

HV of Fork Owners Association

HV OF FORK OWNERS ASSOCIATION

SEPTEMBER 16, 2023 9:00 AM

MEETING LOCATION: CLUBHOUSE

TYPE OF MEETING: OPEN BOARD MEETING

ATTENDANCE:

DIRECTORS: JUDY MARLOW, BRANNON ALVAREZ, DUANE DALEY (QUORUM)

DIRECTORS NOT IN ATTENDANCE: TERRY LOLLAR (WORKING) & RICHARD MARTIN (MEDICAL)

PRESIDENT: DAN ALLEN (INTERIM)

TREASURER: DAN ALLEN

VICE PRESIDENT: NANCY GUINN

POA SECRETARY: BRENDA LOLLAR

GENERAL MANAGER: JOE AMMONS

INTERIM PRESIDENT DAN ALLEN LED THE INVOCATION AND OPENED THE MEETING AT 9:00 AM. INTERIM PRESIDENT ALLEN EXPLAINS THAT THERE WERE TWO ELECTRONIC VOTES THAT TOOK PLACE SINCE THE LAST BOD MEETING. GENERAL MANAGER AMMONS READ ALOUD BOTH ELECTRONIC VOTES AS FOLLOWS: 1. NEW GUIDELINES FOR THE OFFICE OF PRESIDENT, EMAIL STRING. THE GUIDELINES WERE APPROVED WITH YES VOTES FROM DIRECTORS LOLLAR, DALEY, MARTIN, & MARLOW. NO RESPONSE FROM DIRECTOR ALVAREZ. THE GUIDELINES WERE SENT OUT VIA BLAST FOR INFORMATION PURPOSES AND POSTED TO THE WEBSITE. 2. RETAINER FOR ATTORNEY, TEXT STRING. THE \$1,000 RETAINER WAS APPROVED BY DIRECTORS, LOLLAR, DALEY, MARLOW ASKED A QUESTION, "WHAT IS THE HOURLY RATE? ANSWER-\$175.00 HOURLY RATE AND \$300.00 FOR COURT LITIGATION" & ALVAREZ. NO RESPONSE FROM DIRECTOR MARTIN. GENERAL MANAGE AMMONS STATES THAT WE NOW HAVE A REAL ESTATE ATTORNEY ON RETAINER. INTERIM PRESIDENT ALLEN ASKED FOR A MOTION TO ACCEPT MINUTES AND ELECTRONIC VOTES TO BE ADDED TO THE RECORD. DIRECTOR DALEY MAKES A MOTION TO ACCEPT AND DIRECTOR MARLOW SECONDED THE MOTION. AYES CARRIED AND NONE OPPOSED, THE MOTION CARRIES.

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INTERIM PRESIDENT/TREASURER DAN ALLEN READS THE TREASURER'S REPORT.

TOTAL DUES COLLECTED: \$46,471.15

BUILDING PERMITS: \$2,656.62

GROSS PROFIT: \$65,892.10

EXPENSES: \$71,698.35

NET INCOME: \$-5,806.25

NOTE: \$20,612.63 WAS SPENT ON ROADS (GERONIMO & VARIOUS OTHER)

OLD BUSINESS:

INTERIM PRESIDENT ALLEN GIVES THE FLOOR TO GM AMMONS TO GIVE INFORMATION TO THE PROPERTY OWNERS IN REGARD TO THE RESERVE STUDY. GM AMMONS EXPLAINS THAT WE CURRENTLY OPERATE WITH A CAPITAL EXPENDITURE ACCOUNT THAT WORKS LIKE A SAVINGS ACCOUNT FOR THE ASSOCIATION, AND MANAGEMENT IS RECOMMENDING A CHANGE UNDER THE RESERVE STUDY. ONCE WE OPERATE UNDER THE RESERVE STUDY, THE FUNDING THAT IS SET UP WILL BE REQUIRED TO BE BILLED AND SPENT ACCORDING TO THE RESERVE STUDY. A SPREADSHEET WILL DICTATE HOW THE FUNDS ARE SPENT. WE ARE TRYING TO SET UP A 30 YEAR PLAN FOR THE ASSOCIATION. QUESTION FROM THE FLOOR, "IS THIS A GOAL ORIENTED STUDY?" ANSWERED: A GOAL IS SET FOR EACH YEAR. GM AMMONS GOES ON TO EXPLAIN THAT ONE OF THE FIRST ITEMS UNDER THE RESERVE STUDY IS AN EMERGENCY RESERVE SET ASIDE FIRST. GM AMMONS MAKES RECOMMENDATION TO EMERGENCY RESERVE MINIMUM BASED ON A SHORTFALL OF INCOME FALLS BELOW \$26,100, AN IMMEDIATE CUT BACK IN SERVICES WILL BEGIN WITH A CUT BACK IN OFFICE AND MAINTENANCE HOURS. FIRST STEP WILL BE TO REDUCE OFFICE HOURS TO 5.0 HRS PER DAY FOR 5 DAYS, MAINTENANCE WILL BE REDUCED TO 40.0 MAN HOURS OR 20.0 HRS FOR TWO PEOPLE. THIS PLAN WILL BE FOR THE FIRST 30 DAYS. A SECOND MONTH OF SHORTFALL WILL BE ADDITIONAL CUTS TO MAINTENANCE AND A REDUCTION OF \$100.00 PER WEEK FOR THE GENERAL MANAGER WITHOUT A REDUCTION IN HOURS. A THIRD MONTH OF SHORTFALL WILL REQUIRE ADDITIONAL ACTIONS TO BE DETERMINED BY THE AMOUNT OF SHORTFALL IN COLLECTIONS AND THE GENERAL ECONOMIC PICTURE. OUR TOTAL EMERGENCY RESERVES SHOULD BE LOCKED AT \$78,000. IT WOULD WORK AS FOLLOWS: CUT WAGES TO \$11,550 PER MONTH, TAXES ON THOSE WAGES WOULD BE \$1,443.75, OUR FIXED UTILITIES WOULD BE \$4,180.00 PER MONTH (WATER AND ELECTRICITY). SERVICES AND SUPPLIES WOULD BE \$5,320 AND INSURANCE IS \$3,100.00. THAT WOULD LEAVE \$25,593.00 OPERATING COST UNDER THE RESERVE. CURRENTLY OUR OPERATING COST \$48,000. THESE WOULD BE AUTOMATIC ONCE THE SHORTFALL OCCURS. WE ARE WATCHING THE ECONOMY. GM AMMONS RECOMMENDS THIS TO THE BOARD AND ASKED THEM TO WEIGH ON THIS AT THE NEXT BOD MEETING. QUESTION FROM THE FLOOR: "WHO IS DOING THIS STUDY?" ANSWERED: "THE BOARD AND GENERAL MANAGER." FOLLOW UP QUESTION: "WHY NOT HIRE AN OUTSIDE COMPANY TO DO

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THIS?" ANSWERED: " I HAVE NOT ASKED FOR \$10,000 TO DO A STUDY" WE ALREADY KNOW WHERE WE ARE AT WITH THE BUILDINGS AND EQUIPMENT."

NEW BUSINESS:

INTERIM PRESIDENT ALLEN EXPLAINS THAT TWO BOARD MEMBERS ARE NOT PRESENT, DIRECTOR LOLLAR IS WORKING AND DIRECTOR MARTIN IS HAVING A MEDICAL PROCEDURE.

NOMINATE NEW OFFICERS, PRESIDENT AND TREASURER. INTERIM PRESIDENT ASKED FOR NOMINATION FROM THE BOD. DIRECTOR DALEY MAKES A MOTION TO NOMINATE DAN ALLEN AS PRESIDENT, AND DIRECTOR ALVAREZ SECONDED THE MOTION. AYES CARRIED AN NONE OPPOSED, THE MOTION CARRIES. PRESIDENT ALLEND ASKED FOR NOMINATION FOR TREASURER. DIRECTOR MARLOW MAKES THE MOTION TO NOMINATE NANCY QUINN AS TREASURER, DIRECTOR DALEY SECONDED THE MOTION. AYES CARRIED, NONE OPPOSED AND THE MOTION CARRIES. PRESIDENT ALLEN EXPLAINS THAT THERE WERE NO OTHER BIOS SUBMITTED FOR EITHER OFFICE.

PRESIDENT ALLEN REQUESTS THAT DIRECTOR DALEY READ THE TERM LIMITS FOR THE ARAA. DIRECTOR DALEY READS ALOUD ARTICLE FOUR, SECTION SIX OF THE BY-LAWS. PRESIDENT ALLEN ASKED FOR A MOTION TO ACCEPT THE TERM LIMITS FOR ARA OFFICERS WITH A RE-APPOINTMENT ANNUALLY. DIRECTOR ALVAREZ MAKES A MOTION TO ACCEPT, AND DIRECTOR MARLOW SECONDED THE MOTION. AYES CARRY, NONE OPPOSED AND THE MOTION CARRIES.

PRESIDENT ALLEN ASKED GM AMMONS TO EXPLAIN COURT ACTION ON JUDGMENTS THAT HAVE BEEN AWARDED. THIS IS AN INFORMATION ITEM ON THE AGENDA. WE MUST ANNOUNCE AT AN OPEN MEETING THAT WE ARE TAKING LEGAL ACTION BUT WE NEED TO LET THE PROPERTY OWNERS KNOW THAT WE ARE TAKING A SECOND STEP WITH ATLEASET ONE PROPERTY OWENR, AND AKSING THE COURT FOR A WRIT OF EXECUTION. GM AMMONS WENT ON TO EXPLAIN WHAT A WRIT OF EXECUTION IS. IT IS A WRIT ISSUED BY THE JUSTICE COURT THAT ALLOWS THE CONSTABLE TO SEIZE PERSONAL PROPERTY AND SELL IT TO SATISFY A JUDGEMENT. THIS IS THE STEP THAT WE CAN SECURE DEBTS BY PROPERTY OWNERS THAT REFUSE TO PAY THEIR DUES. THAT INFORMATION IS PUT OUT PUBLICALLY THAT WE ARE TAKING THIS STEP AND THIS IS DOES NOT NEED BOARD APPROVAL , BUT IS A MANAGEMENT DECISION.

PRESIDENT ALLEN ASKED GM AMMONS TO EXPLAIN THE UPDATE TO THE 2021 PARKING POLICY. GM AMMONS EXPLAINS THAT WE IN THE OFFICE REALIZED THAT AFTER A QUESTION CAME UP ABOUT PARKING ON THE STREET THAT THE 2021 PARKING POLICY WAS REVISED AND VOTED ON BY THE BOARD ON FEBRUARY 3, 2023 AND ACCORDING TO THE MINUTES IT WAS APPROVED BY THE BOARD BUT IT NEVER GOT SIGNED BY THE PRESIDENT AND DID NOT GET POSTED TO THE WEBSITE. GM AMMONS ASKS PRESIDENT ALLEN TO SIGN THE DOCUMENT NOW AND WILL BE POSTED TO THE WEBSITE. GM AMMONS ASKS THE ATTENDEES IF THEY WOULD LIKE THE DOCUMENT READ ALOUD. ATTENDEES ANSWERED YES PLEASE READ. GM AMMONS READ Rule 2022-05-01 Parking regulation was read aloud. PRESIDENT ALLEN SIGNED THE DOCUMENT.

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GM AMMONS GIVES UPDATE ON THE COMPUTERS IN THE OFFICE. THESE COMPUTERS WERE SET UP FOR ALL OPERATIONS OF THE ASSOCIATION. ALL RECORD KEEPING IS KEPT ON THESE COMPUTERS. GM AMMONS ASKED THE BOARD TO APPROVE THE PURCHASE OF THREE NEW TOWERS FOR THE BUSINESS OFFICE AT A COST OF \$2,679.16 AND BRING THEM UP TO DATE WITH WINDOWS 11 PRO. THIS COST IS FOR ALL THREE COMPUTERS. QUESTION FROM THE FLOOR: "HAVE YOU CONSIDERED EXTERNAL HARD DRIVES AS OPPOSED TO PURCHASING NEW?" ANSWERED: "WE WERE GOING BY THE RECOMMENDATIONS FROM OUR IT SERVICE. THESE COMPUTERS WERE PURCHASED USED IN 2019 AND WERE SEVERAL YEARS OLD THEN." PRESIDENT ALLEN ASKED FOR A MOTION TO PURCHASE THE THREE NEW TOWERS. DIRECTOR DALEY MAKES THE MOTION TO PURCHASE THE TOWERS AND DIRECTOR MARLOW SECONDED THE MOTION. AYES CARRY, NONE OPPOSED AND THE MOTION CARRIES.

PRESIDENT ALLEN ASKED GM AMMONS TO EXPLAIN THE INCREASE TIMESHARE C MAINTENANCE TO COVER INSURANCE AND MAINTENANCE COSTS. GM AMMONS EXPLAINS THAT WE ARE CURRENTLY SEEING A SURPLUS OF FUNDS IN THE LODGES, BUT IT ISN'T MUCH. THE INCOME/EXPENSE FOR 2023 \$27,630 INCOME, THAT INCLUDES ASSESSMENTS, MAINTENANCE FEE, RENTAL FEE AND PET FEE AND ANY REIMBURSEMENT FROM THE DEVELOPER. THE EXPENSES FOR THE LODGES, INCLUDE UTILITIES, UPGRADES, CLEANING, MAINTENANCE, REPAIRS, \$18,665.79. ADDITIONALLY WHEN WE OBTAINED THE DOD INSURANCE FOR THE OFFICERS AND DIRECTORS, THE RYDER FOR THAT INSURANCE, BECAUSE OF THE TIMESHARES TOTALED \$5, 375. WE ARE CHARGING THAT RYDER COST BACK TO THE LODGES, NOT OUT OF POA FUNDS. WE ALSO ASSESSING A MANAGEMENT FEE, WHICH INCLUDES CREDIT CARD PROCESSING FEES, TIME SPENT ON TAKING RESERVATIONS, AND TRACKING UTILITIES OUT OF THE OFFICE. FOR AN 8 MONTH PERIOD THAT COST WAS \$2,800. THAT LEAVES A BALANCE OF \$789.29. THAT IS WHAT THE \$15 MAINTENANCE FEE IS FOR. THE PROJECTED INCOME AND EXPENSE FOR THE BALANCE OF 2023 AND THE FIRST TWO QUARTERS OF 2024 SHOWS INCOME OF \$24, 925 AND EXPENSE INCLUDING UTILITIES, MANAGEMENT FEES, PAYROLL, SUPPLIES AND INSURANCE FOR TWO QUARTERS IN 2024 AT \$13, 435. WE STILL NEED TO UPGRADE UNITS 13 & 14, AND THE UPGRADE ESTIMATE IS \$13,000. AT THE CURRENT COLLECTIONS, THAT WILL PUT US IN THE RED \$-1,500. IF WE INCREASE THE CURRENT MAINTENANCE FEE BY \$5.00 TO COVER THE INSURANCE COST EVERY MONTH, THEN WE WOULD SEE AN INCREASED INCOME FROM \$24,925 TO \$27,565, AND AT THE END OF THAT PERIOD ON JULY 1ST INSTEAD OF \$1,510 IN THE RED, WE WOULD BE \$1,130 IN THE BLACK. GM AMMONS IS ASKING THE BOARD TO REVIEW THIS FEE BY INCREASING THE FEE BY \$5.00. DIRECTOR ALAVAREZ MAKES THE MOTION TO INCREASE THE MAINTENANCE ASSESSEMENT TO \$20.00 PER MONTH, DIRECTOR DALEY SECONDED THE MOTION TO INCREASE THE MAINTENANCE ASSESSMENT, AYES CARRY, NONE OPPOSED AND THE MOTION CARRIES.

PRESIDENT ALLEN ASKED GM AMMONS TO EXPLAIN THE NEXT ITEM ON THE AGENDA, TIMESHARE B MAINTENANCE ASSESSMENT. GM AMMONS EXPLAINS THAT WE ARE PAYING \$450.00 PER MONTH IN UTILITIES WITH NO RESERVATIONS COMING IN. GM AMMONS WOULD LIKE TO ASK THE DEVELOPER IF HE WILL ASSUME THE TIMESHARE AND THE UTILITIES. TECHNICALLY THE DEVELOPER HOLDS THE DEED TO THE RV PARK. THERE ARE 30 B-PACS AND ONE THAT IS A B-PAC HOLDER ONLY (NO PROPERTY).

335 Geronimo
Quitman, Texas 75783

Phone: 903-878-7051
E-mail: hvclubhouse@hvfoa.com
Website: holidayvillagefork.com

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QUESTION FROM THE FLOOR CONCERNING THE ARA AND COMPLIANCE. ANSWERED: THE ARA WILL ONLY BEING DOING PERMITS AND STRUCTURAL VIOLATIONS.

QUESTION FROM THE FLOOR: WERE ANY MINUTES OR RECORDS KEPT DURING THE INTERVIEW PROCESS FOR THE ARA COMMITTEE MEMBERS. ANSWERED: NO MINUTES WERE TAKEN. IT WAS SUGGESTED THAT SOME RECORD BE CREATED TO INDICATE WHO DID THE INTERVIEWING.

QUESTION FROM THE FLOOR: HOW MUCH DID IT COST TO DO GERONIMO? ANSWERED: \$30,000 WITH \$9,000 IN-HOUSE LABOR COST. STATEMENT FROM THE FLOOR: "IT HAS TURNED TO MUD." GM AMMONS STATED THAT HE IS WORKING TO RESOLVE THE ISSUE WITH THE CONTRACTOR."

PRESIDENT ALLEN CALLED FOR ADJOURNMENT AT 9:48 AM.

Janda Rollins
POA Secretary