

Special Meeting
Wolf Creek Ranch Owner's Association
Board of Directors Meeting Minutes

07 May 2016

Attendees:

Jim Fletcher
Lori Fletcher
Lee Kinard
John Manton
Ellis McKanna
Tom Mitchell

Susan Mitchell
Bob Ring
Nelda Duff
Warren Struss
Debra Burge

Attachments

Agenda
Sign-in Sheet

DRB Activity Update
DRB Process Chart

Having confirmed a quorum of directors present to conduct the business of the Association, President Mitchell called the meeting to order at 9:58 AM in the Mitchell's home.

Meeting minutes of the previous Board meeting of 23 April 2016, were circulated via email prior to today's meeting and Treasurer, John Manton obtained signatures of the board members in order to commence the activities of the office. The minutes were accepted by the Board.

PAMco Management Co. Resignation

Doug Plas submitted a letter of resignation to President Mitchell shortly after the previous board meeting stating incompatibility. Bob Ring provided an update on how the board might regain control by hiring a CPA firm to track the finances of the Association and convert to the use of Quick books. Additionally the board could retain a law firm to assist with HOA law. John Manton suggested that the board re-hire the CPA firm utilized prior to PAMco. Bob emphasized the conversion to Quick books. Jim Fletcher made the motion to re-hire and Tom Mitchell seconded. All voted in favor.

Tom Mitchell presented a book written by an attorney about HOA law which he used in his previous HOA and continues to study. The board feels that with these actions, the expertise of PAMco will be replaced.

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Potential Compliance Issues

Jim Fletcher stated compliance issues for the board to be aware of and comply with:

1. Exchanges between board members via telephone or email that consist of a quorum of members where official WCROA business is discussed, constitutes a board meeting under Texas law.
2. Each meeting must have a prior 72 hour notice to all WCROA members as described in the Declarations of Covenants, Conditions and Restrictions for Wolf Creek Ranch.
3. The WCROA board must not have closed meetings.
4. During an official WCROA board meeting, the board may go into executive session to privately discuss matters pertaining to legal items or consultation with an attorney, WCROA personnel, deliberations about WCROA real property, and certain other matters as defined by Texas law. However the WCROA board cannot vote on or take any official actions in executive session and any such vote on action must be taken after coming out of executive session in the public board meeting with the WCROA members in attendance and should typically be open to discussion as with other business handled in board meetings.

DRB

Jim handed out the current list of DRB activities. See attached.

It was noted that the Declarations require the board to appoint a chair and vice chair for the DRB. Therefore, the board voted Jim Fletcher Chairman and Tom Mitchell Vice Chairman of the committee by acclamation.

Resignation of Lyn Mefford

Lyn resigned shortly after the previous meeting citing family issues leaving open a vacancy on the board, the VP position and Maintenance Committee Chairman. Discussion ensued and the motion was made and seconded to call a special election to replace the board member. Subsequent to the election, the board will elect a new VP. The board assigned the Maintenance Committee to meet and select a new chairman.

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Various

The board voted to make all subsequent meeting times to be 10 AM instead of 9 AM.

Discussion of the Chestnut Bluff **flag and flag pole**. There are owners who want the flag back up and have offered to pass the hat if funding cannot be located otherwise. Additionally, the flag is considered a landmark with local people who are not owners. Jim Fletcher will work with Nelda to try to obtain a minimum of 3 bids to replace the flag and pole and the board will take it under consideration in future meetings.

The use of the **helipad** was discussed. Mention was made that various helicopter companies can use it not only for WCR residents, but others in the area as well. Bob Ring said that use of the helipad by anyone is a potential liability for WCR and that the board should have an attorney draw up a "Hold Harmless" agreement and have anyone who might land a helicopter on the pad sign it.

Next meeting is set for 23 July 2016.

Tom Mitchell adjourned the meeting at approximately 11:20 AM.

Submitted and Certified by:



Lee Kinard, Secretary

24 July 2016

Date

Draft Agenda

SPECIAL MEETING WCROA BOARD OF DIRECTORS

**Saturday, May 7, 2016, 10:00 AM
100 Morgan Cove**

- **Call to order – confirm quorum**
- **Draft agenda approval**
- **Acknowledge signature approval of previous meeting minutes**
- **Resignation of property management company**
- **DRB**
 - **Status update**
 - **Structure per Covenants**
 - **Chair/Vice Chair appointments**
- **Replacement Director for Lyn Mefford**
 - **Board Vice President**
 - **Maintenance Committee Chair**
- **Confirm next meeting date – July 23, 2016**
- **New business**
- **Adjorn**

<u>WCROA Board Meeting Sign In Sheet</u>		
	<u>Name</u>	<u>Property</u>
1	LEE KINARD	AC-3
2	TOM MITCHELL	
3	SUSAN MITCHELL	
4	WAM STAN	
5	ELIS MYKANA	
6	DELMA BURGE	ERIB
7	L FLETCHER	
8	JIM FLETCHER	
9	BOB KING	
10	STAN	
11	MANTON	
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DESIGN REVIEW BOARD
Wolf Creek Ranch Owners Association

DRB Activity Update
May 7, 2016

New construction approvals:

- Grigsby – Approval for Single Family Dwelling – Track WR-2 (May 3, 2016)

New applications:

- Wong – Application for Single Family Dwelling – Track WR-1B (received April 28, 2016)

Current WCR projects in progress:

1. Buechler – new home construction
2. Grigsby – new home construction
3. Manton – new outbuilding construction
4. McLelland – new home construction
5. Stracke – new home construction
6. Taniguchi – new home construction

WCROA Design Review Board (DRB) Process

~Days	Party	Action	Article(s)	Comments
0	Owner	Request Application from WCR Office (Email Nelda Duff @ wolfcktx@istar.net) - Application for New Home Construction - Application for Addition or Modification* * ALL improvements and changes to approved plans must be submitted to DRB for review	7.1 10.4	Refer to WCROA Declarations of CCRs for when to request a DRB Application. Application must be complete before DRB review. All detailed plans, surveys, etc. must be provided with application.
3	Nelda	Distributes Appropriate Application to DRB Distributes Rules and Regulations for Contractor and DRB Guidelines to Owner and Contractor	7.1	Rules and Regulations for Contractors must be signed before any DRB decision is considered final. DRB Guidelines highlight FAQ; owner maintains responsibility for full understanding all WCROA Declarations of CCRs.
5-29	DRB	Assess Application: - Any missing data or additional information - Explanations/modest changes by Owner		Owner will be notified if additional information is required before DRB can review.
30	DRB	Decision - Sent to Owner and WCROA Board of Directors - Notification to Adjacent Tract Owners, if approved	10.4	Once DRB has a complete application, DRB will return a decision within 30 days (or otherwise notify owner if there will be a delay).
20	Board/ Assoc.	Reconsideration Period	10.8	Board and Association has option to file in writing a "request to reconsider" any DRB decision, including at the request of the Owner.
1 YR	DRB	Lapse of Construction Approval - Notification sent to Owner	10.9	If building permit is not issued, construction of approved structure has not commenced and diligently being pursued to completion.
1-2 month periods	DRB	Construction being diligently pursued to completion - Notification sent to Owner if not diligently pursued after project start	7.1 10.9	Construction of approved structure must be diligently pursued to completion after project start.

2016-2017 DRB Committee: Jim Fletcher, Tom Mitchell and Debra Burge

Subject: Pamco
From: "T Mitchell" <thoumitchell@gmail.com>
Date: Mon, 09 May 2016 15:46:37 -0500
Cc: "Wolf Creek Ranch" <wolfcktx@tstar.net>, "Bob Ring" <bobring@eldoradoinsurance.com>, "Lee Kinard" <leekinard@yahoo.com>, "Fred Ball" <fball@spyglasslp.com>, "James Fletcher" <j.fletcher@outlook.com>
) : johnmantoniii@hotmail.com

I just had a conversation with Doug and advised we accept his resignation effective May 31 and that John Manton will be contacting him re disengagement needs. He was cordial and indicated he will provide John/Nelda with all necessary transition docs/information.

Let's proceed...
Tom

Sent from my iPhone