

Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

January 20, 2021



The Board of Directors of Fort Clark Springs Association Inc., met in a regular session on Wednesday, January 20, 2021, 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 constituted a quorum: President Sandee Hagen, Vice President Dustin Smith, Treasurer Bill Herman, and Director ReAnna Hay. Also present was Executive Officer/General Manager, Alan Peterson and Executive Secretary, Julie Moreno. Secretary Robert Mumme was unable to attend and his absence was excused by vote of the Board of Directors.

APPROVAL OF MINUTES from Regular Board Meeting on December 16, 2020. **Motion to Approve Minutes by Treasurer Bill Herman; 2nd Director ReAnna Hay. Motion Approved by 3 Directors, 1 Abstention, Less 1 Director absent.**

SECRETARY'S REPORT: We received an email from Member Shawn Orum regarding the gym closure. The gym was closed due to the high number of COVID-19 Active Cases on the Fort. The gym will reopen when the number of active cases come down. **Motion to Approve Secretary's Report by Treasurer Bill Herman; 2nd Vice President Dustin Smith. Motion Approved Unanimously, Less 1 Director absent.**

TREASURER'S REPORT: Treasurer Bill Herman reported Daily Balances for Texas Community Bank on 1/19/2021 - Checking \$70,678.22, Credit Card \$178,082.65 and Money Market \$8,793.96. Daily Balances for Bank & Trust on 1/19/2021 - Las Moras \$1,367.30, Restricted \$369,779.23, General \$263,682.96 and Historical \$474.90. Motel Revenue for December, 2020 \$24,660.00. Member Services for December, 2020 - Lot Sales, Transfer Fees, ReSale Certificate Fee \$1,700.00. Fort Clark Springs Profit & Loss for December, 2020 - Gross Profit \$191,773.81, Expenses \$239,946.18, Net Loss -\$48,172.37. Fort Clark Springs Profit & Loss for October through December, 2020 - Gross Profit \$673,309.23, Expenses \$664,065.29, Net Income \$9,243.94. Las Moras Profit & Loss for December, 2020 - Gross Profit \$634.91, Expenses \$1,096.73, Net Income -\$461.82. Las Moras Profit & Loss for October through December, 2020 - Gross Profit \$2,850.45, Expenses \$3,327.19, Net Income -\$476.74. Fort Clark Springs Restricted Fund Profit & Loss for December, 2020 - Total Income \$5,166.00, Expenses \$1,956.14, Net Income \$3,209.86. Fort Clark Springs Restricted Fund Profit & Loss for October through December, 2020 - Total Income \$15,570.80, Expenses \$5,868.52, Net Income \$9,702.28. Fort Clark Springs Net Income Before Estimated Bad Debts and Depreciation for December, 2020 - no information. Fort Clark Springs Breakdown of Restricted Fund December, 2020 - no information. President Sandee Hagen reported October through December, 2020 - Depreciation Expense \$35,192.25, Bad Debt Expenses \$68,421.30, Non Cash Accounting Procedure \$103,613.55. **Motion to Approve Treasurer's Report - Vice President Dustin Smith; 2nd Director ReAnna Hay. Motion Approved Unanimously, Less 1 Director absent.**

EXECUTIVE OFFICER/GENERAL MANAGER REPORT: EO/GM Alan Peterson reported the RV Park revenue is 22% over what was budgeted compared to last year, 41% year to date. Motel is 26% for the month over budget compared to last year, 32.5% year to date. Golf is 74% for the month over budget compared to last year, 37.8% year to date. Late fees are down to 37.8% for this last month. The hunt revenue last month was \$4,400.00 over what was budgeted, which is 70% over for the year and is mostly all profit. Reminder to Members that when there is a fire on the Fort, to stay out of the way so emergency vehicles can get through. Mr. Peterson thanked the volunteers who helped clean out the basement of Dickman Hall and Part 1 of the clean-up at Red Bridge Park. Next week will be the pool and Rendevous Park area clean-up. Thank you also to the volunteers who have restored the Gazebo. The power has been restored to the Fire Station by an Electrician and it is now being used as a headquarters for volunteer

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projects. The volunteers at the Fire Station will also accept donations of tools, etc., for projects. The front entrance also has lights working now. Lighting will also be worked on in Unit 1 and the pool area. The staff has been hit hard with COVID-19. Several employees are out and in quarantine recovering. Mason was here to work on the rock wall outside of Dickman Hall. Renee Ford has started to work in Collections. We have some volunteers who are wanting to start a Solar Eclipse Committee. We have put a hold on rates and reservations until we have a plan in place. Mr. Peterson is hoping to have the gym open by February 1, 2021. Donations: Michelle Spivey supplied donated baked goods for after the Christmas Golf Cart Parade in Dickman Hall; Linda O'Brien donated a Christmas Tree; and Terry & Dennis Kneupper donated two pickup loads of Christmas, Fall and Easter Decorations.

Airport Committee: None

Architectural Committee - Phoebe Bordelon: There is now a full Committee with two newly added members. Meetings have been changed to Tuesdays at 4:00 p.m.

Golf Committee – President Sandee Hagen: The golf course is sanitizing carts, restrooms and the green room. Del Rio Golf Course is now closed, possibly permanently.

Preservation Committee - Linda O'Brien: The Committee has taken the month of December off. The windlass work order is in for the Commissary. Seminole Hall is 100% repaired. Backside of NCO Club is finished. The Committee has been volunteering to help in other areas.

Recycle Committee - Helena McBride: We have not received the check of \$1,700.00 for the removal of the cardboard shipment. We will be sending another shipment soon. The old forklift has a leak and needs to be repaired. The forklift was donated to the Fort about 13 years ago. Linda O'Brien asked if the papers upstairs in the Administrative Building can be shredded and donated to Recycling? The papers will have to be sorted through and personal information cannot be sent.

Las Moras Restoration Project - Helena McBride for Chris Hale: Engineering Firm was at the Fort on December 12, 2020. The assessment report should be available next week. Donations are pending based on the detailed engineering conclusions including cost estimates. The Las Moras Marker location was sent to the Texas Historical Commission and was approved. The Texas Historical Commission noticed a name error on the marker.

Election Committee - Frances Bitter: Five candidates are running for the Board - Memo Guzman, Sandee Hagen, Travis Huey, Linda O'Brien, and Lisa Vale. Ballots will be mailed on February 12, 2021 and need to be returned by March 12, 2021.

By-Laws Committee - Linda O'Brien: The By-Laws Committee is waiting for a response on the changes from the Board.

COMMITTEE REPORTS: Kathi Warm reported that every Member that has property here at Fort Clark is a Member of Community Council. January was the Annual Meeting. The Council held their Election of new Officers. The Officers are: President - Natanya Watkinson, Vice President - H.N. Bitter, Secretary - Kathleen Warm and Treasurer - Tianna Johnson. Travis Huey gave a By-Laws presentation. Next meeting will be February 13th. It will be a short meeting as the Candidate Forum will follow.

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OLD/UNFINISHED BUSINESS: None

EMAIL VOTES:

1. **Approve Variance Request.** Member requested a variance for a patio to encroach in the setback. **Motion passed unanimously.**
2. **Approve Motel Stairwells.** MK Builders will start working on the stairwells on Monday, January 25, 2021. **Motion passed unanimously.**
3. **Approve Architectural Committee Members.** Frances Bitter and Jack Marsh. **Motion passed unanimously.**

NEW BUSINESS/ACTION ITEMS:

Action Item 1: Approval of Las Moras Tournament. This is a major fundraiser for the Golf Course. This is scheduled for March 19-21, 2021. Some of this donation money is given to local students in the form of two scholarships (\$1,000.00 each) to deserving students that volunteer on the Fort and hopefully on the Golf Course. This tournament should be approved by the General Manager in the future. **Motion was made to Approve the Las Moras Hoagy Nelson Memorial Tournament by Vice President Dustin Smith; 2nd Treasurer Bill Herman. Motion passed unanimously, less one absent Director.**

Action Item 2: Drawing for Ballot Positions. There are five candidates who will be drawing for placement on the ballot. There are 5 cards in the basket and each candidate will draw one and sign their name on it. Two candidates were absent. Phyllis Giblin drew for Lisa Vale. Alan Peterson drew for Travis Huey. Ballot positions are: 1-Travis Huey, 2-Linda O'Brien, 3-Sandee Hagen, 4-Lisa Vale, and 5-Memo Guzman.

Action Item 3: Consider Approval of RV Park's Bid for Internet Service Equipment. The RV Park has in place now a subscription internet service that only reaches about 40 to 50% of the units. The proposal includes eight different areas of service. The rates will be increased to help cover the costs. The cost for the upgrade is \$15,845.15, which \$6,923.88 has been collected through Pay Pal. This will include the equipment, labor and support for 30 months. Total cost after Pay Pal is \$8,921.27. **Motion was made to Approve the RV Park's Bid for Internet Service Equipment by Director ReAnna Hay; 2nd Vice President Dustin Smith. Motion passed unanimously, less one absent Director.**

Action Item 4: Consider Approval of Computer Replacements. We have eight existing computers that are using Windows 7 or 8. We have serious security issues as Microsoft no longer will offer patches and security updates for these. The eight new computers will have Windows 10. NetPro1 will split the cost into six payments in six months as he did previously. The price is \$5,187.34 which covers 8 Dell OptiPlex 16GB Ram 1TB SSD Hard Drive Windows 10 Pro i5. Director Comments. Member Comments. **Motion was made to Approve the Computer Replacements by Vice President Dustin Smith; 2nd Director ReAnna Hay. Motion passed unanimously, less one absent Director.**

Action Item 5: Consider Approval of IT System Upgrades and Support. We are in need of 3 Rack Mount Wall Cabinets to enclose our computer routers in our outside venues which is the RV Park, Golf Course and Security. The cost is \$861.29. This includes the cabinets and the installation. The Main 42U Rack Enclosure Server Cabinet Value Series with doors and sides, the shelf and labor will be \$2000.46 and will be in the Administration Office. The Meraki Switch will be in the Administration Office and will be replacing the switch for indoor/outdoor Wi-Fi. The price is \$2,683.08 and labor is included. The new switches will give us the ability to limit access as well as monitor users. Motel guests as well as RV guests

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will be given a code which will be good for their stay. The monthly IT support which was previously done by CSI and cancelled as of January, 2020, will be \$1,100.00 per month. Director Comments. Member Comments. **Motion was made to Approve the 3 Rack Mount Wall Cabinets, Main Rack Enclosure Server Cabinet, Meraki Switch, Monthly IT Support by Vice President Dustin Smith; 2nd Director ReAnna Hay. Motion passed unanimously, less one absent Director.**

Break 11:03 AM

Return from Break 11:15 AM

Action Item 6: Consider Approval of Golf Cart Rates. The golf cart rates haven't been increased in over five years. Members Annual Increase would be Single - 12% increase and Couple - 13% increase. Non Members Annual Increase would be Single - 17% increase and Couple - 23% increase. Daily Rates for Members would increase for 9 Holes - 25% and 18 Holes - 33%. Daily Rates for Non Members would increase 9 Holes - 36% and 18 Holes - 14%. Director Comments. Member Comments. **Motion was made to Approve the Fee Schedule with grandfathered fees to Members who have already paid the current rate by Vice President Dustin Smith; 2nd Director ReAnna Hay. Motion passed unanimously, less one absent Director.**

Consider Approval of Golf Cart Leasing. We are currently operating with seven usable golf carts. We have gotten two bids from Club Car and Mission Golf EZGO for the lease and buyout program. The price of the Club Car is \$78.50 per cart which equals \$942.00 per year. 12 Carts equal \$50,868.00 with a \$39,000.00 buyout, which would bring the total to \$89,868.00. Mission Golf EZGO Carts is \$82.40 per cart which equals \$988.80 per year. 12 Carts equal \$62,703.36 with a buyout of \$1.00 per cart, which brings the total to \$62,715.36. EO/GM Alan Peterson recommends the Mission Golf EZGO deal. Director Comments. Member Comments. **Motion was made to Approve the Proposal by Mission Golf Carts to lease 12 golf carts for 48 months with the option to buy the carts for \$1.00 each by Vice President Dustin Smith; 2nd Treasurer Bill Herman. Motion passed unanimously, less one absent Director.**

Action Item 7: Consider Approval of New Xerox Proposal for Copy Machines. Proposal is for one black and white copy machine for \$251.85 per month and one color, black and white copy machine for \$247.85 per month. This is for a 60 month lease. Director Comments. Member Comments. **Motion was made to Approve the Proposal by Vice President Dustin Smith; 2nd Director ReAnna Hay. Motion passed unanimously, less one absent Director.**

Action Item 8: Consider Approval of By-Law Changes. Directors did not receive the most recent corrections of the By-Laws. Director Comments. Member Comments. **Motion to Table this Action Item until Directors have a chance to review the correct proposal by Treasurer Bill Herman; 2nd Vice President Dustin Smith. Motion passed unanimously, less one absent Director.**

ANNOUNCEMENTS: March Tournament. Lights are on at the Adult Center, Front Entrance, and the Courtyard. AEP has repaired some of the street lights.

ADJOURN to Executive Session: No Executive Session

NEXT REGULAR BOARD MEETING: Wednesday, February 17, 2021, Fort Clark Boardroom, 9:30 AM. Seating will remain the same unless notified that there are changes with the COVID-19.

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ADJOURNMENT: Vice President Dustin Smith made a Motion to Adjourn; 2nd Director ReAnna Hay. Motion passed unanimously, less one absent Director. Meeting was adjourned at 12:41 PM.

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