

**DOUBLE R RANCH OWNERS' ASSOCIATION, INC.**

**REGULAR BOARD OF DIRECTORS' MEETING**

**October 12, 2021, 7 p.m.**

**161 BROKEN SPUR CIRCLE**

**Open and Zoom meeting**

**DIRECTORS PRESENT:** John Cressey-Neely, Cheryl Young, John Schuetze, Greg Henrie, and Billy Wilson

**OTHERS IN ATTENDANCE:** JoAnn Kickler, Patricia Walkovak, Rod Goff, Cathy Counts, Abe Counts, Bonnie Tidball, Joan Hutchinson, Alex Cessac, Gloria Cessac, Susie Crews, Myrissa Dees, Dustin Dees, Michelle Barnet, Jay Earl, Harold Martin, Deborah Phillips, Joe Ortega, Deborah Nickels, Karen Antill

**MEETING START:** The meeting was called to order by Acting President, John Cressey Neely at 7:00 p.m. The BOD and guests introduced themselves as well as Office Manager, Deborah Nickels and Training Officer, Karen Antill.

**EXECUTIVE SESSION:** John Cressey-Neely, and BOD members in attendance, convened for a brief discussion regarding additional online training for office manager, Deborah Nickels

**MEMBER COMMENTS:** Residents commented on brush pile on Heinen pushed onto County Easement which Joe Ortega will locate. John Schuetze questioned the purpose of development in nearby Subdivision.

Ron Goff discussed his unique situation in regard to use of DRROA Postal Station. A discussion was held by The BOD of Directors and vote held 4-1 to grant R. Goff an exception to the rule which will allow him to continue to utilize local delivery.

Susie Crews suggested an information table be positioned at the up- coming Annual Meeting for Q&A's regarding CC&R's and Bylaws. Greg Henri then advised that this topic would also be addressed in Executive Session.

Another guest spoke about use of reflective signs for addressing 911 locations while another was concerned with her neighbor's potential non-compliance with Burn Permit regulation such as; burning continually and after dark. Joe Ortega stated he will monitor. A discussion was held on re-sending burn permits as well as contacting County Sheriff's office and Constable for possible dog violations by the same resident in question.

**ACTIONS BETWEEN MEETINGS:** John Cressy-Neely asked Joe Ortega to invite County Commissioner to attend the Annual Meeting and he, himself had issued an invitation to the Precinct Commissioner to attend and provide update on repairs/ improvements to Subdivision roads. The Precinct Commissioner could not attend but hopes to next year.

A discussion of Violations was held where it was determined one failure to pay fine and failure to build a home in accordance with Rule #4 had been settled within the Violator's closing documents of sale/ transfer of said property. It was also determined by The BOD that three (3) additional Demand Letters of Violation will be sent via Certified Letter and one (1) Courtesy Letter.

**MINUTES:** John Cressey-Neely asked the board members if they had read the Minutes of the September 14th, meeting.

**Motion:** Cheryl Young made a motion to accept the minutes as written, Billy Wilson seconded the motion and it passed unanimously.

**TREASURER'S REPORT:** John Schuetze reported salary was slightly over budget due to training a new Office Manager and severance pay of the former Office Manager. Also, Joe A. Ortega became eligible for IRA/SEP participation. October office expenses were higher due to mailouts for the upcoming Annual Meeting as well as a new camera purchase to monitor the courts. The trash collection account was off due to the trash service not billing DRROA account since March 2, 2021 and the Water Board had been paying its portion of the shared account to the DRROA. Joe Ortega called the service to advise.

John Schuetze reports the bottom line is negative due to time of year, but the DRROA has good reserve fund if needed for emergency. John also asked for an update from Joe Ortega on locating a used service/dump truck. Joe reminded todays market for used vehicles is tough and estimates auction pricing at \$4,000 to \$7,000. Joe was asked to submit three estimates as opportunity arose. Bonnie Tidball mentioned that the Water Board has access to bid government surplus inventory and perhaps could facilitate the effort. John Cressey-Neely added the old truck could be sold.

**Motion:** Billy Wilson made a motion to accept the Treasurer's report as presented, seconded by Greg Henrie, the motion passed unanimously.

**INSURANCE & COLLECTIONS:** John Cressey-Neely reported that as of Oct 12, there are 21 accounts that owe the HOA \$18,824.19, which is down from last month's 28 accounts owing \$20,155.18. Eleven of those 21 accounts have liens placed on them for a total of \$16,629.30.

**OFFICE MANAGER'S REPORT:** Deborah Nickels reported weekly, monthly and quarterly tasks were completed on time however, there were ongoing problems with QuickBooks Payroll in that transactions were still being treated as direct deposits when they were not entered or marked as such. Ernie DeWinne assisted the office in resolving the immediate issue but payroll updates were still not successful. At this time, we were advised that QuickBooks would cease support of our 2019 Desktop version in July 2022. Deborah expressed concern that the current computer was 10 years of age and the backup system, DropBox, appeared to be full and was experiencing numerous computer crashes.

Deborah stated the office could not fully ascertain why there were two external hard drives being utilized and, or, where the data was collected for online backups via DropBox. She stated that her training officer, Karen Antill, is streamlining computer files at night and would like to see only ACC Files backed to DropBox. Karen continues to oversee Deborah's entries for A/R, A/P, P/R, banking and Permit Applications, Resales and Transfers. Joe Ortega also assists Deborah in ACC as well by sharing working knowledge of area.

**COMMITTEE REPORTS:** None

**AUDIT COMMITTEE REPORT:** John Schuetze reported fellow Committee Members as, himself, Ernie DeWinne, Bonnie Tidball and Harold Martin had gathered at the DRROA office on behalf of the ACC to conduct an audit with the help of the office management. They found some minor discrepancies having to do with pool use and cash collection. Neither of which had anything to do with ACC operations and were later traced and clarified.

**MAINTENANCE REPORT:** Joe Ortega reported the pool season had ended and signs and pool rope had been stored and the tractor had been taken back to the shop. There was no estimated time given for repairs. He reports most road sides are in bad shape and most mowing will have to wait however, Joe A. Ortega had used the zero-turn mower on the two main roads.

Although, the additional game camera on the Courts has been installed, and is working properly, the install of recently purchased basketball goals will take place as time allows. He and Joe A. will focus on getting things ready for the Annual Meeting in October and will have a new toilet installed in the lady's bath house. He also brought two of his file cabinets to the office to replace the one with broken hinges.

Joe confirmed, he will be in charge of purchasing supplies and preparing brisket, chicken, sausage and hot dogs for the upcoming Annual Meeting.

**ACC REPORT:** In Paul Barton's absence, John Cressey-Neely questioned Joe Ortega about the project on Old Camp Rd which seemed to be unfinished within the proper time frame and asked Joe to review the submission. Billy Wilson mentioned the King Ranch Rd gate project was nearly out of time and may need to be monitored.

The 3-Year Plan was reviewed by John and determined much had been accomplished with the Mail Center continued improvements while the office Parking Lot and Memorial Park holiday decorations are still pending.

**ADMINISTRATIVE REPORT:** Greg Henrie spoke of the progress on utilizing a Credit/Debit Card System in the office. He has made contact with Trent Voigt of Van Alstyne who is CEO of PayNetWorx, LLC. Mr. Voigt stated there would be no start-up fee and members would pay 3.5% convenience fee. Mr. Voight will be invited for question and answer via Zoom at November 9,2021 Board Meeting.

**OLD BUSINESS: Discussion of credit card usage:** As per above, Greg Henrie presented the company that he feels will be the best to use. The BOD did ask for more particulars before a decision is decided. Therefore, the topic was tabled until next month's meeting.

**Employee IRA/SEP:** John Schuetze gave this update for Ernie DeWinne stating that Ernie had contacted H&R once again and the best advice given was to setup new SEP accounts which will deposit up to 5% gross salary per eligible employee with 5% into new IRA's. On past employee, deduction will be after taxes analyzing current accounts which will transfer to new accounts. SEP accounts will be transferred into new IRA's. Q&A was held regarding compliance on full and part time employees.

**Update on addition of new employee and removal of previous employee to and from bank accounts and credit card:** Was given by John Cressey-Neely stating designated financial paperwork would be signed by The BOD directly after the meeting and submitted to the Texas Hill County Bank office in Bandera to start both processes.

**Nominating Committee report:** John Cressey-Neely stated he will seek three (3) people willing to serve on the nominating committee who will be announced at the Annual Meeting October 30, 2021.

**Update on Annual Meeting:** John Cressey-Neely announced Ernie DeWinne would be organizing the bench ride and the office will create lists for both those homes which will be distributing treats and those adults and children who wish to ride trailers. Age participation was amended from 16 y/o to 14 y/o with exception.

**Update on Road Conditions:** Joe Ortega provided an update stating the County crew had patched three (3) days in a row and noticed they had missed several places on Kings Rd, Saddle Trail and other areas. Joe will be contacting them again. John Cressey-Neely mentioned Ernie DeWinne owes a write-up and will announce when there is a County Commissioners meeting for concerned DRROA residents to attend.

**Update on Postal Center:** John Schuetze addressed the concern of non-resident use of DRROA postal centers. After speaking with the Post Master in Bandera he learned a complaint was filed about the delivery service relating to mis-directed mail. This complaint was submitted to the San Antonio Post Office. A brief discussion was held regarding the USPO agreement with Amazon overwhelming the contract deliveries. It was also noted the local post office had suggested they would provide information as to labeling "inside the box" by residents in use, but gave no date as to when the notice would arrive.

**Discussion on By-Laws:** No discussion needed as papers would be signed at the end of the meeting.

**NEW BUSINESS: New Hire:** John Cressey-Neely stated the Board will discuss new hire, Deborah Nickels, during Executive Meeting and no motion would be needed.

**Fine Policy:** Greg Henrie reported John Cressey-Neely had filed the Fine Policy.

**Annual Meeting:** John Cressey-Neely reminded those in attendance that the Annual Meeting will be held October 30<sup>th</sup> at 3:00 PM at Overview Park and for guests to please bring side dishes and, or deserts.

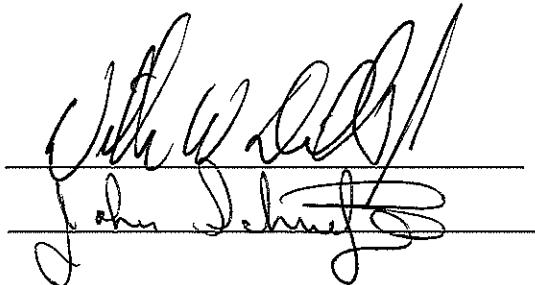
**REMINDER OF NEXT MEETING:** Next Regular Board Meeting – Tuesday, November 9, 2021 at 7 p.m.

**Motion:** Greg Henri made a motion to adjourn open meeting and was seconded by Billy Wilson, motion passed unanimously. Open meeting was adjourned at 8:30 p.m.

**Executive Agenda:** 8:30 p.m. to 9:00 p.m.

DRROA 2nd Acting President – Bill Dillard

DRROA Treasurer – John Schuetze

The image shows two handwritten signatures. The top signature is "Bill Dillard" and the bottom signature is "John Schuetze". Both signatures are written in black ink on a white background. There are two horizontal lines, one above and one below the signatures, which are slightly irregular and intersect.