

Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

June 18, 2016



The Board of Directors of Fort Clark Springs Association, Inc., met in regular session on Saturday, June 18, 2016, 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. Roll call established a quorum with the following directors present: Bill Herman – Vice President, Dan Sullivan – Secretary, Sandra Hagen – Treasurer, and Ann Barron – Director. Also present was Richard Lawrence – Executive Officer and Monique Jensen – Executive Secretary.

APPROVAL OF MINUTES: Sullivan moved to approve the minutes with corrections for the May 21, 2016 meeting. Hagen seconded the motion. *Motion passed.*

SECRETARY'S REPORT: Sullivan read aloud a letter from the Las Moras Golf Tournament Committee thanking Fort Clark Springs Association for support. The success of this year's tournament included increase in attendance, scholarships awarded and the prizes won for the 'Hole in One.' Also, read was an e-mail addressed to Richard Lawrence and the Board with permission to be read aloud from William F. Haenn regarding the cleaning of the pool recently.

TREASURER'S REPORT: Hagen read aloud the bank balances as of June 16, 2016. With the bank balances she announced the opening of an escrow account of the monies received for the repair of damages from the hail storm. This new account is only for the payment of repairs. She continued with the actual bank transfers for May 2015 and 2016 and the estimated June 2016 bank transfers. Hagen moved to approve the transfer of funds estimated for June 2016. Herman seconded the motion. *Motion Passed*

EXECUTIVE OFFICER REPORT:

Lawrence announced that he's been on the job for three months and three days and is as excited as day one and continues to be optimistic. He took a moment to introduce his friend who is the City Manager of Canton, Mr. Lonnie Cluck. Cluck is the person who runs the First Monday Trade Days in Canton and has been for twenty years. He was brought here to share what a jewel Fort Clark Springs is and for Lawrence to learn from him what possibilities could be for Fort Clark Springs.

Budget Report: Analysis of the budget is based on eight month projections and have shown that year to date bottom line the income is greater than the output. Several departments have revenue higher than was projected and expenses that are lower than projected.

Community Council brought concerns from the most recent meeting regarding the rental of the Fire House by Elite Roofing Company. The concerns were regarding the tax status of the building because there is revenue being received. Lawrence addressed this by stating there is no Bylaw that prohibits this rental. We now have revenue coming in from a building that used to be empty. We have to look for new revenue streams to keep assessments low. Community Council also brought to light the problem of CC&R's not being enforced. We would like to focus on the positive and fair enforcement of the CC&R's.

TABC 60-day Notice has been posted for Dickman Hall. We project the opening of the bar sometime in mid-August.

Lawrence stated that a termite problem in the stables was brought to his attention. It has been suggested that because of the nature of the location that to simply use poison could be dangerous for the horses. The other option is to replace support posts.

Adult Center Fees have been suspended in appreciation of the volunteers who made improvements on the building. They are the ones who encourage attendance and usage of the building. A cart path along the creek in Unit 1 will be cleared soon for the members to enjoy. Maintenance staff continues to play catch up with the mowing aided by the two new commercial mowers that were purchased recently. The trash truck is up and running. The washer and dryer for Motel should be purchased next week and installed by the end of the month. RV Park electrical upgrade has started and more problems were found. These problems will have to be tackled in phases. Maintenance and recycling sent off a full load of bales of cardboard.

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Lawrence signed an application to Texas Historical Commission submitted by Mr. Haenn for a historical marker for 'Undertold Stories' at the site of Movie Tone News filming.

COMMITTEE AND ORGANIZATION REPORTS:

Architectural Committee: Dave Crowe introduced himself as the new Chairperson of the committee. He reported that 38 permits were submitted. Most of the permits submitted continue to be from storm damage. Thirty-one permits passed, several were tabled and then approved later. The few that were tabled were due to lack of information. There was one permit for new construction.

Golf Committee: Debbie Isaacs reported for the month of May 429 prepaid and 152 pay as you play. There were also 81 guest members, 3 students, 5 groupon or gift certificate players and 49 tournament players. This was a total of 719 players which is down 339 players from April. However, it is an increase from last year at the same time. This year there will be over \$5000 put back into the golf course from the Las Moras Tournament.

Preservation Committee: Garland Young reported that a special meeting was called to discuss the coordination of contracts for storm damage with Mr. Lawrence.

Recycling Committee: Herman reported the first full load of cardboard bales went out. The next shipment of gaylords is waiting for approximately 40 more gaylords since we are not sharing the load. Please do not drop off items that we don't recycle such as glass or plastics greater than #1 and #2.

RV Committee: Hagen read Diana Stewart's report. The park is pretty much empty with Winter Texans gone. Thank you to Matt Bland for finding a Bee Keeper. The bees have been relocated. Repairs and cleaning are in progress.

Recreation: NO REPORT.

Airport Advisory Committee: Sam Lark reported the runways are open. Powered ParaGliders flew in for four days. We've had two inquiries about landing at the Fort recently. Lark will mow the runway out to 4,000 feet because it was thought that our runway was not long enough. Russell Nowell and Ray Goodson have been working hard on the lighting in the hangar and a security light over the hangar doors. The roof project will be tabled until November because of the heat during the summer. The Advisory Committee would like to produce a pamphlet to add to literature about the Fort and join the website.

COMMUNITY COUNCIL REPORT: Allison Watkinson and Charles Fields presented a check to Debbie Isaacs to the Historic Building Preservation Committee for the amount of \$3,828.09. Fields continued his report regarding the facilitation of communication between members and the administration and Board of Directors. There are concerns regarding the upkeep of the grounds. Mowing and CC&R violations were a major concern at the most recent Community Council Meeting.

ACTION ITEMS:

Approval of Appointment – Architectural Committee Members

Herman moved to approve Sharon Gregorc of Unit 27 and J.E. Meil from Unit 24 to serve one year terms on the Architectural Committee. Sullivan seconded the motion. *Motion passed.* Cassel stated this topic was discussed last month and the members were approved but not officially appointed. She advised the committee to seek out members from different units on the Fort instead of having more than one member of the committee reside in the same unit.

Approval for Purchase – Time Clock Upgrade

Jensen stated the current Time Clock for employees to punch in and out is a version that will not be supported after June 30. The new version will have 1 year of technical support, licenses for 70 employees, and have a module that will work with QuickBooks for the processing of paychecks. The amount needed for this upgrade is \$2,939.95. Sullivan moved to approve the purchase for upgrading the Time Clock. Hagen seconded the motion. *Motion passed.*

Approval for Creation of Ad Hoc Executive Committee of the Board to Design and Formulate Board Finance Advisory Committee

Hagen stated that after meeting with Lawrence and Sullivan that they felt the need to examine pros and cons, goals, purposes, and member make-up for a finance advisory committee. Hagen moved to create an Executive Committee to include Sullivan as Secretary, Hagen as Treasurer, and Lawrence as ex officio member for the purpose of designing and formulating a Board Finance Advisory Committee. Barron seconded the motion. *Motion passed.*

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Approval of Contract for Hail Storm Damage Repairs

Hagen presented to the Board members an anonymous break-down of comparisons of the four bids for roof repairs only. Bids ranged from \$380,000 to \$397,000. Based on her comparisons Hagen recommended and made the motion to accept the bid of Roofing Company A at the cost of \$387,832.69 for roof repairs only. Herman seconded the motion. *Motion passed.* Roofing Company A is Elite Roofing Company.

OLD/UNFINISHED BUSINESS:

Discussion: Status of July 4 Fireworks

Jensen stated that after the research she had done last month that, due to the size of our fireworks, we are not required to have a certified pyro tech or specific fireworks insurance. There was a suggestion for event insurance with fireworks option attached to it which could be considerably less. The insurance agent that she has made contact with has not returned her call to answer questions. Lawrence did include insurance for this event in the midterm budget he proposed. Herman asked if the Board had already agreed to pay for the insurance for fireworks last year. It was suggested to check minutes from last year.

Discussion: Purchase of Two Commercial Mowers

Original approval of this purchase was for three residential mowers by mistake. It was brought to the attention of the Board through e-mail. The board gave approval through e-mail to purchase two commercial mowers instead of three residential mowers. The price did not change.

Update on TexaNet

TexaNet should start services with our residences within the next 60 days to start services. Members interested in signing up should sign up online at TexaNet.com.

NEW BUSINESS:

Consideration/Discussion of Posting Financial Info on Members' Only Side of Website

Lawrence is asking permission to post financials and other sensitive information on our website for a Members' only portal or page. He was approached about posting this information on the website for those members who are gone during board meetings or for those that are Winter Texans. The suggestion was made those members could have this information e-mailed. Lawrence also stated that he would like the Board of Director meetings should also be available only to members. Cassel suggested for Lawrence to research this topic.

15-Minute Discussion Period

Tom Simon: Questions were answered. Jan Metcalf: Will Hurd will be here for the 4th of July Celebration and will be the Grand Marshall for our parade and will speak at our patriotic program. No other comments or questions. Mary Partlow: Commented that she thinks the suggestion of \$1 a year volunteers that would be covered under insurance that was mentioned recently was a very good idea. Does the Architectural Committee need volunteers? When the repair work for storm damage is complete do we have an inspector? Allison Watkinson: 1) Asked Sandee Hagen to explain how the insurance did not come 'out of our pockets' in regards to the insurance for the 'Hole in One' winner. The Las Moras Tournament Committee bought the insurance for the \$5000 cash award. Brown Chevrolet bought the insurance for the car; 2) Are there any restrictions for bee hives on Fort property? With the recent bee removal could we potentially have a bee hive and involve 4H? Maybe produce Fort Clark Spring Honey? Garland Young: Regarding in-house repairs for hail damage, he feels they are not being completed well enough. We need to have professionals. Go look at the windows on the back of the Admin building. Richard Lawrence: Wanted to add an addendum to his Executive Officer Report in that Las Moras Grill will close down for cleaning and renovations and makeover on July 1. When it reopens it will not be a full menu restaurant but a delicatessen type menu.

RECESS OPEN MEETING TO GO INTO EXECUTIVE SESSION: TIME: 11:35 a.m.

RETURN TO OPEN SESSION – Oral Summary of discussion held: TIME: 12:39 p.m.

Executive Session included discussion with members. Bank documents for signature cards were signed.

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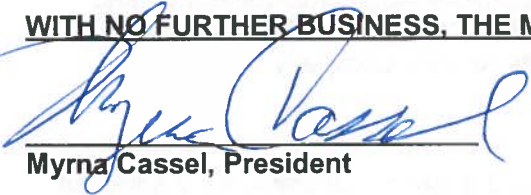
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CONFIRMATION OF NEXT REGULAR BOARD MEETING, TIME AND DATE: The next regular board meeting will be held on July 16, 2016, at 9:00 a.m. in the Board Room.

WITH NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 12:40 p.m.



Myrna Cassel, President



Dan Sullivan, Secretary