

## Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

July 17, 2019



The Board of Directors of Fort Clark Springs Association, Inc., met in regular session on Wednesday, July 17, 2019, in the Board Room, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:30 a.m. by President Maria Perkins. The following directors present constituted a quorum: Perkins, Vice President William Link, and Treasurer Debbie Isaacs. Also present was Executive Secretary Christina Rodriguez.

**APPROVAL OF MINUTES FROM JULY:** Minutes were approved with no corrections necessary.

**SECRETARY'S REPORT:** No report.

**TREASURER'S REPORT:** Isaacs reported a Profit and Loss report will not be given out today as it went in the newspaper last month after being told not to put the information in the paper. We pay out \$158,192.94 on payroll, insurance, phones, electric, water, and internet. Electric bill is from \$10,000.00 - \$14,000.00 per month on all our buildings. Water bill runs around \$3,500.00 per month, Building and Fire Insurance is \$12,000.00 and the vehicles are included with it. Closed out a \$25,000.00 Impound Fund that was put into effect at Texas Community Bank and had been taken out of The Bank and Trust and was put in Del Rio. There had not been anything done with that fund so Debbie took it out and brought it back to Brackett to The Bank and Trust. The Flag account also came back to B&T. The Profit and Loss report has the money there but the accountability is not where it needs to be.

**DIRECTOR ON CALL REPORT:** Debbie Isaacs reported she finished filling out the paperwork that needed to be filled out to be the representative for FCS on the tax protest. Was at the tax office for over 2 ½ hours and got them down to approximately half of what the proposed fee they were going to charge us. Called the rest of the board and they all agreed not to have a protest hearing and decided to take the offer they decided to give us. On 6/20/19 she had some member complain about common property not being mowed, Debbie went out to look at it and talked to employees at the office and to Philip Garcia which had it mowed in 3 days. Happy customer called and emailed Debbie that they appreciated someone cared about their concerns. 6/22 – 6/23/19 they had the big water leak down at the Swimpark. That was a lot of information, a lot of back and forth, talking with Philip, talking with MUD. The motel had no water pressure due to that and the water did not get turned back on until the next day. On 6/25/19 she helped create a real estate flyer with Gaby for the Fort Clark properties that are going to be for sale. There is one house at this time. They tried to set up a Zillow account but were not able to because we are a business and there is not one particular owner. Instead a Facebook page was set up for the lots for sale and photos will be added to that. 6/27/19 found out that our letter of credit / compliance documentation for TCEQ was not up to date, but it is taken care of now. Also on 6/27/19 auditors were having problems getting some information, but it was sent to him as needed. Worked with Philip on another member complaint. Met with Linda O'Brien over some issues with the fencing down at the barn, Philip is now involved in that. She was called into the office many days to sign checks, due to the 4<sup>th</sup> of July there were many checks that needed to get signed. Sign off on 3 different properties that the Fort had sold. One day in the near future they will shut down the accounting office in the afternoon and get our CPA to train the accounting department so that they can learn to do some of these reports so that they don't have to wait on a full month to get some of the reports we would like to see. 7/15/19 Debbie met with Chad Potts about our internet service. He will put out a packet for the Board to better serve the RV Park. Mr. Potts took off an ex-employees number from our account because anytime people called the RV Park and nobody answered it would go to her personal cell phone. 7/16/19 Was up at the office to verify some figures and get a Profit and Loss statement for the Board meeting. 25 volunteers showed up for the Tree Trimming Project. Time Clock was installed and is being used. 4<sup>th</sup> of July was a great event and FCSA will be sponsoring it again next year. The door installations begins on July 19<sup>th</sup>. The Swim Park was evaluated by an engineer and he will submit the report to the Board in the next week or so. The Board will report on it in the next August meeting.

**EXECUTIVE OFFICER REPORT:** No report.

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

**Airport Committee:** Maria Perkins reported they are mowing out there and keeping up with that.

**Architectural Committee:** Joe Alackness reported 18 permits and applications were submitted to the Arch. Committee. Violation letters were sent out. They have their own email address [arc@fortclark.com](mailto:arc@fortclark.com).

**Golf Committee:** Debbie Isaacs reported they are having a big fundraiser the 1<sup>st</sup> Annual Cajun Bash on July 27<sup>th</sup> to purchase 2 pieces of equipment.

**Preservation Committee:** Bill Peak reported they are looking at some projects as of last month. The Post Theater has a problem in the basement and the windows for Seminole Hall need to be fixed. They will submit a request for the funds.

**Recycle Committee:** Helena McBride reported that 5 tons were shipped on May 31st. \$189.00 was gathered but the truck fee was raised from \$400.00 to \$500.00. Last time \$190.00 was owed so now they are at -\$520.00.

**COMMUNITY COUNCIL REPORT:** Allison Watkinson reported they have had 3 movie nights since their last report to the Board. Average attendance of the people is 45 which are members or member guests. Awarded two \$500.00 scholarships to 2 Seniors at Brackett High School, Dakota Britton and Sam Palmer. Fort Clark Days is sponsored by Community Council and is not a fundraiser of CC. The other two partnering sponsors since 2013 have been the Gun Club and Fort Clark Springs Association. In the past after all bills were paid money was given to the Historic Preservation. For 5 years 40% of the profits was kept by CC for infrastructures for Fort Clark Days and 60% was given to the Historic Preservation. That 5 year 60/40 split is now over and all profits will go to the Historic Preservation.

**MEMBER COMMENTS ON ACTION ITEMS:**

**Allison Watkinson** stated they have no problem for paying for some of the venues. The longer they go without approval from the Board the longer it takes them to send out sponsorship letters. **Kathi Warm** suggested officers from Community Council meet with the Board to talk about this.

**ACTION ITEMS:**

Consider Approval of New Employee Handbook; no member comments. Link moved to approve the motion of the new employee handbook, Isaacs seconded the motion, **Motion passed 3 for and 1 abstained.**

Consider Award of Trapping Contract; no member comments. Isaacs moved to approve the motion and go with Bidder A Proposal, Link seconded the motion with much more detail of that bid, **Motion passed unanimously.**

Consider Expenditure of \$2,137.18 for a Swim Park Slide; no member comments. Kerby moved to table to a later point and time, Link seconded the motion, **Motion tabled for later point and time.**

Discuss: Mowing contract renewal; no member comments. 3 bids will be accepted and there will be a deadline of August 1<sup>st</sup>.

Discuss: Community Council Request for Fort Clark Springs Support; no member comments. Allison Watkinson came up to read CC's request.

**OLD/UNFINISHED BUSINESS:** Appointment of Director to fill Board Vacancy. Action Item: Consider Awarding Roofing Contract.

**NEW BUSINESS:** 3 Action Items: 1. Consider Approval of New Employee Handbook, 2. Consider Award of Trapping Contract, Consider Expenditure o \$2,137.18 for Swim Park Slide and Discuss: Mowing Contract Renewal and Discuss: Community Council Request for Fort Clark Springs Support.

**ANNOUNCEMENTS:** Dickman Lounge Margarita Night every Wednesday, July 27<sup>th</sup> End of Month Golf Tournament 10:00 a.m. August 27<sup>th</sup> Golf with the President 8:00 a.m. tee time. Any questions contact the director of your choice.

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

**10:42 a.m.**

**RETURN TO OPEN SESSION: Oral Summary of discussion held:**

**12:05 p.m.**

Insurance Agent Warren Blesh met with the BOD. Several legal matters such as CSI and Pitney Bows contracts were discussed. Discussed the final contract on the doors, an employee grievance and financial matters. They did not consider the variance request. Director on call for this month is President – Maria Perkins backup is Vice-President – William Link.

**CONFIRMATION OF NEXT REGULAR BOARD MEETING, TIME AND DATE:** The next regular board meeting will be held on Wednesday August 21, 2019, at 9:30 a.m. in the Board Room.

WITH NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT:

**12:07 p.m.**

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**Charles Kirby - Secretary**