

Board of Directors

Fort Clark Springs Association, Inc.
BOD Regular Board Meeting
Saturday, October 19, 2024



The Board of Directors of Fort Clark Springs Association Inc., met on Saturday, October 19, 2024, in the Boardroom, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:00 am by President Lisa Vale. The following Directors constituted a quorum: President Lisa Vale, Director John Wylie, Treasurer Jason Long, and Secretary Anton Hackabeil, joining remotely. Also present was Executive Director/General Manager, Charlena Cavender and Executive Secretary, Cassie Reyes.

APPROVAL OF MINUTES: John made a motion to approve the minutes from the Board of Directors meeting held on September 21, 2024. Tony seconded the motion. The motion was approved unanimously. John then made a motion to approve the minutes from the Special Board meeting held on September 27, 2024. Tony seconded the motion. The motion was approved unanimously.

SECRETARY'S REPORT: No correspondence was given.

TREASURER'S REPORT: Income recorded for September 2024: Estimated Yearly Income: **Dividend Income:** \$9,521 **Assessments:** \$1,520,856 **Hunting:** \$41,268 **Motel:** \$232,784 **RV Park:** \$263,450 **Golf Course:** \$137,280 **Facilities Rentals:** \$22,843 **Real Estate:** \$33,822 **Total Estimated Yearly Income:** \$2,307,815
Income for September 2024: **Dividend Income:** \$1,500 **Assessments:** \$120,000 **Hunting:** \$5,000 **Motel:** \$10,000 **RV Park:** \$15,000 **Golf Course:** \$8,000 **Facilities Rentals:** \$500 **Real Estate:** \$1,000 **Total Income for September 2024:** \$150,000 The total estimated yearly income for the community is approximately **\$2.3 million**. For **September 2024**, the total income reported is **\$150,000**, reflecting income from assessments, facilities, and other community-related revenue sources.

GENERAL MANAGER'S REPORT:
A. Office Staff/Motel: We continue to send out 30/60-day and 209 delinquent notices. We are auditing and updating member addresses, contact details, and names for Buildium. This process has been slow, but Jason has been a tremendous help. The motel to date has had 50 reservations and this coming weekend we have 28 rooms booked.
B. Maintenance: Philip is nearly finished with the Guard Shack remodel, including new flooring, paint, ceiling tiles, cabinets, blinds (to be installed next week), and a new backdoor. Stonework and roof replacement bids are still pending. New flooring was installed. I have priced the cost of purchasing a street striping machine, which I will present to the board for potential inventory. The landscaping team is transitioning under my guidance, so we will see immediate changes. Maintenance will soon address the upper deck carpet replacement at the motel, delayed by other pressing tasks.
C. RV Park: The fence and gate extension near the trash area is in progress. David Mann has volunteered to repair the bathroom sinks at the RV park. Ryan will use leftover mulch to improve some areas of the RV park.
E. Security: A special thanks to Janet from the Community Council for offering ceramic flooring. Unfortunately, due to the 48+ hour grout drying time, we opted for glue-down vinyl tiles as we are open 24/7. We are fully staffed and things are heading in the right direction.
F. Hunting The current youth hunt had 22 participants and saw the harvest of 4 does. Feedback has been positive, and we plan another hunt in February. Lee, Philip, and Matt have been working hard to clean and maintain hunting areas, and we are securing more feeders through doe trading. Special thanks to Matt Bland, Lee Gilby, Clay Couples, and Philip Garcia for their efforts in improving the hunting experience and profitability for the fort. Conrad Dalton partnered with us by adding an addendum to the gun club contract, allowing hunting at the gun range with coordination. We will donate 20% of any deer harvest to the gun club.
G. Golf course/Greens: The green room is now "The Los Moras Room," and the Pro-Shop has been renamed "The Creekside Clubhouse." The patio and Los Moras Room are available for event rentals. The Creekside Clubhouse will offer NFL Sundays with food and newer TVs for improved viewing. The final task for the Pro-Shop is painting the exterior.
H. Volunteer Support: Warren has offered to help reinstall flooring at the Post Theater, and we need a committee to plan this project. David Mann has volunteered to redo the RV park sinks. We are looking for a committee to spearhead the kitchen remodel at the NCO/Service Club, our most rented venue. David Mann and Max Wison are donating the ingredients for s'mores for the Ghostly Tour
I. Vendor work: Spectrum is laying fiber optic cable near

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Scales Road and Valley Way. All areas have been marked, and city-provided maps are being used. Despite some minor issues, completion is expected in about two weeks. A meeting is scheduled for Monday at 9:00 am to address challenges. **J. Events:** Ghostly Tours are scheduled for October 26 and November 2, with Community Council and FCSA collaborating. Youth Hunt will resume in November. We are planning the Fall Festival. An outdoor movie will be held on October 31 at the Creekside Clubhouse patio, with margaritas served by Daniel at great prices. **K. Contracts/Agreements:** The board signed an addendum with the gun club allowing hunting range. A new agreement was sent to stable members, raising the rental fee from \$35 to \$50 per month, with annual reviews. A new agreement was sent to Fort Clark Arts, increasing their monthly rent from \$50 to \$60, with annual reviews. **Other items to note:** GM is gathering bids from DLP and Alas, LLC for: Tree trimming; Motel electrical items; Plumbing; Street work/road patching; Building painting; Roof repair/replacement.

FB Post On October 9, 2024, a member raised a concern on Facebook, stating that FCS had withdrawn money for assessments from their account before the due date. I assured the member that this was not the case and informed them I would investigate the matter. The member also commented that I should monitor my employees more closely. I responded, clarifying that our employees do not have the ability to withdraw or alter any funds belonging to members. The next day, the member emailed to confirm that the error was with their bank, not the fort.

COMMITTEE REPORTS

Airport Committee -by Stan Martin: The airport was treated for fire ants and mesquite, and mowed after the mesquite was treated. In the next couple of weeks, we will be expecting our winter Texan pilots to return. There are two prospective pilots looking to move to the fort with their airplanes.

Architecture Committee - by Frances Bitter: Since your last meeting we have approved one permit and sent out 13 violation letters. We are asking members to mow and weedeat your lawns.

Golf Committee - Emailed in by Katie Brown: The Golf Committee held their Shrimp Boil Tournament and netted \$2,800 for the golf course. We paid \$1,600, 1/2 the cost of the excavator, to clean out the pond to irrigate the golf course. The committee is building three cabinets for drinking water on the course. We assisted with the Kinney County Church Alliance golf tournament. They had 48 players and about 32 sponsors who generously supported this endeavor. The money raised provides assistance for impoverished families and seniors in Kinney County and funds commodities. KCCA operates solely on donations. They were especially grateful to the Fort Clark Springs Association for providing the venue.

Preservation Committee - Submitted by Constance Kilgore: The Preservation Committee met on October 9, 2024, and discussed the following: **Dickman Hall Repairs:** The committee approved repairs for Dickman Hall. The plan has been sent to the board for approval. **Service Club Repairs:** The committee also decided to resubmit proposals for repairs to the Service Club building. **Contractor Outreach:** To encourage more contractors to bid on the projects, the committee will place classified ads in local newspapers. The committee will keep the board updated as these projects move forward.

Recycle Committee - by Helena McBride: The Preservation Committee met on October 9, 2024, and discussed the following updates: **Grant Application:** A grant application for \$15,000—the maximum offered by Texas Recycles—has been submitted. We will find out on November 15, 2024, whether we receive the funding. If awarded, the funds will be used to purchase a new forklift for the center. **Sneaker Project:** The sneaker recycling project has been discontinued due to lack of profitability. **Holiday Hours:** The recycling center will be closed on Halloween (October 31, 2024). The committee will continue to provide updates as necessary.

Election Committee- Sandee Hegan: The Election Committee met last week to review and finalize the timeline for the upcoming election. Key dates and actions are as follows: **Call for Candidates:** Sandee will

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contact Cassie to submit a blurb for the local dispatch to request candidates for the election. **Application Availability:** Starting November 1, candidate applications will be available at the golf course, gym, and the administration office. **Data Sheet Submission Deadline:** All completed data sheets for candidates will be due by 5:00 PM on January 2, 2025. No exceptions will be made. **Ballot Drawing:** On January 18, 2025, a Board of Directors (BOD) meeting will be held for the drawing of ballot positions. **Record Date for Membership:** January 29, 2025, marks the legal 60-day date before the annual meeting, which is the record date for property owner membership. **Ballot Preparation and Mailing:** On February 5, 2025, the committee will fold and bundle all ballots in preparation for mailing. Ballots will be sent out on February 7, 2025. **Volunteer Needs:** Additional volunteers may be needed to assist with the ballot preparation and mailing process. **Receivable Deadline:** The deadline for receiving ballots will be March 14, 2025. **Regular BOD Meeting:** The regular BOD meeting will be held on March 15, 2025. **End of Election Committee:** The Election Committee's work will conclude after the March 15 meeting. **Lost Ballots:** Any lost ballots will be directed to Tony for handling. **Annual Meeting:** The Annual Meeting will be held on March 29, 2025, where the new board members will be announced.

COMMUNITY COUNCIL REPORT- by Janet Miller: Fort Clark Days (FCD): FCD preparations are progressing well. All chairperson roles have been filled, though volunteers are still needed. The T-shirt design contest closed on October 15, 2024, and there will be four designs for members to choose from. The next FCD planning meeting is scheduled for tomorrow in the boardroom. **Adult Center Concerns:** There are ongoing concerns regarding the potential relocation of the office to the Adult Center. The committee is especially concerned because funds have been allocated for housing living historians at that location. Additionally, there are concerns about the condition of the post-theater floors, which need attention. **Fall Festival:** Community Council would like to be a part of the Fall Festival, along with the Gun Raffle. The concern is that there is a fee. Charlena said she will not charge them due to being a 501(c)(3). **Road Maintenance:** The road maintenance projects are currently being addressed as mentioned by the general manager. **FUD:** The General Manager is actively working on the necessary paperwork related to FUD, and it is on their radar for further action. **Community Council:** Two Community Council positions are up for re-election, with terms set to expire. Interested candidates should attend the November 9, 2024, Board meeting to confirm their intent to run for re-election. The positions of Secretary and Vice President are up for election.

EMAIL VOTES:

Email Vote 1- Lump Sum Payment for Property Insurance- Motion: To approve payment of the insurance premium in a lump sum of \$81,547.03, which would save \$4,995.03 in interest. **Voting Results: Vote to conduct an email vote: 5 votes - Yes. Vote on the motion: 5 votes - Yes**

Email Vote 2-Addendum to Gun Club Lease-Motion: To approve an amendment to the Gun Club lease contract to allow hunting on the leased premises, with 20% of proceeds from deer harvested shared with the Gun Club for future upgrades. **Original Motion:** Motion made by John Wylie. Seconded by Jason Long. **Amendment to Motion:** Motion to amend the original motion as follows: To approve an amendment to the contract to allow hunting on the Gun Club leased premises, with 20% of proceeds from deer harvested shared with the Gun Club for future upgrades. **Amended motion made by Lisa Vale.** **Voting Results:** Vote to conduct an email vote: 5 votes - Yes. Vote on the amended motion: 5 votes - Yes. Outcome: **The motion passes.**

Email Vote 3-New Horse Stable Agreement-Motion for an email vote, and to approve new monthly rate and minor changes to the Stable's Agreement. **Vote to have email vote:** 4 Votes - Yes 1 **Abstain:** Jason Long. **Vote on motion:** 4 Votes - Yes 1 **Abstain:** Jason Long.

Email Vote 4-Dickman Hall AC Repair-Motion: To approve payment of \$1,679.00 to Reyes AC for the repair of the AC unit at Dickman Hall. **Voting Results: Vote to conduct an email vote:** 4 votes - Yes. 1 vote - Nay (Jason Long) **Vote on the motion:** 4 votes - Yes. 1 vote - Nay (Jason Long)

Discussion/ Action Items:

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Discussion of Conduct of a Board Member- Jason explained that he had a verbal altercation with an employee and offered an apology to the general public for the incident.

Variance- Rocky Lane (Unit 27)- The board discussed a request for a variance on behalf of a member. Initially, the variance was approved; however, it was not in the same location as the original variance. The member is now requesting a second variance for approval in the updated location. Members and directors expressed concerns regarding the issue, particularly around ensuring that the property records are properly aligned and that the tax responsibilities are clearly documented. **Motion:** Tony made a motion to ensure that the appraisal office records are updated and clarified regarding tax responsibilities for the respective property. Once this matter is addressed and corrected, Tony then motioned to approve the variance request. John seconded the motion. **Vote:** Three directors voted in favor of the motion. One director, Jason Long, abstained from voting. **The motion passed.**

Reserve Fund Discussion- Lisa read a section from the association's declaration explaining how the restricted fund is meant to be used. It was noted that the recent repair work at Dickman Hall was funded by the reserve fund. There has been some confusion about what exactly the restricted fund is for, which is why this topic was brought up for discussion. The directors shared their thoughts, explaining that the restricted fund is intended for things like capital improvements, maintenance, replacements, offsite improvements, and historical preservation. However, it's clear that this fund won't be enough to cover all of these needs over time. For unexpected costs or major repairs not part of the regular maintenance schedule, it's been suggested that those costs should come out of the restricted fund. There was also discussion about doing a reserve study to help the board better plan for future needs. It was proposed that this reserve study be added to the upcoming ballot for approval. The goal of the study would be to help create a more detailed and reliable reserve fund moving forward.

Discussion/ Possible Action to Pay Property Taxes- John updated the membership on the ongoing property tax dispute and lawsuit with the tax office. Our attorney advised that we pay the property taxes in full, as there's a chance we may not win the case. The total property tax bill is approximately \$132,000. To cover this, the board would need to use earnings from the Fidelity account. The directors talked about how to proceed with paying the taxes. Tony asked if it was possible to pay the taxes through the court registry rather than directly to the taxing authority. John said he would look into this option, and the board will make a decision by the end of the month. **Motion:** Tony made a motion to pay the property taxes in full, with the condition that it is resolved whether the payment should be made to the registry of the court or directly to the taxing authority. John seconded the motion. Jason suggested checking if we would still receive the 3% discount, regardless of the payment recipient. **Vote:** All four directors voted in favor, and **the motion passed unanimously.**

Discussion/ Possible Action on Amending Collection Policy and Delinquent Date: Charlena explained to the membership that, after speaking with some residents, she has learned that some may have difficulty paying their assessments by the current due date. To accommodate this, she proposed changing the date to the 20th of each month. Under this new plan, any payments received on the 21st or later would be considered late and subject to late fees. Lisa clarified that assessments are still due on the 1st of each month but will not be considered late until the 21st. A revision will be filed with the courthouse to reflect this change. The new due date policy will take effect on January 1, 2025.

ADJOURN to Executive Session:

11:07 AM

RECONVENE REGULAR OPEN SESSION:

12:37 PM

The board discussed engaging auditors for the 2023/2024 audit, which needs to be completed by the March meeting. The cost of the audit is \$24,500, with an additional \$550 for travel and delivery of the information at the annual meeting. **Motion:** John made a motion to approve the engagement letter with the current HOA CPA

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to conduct the 2023/2024 audit. Tony seconded the motion. **Voting Results:** 3 votes - Yes. 1 vote - Nay (Jason Long) **Outcome:** The motion passes.

NEXT REGULAR BOARD MEETING: Next regular meeting will be, Saturday November 16, 2024, Fort Clark Boardroom, 9:00 AM.

ADJOURNMENT: Meeting was adjourned at 12:38 PM.

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