

Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

January 20, 2018



The Board of Directors of Fort Clark Springs Association, Inc., met in regular session on Saturday, January 20, 2018, in the Board Room, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:00 a.m. by President, Myrna Cassel. The following directors present constituted a quorum: Cassel, Vice President Bill Herman, Secretary Dan Sullivan, Treasurer Sandra Hagen, Director Ann Barron. Also present was Executive Officer Richard Lawrence and Executive Secretary Monique Jensen.

APPROVAL OF MINUTES: Sullivan moved to approve the minutes for the December 16, 2017 meeting. Hagen seconded the motion. *Motion passed.*

SECRETARY'S REPORT: Sullivan reported that two letters were received from Kathy Warm. One was in regards to no recycling being done at Dickman Hall or the Pro Shop and the other regarding Community Council's concerns of the meeting not being posted on the marquee. Garland Young also turned in his letter of resignation from the Preservation Committee.

TREASURER'S REPORT: Hagen read the bank balances as of January 17, 2018. She continued with the estimated and actual bank transfers for December 2017, and read the January 2017 actual and January 2018 estimated bank transfers. Hagen moved to approve the transfer of funds estimated for January 2018. Herman seconded the motion. *Motion Passed.*

EXECUTIVE OFFICER REPORT:

Lawrence reminded the Board at last month's meeting that he brought to their attention the systemic problems of the Sunbelt accounting. He reported the confirmation letters had gone out with supervision of our auditor, Jerry Wojtek and so far 45 letters have been returned with member comment. The letters have caused some confusion for some of our members. Some members thought the letters showed that they owed when it actually showed that they had credit. Other members were confused by all the extra account numbers when they printed all accounts associated with their membership. In sending out the letters there were glitches that were identified. One such glitch showed that accounts that may be delinquent on the tax and/or levy accounts did not print if the membership/residential accounts were current. Another glitch recognized was accounts that were on autobank showed they owed their assessments when it should have showed a zero balance

Guillermo Guzman was hired as the Member Relations Officer on January 2. He is currently working with the collections department. The Common Property Assessment was billed in October 2017 with a deadline of December 31, 2017. We found that only 33% of the membership had paid this assessment. Guzman will be sending out delinquent notices this week.

A draft for future Repairs and Replacement plan was given to the Board of Directors and will be given to the Finance Advisory Committee as well.

Matt Bland found through research with TXDOT/DPS in Austin that the Board of Directors can petition the Commissioners Court in Kinney County for speed enforcement on the Fort. The petition needs to be very specific as to speed enforcement and/or traffic rules.

The wildlife management program revenue to date is in excess of \$98,000. Analysis of financials show that revenues are higher and expenses are lower than projected.

COMMITTEE AND ORGANIZATION REPORTS:

Airport Committee: Maria Perkins reported the Sam Lark has stepped down from serving on the committee effective January 1. Joe Alackness would like to be considered for replacement. An open house is scheduled for March for Fort members. It will include an un-intentional aerial demonstration which means someone may take off and/or land on the field. A Fly-In is scheduled in April.

Architectural Committee: Sharon McGregor reported 6 permits were approved. She stated that a member made a complaint of water being discharged and reported that it was nothing serious after investigation of the complaint.

Equine Committee: Linda O'Brien reported that there is a new constitution, a new waiver, a new application, and waiting list for the Horse Club. A rewrite of the bylaws is in progress. Major cleaning of the stables with removal of historic cobwebs is also in progress. There is also plenty of manure for anyone to take. She reported also that the exterior fence and rain gutters are in need of repair.

Finance Advisory Committee: Hagen reported there was no meeting in December because committee members unavailable. The survey was compiled and the result showed the top 10 most important concerns for members are appearance of the Fort, RV Park, cost of living, security, swimpark, golf, maintenance of Historical Buildings, quality of services, amenities and hiking trails and Fort Clark Days. Among the least important are Gun Range, Teen Center, and movie nite.

Golf Committee: Debbies Isaacs reported the Las Moras Tournament schedule for 2018 was discussed at the last meeting. From the major tournaments scholarships are funded and money is put back into the course. Future tournaments scheduled are the Red, White & Blue Memorial Tournament, July 4th, Labor Day, Halloween, Turkey Shoot, and Kris Kringle. There is always an end of month tournament on the last Saturday of every month.

Preservation Committee: Garland Young thanked the Board of Directors for working with him during the many years he served on the committee. The most recent project at the Service Club found the wood under the toilets was rotted and made the final project cost \$1820 instead of the estimated \$1500. Seminole Hall windows are the next project scheduled.

Recreation Committee: Jim Tischler reported that 2 events have been scheduled for February. Mary Ellen Minor will give a presentation at the Service Club on February 5 at 7:00 p.m. February 12 a Chili Cook-off will take place at the RV Park at noon.

Recycle Committee: Judy Winchell reported a load was sent out including 40 gaylords and 2 large of plastic. Cartons are not considered mixed paper. Please don't put used Kleenex in mixed paper. We accept number 1 & 2 plastics.

Search and Certification: Winchell reported that eight candidates were certified. The committee will do the clerical part of counting envelopes and ballots. The Mailing Committee will meet on February 7th at 9:00 a.m. in the Board Room. Each Candidate needs to ask two volunteers to stuff ballots. The Board Secretary will oversee the Mailing Committee.

COMMUNITY COUNCIL REPORT: Lisa Vale introduced herself as the new President. She reported a new constitution and bylaws were approved. New officers are: Lisa Vale – President, Dennis Leff – Vice President, Kathy Warm – Secretary. February 3 will be the 'Meet the Candidates' Forum at 9:00 a.m. at the Post Theater.

ACTION ITEMS:

Consideration for Approval: Sonia Junfin Valdez Firm for 2018 Ballot Counting

Sullivan moved to accept the bid from the Junfin Valdez accounting firm for the 2018 ballot counting for the Board of Directors Election. Barron seconded the motion. *Motion passed.*

Consideration for Approval: Resolution to Set Record Date for Membership List

Sullivan read aloud the Resolution 2018-01. Sullivan moved to approve the Resolution to set a record date for the Membership List. Hagen seconded the motion. *Motion passed.*

Discussion: Ballot Placement for 2018 Board of Director Candidates

Each candidate drew a playing card to see who would draw for ballot placement. The placement on the ballot is as follows:

#1	Susan Hughes	#4	John Hope	#7	Maria Perkins
#2	Patricia Steffensen	#5	Sandra Hagen	#8	Helena McBride
#3	Ann Barron	#6	Debbie Isaacs		

Consideration for Appointment to Architectural Committee: Rick Myers

Herman moved to approve Rick Myers appointment to the Architectural Committee to replace Steve Goodwin. Motion died for lack of second. Sullivan moved to table the consideration of appointment until after discussion with the Architectural Committee members. Hagen seconded the motion. *Motion passed.*

OLD/UNFINISHED BUSINESS:

Discussion: Table Assessment Increase from September 2017 Meeting

Hagen stated the assessment increase was tabled until the Finance Advisory Committee could discuss. The Committee agrees the increase is needed and should be done as soon as possible. In July the new CPI will be released and a new evaluation will be done.

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Schedule Final Renters Workshop

Renters Workshop is scheduled for Thursday, January 25, 2018 at 10:00 a.m. in the Board Room.

Schedule Membership Workshop for Bylaw Review

Workshop scheduled for February 14, 2018 at 10:00 a.m. in the Board Room.

NEW BUSINESS: NONE

15-Minute Discussion Period

Linda O'Brien: Fort Clark Days Committee is meeting for finalizing details. There will be artisan vendors-ones who handmake their goods, 125 historians, 20-30 Lipan Apaches, 4 food vendors, cannons, and 650 school children. The Gun Club donated insurance for the cannons. Terry Kniver: Concerned about septic openings behind Unit 3 that are uncovered. She feels it is a safety issue and would like to know if they can be filled. Jan Metcalf: Apologized for misspelling Steffensen's name. Question why there is no RV report? Mary Partlow: Follow up for Fort Clark Days and requested that everyone and anyone with facebook spread/share the info to get the word out. Lisa Vale: A new Fort Clark Community Council Facebook page is under construction. Deborah Jo Tischler: Will there be P&L's available to membership? Copies will be available at the front desk after the meeting.

RECESS to Executive Session: Contracts, Personnel Issues, Member Issues.

TIME: 11:22 a.m.

RETURN TO OPEN SESSION - Oral summary of discussion held

TIME: 12:35 p.m.

Sullivan moved to grant the variance requested by Dean Ford through his Architectural Permit. Hagen seconded the motion. *Motion passed.* The variance approved or granted is specific to the request of the application. Hagen moved to approve the appointment of Joe Alackness to the Airport Committee. Sullivan seconded the motion. *Motion passed.*

CONFIRMATION OF NEXT REGULAR BOARD MEETING, TIME AND DATE: The next regular board meeting will be held on February 17, 2018, at 9:00 a.m. in the Board Room.

WITH NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 12:38 p.m.

Myrna Cassel, President

Dan Sullivan, Secretary