following directors constituted a quorum: President Lisa Vale, Vice President Guillermo Guzman, Secretary Tony Hackebell, Director John Wylie, and Treasurer Jason Long. Also present was Executive Director/ General Manager, Charlena Cavender.

APPROVAL OF MINUTES: Minutes from June 15, 2024 were presented for approval. John made the motion to approve. Jason seconded the motion. All directors voted unanimously to approve.

SECRETARY'S REPORT: No correspondence was given in the month of July.

TREASURER'S REPORT: Overall FCSA is still sitting at a million dollars. Motel revenue \$10k this year. Insurance 25k for the month of June. There's 10-12k worth of accruals which is non cash flow. Since we are moving from accruals to a cash system there are still some accruals left that have to be brought down to a zero from a previous accrual because it's an expense. In repairs, there are some items that are going to be reposted in the restricted fund. 50 thousand is in the Historical account.

GENERAL MANAGER'S REPORT: Office staff, currently working on delinquent accounts. As of April to date, office staff has collected \$75,000 in back pay from assessments. Once Charlena has totals and knows who needs the 209 letters sent, she is informing the membership that she will put liens on delinquent member's properties. Maintenance now has a landscaping crew. One new person was hired. Monday through Friday, they each have their own zones. They will take care of green areas and units. \$5,600 was used to purchase a new lawnmower, an additional backpack blower(\$499), and another weedeater. Striping was started. Inventory was taken on our traffic signs. More signage is being looked into for Units and RV. Rv Park repairs are moving along. The area where the trash is, will be covered because it is not aesthetically pleasing. For security, we have hired one full time employee and one part time employee. Vanity, toilet, baseboards, and paint have been done inside the security shack. Cabinets will be replaced soon. New key cabinet was ordered for the staff as well. Golf course. An assistant superintendent was hired while one maintenance tech was lost. The assistant superintendent will help the golf course maintenance crew but also in the absence of the superintendent, will maintain and stick to the work schedule. Hours will be changing. Pump update! 1,070 gallons per minute, at 140 PSI (Pounds per square inch). On the Golf course, its holding a 90 PSI and they currently have to jet the lines due to the increase in pressure and volume. This is also knocking off a lot of build up from the calcium front he water. Because of that, the crew has had to do maintenance on the sprinkler heads. David Mann has refurbished the tables at the Pro Shop. He also did repairs on the ac in the green room and the market lights. Warren Thompson has also volunteered and has looked at the bar at the commissary. There was some termite damage. It was treated and is now rebuilding. Events, we are working on a cooling system for the Commissary for the Farmers Market. Ghostly Tours, we are partnering with the Community Council. Volunteers are needed. Recap of 4th of July. A total of \$7,969.57. Sponsors and sales revenue was \$5,558. Net loss was \$2,461.57. Charlena also addressed the concern about the trees that have been breaking and falling on top of vehicles. Unfortunately the fort cannot claim these incidents on our insurance due to it being an act of nature. In the event of an incident occurring, the owner of the damaged property will have to claim on their personal insurance. Lastly, Charlena spoke about the youth hunts that are going to be available in September.

COMMITTEE REPORTS:

Airport Committee -by Stan Martin: The airfield was treated for fire ants and mesquite. I attended a board meeting with committee chairs and per their request, the committee is preparing a budget request as well as a long-term airport maintenance plan. Two pilots visited in June, both member guests for the day. The airport supported an FCSA-board requested training exercise with an outside agency in the main hangar. Director comments. Member Comments.

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Architecture Committee - by Frances Bitter: Since June 15 we have approved 4 permits, tabled 1 until we receive additional information. We are working with one member on a possible variance request concerning working without a permit. We continue to work on violations.

Golf Committee - Emailed in by Katie Brown: No report was given for the month of July.

Preservation Committee - Submitted by Constance Kilgore: Preservation will meet again in September. Eva Huey reports that there are additional bids for a few projects they are working on.

Recycle Committee - by Helena McBride: Recycle center will start collecting sneakers, tennis shoes, golf shoes for money if they are in decent shape. \$3 if they're in excellent shape. \$2 if they're in good shape. \$1 if they're in fair shape. Administration, Golf Pro Shop, Gym, and Recycle Center are the locations where the donations can be made.

COMMUNITY COUNCIL REPORT- Community Council is on vacation until September 14th. The Community Council takes off for two months in the summer. We are working hard towards Fort Clark Days during this time as well, always trying to have other fundraisers to help with finances to make Fort Clark Springs better. We also have our Raffle going till August first. We will report back after our September 14th meeting on you all's regular Board of Director meeting in September.

EMAIL VOTES:

Email Vote 1: Engagement with Rosas PLLC. Motion to approve the letter of engagement with Mr. Rosas. Motion Made By: John Wylie. Vote on motion: 5 Votes - Yes. Motion passes.

Email Vote 2: Fireworks Purchase. Motion to approve the purchase of 4th of July fireworks for \$3159.00. Motion Made By: Lisa Vale. Vote on motion: 5 Votes - Yes. Motion passes.

Email Vote 3: Landscaping Equipment. Motion to approve purchase of the following equipment:

- 60" Bad Boy zero-turn lawn mower: \$5,600.00
- Echo Backpack Blower (233 MPH): \$499.00
- Echo Straight Shaft Weed Trimmer: \$269.00

For landscaping proposal in the amount of $\$6368 + 525.36 \text{ (tax)} = \underline{\$6893.36}$

Motion Made By: Tony Hackebeit. Vote to have email vote: 4 votes - Yes 1 vote - Abstain. Vote on motion: 4 Votes- Yes 1 vote - Abstain. Motion passes.

Discussion/ Action Items:

- **Fining Policy** - Due to the changes in 209, FCSA has to have a fining policy reported. Our attorney has drafted one for us. This is a policy for architecture and rules and regulations. Once the policy is approved, we can have a copy of it on our FCSA website. Director comments. Member comments. Memo made the motion to approve the policy. John seconded the motion. The vote is unanimous. The motion was approved.
- **Swim Park Common Property Alteration-** General Manager addressed the issue on the poles that were put around the slab for shades at the swim park. The form was sent out to Preservation and Historical and the vote was unanimous by both committees. They see no issue with the placement of the poles. Directors clarify when the common property alteration form is needed. Member comments. Director comments. Member comments.

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Tony made a motion to approve the alteration form. Memo seconded the motion. The vote was unanimous. The motion was approved.

- **Assign Tax Agent-** FCSA Board of Directors was advised to assign a person who will be representing FCSA throughout the tax protest process. Lisa made a motion to assign John Wylie as our agent in this matter. Jason Long seconded the motion. John Wylie abstained from the vote. The vote was unanimous amongst the other four board directors. Motion was approved.
- **CPI Index- Assessments-** Discussion was had to create an opening about the assessments. No vote is necessary at this time. Documents state that FCSA goes by the June CPI Index to calculate if assessments are going to be raised. If assessments are going to be raised this year, the maximum is 2.94% which would be \$2.79 for one lot and one residential. Member comments. Director comments.
- **KCGCD Discussion of Filling Pool -** FCSA BOD had a meeting with KCGCD. John gave a summary of the meeting. Both entities could not come up with any kind of pathway to fill the pool. The first option was to fill the pool with well water from the Austin Chalk aquifer and to continuously pump. Concerns with TCEQ came up. Consensus was that the idea did not work because we'd be wasting water. The second idea was to drill a well in Austin chalk and use that water as our drinking water. There was no more discussion beyond that other than the funds for that and determining the water quality. Next step would be to meet with M.U.D. and talk to them about the options as well. Director comments. Member comments.
- **HOA & Community Association Management Software -** Charlena explains the purpose and reason for wanting to move to an HOA management software. Currently FCSA utilizes quickbooks. Quickbooks is mainly for accounting/payables/receivables. It is not set up for us to communicate with the membership and to pull reports based on delinquencies. Buildium is a software that can allow us to do such things. We will be able to send notices, communication (which can replace Constant Contact), there is an architectural area where the committee can upload their documents. Work orders, security, and administration all will benefit from this software. The total yearly will be \$10,000. Director comments. Member comments. Tony made a motion to approve and acquire the Buildium Management Software. Memo seconded the motion. The vote was unanimous. Motion was approved.

ADJOURN to Executive Session:

11:33 am

RECONVENE REGULAR OPEN SESSION:

2:55 pm

No decisions were made. No vote was needed.

NEXT REGULAR BOARD MEETING: Next regular meeting will be, August 17, 2024, Fort Clark Boardroom, 9:00 AM.

ADJOURNMENT: The meeting was adjourned at 2:56 PM.

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