

Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

Saturday, October 15, 2022



The Board of Directors of Fort Clark Springs Association Inc., met in a regular session on Saturday, October 15, 2022, in the Boardroom, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:06 a.m. by President Travis Huey. The following directors constituted a quorum: President Travis Huey, Vice President Linda O'Brien, Treasurer Lisa Vale, and Director Memo Guzman. Secretary Chris Race was present through Zoom. Also present were Executive Officer/General Manager Alan Peterson and Executive Secretary Julie Moreno.

APPROVAL OF MINUTES from Regular Board Meeting on September 17, 2022. **Motion was made to approve the September 17, 2022 Minutes by Vice President Linda O'Brien. 2nd by Director Memo Guzman. Motion passed unanimously.**

SECRETARY'S REPORT: No correspondence was given this month.

TREASURER'S REPORT: Treasurer Lisa Vale reported the motel revenue for September was \$29,189. Revenue for the RV Park for September was \$10,300. Total income for September is \$175,558, Expenses \$182,200 for a loss of -\$6,642. Year to Date income is \$2,372,000, Expenses \$2,370,000 with a Net Income of \$2,000, which is preliminary due to Quickbooks and posting issues. Preservation has \$29,781 and we have a cash balance of \$670,732.

EXECUTIVE OFFICER/GENERAL MANAGER REPORT: EO/GM Alan Peterson reported that the proposal for trees was given to the Board. The proposal is from a place in Canton, Texas, and the truck will carry about 150 trees - 30 gallons. The cost will be about \$20,000. The kind of trees we are getting are: Live Oak, Red Oak, Chinkapin and Bur Oak. The areas we are looking to plant these trees are: Par 3, Highway 90 Frontage, Pool and Park, RV Park and possibly the Golf Course. We will be offering Sponsor a Tree for \$200. This will include the tree, planting, stakes, fence, fertilizer and upkeep for five years. We have \$3,500 donated already. The mowing procedures for the Greens at the Golf Course are now in place. Creekside Patio is cleaned and open. Pro Shop is selling shirts, visors and caps. We are working on moving the debris pile. We are planning on renting a chipper and then we will have mulch for the trees. The areas the Recreation Committee is looking at are the seniors, youth, adult and health and wellness. We have volunteers to help in all those areas. Our first project will be to resurface the basketball court. I need suggestions on where you would like to add lighting on the roads at night. Unit 14 received some repair work by putting some asphalt at the entrances. We ran out of asphalt but plan to get some more. The improvement is noticeable. Landscaping will focus on Rendezvous Park, Highway 90 Frontage, Spring and Pool for the next couple of weeks. We will also be doing some drastic pruning the next four months. December and January we will concentrate on Red Bridge. The Administrative Task Force have really gotten us organized in accounting. We've been contacted by Birding on the Border. They will be here April 28-30. We are looking for more volunteers. We will be restocking the spring and creek with native fish with the help of San Antonio District Fisheries. There will be Welcome Back Winter Texans on November 12th. Director Comments.

COMMITTEE REPORTS:

Airport Committee - by Executive Secretary Julie Moreno for Stan Martin: The airport was mowed 4 times. \$250 in personal funds were spent on maintenance to the fort mower to replace the battery and belt.

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Coordination was made with management last month to have the overgrown area mowed by maintenance. We are still awaiting for the overgrown area to be mowed. Three guests flew in, all member-guests.

Architectural Committee - by Phoebe Bordelon: Frances Bitter is now Chairperson of the Architectural Committee. We have been off two weeks this last month because we did not have any permit applications and we lost a member. We have also not had a chance to look at the resolutions.

Golf Committee - by Executive Secretary Julie Moreno for Katie Brown: The Golf Committee has little to report this month. The September End of Month Scramble had 15 players. The October End of Month Scramble will be held on October 29th combined with the 8th Annual Kinney County Church Alliance Tournament. Although this is a fundraiser supporting needy seniors and families in Kinney County, payout for End of Month winners will be as per usual. We hope to have lots of support for this Halloween fun event. Format is four-person teams in a blind draw or bring your own team!

Preservation Committee - by Preservation President H.N. Bitter: After much discussion on the different repair options mentioned in our previous meeting, the President reported back to the Committee on the feasibility of each of these options. As we anticipated, the Post Theater Marquee will be the most extensive repair job this Committee has encountered on one of our historical buildings. By a majority vote, this Committee voted to do a complete rebuild of the marquee due to safety and liability concerns. Some delay will occur due to our contractor suffering an unexpected health emergency. He is doing well and should be back in action within a couple of weeks. In the interim, the President will be preparing the paperwork and submitting it for this repair work.

Recycle Committee - by Helena McBride: The Recycle Center will be closed Thanksgiving and reopen the Saturday after. Rio Grande Electric had their annual meeting and had a fabulous two minute video tape of Fort Clark Recycle Center.

Las Moras Restoration Project - by Helena McBride for Chris Hale: No new information has been done this month; therefore, no report will be given.

Recreation Committee - by Executive Secretary Julie Moreno for the Recreation Committee: The Recreation Committee has been reorganized and will be taking over some of the Recreation Activities. The Committee voted on a Chairperson and the lucky one was Ana Martinez. Ana has a great deal of background including starting the Hope Center as well as being a Certified Tour Manager - so get ready for those Day Trips! The Committee will also be divided into four groups and are going to be looking for chairs to fill: 1) Health and Wellness such as hiking, weight loss, healthy eating, tennis courts/pickleball, disc golf and classes (yoga, pilates, aerobics, line dancing, zumba), strength training, etc. 2) Senior Activities such as dances, cooking, crafts, bus tours, holiday shared dining. 3) Youth (Teens) Activities such as dances, lock ins, photography, videographer, music lessons, woodworking, carpentry, pool parties, cooking classes, youth and senior activities. 4) Young families and children activities (families with young children) such as holiday activities, mom's teas, children play dates, arts & crafts. The next event the Committee is working on is the Halloween Kids Party on Sunday, October 30th (time will be announced through Dispatch and flyers). The plan is to have games, snack stations, decorations, bake sale, etc. More will be announced next week. The money from the bake sale will be going towards the repairing of the basketball court and then the tennis courts. If you would like to donate baked goods for the sale, please let us know. We are very excited about the new Recreation Committee. The Committee is all ready to go to help put some fun back into Fort Clark. If you have any ideas or would like to host a class or activity, please send your name, idea and/or activity and contact information to recreation@fortclark.com or fcsa@fortclark.com. We are looking for

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ideas of all ages. This also includes the clubs of Fort Clark. We would like to see if the clubs would participate in holding some events - maybe 1 or 2 a year each. If you would like to come and see what all is happening, we encourage you to come to our next meeting on Wednesday, October 19th, 5:00 p.m. in the Board Room. Director Comments.

Election Committee - by Sandee Hagen: The Election Committee met Monday, October, 10th. We developed a timeline for this year's election. One position is open. October 28th the Election Candidate Data Sheets and Instructions will be available in the Administration Building, Adult Center, Teen Center and the Golf Course. January 2nd all Candidate Data Sheets and resumes for Board of Director are due by 5:00 p.m. at the Administration Office front desk. No exceptions. The ballots will be mailed on February 10th. They will be due in the auditor's office by March 10th by 5:00 p.m. The regular board meeting will be on March 18th and at that time we will ask to disband the Committee. March 25th is the Annual Membership Meeting. One suggestion we have is to print the ballots on colored paper. Director Comments.

COMMUNITY COUNCIL REPORT - by H.N. Bitter: Our meeting was on October 8th with 23 members present. We earmarked \$2,000 to fix the water leak in the ladies upstairs restroom in the Adult Center. Due to asbestos we cannot fix it. We have not decided what to do with this money at this time. Ghostly Tours will be done by the Recreation Committee. There will not be a pumpkin patch this year. Fort Clark Days 2023 will be co-chaired by Frances Bitter and Christina Bitter. Director Comments. Member Comments.

OLD/UNFINISHED BUSINESS:

Tabled Item 1: New Lease for Wastewater Treatment Area. This has been an ongoing event. President Travis Huey gave a history of the Wastewater Treatment Plant. Currently, there is a lease that has been circulated to the City of Brackettville. The lease is for 82.196 acres. This item will continue to be tabled. Member Comments. Director Comments.

Tabled Item 2: Consider Approval for Unit 1 Parking Fees. This item will continue to be tabled.

Tabled Item 3: Consider Approval for Golf Tournament Fees. This item will continue to be tabled.

Tabled Item 4: Emergency Panic Buttons. This item will continue to be tabled.

Tabled Item 5: Raise GM's Approval Limits - Resolution. This item will continue to be tabled.

DISCUSSION ITEMS:

Discussion Item 1: Sale/Marketing of Fort Owned Lots (Put Fort owned lots back on the market); increased Fort revenue. Treasurer Lisa Vale would like to see these lots put up for sale. We have 78 lots for sale. Treasurer Lisa Vale also read the Declaration. We need to find the Policy Resolution that states the realtors get 10% of the cost of the lot and rescind this Resolution. Executive Officer/General Manager Alan Peterson stated the reason we took the lots off the market was because we had lotups and also that we were selling these lots for the county assessed value. The Board will have to set the rates for all the Fort owned lots and what we will sell these lots for. According to the county, the 78 lots are worth a little more than \$200,000. This is the appraised value. The market value will be much higher. Director Comments. Member Comments.

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Discussion Item 2: Sale/Marketing of Family Recreation Memberships (Strategy for marketing FRM's; Amenities/Value of FRM; and increase Fort revenue. Treasurer Lisa Vale is asking what do you get for an FRM? We need to be looking and targeting how we are going to sell an FRM and need to have a discount for hunting, etc. We also want to have a plan to market these FRM's. Director Comments. Member Comments.

Discussion Item 3: Dickman Hall (heating unit replacement); fireplace inspection cleaning; pros & cons to fix above or spend the money to move it. Dickman Hall is in need of two new hvac units. The cost would be about \$12,500 for each unit. Treasurer Lisa Vale says the bar area needs to use the middle area, which is too hot in the summer and too cold in the winter. Executive Officer/General Manager Alan Peterson says the one that is partially working will not make it through this winter. The bar now brings in about \$10,000 per year. Creekside would not be a good location because too many people would be coming in through the Fort. Outside business should be done through Dickman Hall. Director Comments. Member Comments.

Discussion Item 4: Tree Planting. This discussion has already been covered. Member Comments.

Discussion Item 5: Proxy Votes. This item was brought up at the last board meeting. A member sent in a note asking if their renter could attend the meetings and participate in the local activities. The only thing President Travis Huey has found in the documents is that we do not allow for proxy votes. There are certain committees that require a lot owners such as Architectural. Director Comments. Member Comments.

Discussion Item 6: Architectural Policy Resolutions. We have three or four Policy Resolutions that are a part of the architectural process. We will schedule a time to have this discussion with the Committee.

Discussion Item 7: Introduction to FCSA Marketing Proposals. We had two proposals come in to assist with the marketing of the Fort. We will give introductions of those two people and the presentations will be given in Executive Session. We will then schedule a meeting for membership input. Executive Secretary Julie Moreno read a portfolio from Brittany Wylie, who was not present. Annabell McNew was present and gave an overview of her background and experience as a marketing professional. Annabell also gave an overview of Ghostly Tours. Director Comments.

BREAK: 11:18 a.m.

RECONVENE: 11:30 a.m.

NEW BUSINESS/ACTION ITEMS:

Agenda Item 1: Consider approval for the Lipan Apache Band to display their tipi's with lights in December. We received a proposal from the Lipan Apaches to bring their Holiday Display to Fort Clark Springs Association in December. The Lipan Apaches will bring their tipis and will be lit up with lights at Rendezvous Park. Director Comments. Member Comments. **Motion was made to approve by Director Memo Guzman. 2nd Vice President Linda O'Brien. This Motion was passed unanimously.**

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Agenda Item 2: Consider approval for Policy Resolution - FCSA Capital vs. Expense Threshold. The Policy reads as follows:

Whereas, the Fort Clark Springs Association, Inc., requires a capital vs. expense threshold.

Therefore, the Board of Directors of the Fort Clark Springs Association, inc., adopts the following capital vs. expense threshold:

- Useful life greater than five (5) years; and/or
- Expenditure over five thousand dollars (\$5,000)

Motion was made to approve the Policy Resolution FCSA Capital vs. Expense Threshold by Secretary Chris Race. 2nd Vice President Linda O'Brien. This Motion was passed unanimously.

Agenda Item 3: Consider Approval for Policy Resolution - FCSA Capital Budget Starting Fiscal Year 2023-2024. The Policy reads as follows:

Whereas, the Fort Clark Springs Association, Inc., Executive Officer is expected to prepare an operational budget for each fiscal year, including a capital expenditure list, for board approval.

Therefore, the Board of Directors of the Fort Clark Springs Association, Inc., requests from the Executive Officer a list of FCSA capital expenditures budgeted starting Fiscal Year 2023-2024.

Director Comments. Member Comments.

Motion was made to approve the Policy Resolution FCSA Capital Budget Starting Fiscal Year 2023-2024 by Vice President Linda O'Brien. 2nd Treasurer Lisa Vale. This Motion was passed unanimously.

Agenda Item 4: Consider approval for Policy Resolution - FCSA Capital List and Net Revenue Allocation. The Policy reads as follows:

Whereas, the Fort Clark Springs Association, Inc., requires a schedule of capital net revenue allocation percentages.

Therefore, the Board of Directors of the Fort Clark Springs Association, Inc., adopts the following percentages of net revenue to be allocated to the Operations Reserve Fund:

Schedule of FCSA Capital Entities and Percentage of Net Revenue to Allocate:

Barracks Inn - 20%; RV Park - 20%; Golf Course - 20%; Hunt Program - 20%; HOA Real Estate - 20%.

*One change to be made - Restricted Fund will be changed to Operations Reserve Fund.

Director Comments.

Motion was made to approve the Policy Resolution FCSA Capital List and Net Revenue Allocation by Vice President Linda O'Brien. 2nd Treasurer Lisa Vale. This Motion was passed unanimously.

Agenda Item 5: Consider approval for Policy Resolution - Executive Officer Authority to Administer Contracts and Set Rates for FCSA Facilities. The Policy reads as follows:

WHEREAS, the Fort Clark Springs Association, Inc., Board of Directors, per the FCSA Declaration of Protective Restrictions and the FCSA Bylaws, is given the power to:

- Conduct, manage and control the affairs and business of the Association;
- Contract for and make capital improvements; and
- At its discretion, delegate authority to others to perform specific tasks.

WHEREAS, The FCSA Board of Directors, per the FCSA Bylaws (Art. VII, No. 6), may authorize in writing any officer or officer's agents, to enter into any contract or execute any instrument in the name of and on behalf of the Association and such authority must be confined to specific instances. Unless authorized in

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writing by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Association to any contract or agreement or to pledge its credit to render it liable for any purpose or to any amount.

WHEREAS, the Fort Clark Springs Association, Inc., Executive Officer, per the FCSA Bylaws, is to ensure the orderly and efficient day-to-day routine operation of the Association.

WHEREAS, the Association’s Executive Officer was hired August 13, 2020, and is past the ninety (90)-day probationary period; and

WHEREAS, the Association’s Executive Officer has proven his fiduciary responsibility toward the Association and its day-to-day operations; and

WHEREAS, the Association requires timely setting of commercial rates and administration of contracts with clubs and organizations utilizing FCSA Facilities.

THEREFORE, the Board of Directors of the Fort Clark Springs Association, Inc., delegates to the Executive Officer the power to administer contracts with FCSA Clubs and set commercial rates for the use of FCSA Member-Only and/or Commercial Facilities. This power includes conducting market studies to derive appropriate rates and terms, and submitting contracts to the FCSA Board of Directors for review and consideration. This Policy Resolution applies only to the Executive Officer that was hired on August 13, 2020, and is valid until the end of said Executive Officer’s employment.

Director Comments. Member Comments.

No Motion was made to approve, therefore, this Motion did not pass.

ANNOUNCEMENTS: Oct. 22 - Halloween Golf Cart Parade; Oct. 28-29 - Ghostly Tours; Oct. 30 - Kids Halloween Party (Admin Courtyard); Oct. 31 - Trick or Treat (5-9 pm); Nov. 11 - FCS Art Club’s Wine and Cheese Night; Nov. 12 - Fall Festival; Nov. 12 - Welcome Back Winter Texans (Evening - More to Follow); Wednesday AM Ladies’ Coffee; Cavalry Brigade - 1st Saturday of Month to clean-up; Nov. 11 - Veteran’s Day Event with Color Guard

ADJOURN to Executive Session:

12:08 PM

Motion was made to adjourn the meeting to Executive Session by Director Memo Guzman. 2nd by Vice President Linda O’Brien. This Motion passed Unanimously.

RECONVENE REGULAR OPEN SESSION:

3:25 PM

NEXT REGULAR BOARD MEETING: Next meeting will be Saturday, November 19, 2022, Fort Clark Boardroom, 9:00 AM.

ADJOURNMENT: Motion was made to adjourn the meeting by Director Memo Guzman. 2nd by Vice President Linda O’Brien. This Motion passed 4 Approved/1 Lost Connection and could not vote. The meeting was adjourned at **3:25 PM**.

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