

## Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

March 18, 2020



The Board of Directors of Fort Clark Springs Association Inc., met in regular session on Wednesday, March 18, 2020, in the Boardroom, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:30 a.m. by President Sandee Hagen. The following directors present constituted a quorum: President Sandee Hagen, Vice-president Dustin Smith, Secretary Robert Mumme and Director ReAnna Hay. Also present was Executive Secretary Julie Moreno.

Following a moment of silence, the Pledge of Allegiance and the Texas Pledge, President Hagen explained that the agenda is proposed until the Board approves the proposed agenda at the start of the meeting. Since three items from the proposed agenda were eliminated and an Action Item for the Covid-19 situation was added, Secretary Mumme made a motion to change the proposed agenda and formalize the new agenda. Vice-president Smith seconded the motion. **Motion passed with three for and one abstention to the motion.**

**APPROVAL OF MINUTES** from Regular Board Meeting on February 19, 2020: Minutes were approved.

**SECRETARY'S REPORT:** Secretary Robert Mumme reported he had not received any correspondence, but he did explain the changes to the Association's Facebook site. The Association will post information for members, but comments will be turned off. This was decided by the Board due to independently owned companies using the site to post advertising for home sales and because a few members were using vulgar and insulting language in their posts and comments.

**TREASURER'S REPORT:** Board still needs to appoint a Treasurer. The annual audit is almost complete, but we are still waiting on some information from outside parties. Profit and Loss statements were made available to the membership. February net income minus Bad Debt and Depreciation since they are not cash items, but rather accounting procedures, was -\$63,601.29. When adding back in Bad Debt (\$22,860.00) and Depreciation expenses (\$14,132.15), February net income is -\$26,609.14. With Bad Debt and Depreciation added in, the Association has a net income from October 1, 2019 to February 29, 2020 of -\$102,564.07. With Depreciation and Bad Debt removed, the Net Income is \$78,993.16. President Hagen Reported that the Profit and Loss for next month will reflect some corrections, as some income from the hunting program had been miscoded and needed to be reassigned to the correct accounting code. As of March 16, 2020, our daily balance reflected at Texas Community Bank: \$59,735.68 in checking, \$50,149.46 in credit card account, and \$8,592.78 in Money Market Account account. At Bank & Trust, there was \$27.29 in the Los Moras account, \$335,248.90 in the Restricted Fund, \$27,152.34 in the General Fund, \$18,225.53 in the Historical Preservation Fund, and \$33,946.69 in the Tax Account. Motel revenue for February 2020 is \$12,079.00 with a total of 316 guests staying at the hotel. Collections during the month of February brought in \$36,784.00 from Payment Plan Regular (M&R) \$3,532.00, Delinquent Notice Membership \$31,672.00, and Delinquent Notices (Family Recreational Membership) \$1,580.00. From Member Services the Association collected \$325.00. No lot sales during February, 1 transfer fee (\$300.00), and 1 re-sale certificate fee (\$25.00). **Vice-president Smith moved to approve the Treasurer's Report. Director Hay seconded. Motion passed unanimously.**

**PRESIDENT'S REPORT:** President Sandee Hagen thanked all Members for their patience as we proceed. There were over 30 applications for the General Manager's position. HR supervisor Julie Moreno reviewed the applications and removed those that were not qualified for the position. Julie sent letters informing the candidates. The plan is to begin interviewing remaining candidates in April, depending on the effects of the Covid-19 virus. The issue of the open Treasurer's position was discussed and membership informed it would be an agenda item. On March 4, an email vote was held to allow Philip Garcia, Operations Manager, to purchase parts for the backhoe used at the landfill. On March 2, Philip contacted Sandee to explain that the Association had been reported to TCEQ for violations at the landfill. Philip needed to rent a wheel loader to cover the trash before the inspector arrived. The Board authorized him to rent the wheel loader for up to 5 days at a cost of \$685 per day. Philip completed the job in 2 days. President Hagen stated there was false information circulating in the community about increasing regular assessments and proposing a special assessment. President Hagen informed membership that an increase was not being considered, and could not be until the Consumer Price Index was released in July of 2020. She went on to ask people to not spread false information, as it only harms and divides the community. Membership was encouraged to contact a Board Member if they had any questions. The Board is committed to being open and transparent with the membership. President Hagen reported that

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there was an email discussion on the airport hanger roof metal. First selection will go to Philip and maintenance for Association use. Second choice will go to members for their personal use, with a limit as to how much metal any one member can receive. Finally, remaining metal will be sold or traded so it is removed from the Fort. Vice-president Dustin Smith provided an overview of the deer hunt for President Hagen. Smith reported 470 hunters with 134 total deer harvested from Association property. Preliminary gross income at this time is approximately \$80,000.00 with approximately \$4,500.00 in expenses. Smith reported the figures for the trapping program are not included in these numbers since trapping has not started yet, but should soon. Contract for trapping was awarded to JJ Dechame's company at the July 2019 meeting. He would also like to get the biologist out to create a report on the current deer population and the actual population that the forage on the Association property can support without supplemental feeding. President Hagen stated that the first quarter of the year would end March 31, so the Board will review the budget accounts in April.

### **COMMITTEE AND ORGANIZATION REPORTS:**

**Airport Committee – Sam Lark:** No report given.

**Architectural Committee – Joe Alackness, (Chairman):** Mr. Alackness sent items to Secretary Mumme to read in his absence. The Architectural Committee will be using Dispatch for anything that needs to be reported to members.

**Golf Committee – Sandee Hagen:** Committee Secretary, Katie Brown, was absent. The Los Moras Golf Tournament was a huge success. Fifty teams of two participated, many returning and some from out of town. The Golf Committee thanks everyone who volunteered either as a hole monitor, to help prepare the meal, or bake a dessert. This week's copy of the Kinney County Post will have a complete list of tournament winners.

**Preservation Committee – Linda O'Brien:** Preservation Committee has been waiting for the contractors to begin at the Commissary. The weather has not been conducive to sanding, staining, and repair work. The bill for this work will be \$20,800.00. Mrs. O'Brien questioned the financial numbers given in the Treasurer's report because of a difference in fund amounts that she had been given for Preservation money.

**Recycle Committee – Sandee Hagen for Helena McBride:** The Committee is closing the Recycling Center for 2 months. This closure was made to allow volunteers to protect themselves from the Covid-19 virus. Cardboard will still be collected during this closure.

**Old Quarry Society:** No report.

**COMMUNITY COUNCIL REPORT – Natanya Watkinson:** Mrs. Watkinson gave an initial accounting for the financial success of Fort Clark Springs Days. Currently there is approximately \$8,000.00 in the account. Started last spring with under \$1,000.00. Majority of the bills are paid, but there are a few small bills that are still outstanding. Trying to get these numbers finalized so they can determine how much money can go to the Historic Preservation Fund. Many committee members are staying on committees for next year, but may want to be reassigned for different committees. Fort Clark Days 2021 Committee Chairs have been updated on the Fort Clark Days webpage. Mrs. Watkinson has made a call for new volunteers with time to apprentice under an older committee chair so we do not lose knowledge and experience as the older volunteers retire. There will be a photo contest for photo submissions of Fort Clark Days 2020. A prize of \$100 will be given to the best photo entered. All photo entries will have a photo waiver signed with the submission and this will allow a large number of photos to be used for marketing Fort Clark Days 2021. Goal is to have the entry forms out by the end of March, entries sent end by the end of April, and winners selected by mid-May. Member concerns were presented. A member wanted the laundry machines at the RV Park looked at. President Hagen responded that Philip was awaiting delivery of a new washer for the laundry. RV Park residents were also concerned that there was no television, internet, or radio at the RV Park. There were also member concerns about the hunting program. Mrs. Watkinson finished her report by asking if the Community Council could re-occupy Shaftner Hall or have some other location to store Community Council items. President Hagen said it was on the executive session schedule.

### **OLD/UNFINISHED BUSINESS:**

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Rules and Regulations: The current Rules and Regulations will remain in place during the Covid-19 crisis. ReAnna Hay reminded the Board that the Rules and Regulations are supposed to be prepared by the Executive Officer (General Manager) for the Board's review. All Board members were in agreement that this item should be postponed.

Dickman Hall: Removed from Agenda for Covid-19 discussion.

Ice Machine Proposal: Removed from Agenda for Covid-19 discussion.

### NEW BUSINESS/ACTION ITEMS:

Action Item - Appointment of Fifth Director – President Hagen offered three options for appointing a member to the vacant Director's position. First option was to appoint off the list for the February 1, 2020 Special Meeting for Removal of Directors; Second option was to appoint the 3rd highest vote receiving candidate from the previous election; and the third option is to open up a new list for interested members to put their names on for consideration. Vice-president Smith made a motion to solicit a new list for 14 days from the date of posting. The motion was seconded by Secretary Mumme. Member comments were given by Richard Ebert and Kathleen Warm. No more member discussion. **Motion passed unanimously.**

Action Item - Approval of Golf Course Sand Order – Cost of sand is approximately \$1,000.00. It is used in the aeration of the greens and tee boxes. The Golf Committee is willing to pay half of the sand cost. Cost to the Association should be approximately \$500.00. Secretary Mumme made the motion to accept the proposal to have the Association pay \$500.00 for sand so that greens and tee boxes can be maintained, with the Golf Committee paying the additional \$500.00 for the sand bill. Vice-president Smith seconded the motion. Member comment was given by Richard Ebert. **Motion passed 3 for and Director Hay abstaining.**

Action Item - Approve Bids for Annual Meeting Luncheon - A motion was made by Secretary Mumme to temporarily table this item until after discussion of the Annual Meeting has taken place. Director Hay seconded the motion. **Motion to table this item until later in the meeting passed unanimously.**

Action Item - Approval of Guidon Flag Purchase – Executive Officer (General Manager) is typically responsible for ordering the guidon flags before Fort Clark Days each year. In the absence of an Executive Officer, the Community Council ordered the flags and is submitting the bill to the Board for payment. Cost of the Flags is \$1310.40 with a \$100.00 Rush Fee. Discussion occurred between the Board and membership as to a member who made a life donation to pay for the guidon flags. Secretary Mumme made a motion to pay the bill to Eagle Mountain Flag as presented by the Community Council. Vice-president Smith seconded. Member comments were made by Natanya Watkinson, Kathleen Warm, and an unidentified member who stated \$4,000.00 of Horse Club money was missing. **Motion passed with 3 votes for with Director Hay abstaining.**

Action Item - Consider Participation in Birding on the Border Event – Secretary Mumme stated that he had received a phone call for the Ag-extension agent for Val Verde County and that the event was temporarily on hold due to the Covid-19 crisis. President Hagen asked for a motion to table that item. Secretary Mumme so moved. Vice-president Smith seconded. **Motion passed unanimously.**

Covid-19 Plan of Action – President Sandee Hagen introduced the topic of Covid-19 virus by stating that people did show up for the St. Patrick's Day Block Party with the Jack Clarkson Band performing. It was well attended when factoring in the storm that blew in during the event. After discussion from each board member as to their personal feelings about the ability of the board to set mandates to members, or their lack thereof, President Hagen read a list of items that the employees requested to help ensure their safety. They included: a.) closing the Lobby to public access and installing a drop box for payments and paperwork submissions; b.) employees will remain on the job shielded from the general public and continue their duties; c.) if employees become ill, they will immediately notify Julie Moreno, HR Supervisor, of their symptoms so they can be sent home for everyone's protection and Julie will notify the Board; d.) Security, Maintenance, and RV Park employees will practice social distancing to the best of their ability and use continued frequent hand washing; e.) motel staff should be using gloves and washing hands frequently; and f.) some employees may need to work remotely if their child care facilities are closed.

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Members, please take your own sanitizer to the Adult Center. All commercial classes will be cancelled (i.e. dance, martial arts).

Members Memo Guzman, Natanya Watkinson, Mary Partlow, and Ann Barron all spoke in favor of closing the Lobby for the protection of the employees. After member comment, Secretary Mumme moved that "The Association Office be closed to the public from March 18, 2020 until Sunday, April 5, 2020, and re-evaluate the decision prior to Monday, April 6, 2020, with employees on staff to process Association business. Motion was seconded by Vice-president Dustin Smith. **Motion passed unanimously.**

The Annual Membership Meeting is scheduled for Saturday, March 28, 2020. The Membership Meeting usually has 150 in attendance and serves a membership meal. These two factors are contrary to the current CDC guidelines. After considerable discussion, the Annual Meeting was postponed until such time that the meeting could safely be held in accordance with CDC guidelines. The Annual Audit would be made available to the membership, there just would not be an auditor available to explain the audit until the Annual Membership Meeting was rescheduled. President Hagen said it was important that the audit be released on time, since it has not been for some time. Members would need to come pick the audit report up somewhere at no-charge to the members. Member comments were given by Memo Guzman, Dennis Leff, and Kathleen Warm. Unidentified member suggested holding the meeting outside. Discussion ensued. Vice-president Smith pointed out the possibility of inclement spring weather. Vice-president Smith made a motion that "the Annual Membership Meeting be postponed to a date to be determined based on the progress of the Covid-19 outbreak." Director Hay seconded the motion. **Motion passed unanimously.**

### **Return to Action Item #4 - Approve Bids for Annual Meeting Luncheon**

Vice-president Smith made a motion to table this item until such date that we determine when to host the Annual Membership Meeting. Secretary Mumme seconded the motion. **Motion passed unanimously.**

### **ANNOUNCEMENTS:**

- All events are currently postponed.
- Member Ann Barron reminded the Board that the Annual Membership Meeting announcements must be mailed out no earlier than 60 days before the meeting and no later than 10 days prior to the meeting.
- Kathleen Warm said she would continue to work at the recycling center. She was directed to speak with Helana McBride.

**ADJOURN to Executive Session:** Member, Employee and Legal Matters 11:32 a.m.

**RECONVENE TO REGULAR OPEN SESSION:** Report Executive Sessions Decision 12:46 p.m.

- Referred Community Council storage issue to Matt Bland, Director of Security, and Philip Garcia, Maintenance Director, to review facilities to see what we can make available for storage.
- Mail outs from the Architectural Committee will be mailed through the Association Office since funds collected by the Architectural Committee go into the Association's General Fund.
- Discussed Colonias and the Lot-up Procedure and found that the Resolution that was to be filed in 1995 was never filed. We will be reviewing the procedure in anticipation of addressing it at the next meeting .
- Reviewed a member's appeal of a denial of a variance from the Architectural Committee. The denial stands.
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### **CONFIRMATION OF NEXT REGULAR BOARD MEETING:**

Wednesday, April 15, 2020, at 9:30 a.m. in the Boardroom.

Secretary Mumme moved for adjournment. Vice-president Smith seconded. **Motion passed unanimously.**

**ADJOURNMENT:**

12:48 p.m.

**ROBERT MUMME - Secretary**