

DOUBLE R RANCH OWNERS' ASSOCIATION, INC.  
REGULAR BOARD OF DIRECTORS MEETING  
161 Broken Spur Circle  
Open meeting  
07/27/2022

**Date:** July 27, 2022

**Time:** 7:00pm

President John Cressey-Neely called the meeting to order at 7:00pm.

Board members present introduced themselves, as did the HOA members and guest present

**BOARD MEMBERS PRESENT**

John Cressey-Neely, Bill Dillard, Billy Wilson, and John Schuetze

**HOA MEMBERS PRESENT**

Ernest DeWinne, Joan Hutchinson, Jo Ann Peterson, Harold Martin, Charles, and Tammy Altvater and Susie Crews.

**PRESENT**

Joe Ortega-Ranch Manager, JoJo Gaiser- HOA Office Manager

**MEMBER COMMENTS**

J. Peterson presented a business card from her employer, "C.I.A. Services", a Home Associations Management Company. They offer free resources for HOA board guidelines and training videos. Just something she had wanted to mention to the board.

Ernie DeWinne BRRWSC Treasurer had prepared the BRRHOA Federal Tax Form 1120-H. He reported the taxable income was \$1,787.00 coming from rental income and interest income (BRRWSC part of office). The amount owed is \$1,528.90. The Treasurer of the Board, J. Schuetze to sign, then the office will mail the signed form and will make payment on line via EFT (electronic funds transfer).

H. Martin inquired about some activity on the privately owned property behind his back property line. J. Ortega had been told the residents might build a couple of cabins for rental, but that is not confirmed. H. Martin also inquired about the cleared property off Hwy 16 across from the entrance to our subdivision. B. Wilson replied that the area was developed for an RV park.

Charles and Tammy Altvater joined the meeting to discuss the amount of dust and dirt that comes from the maintenance entrance drive. The traffic has slowed a bit, but during the paving of the office parking lot the amount of dust from that gravel drive is everywhere at their house. J. Ortega explained that area is restricted parking now with no traffic, it was only used as parking for members or guests during the paving of the parking lot. Charles Altvater inquired about the possibility that drive could be paved or something to eliminate the gravel dust. J. Cressey-Neely thanked him for his suggestion, and asked the board members if we could add road development plan to BRR 3-year plan, however there are some priorities that will come first.

**ACTION BETWEEN MINUTES**

J. Cressey-Neely reported he went to the County Tax Appraisal District to see owner records on the small strip of land (island) where BRR entrance sign is off Hwy 16. There are no current records of ownership in fact there were no records. He asked if the board would have an interest in paying for a survey to find out who is owner, or do we continue to pay for electrical to "Brightline Enterprises, LTD" J. Cressey-Neely spoke with Brightline Management to make payments electronically. J. Schuetze has been researching these, lost checks and working with the bank to resolve, it has been a tedious process, so electronic payment is also what he discussed with Brightline management.

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**DRROA Board Meeting**

J. Schuetze presented to the board a new employee document requiring employee to signature if they do not want to participate in a qualified employee type of retirement savings plan (SEP). This will be a permanent record kept in their employee file.

J. Cressey-Neely discussed the need for a Backup Battery Power and Surge Protector for JoJo's computer in the event of a power outage at least she can continue to work on her computer and not lose any files. He has the information and states the cost is \$194.00 on Amazon.

J. Schuetze reminded J. Cressey-Neely they had discussed raising J. Gaiser company credit card charge amount to \$500.00. She placed an Amazon order for office supplies, and the order exceeded her present limit of \$200.00, to which she phoned J. Cressey-Neely for authorization, he then contacted J. Schuetze, Treasurer of the DRROA board and he agreed to extend her charging limit to \$500.00.

**MOTION WAS MADE**

B. Wilson made the motion and B. Dillard seconded to raise J. Gaiser's credit card limit to \$500.00 without prior authorization from the board. The vote was unanimous, and the motion passed.

J. Ortega updated the board that he had extended park attendant hours on Thursdays and Fridays for J. Gaiser to have some uninterrupted training with K. Antill.

J. Cressey-Neely discussed the pool schedule and J. Ortega stated the pools regular schedule closes on September 6, 2022. The DRROA proposed opening of the pool thru the month of September to weekends only. The BRRWSC will keep the DRROA privy to water restrictions that may affect keeping the pool open for members and guests.

J. Ortega shared with the board a situation where a Birthday party extended their pool privileges well over the 2-hour party limit. The HOA office kept the \$75.00 pavilion deposit and the \$25.00 pool deposit to pay for ungranted pool extended hours. Even after Joe discussed with them, he could not extend the pool party time for their guests-he did offer the pavilion time to go over but not the pool. The party was 12:00 noon – 2:00pm and they stayed in the pool until 6:00p.m. At the time there were no members affected by this party. The office needs to send a violation letter stating when, and why the deposits were kept.

**MINUTES APPROVAL MOTION**

B. Wilson made the motion and B. Dillard seconded to approve the meeting minutes from June 14, 2022 meeting. The vote was unanimous, and the motion carried.

**MINUTES APPROVAL MOTION (*Executive session held July 12, 2022*)**

B. Wilson made the motion and J. Schuetze seconded to approve the Executive Session Meeting Minutes from July 12, 2022. The vote was unanimous, and the motion carried.

**TREASURES REPORT**

J. Schuetze reported that K. Antill completed the bank reconciliation and financials for the month of April. He stated the April P&L is almost within budget for the year. K. Antill is preparing the bank reconciliations for May, June and July. The bank reconciliations and Financials are behind due to excessive errors from previous office management. On the P&L sheet there was one small discrepancy of \$79.57 that will need to be adjusted. She is planning to train J. Gaiser for July's bank reconciliation and Financials. J. Schuetze discussed the employee check found in office that was issued over a year ago, he has contacted ex-employee and the bank for the procedure to honor this check. There has been another check that was not cashed by an employee last year, J. Schuetze will also assist by making arrangements with the Bank so that this employee can cash her check as well.

**MOTION WAS MADE**

B. Wilson made the motion and B. Dillard seconded to approve the April's treasurers report with the Financials presented, an adjust will need to be made regarding discrepancy of \$79.57. The vote was unanimous and the motion carried.

**INSURANCE & COLLECTIONS**

On DRROA Customer Balance Summary, J. Gaiser reported on customer #1 "Ongoing meeting with Granddaughter" we have received from the State of Texas the full balance due and we are paid in full. She also commented on Item# 7 "Attorney- Title Company" this property has sold and we have received funding from the title company for the full balance due. These are (2) two accounts we can remove from our Collections report. There was discussion on where DRROA stands and what to do next with these accounts that "45-day" letters were mailed to the (3) three accounts for past due HOA fees. It is time to send Demand Letters for the uncollected dues.

J. Cressey-Neely talked about the need to amend our property liability amount that would reflect today's replacement costs. He told the board we have received the Endorsement #1 to increase the limits the amount due for this increase to the policy is \$1,761.00

**MOTION WAS MADE:**

B. Wilson made the motion and B. Dillard seconded that we approve payment for the increase in DRROA property coverage, payable to Mahan Insurance in the amount of \$1,761.00. The vote was unanimous, and the motion carried.

**MANAGER REPORT**

J. Gaiser reported on the collection recovery of (2) two accounts. All HOA dues invoicing is current, QuickBooks payroll program crashed in June and we have had a very difficult time recovering payroll from this incident. All HOA dues request and resale certificates up to date. Ongoing ACC applications must be followed up on, all other tasks are usual day to day business.

**MAINTENANCE REPORT**

J. Ortega referred to his Maintenance report stating the amount of pool chemicals being used has increased due to the 100-degree temperatures. He spoke with Postmaster regarding the two-parcel boxes at the River Ranch Mail Center that are not being utilized due to broken key locks, which we can repair so that this pedestal is not sitting broken and not usable. J. Ortega stated the mini-split A/C and heat units are leaking Freon and are not operating to full capacity, he has received (2) two bids for repair and/or replace. J. Cressey-Neely asked the board that we add Mini Split unit replacement decision to the DRROA 3-year plan as a \*high priority item. J. Ortega said presently Freon has to be added to units about every 4 months. He also advised of (3) three separate violations that the office will need to mail out Violation letters to. The majority of the violation pertains to debris, trim cuttings, contractor equipment implements parked on said property as well as trash.

**REMINDER:** September Yard sale-September 17, 2022 was the suggested date, will finalize date at next board meeting. The DRROA office will assist to advertise event.

**ACC COMMITTEE**

J. Ortega reported the ACC have a meeting scheduled to talk about standing ACC policies and changes or additions needed current standing ACC policies.

**ADMINISTRATIVE**

J. Cressey-Neely reported on behalf of G. Henri verbiage on ARTICLE X: Directors Meeting and ARTICLE XIII: Meeting of Members.

**MOTION WAS MADE:**

J. Schuetze made the motion and B. Wilson seconded to agree with the change in wording regarding ARTICLE X Directors Meeting and Meeting of Members ARTICLE XIII

**NOMINATING COMMITTEE**

J. Gaiser will be posting on Website and Next Door that we are in need of volunteers for the Nominating Committee. J. Cressey-Neely asked her to call the committee members from last year. She reported (3) positions are open on the DRROA Board of Directors.

**General Rule #8**

Tabled to next month meeting

**UNFINISHED OLD BUSINESS**

J. Schuetze stated he is complete with the Brightline audit. Follow up on (3) three checks deposited twice: Brightline has reimbursed DRROA for two (2) of these checks. The DRROA board has agreed to make payment of \$2,070.00 Brightline for the lost checks. Discussion to electronically transfer funds may be workable solution to send payments for electricity for the lighting used at front entrance for BRR sign.

**Capital Improvement-3yr Plan**

J. Cressey-Neely discussed with Board during the Maintenance report that the Mini-Split A/C & Heat units in the DRROA office be put on the DRROA 3-year budget plan as a \*high priority for the maintenance issues.

**Update on Violations and Fines**

J. Ortega reported on (3) separate properties that need to be sent a violation letter due to excessive trash or debris and construction equipment parked on properties within the BRR.

**MAHAN Insurance**

The updated addendum was discussed and voted on under **INSURANCE & COLLECTION** earlier in the meeting.

**Update on Postal Centers**

J. Ortega reported on Postal centers in his **MAINTENANCE REPORT**

**NEW BUSINESS**

Mini split A/C repair discussed earlier in the meeting and will be put as a \*priority item on DRROA 3-year budget plan.

**CC&R Ballot & Review of Wording**

Tabled item to next meeting

J. Cressey-Neely brought up a discussion that took place in regards to an inquiry by unknown property owner, Mr. Cline regarding Lot 14 off Heinen road. The board would like to talk further with this party and asked that we request a conference call with him for the August 9, 2022 board meeting. He asked J. Gaiser to cc: board members with a photo of said property and the correspondence to Mr. Cline inviting him to join August 9, 2022 board meeting via speaker phone.

**Reminder of next meeting**

It was agreed the HOA board will hold the monthly HOA meeting on August 9, 2022, at 7:00pm

**MOTION WAS MADE:**

B. Wilson made the motion to adjourn, and B. Dillard seconded

John Cressey-Neely  
DRROA PRESIDENT

John Schuetze  
DRROA TREASURER