

Board of Directors

Fort Clark Springs Association, Inc.

BOD Regular Board Meeting

Saturday, May 17, 2025



The Board of Directors of Fort Clark Springs Association Inc., met on Saturday, May 17, 2025, in the Boardroom, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:00am by President Memo Guzman. The following Directors constituted a quorum: President Memo Guzman, Vice President John Wylie, and Director Aaron Mendias, Treasurer Jason Long and Secretary Sharon Wolfe. Also present was Executive Director/ General Manager, Charlena Cavender.

APPROVAL OF MINUTES: John made a motion to approve the regular board meeting minutes, which was held on April 27th. Aaron seconded the motion. The motion passed unanimously. John made a motion to approve the special board meeting minutes with Triumvir/Peerless financial questions from April 25th. Aaron seconded the motion. The motion passed unanimously. Aaron proposed an amendment to the April 4th minute to clarify that the contract is a month-to-month agreement. In the minutes, it stated that John made a motion to approve the contract as it stood for up to 12 months, with the understanding that it is a month-to-month contract. No amendment was needed. John made a motion to approve. Jason seconded the motion. The motion passed unanimously.

SECRETARY'S REPORT: no report.

TREASURERS REPORT: Total balance of all FCSA accounts at the end of April was \$883,000, reflecting an increase of approximately \$30,000 from the previous month's balance of \$858,000. Revenue for April included \$24,600 from motel operations, \$3,000 in lot sale transfer fees, and \$3,750 from lost sales. According to the Profit & Loss statement, the organization reported a net income of \$391 for the month.

General Manager Report: Budget & Staffing:

Lisa Vale volunteered during the month of April to assist with entering the budget into QuickBooks (unpaid). Cassie Reyes was re-hired to assist with events, Buildium, golf course support, and admin duties—filling a previously vacant payables role.

Creekside Pro-Shop labor hours were reduced as a cost-saving trial.

A maintenance tech was injured and may be out for up to six weeks.

Governance Reminder:

GM responsibilities per bylaws were reviewed, including communication with directors and oversight of HR and job descriptions.

Financial Overview (YTD vs. 2024):

Assessments: favorable \$6,090.30

Golf Course: unfavorable \$15,971.12

Hunting: favorable \$56,751.34

Motel: unfavorable \$24,359.61

Payroll: favorable \$18,728.43

RV Park: unfavorable \$55,006.89

Volunteer Contributions:

David Mann repaired leaks and added shelving behind the bar at the Pro-Shop; Art Terrazas and others assisted with golf landscaping and signage.

501(c)(3) Men's Club resumed activity.

The visitor center was re-opened with volunteer help.

Donations: Annabell (game table), Stephenson's (\$4K), Olivers (~\$10K for pickleball court).

Ongoing Projects:

Bids are underway for wall repair and drainage work.

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Spectrum cleaned reported hanging boxes.

Speed bumps, hunting packages, carports, and two broken commissary windows are being addressed.

Hangar rent increased from \$35 to \$55 with new rental agreement.

Marketing & Events:

Andres, Vanessa, and Beyond the Decor promoted venues at a San Antonio wedding expo.

Upcoming: Artisan Market (May 24), July 4th event planning, and a new newsletter.

Seasonal passes in development.

COMMITTEE REPORTS

Airport Committee- No report

Architecture Committee- By Frances: The committee approved three permits, tabled two complaints for more information, extended a violation deadline, and amended one permit. Work began on updating Resolution 9613 (passed in 1996), which will be presented to the Board before filing with the County Clerk. John made a motion to appoint Mr. Keddy as Vice President of the Architecture Committee; Sharon seconded. The motion passed unanimously.

Golf Committee - Emailed in by Katie Brown: The Golf Committee contributed \$3,000 for a sprayer and \$350 for tee box grass. We appreciated the volunteers who supported the course, the only 18-hole option in the area. Players were reminded to stay hydrated and play early in the heat.

Preservation Committee-by Constance: The committee rescheduled its regular meeting to meet with Aaron Mendias, who detailed the motel's challenges and discussed helpful solutions. He also spoke at length with Charlena about the issues.

Recycling Committee-by Helena: The committee expected a shipment by late May or early June, with 21 bales and at least 20 boxes ready. With three Winter Texans gone, help is urgently needed.

Community Council- By Mrs. Martin: The pickle ball project was in the design phase with funding from multiple sources. Adult Center development continued. Upcoming events and fundraisers were planned, including the spring raffle ending May 31st. Fundraising for the stable's restoration began, led by Mrs. O'Brien with support from the Community Council and Preservation Committee. A joint committee meeting was scheduled for July 17th to plan events and strengthen community ties. The director position was open, with Miss Alicia Christian nominated for election at the next meeting.

EMAIL VOTES: No Email Votes

OLD/UNFINISHED BUSINESS

1. Budget, Insurance & HOA fees: The budget was expected by August. Efforts were underway to secure better insurance rates. HOA fees and related concerns were set to be addressed by the August meeting. The June CPI was needed to determine any potential rate increase.

2. Renovation of Motel: The next steps involved defining the scope of the project, which was still in progress and under the Preservation Committee's review. The solution's design, whether historically accurate or off-the-shelf, would impact cost. The committee aimed to clarify historical goals and coordinate with engineers to ensure building safety.

3. Follow up on FCSA Stables: Funding issues are in the works of being resolved, with the help of a GoFundMe account, and committees donating funds.

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Discussion/ Possible Action Items:

Update on current initiatives (Andres Balderas) A new project was introduced to have our venues handle all events with over 100 guests. Beyond Décor, with strong event experience, would support this effort and help expand our reach. We discussed partnering with Crown Powersports in Del Rio and Willis Golf Carts. Our logo could be displayed in their stores for added exposure during customer visits. Contact was made with three local newspapers to advertise the Fort. All were open to feature our promotions.

Time limits, constraints and decorum in board meetings (AM) Aaron made a motion to adhere more closely to the agreed upon decorum. The use of point of order would help keep discussions on track, without limiting members speech. Sharon seconded the motion. The motion passed unanimously.

Board meetings including member zoom participants on new equipment (AM) Aaron made a motion to use Zoom for most member related purposes once the equipment was ready. Jason seconded. The motion passed unanimously.

Pool fill policy (AM) The board discussed the need for a consistent plan to address recurring dry spring conditions, noting that a meeting-by-meeting approach was ineffective. Concerns were raised about the lack of clear guidelines for water testing, usage, and public access. Members stressed the importance of structure and communication. It was noted that the chance of MUD selling water was low. Aaron made a motion for the board to establish a formal policy. Jason seconded. The motion passed unanimously.

Consider closing FCSA bank accounts (JL) Jason discussed simplifying the current nine bank accounts, many of which were redundant and caused confusion. It was proposed to reduce the number to five, close unused accounts, and streamline fund transfers using a check scanner and direct deposits into Fidelity. Jason made a motion to delegate the account changes to himself and Charlena, only returning to the board if they disagreed. Aaron seconded. The motion passed with 4 votes in favor, 1 opposed.

Audit and develop budget for restricted fund: Jason requested a budget and forecast for restricted and preservation funds to support long-term planning and better understanding of fund flow. The goal was to clarify how funds are applied, not to audit past transfers. Differences between Buildium and QuickBooks accounting methods were discussed, including new GL codes in Buildium. Aaron made a motion to ratify the existing policy resolution to develop the restricted fund budget. Jason seconded. The motion passed unanimously.

Finance Committee: Sharon made a motion to table the item until a future time when it can be discussed and a decision made on whether to bring it back. Aaron seconded. The motion passed unanimously.

Assistant Treasurer (JL): Jason proposed appointing Mr. Travis Huey as assistant treasurer. Jason made a motion that Travis Huey be appointed to Assistant Treasurer subject with no authority, access, or anything else until verified by the attorneys. If the attorneys approve it, then he will be appointed as our vote states today, if not we'll work with the attorneys on how to make it up. Sharon seconds the motion. 3 vote yes, 2 votes no.

Member Concerns: John Wiley read a member complaint regarding harassment emails sent to the board and GM. A member spoke about budget concerns and requested action. It was noted that the concerns had been addressed. An apology was made publicly, and it was agreed to continue the discussion privately.

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ANNOUNCEMENTS: No announcements

ADJOURN to Executive Session: 1:03 PM

RECONVENE REGULAR OPEN SESSION: 4:12 pm

NEXT REGULAR BOARD MEETING: Next regular meeting will be, Saturday June 21st, 2025, Fort Clark Boardroom, 9:00 AM.

ADJOURNMENT: Meeting was adjourned at 4:13PM

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