

**DOUBLE RANCH OWNERS' ASSOCIATION, INC**  
**REGULAR BOARD OF DIRECTORS MEETING**  
**161 Broken Spur Circle**  
**Open and Zoom meeting**

**Date:** 04/12/2022

**Time:** 7:00 PM

**CALL TO ORDER**

President John Cressey-Neely called the meeting to order at 7:00p.m. Board members present introduced themselves as did the HOA Members in attendance. J.Cressey-Neely recognized and thanked the HOA Members who assisted the office staff with the Monthly and Annual HOA Membership dues mail outs. He also introduced the new HOA Office Manager, JoJo Gaiser.

**HOA Members present**

Jo Ann Peterson, Bob and Lynn Kaska, Susie Crews, David Lee Amman and Cindy Chen Amman, Joan Hutchinson, Chuck and Kay Kindred, Nancy Butler, Bruce Leland, Chuck & Tammy Altvater, Leroy & Sheila Valles, Michael Groff, Debby Jackson, and Fire Marshall-Jason Rutherford  
JoAnn Kickler (Zoom attendance)

**Present:** Joe Ortega, Ranch Manager

**DIRECTORS PRESENT**

John Cressey-Neely, Ron Beadles, Bill Dillard, John Schuetze, Billy Wilson

**GUEST SPEAKER**

Fire Marshall Jason Rutherford (retired Fire Marshall -Round Rock, Texas) gave a brief biography prior to his presentation. He has held the Bandera County Fire Marshall position (4) four months and is passionate about educating land and homeowners on fire safety. He explained the position of "The Texas Commission on Environmental Quality " (TCEQ) the environmental agency for the state. Wildfire Safety recommendations can be presented to an HOA board and members after an assessment is conducted. The assessment process is tedious and very lengthy. He noted the majority of wild fires start by accident. The Wind forces and humidity levels are the driving factor to out of control wildfires.

**Burn Ban** -No burning of brush piles, trash or open cooking outdoors

**Red Flag Day:** When high winds are present with wind gusts around 22-25 miles per hour and especially during a drought you should not burn outside- No fire on the ground.

HOA member asks what is the highest Fire risk in our area? Fire Marshall Rutherford stated Bar-B-Que pits, cooking fires and outdoor burning with no fire permit.

He reported the most important thing to remember if there is a wildfire coming thru and Law enforcement tells you to evacuate- Do it! His recommendation is to assemble an emergency supply kit with legal documents and place it in a safe spot and retain it in the event of an evacuation. Fire Marshall Rutherford stated our local Volunteer firefighters are doing a great job and with community financial support we can keep these departments ready to work with all agencies to prevent and extinguish wildfires. He brought brochures "READY, SET, GO!" your Personal Wildfire Action Plan for members to pick up in the HOA office.

**ACT 6 OF 6 PAYMENT PLAN**

This action item was deferred to an Executive session regarding HOA member's account. The Executive session started at 9:15pm and closed at 9:30pm. The open board meeting reconvened at 9:40pm and the agenda items were discussed.

## **RESIDENT REVIEW OF UNCURABLE/UNAUTHORIZED BURN FINE**

Mr. Amman an HOA member and wife were present and stated their case to the board and asked for relief for the \$500.00 fine imposed for starting a grass fire without a fire permit and during a burn ban. Mr. Amman noted there was no burn ban in effect and he wasn't aware of a fire on his property until after the fact and a fire truck arrived. J. Cressey-Neely referred Joe Ortega to research if a burn ban was in effect on the date in question, and was a valid burn permit issued to residents? His findings will be reported to J. Cressey-Neely. No further action is taken.

## **ACTION IN BETWEEN MEETINGS: No action taken between meetings**

### **MEMBERSHIP COMMENTS**

HOA member stated his property is under siege by feral hogs, pictures show several mature hogs and numerous baby hogs. HOA member stated he is not putting feed out for the deer and water out for animals due to personal property destroyed by wild hogs. Another HOA member offered to assist with the trapping of these feral hogs. Joe Ortega, Ranch Manager to oversee the trappings.

A HOA member was issued a bill for reimbursement amount of \$365.00 to the HOA for damages to the River Park gate that resulted in a new gate purchase and installation. Member stated she reported the incident in good faith to DRROA and that she is not responsible for the damage. Member expressed disappointment that she was responsible for the cost of replacement to a problematic gate.

#### **MOTION WAS MADE:**

J. Schuetze made the motion and Ron Beadle seconded to accept the members explanation of events and to forgive the BALANCE DUE FOR DAMAGES to the River Park gate. The board voted 3-1 and the motion passed.

An HOA member suggested a sign at the entrance of River Park gate and at the exit of River Park gate. Should read something to the effect of "WAIT FOR GATE TO OPEN COMPLETELY BEFORE ENTERING" Joe Ortega to research and post warning signs before Friday as there will be campers Easter weekend at the park.

HOA member reports tree limbs overhang on Firewheel and other roads block the view of oncoming traffic. Joe Ortega will report to County for resolve. Also reported was the POT hole in the pavement at BRR on River Ranch Road entrance. Joe Ortega will contact TXDot to inquire if he can fill hole during the interim of TXDot responsibility to fill the pot hole.

An HOA member at meeting stated he is an Information Technology personnel, and offered his services to HOA Office staff if needed to streamline our handouts and other HOA forms.

### **MINUTES APPROVAL**

#### **MOTION WAS MADE:**

Ron Beadle made the motion and Billy Wilson seconded to accept the March 8, 2022 Board of Directors meeting with no change or corrections, board vote was unanimous and the motion passed.

### **TREASURER'S REPORT**

J. Schuetze reported on corrections and updated Profit & Loss report. Some new accounts have been added and moved and the older accounts removed.

#### **MOTION WAS MADE:**

Ron Beadle made the motion and Bill Dillard seconded the April 12, 2022 Treasurer's report, board vote was unanimous and the motion passed.

## **INSURANCE AND COLLECTIONS**

J. Cressey-Neely discussed past dues 45-day demand letter deadline of March 10<sup>th</sup>; a lien was placed on said property on 03/22/2022. A 45-day demand letter will be sent which states you have 45 days to satisfy this lien or your account will be turned over to our Attorney for further collections.

Accounts 1, 4 & 5 which demand letters had already been sent will be turned over to the Attorney office for collection.

### **MOTION WAS MADE:**

John Schuetze made the motion and Billy Wilson seconded the approval of Liens to be sent to Attorney's office for action. The board voted and the motion passed.

## **OFFICE MANAGER REPORT**

J. Cressy Neely announced that Jo Jo Gaiser was hired as DRROA Office Manager and started on April 11th. Jo Jo reported she is approximately 1/2 way finished with Invoicing the Annual Dues notifications. She is currently preparing the CAD report which is due April 15, 2022. Mentioned that HOA Volunteers Barbara Weber and Susie Crews were instrumental in the mailing process of dues notifications.

## **COMMITTEE REPORTS**

### **MAINTENANCE (handout)**

Joe Ortega presented a hand out with a monthly recap of projects for DRROA. He reported the neighborhood pool is in preparation to open. The opening date of May 1, 2022 has changed to May 6, 2022. Joe informed those present that if there are no volunteers to work outside of office hours the pool will be closed.

The board members were given handouts of Asphalt Overlay bids from (3) companies.

Joe's recommendation is to accept Morgan's Paving bid, the most cost-effective proposal and DRROA HOA has used this company in the past, Joe likes their work and their finished projects. In reviewing the bids board members asked Joe to have the Morgan's Paving revise their bid showing the breakdown of the (3) properties requiring new asphalt to reflect the grand total approved and budgeted for 2022-2023.

### **MOTION WAS MADE:**

Ron Beadles made the motion and Billy Wilson seconded to award Morgan's Paving and to proceed with Asphalt work needed. Board voted and motion passed.

### **Adjourn open meeting**

#### **MOTION WAS MADE:**

J. Schuetze made the motion and Bill Dillard seconded to adjourn into Executive Session 9:05pm, board voted unanimously and motion passed.

### **Reconvene into open meeting at 9:30pm.**

J. Cressey-Neely announced the HOA Board had to meet with an HOA member regarding their account.

**MOTION WAS MADE:** Billy Wilson made a motion and Ron Beadles seconded to reconvene into the open meeting. The board voted and the motion passed.

**ACC Report:** John Cressey-Neely reported that (1) one violation has been paid.

**Administrative:** G. Henrie not present discussion tabled for next month agenda item

**Nominating Committee:** J.Cressey-Neely stated there is no business to report/no changes.

**General Rule #8 Committee:** G. Henrie not present discussion tabled for next month agenda item

## **Unfinished Old Business**

Discuss 2022-2023 Budget Recommendations (2) hand outs

J.Schuetze announced adjustments had been made as recommended during the DRR Board March 8<sup>th</sup> meeting. Some additional accounts added and some will dissolve or moved to another account. J. Schuetze proposed a budget of 50K in capital expense and showed at least 15K for Capital improvements. *example: Walkway Memorial Park.* Discussion of allocation of monies to outstanding projects will be discussed at next month board meeting

### **MOTION MADE:**

Ron Beadles made the motion and Bill Dillard seconded to approve the 2022-2023 Budget as recommended, the Board voted unanimously and motion passed.

### **Credit Card usage and program set-up**

G. Henrie not present discussion tabled for next month agenda item.

### **Violation and fines**

J.Cressey-Neely advised the board a letter was written by the homeowner to the HOA Board of directors with explanation why the RV is in their driveway. (Family member/owner deceased)

The homeowner will receive an extension of 45 days as of April 12, 2022 to obtain the RV parts needed so that they either sale the RV or move location.

### **Road Conditions**

Joe Ortega reported he is waiting on the County for the King Ranch and other street signs. In addition, a member inquired on the pot hole at entrance, Joe will call on TxDot regarding the repair of the Pot Hole at the entrance of BRR on River Ranch Drive.

### **Postal Center**

It is reported the Post Master is attempting to get the mail delivery under control. Waiting on Post Master to provide all mail box addresses to HOA to help with the current mail situation.

### **Spare Computer & set up**

J.Cressey-Neely asked that Karen and JoJo discuss ideas on what the computer could be used for.

### **Burn ban and use of barrels, pits, fireplace, etc.**

Current burn ban is approved and will be enforced.

### **Community Yard Sale**

HOA member offered two dates to hold the community garage sale. Joe Ortega agreed to the date of May 21, 2022 from 8:00am - 2:00pm JoJo Gaiser will need a participation list to give to Joe Ortega. Participants' residences will be put on flyers and Joe Ortega will place them in tubes at both BRR entrances. The DRROA will help to advertise the event and report back to Joe Ortega with any pertinent information.

## **NEW BUSINESS**

### **Discus Pool/Tennis court keyless entry**

HOA Board has discussed this subject in the past and has decided not to make any changes

### **MOTION WAS MADE:**

J. Schuetze made the motion that at this time there will be no change in entry method to Pool and Tennis courts stay the same and Billy Wilson seconded.

### **Discuss Retention Policy**

J. Cressey-Neely distributed a hand out on the subject matter. It was decided that J.Schuetze and Cheryl Young will perform an annual purge in accordance with the Retention Policy. The HOA office will assist in the arrangement of a document shredding agency to pick-up said documents.

### **C&R Ballot & Review of wording**

Discussion was tabled to next month agenda items.

**Gas Card Proposal**

J. Cressey-Neely proposed to board the need for a "Gasoline/Fuel Only" card for the Maintenance department. It was agreed to proceed and J. Cressey-Neely will start the application for a gas credit card with WEX. HOA manager to assist, will discuss further next board meeting.

**River Park Incident**

The event was discussed in Membership Comments.

**New Employee Bank Access/Panini/Token/Debit card:**

Discussion tabled. Put on agenda for next month meeting

**Discuss donation to Bandera Fire & Rescue**

J. Cressey-Neely suggested we make a donation to Bandera Volunteer Fire Department as well as Pipe Creek Volunteer Fire Department, after discussion it was agreed to make a \$100.00 donation to both Volunteer Fire Departments.

**MOTION WAS MADE:**

J. Schuetze made the motion to donate \$100.00 each to Bandera Fire Department and to Pipe Creek Volunteer Fire Department. Ron Beadles seconded.

**Discuss Zoom**

ZOOM video conferencing software app which enables you to virtually connect when in person meetings aren't possible. It was highly effective for DRROA HOA and used during the COVID epidemic. In discussion the board has elected to discontinue Zoom usage until further notice. It was noted to remove Zoom Video/Audio from future agendas.

**Reminder of next meeting**

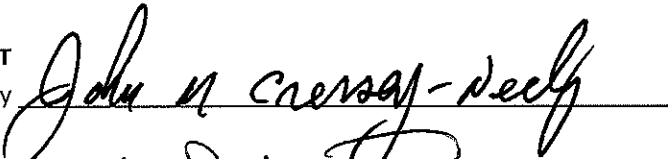
It was agreed the HOA Board will hold the monthly directors meeting on May 10, 2022 at 7:00pm

**MOTION WAS MADE:**

Bill Dillard made the motion to adjourn and John Schuetze seconded.

DRROA PRESIDENT

John Cressey-Neely



DRROA TREASURER

John Schuetze

