Wolf Creek Ranch Owners Association
Board of Directors Meeting Minutes

10 November 2018

Board Member Attendees

Warren Struss
Carol Weathers
Cindy Taniguchi
Lyn Mefford
Eliza Bishop

WCR Property Owner Attendees

Pete Mefford
Chan Wong
Herman Maynard
Debra Burge
Warren Dold
Peter Dold
Kim Taniguchi
Tom Sanders
Terry Stracke
Mark Stracke
Lee Kinard

Other Attendees

Nelda Duff

Attachments

1. WCROA 2019 Operating Budget and Dues Payment Plan
2. WCROA Records Inspection, Production and Copying Policy
3. WCROA Statement of Assets, Liabilities and Equity
4. WCROA Actual to Budget Variance Report
5. DRB Construction Status List
6. WCROA Maintenance Committee Report
7. Survey of Road Issues Caused by Rain
8. WCROA Proxy – R.L. Ring, Jr.
9. WCROA Proxy – Tommy Skinner

Business

Having confirmed a quorum of Directors present to conduct the business of the WCROA, President Warren Struss called the Board of Directors meeting to order at 9:02am, Saturday November 10, 2018. The following WCROA business was conducted.

1. **Draft Agenda Review and Approval**.
   Warren Struss opened the meeting and welcomed WCR Property Owners and guest. A motion was made by Eliza Bishop and seconded by Lyn Mefford to approve the draft Agenda for this meeting; the motion was carried unanimously.
2. **WCROA Member Comments**.
   Warren Struss opened the floor to WCROA Member comments with the following items discussed.
   a. Warren Struss announced there is now agreement with PEC to cover costs for line and pole installation to remaining WCR lots currently without electric service access. The poles will be installed in the utility easement discussed in earlier WCROA Board meetings, and individual lot owners will be required to cover costs involved in tree removal and line clearance.

3 property owners have agreed and one owner is not participating. Clearing of trees and brush should commence quickly. The utility easement is not on common property, thus the DRB will not be involved. PEC states they will be as sensitive as they can with tree clearing. All property owners on WCR will now have access to electricity.

b. No further Property Owner comments.

3. **Proxy Announcements.**
Warren Struss announced that Board of Director members Tommy Skinner and Bob Ring were unable to make the meeting today. Warren submitted individual, written proxy documents provided by Tommy and Bob. Tommy Skinner appointed Carol Weathers and Bob Ring appointed Warren Struss as their agent and proxy to vote on their behalf at the WCROA Board Meeting held on 10 November, 2018. Each proxy is valid for this meeting only.

4. **Review and Approval of draft WCROA Board Meeting Minutes.**
Warren Struss asked for changes, amendments or edits to draft minutes from the WCROA Board Meeting of 18 August 2018. No discussion was had. A motion was made by Eliza Bishop and seconded by Carol Weathers to approve the draft minutes; the motion carried unanimously.

5. **Discussion and Approval of draft WCROA 2019 Operating Budget and Dues Payment Plan.**
Eliza Bishop presented the 2019 Operating Budget, pointing out that the total budget is the same amount as in 2018. Changes have been made to incorporate recommendations from the last WCROA meeting. There is one additional change, where Eliza asks the Board to approve a cost of living increase for Nelda Duff and Tommy Jones of $0.50/hr, impacting the budget by $1,100. Money was reallocated from dock maintenance into salaries. Discussion was had among BOD and Property Owners, confirming that the dock will continue to be maintained in current state for at least the next two years. Gate maintenance at $600 seems to be sufficient. Lee Kinard asked about the line item for licenses and permits for the dock, whereby Nelda explained these fixed costs. Lyn commented appreciation for how good the Ranch is looking and that it is safer. Mark Stracke asked about the fence status. Warren Dold outlined 2 options for the next phase – leaning toward starting at Legacy Gate and moving south toward the common area that has been cleared. Warren Struss stated that WCROA will be addressing dues payment delinquency per the Dues Payment Plan outline. Following discussion, Lyn Mefford motioned to approve the proposed 2019 Operating Budget and Dues Payment Plan. The motion was seconded by Carol Weathers and was carried unanimously.

6. **Discussion and Approval of draft Copy and Retention Policy**.
Carol Weathers had an attorney review the Copy and Retention Policy draft, whereby legal input did not result in changes to the policy, but did provide improved language and added language for charging a fee for records requests. Carol also shared that we have opportunity to join the Texas Association of HOAs. Because we are a self-managing Owners Association, the BOD is taking steps to receive supplemental training in HOA administration. Following discussion, Eliza Bishop motioned to approve the draft Copy and Retention Policy (see attachment). The motion was seconded by Lyn Mefford. Further discussion noted that the Policy will need to be notarized and filed with the

Burnet County Courthouse. After recording, the attorney will maintain a copy. The motion was unanimously approved.

7. **Discuss and Appoint a 3-Member Committee to Make Recommendations to the Board of Directors to Amend the WCR Declaration of Covenant, Conditions and Restrictions**.
   Warren Struss motioned to have Carol Weathers chair this committee, which was seconded by Eliza Bishop. No further discussion was had. The motion is unanimously approved. Carol Weathers stated that she has discussed with and has agreement from Warren Dold and Steve Meyers to participate on this committee. Carol confirmed that the Committee would like their review to be an open discussion among homeowners, with few amendment recommendations. Texas State Law requires that 67% (2/3) of homeowners must agree to change the Declaration, which supersedes our covenant language. Carol will work with Nelda to provide information to Property Owners. Information will also be posted on the WCROA web site. Carol remarked that it will take time to get through this process. Carol Weathers motioned to have Warren Dold, Steve Myers and herself comprise the Committee to make recommendations to the Board of Directors to Amend the WCR Declaration of Covenant, Conditions and Restrictions. The motion is seconded by Eliza Bishop. Additional discussion is had. The motion is approved unanimously.

8. **Discuss Funding for Recommended Improvements to WCR Dock.**
   Gerald McClellan is not available for discussion; Warren Struss recommends that the discussion be tabled for today. No objections are heard.

9. **Review and approve WCROA Board of Directors 2019 Meeting Dates**.
   Saturday, January 19, 2019
   Saturday, April 13, 2019 – ROUND UP
   Saturday, April 27, 2019
   Saturday, August 17, 2019
   Saturday, November 16, 2019

   Warren Struss motioned that the Board adopt the above meeting dates; the motion is seconded by Carol Weathers. Discussion is had in appreciation of having the dates posted in advance. The motion is carried unanimously.

Items for Discussion:

10. **Treasurers Report**
    Eliza Bishop reported that the Board is doing well where expenses are had, and that we are exactly where we should be for this time of year. Two CD's will expire in March, 2019. Eliza asks for any questions/discussion. Eliza pointed out that the budget (through October) is a little over on insurance due to a premium increase. Road Repairs and maintenance is over budget due to weather-related repairs and maintenance. Repair to the barn's septic tank has been done. Trash pick-up is expected to increase. (See details in attachment.)

11. **Firewise Report**
    Warren Struss spoke [as proxy] on behalf of Tommy Skinner. WCR is awarded a plaque for 5 years of WCR Firewise program participation. Warren stressed

importance of this program going forward, and encouraged due diligence with fire activity. Keep fires small and contact coordinators and sheriff's department.

12. **Maintenance Committee Report**
    Eliza Bishop thanked Mark Stracke and Pete Mefford for their tireless help. Detail of work provided, associated costs, and work remaining was provided (see attachment). Lyn Mefford commented that Eliza and the Maintenance Committee have coordinated well with the DRB concerning plans for cleaning up of common property. Additional appreciation and thanks are given to Eliza Bishop, Warren Struss, and Tommy Jones for their time and labor to open up and clean out drainage culvert(s) where Adams Creek crosses Wolf Creek Ranch Road. Their hard work has preserved budget dollars and will further assist to minimize flood water damage at this location.

13. **Design Review Board Report**
    Lyn Mefford highlighted current DRB activity underway with Lee Kinard, Debra Burge, and Nelda Duff. (See attachment.) Lyn stated that the DRB will be creating a formal process for Property Owners to make a "complaint" to the DRB for violation review.

14. **Managed Lands Deer Program Report**
    Warren Struss reported that we are about ½ way through the Deer Program season. So far, 5 bucks and 1 doe have been removed. The season goes through February (bow and arrow hunting only).67 hogs have been captured year-to-date in traps! White Bluff and the Pavilion areas are the most active areas for hog trapping.

Old Business

15. None.

New Business

16. Election of Board Members is coming up. Cindy Taniguchi, Bob Ring and Carol Weathers each have expiring terms. The election process and schedule will be posted on the web site.

17. HOA Board of Director training. The BOD will continue taking advantage of training opportunities.

Other Discussion

18. Eliza, on behalf of the Maintenance Committee, thanked Nelda and Tommy for all of their hard work to take care of WCR.
19. Mark Stracke reported light fixture damage on road lights and vandalism to his property (sprinkler heads).
20. Debra Burge reported tree branches hanging over the road in "the tunnel." Lyn Mefford encouraged everyone to report incidental findings to Nelda, as in a neighborhood watch program.
21. Herman Maynard (MCE3) offered to pay ½ for clearing between the creek and East road.
22. Nelda Duff and John Manton are working on a solution for WCR-wide emergency notifications to be distributed via email by Nelda from any location. The program

does not supersede Firewise coordination. There is a $30-60 one-time cost for the service. The Board is in agreement for implementation.

23. Eliza Bishop provided a survey of road issues caused by rain (see attachment).

A motion to adjourn the meeting was made by Carol Weathers and seconded by Lyn Mefford. No additional discussion was had. The motion was approved unanimously and the meeting was adjourned at 11:05 am.

Executive Session was convened at 11:17am.

Carol Weathers motioned to adjourn the Executive Session and was seconded by Eliza Bishop. No further discussion was had. The motion was unanimously approved; Executive Session was adjourned at approximately 12:37pm.

The regular session was reconvened at 12:37pm.

A motion was made by Warren Struss to pursue agreement with WCR tract owner WB-9 to survey and produce an "all access easement" to the WCR office/barn and dumpster area, with cost not to exceed $2,500.00. The motion was seconded by Lyn Mefford. No further discussion was had. The motion received unanimous agreement.

Warren Struss motioned to adjourn the regular session. Lyn Mefford seconded the motion; all approved. The meeting was adjourned at approximately 12:45pm.

Recorded and certified by:

Cynthia Taniguchi — 1-19-19

Cynthia Taniguchi, WCROA Secretary — Date

DRAFT AGENDA

WCROA BOARD OF DIRECTORS MEETING

November 10, 2018 @ 9:00 A.M.

Silver Creek Fire Hall & Community Center, 101 CR 128, Burnet

- Call Meeting to Order/Confirm Board Quorum
- Circulate WCR Member Attendee Sign In Sheet
- Approval of November 10, 2018 Draft Agenda
- WCROA Member Comments

Items for Action

- Approve Draft Minutes of August 18, 2018 WCROA Board of Directors Meeting
- Discuss and approve the WCROA 2019 Operating Budget/Dues Plan – Eliza Bishop
- Discuss and approve Draft Copy and Retention Policy – Carol Weathers
- Discuss and appoint three member committee to review and make recommendation to the Board to amend the WCR Declaration of Covenant, Conditions and Restrictions - Carol Weathers
- Discuss funding for recommended improvements to WCR Dock – Gerald McLelland
- Review and approve WCROA Board of Directors 2019 meeting dates
    - Saturday, January 19, 2019
    - Saturday, April 13, 2019 – ROUND UP
    - Saturday, April 27, 2019
    - Saturday, August 17, 2019
    - Saturday, November 16, 2019

Items for Discussion

- Treasurer's Report – Eliza Bishop
- Firewise Committee Update – Tommy Skinner
- Maintenance Committee Project Status – Eliza Bishop
- Design Review Board Project Status – Lyn Mefford
- Managed Lands Deer Program – Warren Struss
- Upcoming Board Election for three expiring term positions
- HOA Board Director Training

- Adjourn WCR Board Meeting and convene for Executive Session (as allowed under Chapter 209 of the Texas Property Code) to include: Attorney/Client Communications
- Adjourn the Executive Session and reconvene the WCR Board Meeting to Order
    - WCROA Board action on any applicable business discussed in Executive Session

- Adjourn

WOLF CREEK RANCH BOARD MEETING SIGN-IN SHEET

Location: Silver Creek Fire Hall & Community Ctr **Date:** 10 November 2018

Owner Name	Lot Number	Owner Name	Lot Number
Meldahl			
Pete Mefford	WB3		
Lyn Mefford	WB3		
Chan Wong	RB/1B -1B		
Herman Maynard	MCE3 AC3		
Debra Burge	ER1B		
Warren Dold	ER-7A		
Peter Dold	ER-7A		
Kim Taniguchi	MCW 7B		
Cindy Taniguchi	11		
Tom Sanders			
Carol Weathers	WB7		
Terry Strache			
Mark Stracke			
LEE KINARD	AC-2		
Eliza Bishop			

Wolf Creek Ranch Owners Association
Budget 2019

	Per 68 Tracts for $ 2400	$163,200 divided by 68 = $2400 $4,200 divided by 68 = $61.76	
	Annual Budget	Tract % of $2,461.76	Tract Portion in $
Revenue			
Annual Dues and Assessments	163,200.00	97.49%	$2,400
Dues Interest and Penalties	0.00		
Grass Lease	4,200.00	2.51%	$61.76
Dividend Income	0.00		
Interest Income	0.00		
Total Income	167,400.00	100.00%	$2,461.76
Expenses			
Wages	28,080.00	16.77%	$412.84
Payroll Tax Expense	2,170.00	1.29%	31.75
Futa Expense	103.00	0.06%	1.48
Suta Expense	721.00	0.43%	10.58
Mileage Reimbursement	2,000.00	1.20%	29.54
Contract Labor	7,708.00	4.59%	112.99
Computer and Internet Expense	750.00	0.45%	11.08
Insurance Expense	9,000.00	5.37%	132.2
Firewise Expense	2,500.00	1.49%	36.68
Office Expense	925.00	0.55%	13.53
Bank Charges	50.00	0.03%	0.74
Postage and Delivery	300.00	0.18%	4.43
Memberships, Subscriptions,& Misc.	200.00	0.12%	2.96
Legal & Surveying Services	6,000.00	3.60%	88.62
Accounting Fees	4,275.00	2.57%	63.27
Events/Annual Board Meetings	500.00	0.30%	7.39
Repairs & maintenance - Gates	600.00	0.37%	9.11
Repairs & maintenance - Dock	3,928.00	2.34%	57.6
Repairs & maintenance - Fences	300.00	0.18%	4.43
Fence Section Replacement	10,000.00	5.98%	147.22
Repairs & maintenance - Roads	4,000.00	2.38%	58.59
Repairs & maintenance - Facilities/Grounds	1,000.00	0.60%	14.77
Tools, Equipment and Supplies	400.00	0.24%	5.91

Wolf Creek Ranch Owners Association
Budget 2019

Telephone - Office	2,000.00	1.19%	29.29
Telephone - Gates	2,100.00	1.25%	30.77
Utilities	5,200.00	3.10%	76.32
Trash Pick-up	4,650.00	2.78%	68.44
Groundskeeping	24,000.00	14.34%	353.02
Wildlife Management	893.00	0.53%	13.05
Property Taxes	2,557.00	1.53%	37.67
Licences and Permits - Dock	100.00	0.06%	1.48
Lease - Boat Dock	770.00	0.46%	11.32
Federal Income Tax Expense	120.00	0.07%	1.72
Cactus Abatement	4,200.00	2.51%	61.79
Hog Abatement	300.00	0.18%	4.43
Total Operating Expenses	132,400.00	79.09%	$1,947.01
Road Resurfacing Reserve - Transfer to Savings	35,000.00	20.91%	$514.75
Total Expenses	167,400.00	100.00%	$2,461.76
Net Income/Loss	0.00		

2019 Dues Payment Plan

Wolf Creek Ranch Owners Association

TOTAL 2019 DUES: $2,400.00

SINGLE PAYMENT METHOD		
IF PAID BY:	INTEREST RATE	AMOUNT DUE
FEBRUARY 15, 2019	0.00%	$2,400.00

MONTHLY PAYMENT METHOD * ($200 MONTHLY PAYMENT + INTEREST AT 12% APR)			
MONTHLY DUE DATES:	INTEREST RATE	AMOUNT DUE	MAX BALANCE TO AVOID SERVICE CHARGE[1,2]
JAN 15, 2019	1.0%	$224.00	$2,200.00
FEB 15, 2019	1.0%	$224.00	$2,000.00
MAR 15, 2019	1.0%	$224.00	$1,800.00
APR 15, 2019	1.0%	$224.00	$1,600.00
MAY 15, 2019	1.0%	$224.00	$1,400.00
JUN 15, 2019	1.0%	$224.00	$1,200.00
JUL 15, 2019	1.0%	$224.00	$1,000.00
AUG 15, 2019	1.0%	$224.00	$800.00
SEP 15, 2019	1.0%	$224.00	$600.00
OCT 15, 2019	1.0%	$224.00	$400.00
NOV 15, 2019	1.0%	$224.00	$200.00
DEC 15, 2019	1.0%	$224.00	$0.00
TOTAL OF MONTHLY PAYMENTS		*$2,688.00*	

*** 2019 DUES AND ASSESSMENTS COLLECTION POLICY****

1. DELINQUENCY OCCURS WHEN AN OWNER'S BALANCE ON THE DATE IN THE LEFTMOST COLUMN IS GREATER THAN THE AMOUNT SHOWN IN THE RIGHTMOST COLUMN IN THE TABLE ABOVE.
2. A SERVICE CHARGE OF $25 WILL BE ADDED TO THE ACCOUNT BALANCE OF AN OWNER FOR EACH MONTH THAT THE OWNER IS DELINQUENT ON DUES AND/OR ASSESSMENTS IN ADDITION TO THE MONTHLY INTEREST RATE.
3. IF AN OWNER IS DELINQUENT FOR 90 DAYS OR LONGER, IN ADDITION TO THE MONTHLY $25 SERVICE CHARGE, THE BOARD WILL SUSPEND THE OWNER'S PRIVILEGES TO USE OR ENJOY THE COMMONS AND MAY COMMENCE COLLECTION THROUGH LEGAL ACTION.
4. ANY COST OF COLLECTION, INCLUDING REASONABLE ATTORNEYS' FEES, WILL BE ADDED TO THE OWNER'S DELINQUENT BALANCE.

** IN ACCORDANCE WITH ARTICLE 5 OF THE AMENDED AND RESTATED DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR WOLF CREEK RANCH, BURNET COUNTY, TEXAS -- REV.1.21.2009

Mail payments to:
Wolf Creek Ranch Owners Association
10233 Ranch Road 2341
Burnet, TX 78611

EXHIBIT "A"

WOLF CREEK RANCH OWNERS ASSOCIATION
RECORDS INSPECTION, PRODUCTION AND COPYING POLICY

I. Books and Records Subject to Inspection, Production and Copying:

Wolf Creek Ranch Owners Association (the "Association") will make its books and records, including financial records, to the extent such books and records are in the possession, custody, or control of the Association, open to and reasonably available for examination by any member of the Association or a person designated in writing signed by the member as the member's agent, attorney, or certified public accountant, in accordance with Section 209.005 of the Texas Property Code (the "Code") and terms of this policy.

(A) Attorney's Files. Except as provided by Section 209.005(d) of the Code, an attorney's files and records relating to the Association are not records of the Association and are not subject to inspection by a member or subject to production in a legal proceeding.

(B) Confidential Information. In accordance with the provisions of Section 209.005(k) of the Code, and except as otherwise authorized or required pursuant to Section 209.005(l) of the Code, the Association shall not release or allow inspection of any books or records that identify the dedicatory instrument violation history of an individual owner, an owner's personal financial information, including records of payment or nonpayment of amounts due to the Association, an owner's contact information other than the owner's address, or information related to an employee of the Association, including personnel files. Additionally, any information deemed confidential by law or court order will not be subject to production or inspection under this policy

(C) Proprietary Information. Documents and materials made a part of the Association's records which contain proprietary, trademarked, or copyrighted information are subject to inspection, but may be not be subject to production or copying (e.g., architectural drawings).

II. Procedures for Requesting Inspection and/or Copying of Association Records:

(A) Requests for Inspection and/or Copies of Records:

To inspect or obtain copies of the Association's records, a member of the Association or his or her designated representative (collectively, "Requesting Party") must submit a written and signed request by certified mail to the Association's Ranch Manager at the designated representative's mailing address reflected on the most current management certificate for the Association filed in the Burnet County Public Records.

The written request for information must describe with sufficient detail the books and records being requested (the "Requested Records"), and the purpose of such request. The Requesting Party should include information in its request to enable the Association to accurately identify and locate the Requested Records, including pertinent dates or time periods, and should cooperate with the Association's reasonable requests for clarification regarding the Requested Records. The request for inspection or copies of records must contain an election

either to inspect the Requested Records before obtaining copies, or to have the Association forward copies of the Requested Records without any advance inspection. If copies of the Requested Records are sought without an advance inspection of such books and records, the Requesting Party must include the physical address or e-mail address to which such Requested Records may be forwarded in the request.

(B) Inspection of Association's Books and Records:

Once the Association receives a properly executed written request for the inspection of records, the Association will send to the Requesting Party a written notice specifying the date(s), location, and time(s) that such party may inspect the Requested Records during normal business hours, to the extent the Requested Records are in the possession, custody, or control of the Association. The inspection of the requested books and records shall take place at a mutually agreed upon time during normal business hours.

The Association will attempt to make such Requested Records available for inspection within ten (10) business days of the date the Association received the written request for the inspection of records. If the Association is unable to make the Requested Records available for inspection within 10 business days from the receipt of the request, it will notify the Requesting Party of the delay and will state a date by which such Requested Records will be made available for inspection not to exceed more than 15 business days from the date of such notice.

The Association reserves the right to produce the Requested Records for inspection in hard copy, electronic form, or any other format reasonably available to it, and the manner of production shall be determined by the Association in its sole discretion.

If the Requesting Party wishes to obtain copies of any of the Requested Records produced for inspection, the Requesting Party must specifically identify in writing to the Ranch Manager each of the Requested Records it would like for the Association to make copies of and provide a physical address and e-mail address to which such copies may be forwarded, at the time of the inspection.

(C) Copies of Association's Books and Records:

The Association will endeavor to transmit copies of the Requested Records within 10 business days from the date the Association receives a properly executed written request from the Requesting Party for copies of the Requested Records, to the extent the Requested Records are in the Association's possession, custody, or control, and subject to receipt of payment for such requests as set forth herein. If the Association is unable to transmit copies of the Requested Records within 10 business days from the receipt of the request for copies, it will notify the Requesting Party of the delay in transmission, and will state a date by which such copies will be transmitted not to exceed more than 15 business days from the date of such notice.

The Association reserves the right to produce copies of the Requested Records in hard copy, electronic form, or any other format reasonably available to it, and the manner of production shall be determined by the Association in its sole discretion. The copies will be sent to the address or e-mail address provided in the request for the Requested Records, or upon written request the Requesting Party may pick up the Requested Records from the Ranch Manager at a location designated by the Association within the Wolf Creek Ranch subdivision.

III. Member's Responsibility for Charges Related to the Production and Copying of Records:

The Association is authorized to charge for the costs associated with the compilation, production, and/or reproduction of the Requested Records. A member of the Association who, or whose designated representative, submits a request for information to the Association (the "Requesting Member") shall be responsible for the costs, expenses, and charges incurred by the Association in responding to such request for copies or production of Requested Records in accordance with the terms of the Texas Administrative Code Title 1, Section 70.3 (and any amendment, modification, update or increase of such terms) (the "Production and Copying Charges").

As of the effective date of the adoption of this Records Production and Copying Policy, the allowable Production and Copying Charges under Texas Administrative Code Title 1, Section 70.3 are as follows:

(A) Copy Charges:

(i)Standard paper copy. The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is $.10 per page or part of a page. Each side that contains recorded information is considered a page.

(ii)Nonstandard copy. The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

(a)	CD:	$1.00;
(b)	DVD:	$3.00;
(c)	Flash drive:	actual cost;
(d)	oversize paper copy:	$.50;
(e)	specialty paper:	actual cost.

(B) Labor Charges:

The charge for labor costs incurred in processing a request for records is $15.00 an hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the Requested Records.

(i)Computer Programmer. If a particular request requires the services of a computer programmer to execute an existing program or to create a new program so the Requested Records may be accessed and copied, the Association will charge a minimum of $28.50 per hour for the programmer's time spent on the request, or the maximum allowed in Section 70.3 of Title 1 of the Texas Administrative Code.

(ii)Confidential Information. When confidential or privileged information is mixed with non-confidential information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the Requested Records. A labor charge shall not be made for redacting

confidential information for requests of fewer than fifty (50) pages unless the request also qualifies for a labor charge under section 552.261(a)(1) or 552.261(a)(2) of the Texas Government Code.

(C) Overhead Charge:

Whenever any labor charge is applicable to a request, the Association may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. The overhead charge shall be computed at 20% of the charge made to cover any labor costs associated with a particular request. (example: if one hour of labor is used for a particular request, the formula for computing the overhead charge would be as follows: labor charge for locating, compiling, and reproducing, $15.00 x .20 = $3.00).

(D) Remote Document Retrieval Charge:

If the Association has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the Association, the boxes must still be searched for records that are responsive to the request, a labor charge may be charged as provided above.

(E) Materials:

The actual cost of materials, such as labels, boxes, folders, and other supplies used to produce the Requested Records, may be added to the total charge for public information.

(F) Postal and Shipping Charges:

The Association may add any related postal or shipping expenses which are necessary to transmit the Requested Records to the Requesting Party.

IV. Advance Payment of Estimated Production and Copying Charges

The Association requires advance payment of the estimated amount of Production and Copying Charges to be incurred in responding to a request for the production books and records, which will be estimated by using the amounts prescribed by the Records Production and Copying Policy. Once the Association receives a properly executed written request for inspection or copies of Requested Records, the Association will provide the Requesting Party with a written, itemized statement of estimated charges using amounts prescribed in this policy, prior to starting work on a Requesting Party's request.

The Requesting Party may modify or cancel their request for inspection or copies of records in writing, within 3 business days of the date reflected on the estimate of charges provided by the Association. If the Requesting Party fails to notify the Association in writing of a modification or change to their request for production of the Requested Records, the Association will proceed with preparing the Requested Records for production.

Within 30 business days from the date the Requested Records are delivered to the

Requesting Party, the Association will submit a final invoice to the Requesting Member for the actual amount of Production and Copying Charges incurred by the Association in responding to such request for information ("Final Invoice").

If the estimated amount of Production and Copying Charges exceeds the actual amount of such charges, as reflected in the Final Invoice, the Requesting Member shall be entitled to a refund of the excess amount, and the Association will send payment of such excess amount to the Requesting Member within 30 business days from the date the Final Invoice is sent to the Requesting Member.

If the actual amount of Production and Copying Charges, as reflected in the Final Invoice, exceeds the estimated amount of such charges, the additional amount of Production and Copying Charges incurred by the Association must be reimbursed by the Requesting Member within 30 business days from the date the Final Invoice is sent to the Requesting Member. If the Requesting Member does not timely reimburse the Association the additional amount of Production and Copying Charges, such amount shall be added to the Requesting Member's account as an assessment.

V. Defined Terms.

Any capitalized terms used and not otherwise defined in this instrument shall have the meanings set forth in the Declaration.

(i) "Business Day" for the purpose of this Policy means a day other than a Saturday, Sunday, or a state or federal holiday.

EXHIBIT "B"

WOLF CREEK RANCH OWNERS ASSOCIATION
RECORDS RETENTION POLICY

1. INTRODUCTION

1.1 Scope

This Records Retention Policy (this "Policy") applies to the Wolf Creek Ranch Owners Association, a Texas non-profit corporation (the "Association"), the Association's manager (the "Manager"), the Association's employees and the Association's Board of Directors (the "Board").

Documents and records maintained by the Association's legal counsel are not subject to this Policy.

1.2 Purpose

This Policy is created to establish guidelines for identifying, retaining, storing, protecting and disposing of the Association's books, records and other documents in the Association's possession and to ensure that the Association adheres to legal and business requirements in an efficient and cost-effective manner. For purposes of this Policy, the term "Records" means any documentary material which is generated or received by the Association in connection with transacting its business as a property owners association or is related to the Association's legal obligations. The Records include, among others, writings, drawings, graphs, charts, photographs, tape, disc, audio recordings, microforms, and other electronic documents from which information can be obtained or translated such as electronic mail, voice mail, floppy disks, hard discs and CD ROMs.

1.3 Policy

A. It is the Association's policy to maintain complete and accurate copies of Records. Records are to be retained by the Association for the period of their immediate use, unless longer retention is required for historical reference, contractual or legal requirements, or for other purposes as set forth in this Policy.

B. Records that are no longer required, or have satisfied their recommended period of retention, are to be destroyed in an appropriate manner.

C. Unless otherwise directed by legal counsel, Records may be scanned and maintained in an electronic format.

D. The Manager, or in the event there is no Manager, the Association's Secretary, is responsible for ensuring that the Association's Records are identified, retained, stored, protected and subsequently disposed of, in accordance with the guidelines set forth in this Policy.

1.4 Board Members

The Association does not require members of the Board to maintain any Records that were generated by the Association. However, if a Board member receives Records relating to the Association which were not generated by the Association or not received through the Association, the Board member must send the originals of such Records to the Manager or Secretary of the Association (as is applicable) to be maintained in the Association's books and records.

When a Board member ceases to be a Board member, such Board member shall turn over to the Manager or the Secretary of the Association (as is applicable) all Records and files relating to the business of the Association which are not otherwise in the Association's books and records.

1.5 Onset of Litigation

At the onset of litigation, or if it is reasonably foreseeable that litigation may be imminent, all Records potentially relevant to the dispute must be preserved.

At the direction of legal counsel, the Manager or Secretary of the Association (as is applicable) will advise the Board and any other person who may be in possession of Records of the matter and instruct them that all Records potentially relevant to such litigation must not be destroyed. At the conclusion of the litigation, as determined by legal counsel, the "hold" period will cease and the time periods otherwise provided in this Policy will recommence.

2. DOCUMENT RETENTION

Set forth below is a chart detailing the required retention periods for Records of the Association. Records are grouped into five functional categories as set forth below. For purposes of this Policy, the term "Permanent" means that the retention period for that Record is for the life of the Association, and the term "Termination" means expiration of the term of the applicable Record, or with regards to records related to employees or members of the Association, the expiration of their employment or membership with the Association. For example: "Termination + 4 years" means four (4) years beyond expiration of the term of such Record.

1. Accounting Records	Retention Period
Audit Reports	Permanent
Chart of Accounts	Permanent
Fixed Asset Purchases	Permanent
General Ledger	Permanent
Accounts Payable	7 yrs
Account Receivable	7 yrs
Expense Records	7 yrs
Financial Statements (Annual)	7 yrs
Inventory Records	7 yrs
Loan Payment Schedules	7 yrs

Tax Returns	Termination + 2 yrs
Reserve Study	7 yrs

2. Bank Records	Retention Period
Bank Reconciliations	7 Yrs
Bank Statements	7 Yrs
Cancelled Checks	7 Yrs
Electronic Payment Records	7 Yrs

3. Governing Documents & Corporate Records	Retention Period
Articles or Certification of Incorporation, Bylaws, Declaration and other Restrictive Covenants, including any amendments	Permanent
Rules and Regulations	Permanent
Policies and Guidelines	Permanent
Record of Actions of Board or Members taken by Written Ballot or Written Consent in Lieu of a Meeting	Permanent
Record Meeting Notice Waivers	Permanent
Business Licenses	Permanent
Contracts – Major	Permanent
Legal Opinions from Counsel for the Association	Permanent
Lawsuit Files	Termination + 5 Yrs
Association Leases/Mortgages	Permanent
Board Minutes and Resolutions	7 Yrs
Committee Minutes	7 Yrs
Member Meeting Minutes	7 Yrs
Contracts - Minor	Termination + 4 Yrs
Insurance Policies	Termination + 4 Yrs
Insurance Claims & Related Documents	Termination + 4 Yrs
Account Records of Current Association Members (including records relating to assessments and other sums owed and paid to the Association, and records relating to violations of any dedicatory instrument of the Association)	5 Yrs
Account Records of Former Association Members (including records relating to assessments and other sums owed and paid to the Association, and records relating to violations of any dedicatory instrument of the Association)	Termination + 1 Yr

4. Employee Records	Retention Period

Benefit Plans	Permanent
Pension/Profit Sharing Plans	Permanent
Employee Files	Termination + 7 Yrs
Employment Taxes	7 Yrs
Payroll Records	Termination + 5 Yrs
Employment Applications, Resumes, Ads, or Notices for Job Opportunities	3 Yrs

5. Real Property Records	Retention Period
Association Construction Records	Permanent
Association Warranties	Permanent
Association Leasehold Improvements	Permanent
Association Real Estate Purchases	Permanent
Association Lease Payment Records	7 Yrs

3. DESTRUCTION OF RECORDS

3.1 Annual Purge of Files

The documents and records listed in Section 2 above, will be destroyed as soon as practicable when the applicable retention period expires.

The Manager or Secretary of the Association (as is applicable) shall conduct an annual purge of files from the Association's books and records for documents or records not listed in Section 2 above. The annual purge of files is to be conducted during the first quarter of each calendar year, or as deemed appropriate by the Board of Directors of the Association.

3.2 Destruction Procedure

If the Records to be destroyed are of public record, it is recommended that they be recycled. If recycling is not possible, such Records may be placed in a trash receptacle.

If the Records to be destroyed are not of public record, they should only be recycled if their confidentiality can be protected; otherwise, such Records should be destroyed in a manner that ensures the information contained thereon remains confidential.

3.3 Copies

Copies of any Records may be destroyed, provided that an original is maintained in the Association's books and records or is otherwise not required to be maintained pursuant to this Policy.

Approved by the Board of Directors
Of the Wolf Creek Ranch Owners Association
On _____, 2018

AFTER RECORDING RETURN TO:
Roswill Mejia
CAGLE CARPENTER HAZLEWOOD
7500 Rialto Blvd., Bldg. I, Suite 110
Austin, Texas 78735

Wolf Creek Ranch Owners' Association
Statement of Assets, Liabilities, and Equity
Income Tax Basis
As of October 31, 2018

Assets

Current Assets		
Cash-Wells Fargo #3191		$ 14,619.25
BBVA Compass Checking - 7578		94.00
BBVA Compass Money Market - 7748		62,492.42
BBVA Compass CD - 2683		25,000.00
BBVA Compass CD - 4908		25,000.00
Annual Dues Receivable		5,532.00
Total Current Assets		132,737.67
Property and Equipment		
Equipment & Fixtures	$ 2,850.00	
Gate Remote Clickers	365.06	
Less Accumulated Depreciation	(2,850.00)	
Total Property, Equipment, and Fixtures (See Notes 2 & 3)		365.06
Total Assets		$ 133,102.73

Liabilities and Equity

Current Liabilities		
Employment Taxes Payable		$ 862.92
FUTA Payable		42.00
Total Current Liabilities		904.92
Equity		
Capital Maintenance-Road Resurfacing Reserve Fund	$ 50,000.00	
Operations-Sustainability Fund	50,000.00	
Retained Earnings-Operating Fund	32,197.81	
Total Equity		132,197.81
Total Liabilities and Equity		$ 133,102.73

See Accountants' Compilation Report

Wolf Creek Ranch Owners' Association
Actual to Budget Variance Report
Income Tax Basis
For the Ten Months Ended October 31, 2018

	October 31, 2018	Annual Budget	Variance	Percentage of Budget Line Item
Revenue				
Annual Dues Assessments	$ 163,200.00	$ 163,200.00	$ 0.00	100.00
Dues Interest & Late Fees	2,490.00	0.00	2,490.00	-
Grass Lease	4,200.00	4,200.00	0.00	100.00
Dividend Income	114.80	0.00	114.80	-
Interest Income	601.10	0.00	601.10	-
Total Revenue	$ 170,605.90	$ 167,400.00	$ 3,205.90	101.92
Operating Expenses				
Wages	$ 23,100.00	$ 27,300.00	$ (4,200.00)	84.62
Payroll Tax Expense	1,767.14	2,110.00	(342.86)	83.75
Futa Expense	42.00	100.00	(58.00)	42.00
Suta Expense	41.40	700.00	(658.60)	5.91
Mileage Reimbursement	1,186.48	2,000.00	(813.52)	59.32
Contract Labor	6,624.00	7,500.00	(876.00)	88.32
Computer & Internet Expense	676.90	750.00	(73.10)	90.25
Insurance Expense	7,998.64	7,400.00	598.64	108.09
Firewise Expense	2,259.97	2,500.00	(240.03)	90.40
Office Expense	600.01	925.00	(324.99)	64.87
Bank Charges	6.00	50.00	(44.00)	12.00
Postage & Delivery	200.00	300.00	(100.00)	66.67
Memberships, Subscriptions & Misc.	0.00	200.00	(200.00)	-
Legal & Consulting	3,704.40	6,000.00	(2,295.60)	61.74
Accounting Fees	3,850.00	4,275.00	(425.00)	90.06
Events/Annual Board Meeting	248.92	500.00	(251.08)	49.78
Repairs & Maintenance-Gates	839.76	600.00	239.76	139.96
Repairs & Maintenance-Dock	0.00	5,000.00	(5,000.00)	-
Repairs & Maintenance-Fences	750.00	300.00	450.00	250.00
Repairs & Maintenance-Roads	4,994.41	4,850.00	144.41	102.98
Tools, Equipment & Supplies	0.00	400.00	(400.00)	-
Repairs & Maintenance-Facilities & Grounds	1,514.95	1,000.00	514.95	151.50
Telephone - Office	1,748.23	2,000.00	(251.77)	87.41
Telephone - Gates	1,738.59	2,100.00	(361.41)	82.79
Utilities	3,987.76	5,200.00	(1,212.24)	76.69
Trash Pick-Up	3,587.46	4,650.00	(1,062.54)	77.15
Groundskeeping	14,413.43	34,000.00	(19,586.57)	42.39
Wildlife Management	475.99	1,143.00	(667.01)	41.64
Property Taxes	2,556.29	2,557.00	(0.71)	99.97
Licenses and Permits - Dock	75.00	100.00	(25.00)	75.00
Lease-Boat Dock	769.28	770.00	(0.72)	99.91
Federal Income Tax Expense	0.00	120.00	(120.00)	-
Road Improvements	20,366.00	0.00	20,366.00	-

See Accountants' Compilation Report

Wolf Creek Ranch Owners' Association
Actual to Budget Variance Report
Income Tax Basis
For the Ten Months Ended October 31, 2018

Fence Section Replacement	10,150.00	10,000.00	150.00	101.50
Cactus Abatement/Land Mgmt.	3,386.00	4,200.00	(814.00)	80.62
Hog Abatement	184.29	800.00	(615.71)	23.04
Total Operating Expenses	$ 123,843.30	$ 142,400.00	$ (18,556.70)	86.97
Other Expenses				
Road Resurfacing Reserve	$ 0.00	$ 25,000.00	$ (25,000.00)	-
Total Other Expenses	$ 0.00	$ 25,000.00	$ (25,000.00)	0.00
Total Expenses	$ 123,843.30	$ 167,400.00	$ (43,556.70)	73.98

See Accountants' Compilation Report

11/9/2018

DRB Construction Status List

Owner	Tract	DRB Point	App Date	Issues	Conformance	Variance	Contractor	Approval	Start	Completion	Status
Piechowski	ER-13B	Lee	3/16/2018	Well House	Yes		Agreement	4/6/2018	4/18/2018	12/31/2018	Rocking exterior, interior finishing
Piechowski	ER-13B	Lee	5/19/2018	Well in Setback	No	Given		6/7/2018	4/18/2018		
Dixon	HR-3A	Lee	2/14/2018	**Pending**							
Ramos	MCW-6B2	Lee	11/10/2017	Metal Garage	Yes		Agreement	3/1/2018	12/1/2017	12/31/2018	Windows, doors, roofing, insulation, sheetrock
Meyers	ER-2B	Lee	12/4/2017		Yes		Agreement	1/31/2018	12/18/2017	10/31/2018	Exterior finished on structure, drives & sidewalks in; need site clean-up
McLelland	WB-8	Nelda/Lyn		Const. Time				12/13/2012			No progress since last report
Buechler	ER-10B	Lyn		Const. Time				7/25/2012		9/30/2018	Finished exterior

DRB Improvements Status List

Owner	Tract	DRB Point	App Date	Project	Contractor	Approval	Start	Anticipated Completion	Status
Struss	ER-1A	Lee	4/6/2018	Close in wings on side of barn	Owner/Sub	4/15/2018	Materials	9/30/2018	Complete
Maintenance	WB Trail	Lyn	5/29/2018	Post 2 signs at commons debris collection area	Tommy		Signs acquired but not installed		
Mefford	WB-3	Debra	8/13/2018	Screen existing back porch	Sam's Handymar	8/16/2018	8/24/2018	9/15/2018	Complete 9/05/2018
Wong	WR-1B1B	Lyn	8/16/2018	Backfill retaining walls and create flower beds	B&S Septic	8/16/2018	8/20/2018	10/15/2018	80% complete; rains complicated project

DRB Debris Pile Variance Status List

Owner	Tract	DRB Point	App Date	Project	Approval	Start	Anticipated Completion	Status
Burge	ER-1B	Lyn	9/19/2018	Clear dead/dying trees	9/25/2018	Immediate	By mid-March 2019	In progress
Maynard	MCE-3	Lyn	9/26/2018	Complete clearing project by burning piles	10/23/2018	Immediate	By end March 2019	In progress
Bishop	RR-3	Lyn	10/26/2018	Wildlife habitat	Pending	Immediate	Ongoing	
Bishop	RR-3	Lyn	10/26/2018	Clearing Commons On Behalf of Maintenance Committee	Pending	Immediate	Annual Review	
Bishop	RR-3	Lyn	10/26/2018	Tree/brush clearing on RR-3	Pending	Immediate	By end April 2019	

Wolf Creek Ranch Owners Association
Maintenance Committee Report
November 10, 2018

Available Funds at the beginning of the year 2018	**$34,000**
Funds used thru October 2018	
Routine Maintenance	**$5,792**
Maintenance Plan Project	**$8,622**
Remaining Funds for 2018	**$19,586**
Routine Maintenance	
Maintenance Plan Projects	

Thanks to Nelda Duff for all the time and effort assisting and guiding the Maintenance Committee with her knowledge of the ranch.

Thanks to Tommy Jones for his years of experience and energy.

2018 Routine Maintenance (Jan thru October) **$ 5,792**

Main Gate – spring cleaning / Cut bushes and mulch

Main Gate – Mow

Office-Barn – Mow

Main field – Shread / Mow

Roadsides - Mow

Dock Area - Mow

Pavilion Area – Mow

Uncle Chestnuts Grave – Mow

*Middle Gate – Mow Tommy Jones

*East Gate – Mow Tommy Jones

2018 Maintenance Plan Projects

January thru October, 2018 (Completed) **$8,622**

Cut brush on sides of road at back of ranch

Cut brush on sides of road on White Bluff

Remove rock and cactus on sides of road – Back of Ranch

Remove rock and cactus on sides of road – White Bluff

Remove trees in blind curve at White Bluff

Remove brush on Hill Light road area

Remove dead Oak Trees in middle of road in front of AC-4

Remove dead Oak Tree at East Gate entrance

Remove low hanging limbs at low water crossing by the ranch office

Remove brush and limbs / mow pasture at Adams Creek

November thru December (Proposed)

*Remove brush on White Bluff dr. down the hill (Nov.3)

*Remove brush on roadsides from bottom of White Bluff rd. to middle gate (Nov.3)

Remove brush on roadsides of ER-7B to ER-9B

Remove brush on roadsides of MCE-5 thru MC -7

Raise/remove tree limbs above the roads

Emergency gate / old construction gate – remove mesquites

White Bluff Road – Common Area/ remove dead trees, remove cedars around Oaks

Spray brush on sides of roads/cut brush

Cut brush in pasture in front of RR-1

Cut Cedars along AC – 4 facing pasture

White Bluff Trail / cut brush and Cedars

Put up posts with reflectors at curves and Low water crossings

Addition to the Plan - Remove debris /trees/wire caught in tree on Morgan Creek in front of MCE-3

The following projects were accomplished thru these individuals volunteering their time/effort.

Burn - Designated Brush Pile – Tommy Skinner/Mark Stracke/Warren Struss

February	Burn brush pile	Mark/Warren/Tommy S.
April	Burn brush pile	Mark/Warren/Tommy S.
May	Burn brush pile	Mark/Warren/Tommy S.
October	Burn brush pile	Mark/Warren/Tommy S.

Maintenance Committee – Eliza Bishop / Pete Mefford / Mark Stracke **Estimated Cost Savings**

Eliza Bishop

Called Maintenance Committee Meetings and prepared the Minutes posted in the office

Driven the ranch over 20 times to document needs of the ranch

Set up and worked with Crews to complete work from the "Maintenance Plan Projects"

January

Oversee Crews on roadsides / Cutting brush/remove rocks

February

Oversee crews on roadsides / Cutting brush/remove rocks

February

Remove rock on roadside back ranch Eliza/Warren

May

Spray roadside for grass on road edge	Pete/Eliza/Bill	$600
Spray /edge by arena/office Main gate drive		$150
Mow inside Middle gate		$50

June

Open clogged culvert at Adams Creek	Eliza / Tommy/Warren	$1000
Clean roadsides of rock and cactus RR-1 to RR-3 and Commons		$200
Cut brush in blind curve at white Bluff on Commons		$300

July

Trim Sycamore suckers along drive at Adams Creek along AC-3	$75
Mow pasture (commons) at Adams Creek/Remove brush	$325
Spray brush regrowth with Remedy on White Bluff Drive & on Commons	$50
Spray brush regrowth (Remedy) at back of ranch ER-12 to ER -10 & Commons	$50

August

Remove rock off roadside Chestnut Trail and Commons	$325
Remove cactus off roadside Chestnut trail and Commons	$675
Trim overhanging Oak Tree sapling at MCE-2 Eliza / Warren	
Remove rock /cactus on both sides of road of RR-4	

September

Fill in washed out area on PEC road	Eliza /Warren	$315
Remove rock/Cactus on roadsides in front of RR-4		
Remove Rock on roadside along AC-1 and Commons		
Remove rock on roadsides in front of AC-3 thru AC-4		
Remove rocks on common side across from RR-3		
Move Cedar mulch from ditch and on road in back of ranch		$150
Round-up at ranch office		$50

October

Mow field at Adams Creek
Mow from middle gate to the Pass
Mow from middle gate to the PEC road

Clean out pipe at Adams Creek after Flooding Eliza, Warren, Tommy $1000

Worked with RCL Crew on White Bluff Road and picked up mulch in the back of ranch

(Used my 22' trailer to haul brush)

November

Worked with RCL Crew on White Bluff Road / Wolf Creek Ranch Road

(Used my 22' trailer to haul brush)

Trim Oaks in Curve to open line of sight Eliza / Warren

Pete Mefford

Attended 15 Board or Maintenance Committee meetings

Drove the Ranch over 36 times with either Eliza and or Nelda and or Lyn or Solo

Met with emailed with, texted with and talked over the phone with several owners about issues with their properties

Has ordered and personally paid for two sets of signs deemed necessary by the Board.

Met with contractors at job locations as they prepared bids for jobs.

Spent many hours visiting single ranch locations to determine how best to solve issues relative to ranch maintenance

Drove the ranch to survey and identify road issues caused by flooding

Mark Stracke

Attended Maintenance Committee meetings/ Board Meetings

Joined in ride along to view the ranch making note of projects / safety issues

Worked with Warren S. to remove fallen rock in the "Tunnel"

Worked to clear heavy debris from the roadways from MCW1 to Legacy after the heavy rains

Picked up trash on numerous occasions

Drove contractor up White Bluff Trail to bid job

Assisted Tommy S. and used personal tractor to prepare and work large brush pile on burn days

Spent time reviewing the dock entrance to determine ways to secure the entrance if the need arises

Drove the ranch to survey and identify road issues caused by flooding

Contacts

Kelly Tarla – County Extension Agent for Burnet County

512-756-5463

Dillon Demuth – Dow AgroSciences Range and Pasture Specialist for Burnet County

580-318-9261

Neil Lalman – America's Best Pest Control (Sprays Cactus/Weed Control)

512-755-9797(M), 830-693-2395 (W)

RCL Lawn Care – Robert Lara (Mow, Cut Brush, Remove Cactus, Remove Rock)

830-385-6750(M)

Pete Mefford <petemefford@gmail.com> 10/26/2018 1:02 PM

Survey of Road Issues Caused by Rain

To BillBishop <wbishop6020@comcast.net> • Mark Stracke <mark_stracke@msn.com> • Wolf Creek Ranch <wolfcktx@tstar.net> • WARREN STRUSS <wwstruss@gmail.com>

On Wednesday of this week, Warren, Mark and I rode the ranch to identify the current and potential damage issues caused by recent heavy rain. Below are our observations, thoughts and recommendations.

1. WR1B1B-There is erosion near the driveway that may require adding rip rap.
2. Hampton House area-There are three different significant erosion areas near the creek that comes before you get to Hampton House (one on the left and two on the right) and another similar issue at the next creek just after Hampton House where we had to completely replace the bridge before. Repair for all of these should be evaluated for use of gabions as well as additional/replacement rip rap.
3. Continuing beyond Hampton House and before you reach the Dold's property the road splits and on the left at that split there is another erosion issue that will need repair.
4. Across from ER-8 on the left we need to add several small weir dams in the ditch to control water flow.
5. At the entrance to ER-9B1, the absence of a culvert under the driveway has caused erosion, so adding a culvert should solve that problem. This is more than likely an owner responsibility.
6. Returning from Legacy Ranch toward the office, at the creek between the Struss and Mitchell properties, there is a sycamore tree that must be removed from the creek because it impedes the water flow.
7. The culvert for the creek at WR1B1A needs work.
8. Just past the water tank as you turn to go downhill, we need to add rocks on the cliff side to slow water flow and prevent erosion of the road bed.
9. In the tunnel along the cliff side there is a cedar elm with an exposed boot ball and 2-3 cedars with the same but to a lesser extent. We need to decide what action, if any, should be taken about each one and communicate to those residents who have made a complaint. We also need to determine if these trees are in the commons.
10. Not unexpectedly there has been some erosion at the bridge near the road to the Pass. Some of the rocks used in the last repair washed down and all but two have been moved back. Those two will require two strong people or a tractor. We need to evaluate various methods of planting something that will hold the material that was used to repair the damage caused by a previous rain. We discussed adding topsoil and seeding and then using seeded erosion mat cover similar to what the county uses. This would not only improve the appearance but also reduce the likelihood of future erosion.
11. Along the properties AC4B and AC4A we need to improve the depth of the ditch to facilitate water flow or consider trenching 3-4 feet from the roadside to create a 'natural' runoff channel.
12. Along the Kinard's property toward Adams Creek we need to add a small amount of rip rap.
13. Adams creek needs to be cleaned out as we have done many times before.
14. On both sides of the road at the Baron's property we need to armor the edge of the road, but we are unclear as to the best approach. A road repair person with experience will be needed to advise us.
15. The low water crossing before you get to the office (on the down side) has eroded and will require either rip rap or gabions.
16. A tree, its root ball and dirt fell down onto the parking area at the dock and must be removed. Denny Holman is looking into how to handle that.

Finally, we generally agreed that securing a road repair expert to review each of these areas and confirm or suggest alternative methods of repair would be prudent. That person could also provide cost estimates.

After that review, we might decide we have the capability to do some (or most) of the repair ourselves but we may also need to utilize outside help. The committee should take this up at our earliest opportunity.

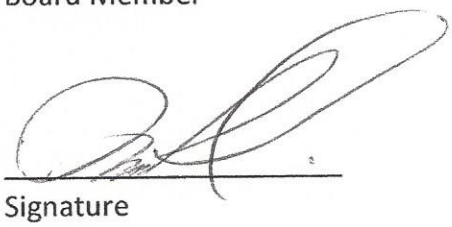
Respectfully submitted,

Pete

WCROA PROXY

The undersigned hereby appoints Warren Struss, as his agent and proxy to vote for him at the Wolf Creek Ranch board meeting to be held on Saturday, November 10th, 2018, upon such business as may properly come before said meeting. This proxy is valid for only this meeting.

R.L. Ring, Jr
Board Member



Signature

11/7/18

Date

WOLF CREEK RANCH OWNERS ASSOCIATION (WCROA)
PROXY

The undersigned hereby appoints CAROL WEATHERS, as his agent and proxy to vote for him at the Wolf Creek Ranch Board Meeting to be held on Saturday, November 10, 2018, upon such business as may properly come before said meeting. This proxy is valid for this meeting only.

Tommy Skinner
Board Member

Tommy Skinner 11-6-2018

(Date)