

HENCKEN RANCH HOA

MEET MINUTES

1/17/2020

@David Blacklock House (8038 Hencken Ranch Rd)

Started @7:20

1. Reviewed handout sheets, ongoing construction, new lot owners
2. Review budget for 2019 and projection and dues amount for 2020
3. Review gas company land use agreement including road usage and noise control
4. Talked and reviewed the Annual Youth Hunt program
5. Forming Community improvement and New Committee
6. Handout Nomination forms and review voting process for board members for voting in April
7. Open discussion-Questions, concerns, and comments about any new or presented information.

Handouts

1. Hencken Ranch estates HOA Information Sheet
2. Summary of Covenants, Conditions, and Restrictions
3. ARC guidelines for submitting plans
4. Variance request form
5. 2019 account budget summary and 2020 Budget projection and dues, road replacement fund
6. Youth Hunting Program
7. Architectural Review Committee Guidelines
8. New Committee Guidelines
9. Voting Ballot

Hencken Ranch Estates HOA Information Sheet

The Board/Architectural Control Committee:

The HOA board is made up of 4 officers: President, Vice President, Treasurer and Secretary. The role of the board is as spelled out in the HOA declarations. The Architectural control committee is made up of 5 individual HOA members and is an appointed position. Additional committees may be necessary and would also be board appointed.

These roles are all volunteer and we ask all HOA members recognize that and consider serving from time to time on either the board or a committee. The term of office is May 1st-April 30th and is voted on annually.

The board is responsible for voting on and making decisions in the community as described in the bylaws. Board voting will be done at board meetings or through email by board members only and is not a public event, but any changes or decisions will be made known.

Items that fall under board discretion and voting are (but are not limited to):

Architectural Control Committee and special committee appointments

Approving Budget and Annual Dues

Approving Common Property Community Improvements/Maintenance

Hiring outside legal or other services

Setting meeting dates, times, and agenda

Items that fall under voting rights for all members are:

Board member voting (majority vote)

Official Changes to recorded Declarations (2/3 required)

Special Assessments (majority vote)

Meetings:

We currently have 2 annual meetings:

January- A previous year recap of budget and review of processes, a look ahead and budget projection/dues, review any member concerns, nominations for position on the board and committees.

April- Vote on board members, appointment of committee members, General community update

Additional meetings, voting issues, or other items may be required throughout the year as determined by the Board. It is important that we have updated contact information for you so you can be aware of all communication.

Declarations:

You should read these very carefully. It is the responsibility of you and your builder to know and be aware of all declarations. The Architectural Review committee provides a courtesy review and approval of your house plans. An approved set of plans does not mean that an owner can build something outside the boundaries set in the declarations. There is a specific process for a variance from the declarations that must be followed. Enclosed in this packet is also an unofficial summary of the declarations, and Arch Review Committee information sheet.

The current board has no wish to be HOA police and we encourage neighbors to first talk to each other if you feel another member is out of compliance. Please do not bring your issue before the board until there has been an initial attempt made to speak with your neighbor. For general issues that affect the entire neighborhood, or questions/concerns/suggestions about the declarations, committees, or neighborhood we encourage anyone to contact a board member. Contacts below.

Mailbox keys:

There is an initial \$200 key fee. This is to receive your key to the community mailboxes, located in front of the gas well. This fee is a transaction with Mr. Hencken and not the HOA. We do not hold or keep up with mailbox keys. You may transfer this fee to a new owner at the sale of your property.

Common Property/HOA Maintenance:

This is identified in the Declarations as the front and side landscaped area around the gas well, including the mailbox, and the narrow section of Hencken Ranch rd running out to the Monument signs. At this time no other common property has been identified. Because the road maintenance falls on the HOA, we ask that construction traffic please use the Ben Day Murrin entrance. New common area property may be added later that requires additional maintenance.

The county may from time to time come and make repairs etc. to the easements on your lot, however, you are responsible for maintaining your entire property, easement/setbacks included. We currently are not requiring that lots without houses be regularly maintained. But please be mindful and periodically check on your grass and mow it if it gets too high. Any lot with a house, is required to regularly maintain the front and side yards.

Dues:

Dues are reviewed annually by the board and based on a calculation for necessary maintenance costs, minor HOA expenses, possible future improvements, a reserve fund, and a consideration of other local HOA community dues. This reserve fund is for emergency use (i.e.- legal fees for potential lawsuits, repair of damaged common property, etc.). The hope is that we will never have to assess any additional fees as described in the declarations, and we can continue to keep the HOA in house and not pay a company to run things. The board will provide a previous year budget review and budget projection annually and dues are set based on a best effort by the board members.

HOA Contacts:

President- David Blacklock davidb4150@yahoo.com

Vice President- Dan Woodson dawoodson@sbcglobal.net

Secretary- Brandi Mcghie brandi.mcghie@gmail.com

Treasurer- Neville Parnell jnrparnell@gmail.com

Hencken Ranch Estates Residential Association Committee

Summary of Covenants, Conditions and Restrictions

The following information summarizes the covenants, conditions and restrictions (CCR's) covering all lots in Hencken Ranch Estates. This is intended to be a brief overview. A full description is covered in the governing documents and should be reviewed closely.

1. Owners and occupants (including lessees) of any Lot shall, jointly and severally, have the duty and responsibility, at their sole cost and expense, to keep the Lot so owned or occupied, including buildings, improvements, grounds or drainage easements or other rights-of-way incident thereto, and vacant land, in a well maintained, safe, clean and attractive condition at all times.
2. Each lot requires its own septic and well systems.
3. Each lot requires a concrete driveway. Drainage ditch at street should be coordinated with county.
4. All paint colors should be a neutral tone. Any bold accent colors will need to be submitted and approved by the Committee.
5. Garages must face the back or side, not the street.
6. Storage structures are allowed; however, plans must be turned into the Committee for prior review. Note that colors/exterior should match house.
7. Propane tanks should be located at the back of the Property. If on the side of the Property, then landscaping/approved fencing would be required to shield the tank from street view. Lots that are close to the gas well have additional restrictions and should reference plat details and bylaws for further instruction.
8. Lot landscaping is required. Grass, shrubs, etc. around the front and sides of house at minimum, should be completed within 6 months of completed construction. New landscaping is not required at the back of house but please keep all yard areas in good condition.
9. Detached garages, carports, servants' quarters, barns, outbuildings, and storage rooms must be approved in writing by the Committee, and must meet the minimum requirements. Structures shall not exceed 1,200 square feet.
10. No fence or wall shall be erected, placed, or altered on any Lot without the prior written approval of the Committee and the design of and materials used in the construction of fences shall be subject to the prior written approval of the Committee. Fences cannot be privacy fences. Wrought iron and split rail fences are acceptable typically accepted.
11. No window or wall type air conditioners or water coolers shall be permitted to be used, erected, placed or maintained on or in any residential building on any part of the Property.
12. All floor areas referenced are for air-conditioned floor areas, exclusive of porches, garages, patios, terraces or breezeways attached to the main dwelling. The minimum main living area of each residential structure shall be **2,600 square feet**. The exterior of the house should be 85% covered with stone brick or stucco material.
13. No lots shall be subdivided, however lots can be combined through official replotting and submission to HOA board.

Please help us to maintain our community and maintain our property values by honoring these guidelines.

Thank you
HOA Board and ARC

Hencken Ranch Estates HOA, Architectural Review Committee Guidelines for Submitting

Submit all plans to: henckenranchestatearc@gmail.com

Please allow 2 weeks for review and response

Please review the following:

1. Please provide plans to show all elevations (Front, Rear, sides, and roof), and a floorplan including total AC sq ft.
2. Your plans need to indicate the brick/stone/stucco percentage (85% is required). The bylaws call out brick, brick veneer, stone, stone veneer, and stucco as the approved masonry products. Fiber cement siding is not an approved product to meet this 85% requirement.
3. Please provide a site plan showing where the home will be located. Be aware of set back requirements, gas well set backs, easements, and boundaries. And pools, buildings, fences, etc. planned to go in during construction should be submitted on the site plan with appropriate details.
4. If a bonus room/upstairs is part of the total square footage, it needs to be completed during initial construction.
5. We suggest home owners have builders send plans in. It creates less confusion for owners and the ARC.
6. Future improvements (fences, pools, storage buildings, etc.) can be submitted later if not part of initial construction.
7. If a variance to bylaws is desired, the proper form, information, pictures, details, etc. must be submitted and approved before any work begins.
8. Responsibility for full compliance relies on the builder and owner. The review process is a courtesy task performed by the ARC in which they give a best effort in identifying details in a set of plans that may vary from HOA bylaws. An "approved" set of plans does not allow an owner/builder to deviate from recorded bylaws and construction guidelines.

Hencken Ranch Estates HOA Construction Variance Request Form

For Property at : _____

We are requesting a variance to the following HOA bylaw deed restriction (Please summarize restriction):

Please describe in detail the variance (include pictures, measurements, reason for change, etc.):

Name_____ **Date**_____

Approved **Yes** **No**

Arch. Review Committee signature _____

Hencken Ranch HOA Account Summary

2019

Income

	January	February	March	April	May	June	July	August	September	October	November	December	Year total
Regular Assessment	800	2800	3600	2400	1200	373			200			4117	15490
Additional Assessments													0
Fines/Late Fees													0
Other													0
sub Totals	800	2800	3600	2400	1200	373	0	0	200	0	0	4117	2019 Total Income 15490

Expenses

	January	February	March	April	May	June	July	August	September	October	November	December	Year total
Common Property Maintenance					250		250		250		250		1000
HOA Reserves													0
Common Property Repair/Replacement													0
Common Property Improvements			3590										3590
Community Activities													0
Administrative Costs				244									244
Insurance													0
Other													0
month Totals	0	0	3834	0	250	0	250	0	250	0	250	0	2019 Total Expenses -4834

Budget Summary

2018 EOY Balance	7174
2019 Income	15490
2019 Expenditures	-4834
2019 EOY Balance	17830

2020 Budget

	<u>Budgeted Cost</u>	
Common Property Maintenance	\$2,500	Lawn and Landscape maintenance
HOA Liability insurance	\$1,000	Director insurance
Reserve for Road Replace in 2030	\$4,400	
Reserve for Community Improvments	\$2,500	
Common Property Repair	\$500	Pot holes, Damage to mailbox, trees, etc.
Administartive fees	\$200	Printing, mailing, meetings, etc.
Community Activities	\$2,000	
Other reserves	\$1,500	Legal,Tax, Consulting fees, Uninsured damages
Total	\$14,600	
Divided by 48 lots	\$304	
Dues per lot for 2020	\$300	

Road Repair Reserve Fund Calculation

Estimated Road resurface cost in 2030
32000 sqft of paving

Average 4% construction cost increase per year

2020	\$30,000
2021	\$31,200.00
2022	\$32,448.00
2023	\$33,745.92
2024	\$35,095.76
2025	\$36,499.59
2026	\$37,959.57
2027	\$39,477.95
2028	\$41,057.07
2029	\$42,699.35
2030	\$44,407.33

Repair cost	\$44,407.33
divided over 10	
years	\$4,440.73



DEPARTMENT OF THE ARMY
FORT WORTH DISTRICT, CORPS OF ENGINEERS
BENBROOK PROJECT OFFICE
7001 LAKESIDE DRIVE
FORT WORTH, TEXAS 76132

November 19, 2019

To Whom It May Concern:

The purpose of this letter is to provide you with information regarding a US Army Corps of Engineers and Texas Parks and Wildlife sponsored youth hunt taking place in Mustang and Bear Creek Parks during the weekend of December 6th through December 8th.

The parks will be closed to all members of the public Friday December 6th through Sunday December 8th. The hunt will take place Saturday morning, Saturday evening, and conclude Sunday morning. The youth hunt is for six young hunters, selected through the Texas Wildlife Association's Texas Youth Hunting Program. Each youth hunter will be accompanied by a parent and a Corps representative or TWA volunteer to ensure safe gun handling, safe shooting lanes, and determine legal game.

All personnel involved have been instructed on very specific shooting lanes and no shooting will be allowed towards the private property. There will be no hunting in the parks outside of these two days.

After the hunt, the blinds and feeders will be removed from our property and no further hunting will be allowed. For your own safety, please refrain from crossing our shared property line into Mustang and Bear Creek Parks during these hunting times. If you have any questions, please feel free to contact Ranger Chris Brewer at 817-292-2400, or by email at Christopher.R.Brewer@usace.army.mil.

Sincerely,

A handwritten signature in black ink, appearing to be "JB", is written over a horizontal line.

Justin Berndt
Lake Manager
Benbrook Lake

Architectural Review Committee Guidelines

The Hencken Ranch HOA board would like to clearly define the role of the ARC (Architectural Review Committee) members as described in Article 5 of the Hencken Ranch HOA Declarations. This is an appointed position by the board and per the bylaws an ARC member may be removed at the discretion of the board at any time if they are found to be in violation of the below, or for other reasons. We view a position on this committee as a privilege and a duty not only to abide by and assess the covenants as they are described, but a duty to maintain the integrity of the neighborhood, not necessarily as you personally interpret it, but as a representative of all lot owners. As such we want to highlight and expand on the following points in Article 5:

1. ARC members are tasked with using their best effort, not being perfect, in attempting to promote high levels of quality, harmony, and conformity throughout the property. There are no legal recourses that owners can take against ARC members for decisions made and in no way should lot owners, board members, or other committee members attempt to intimidate or accuse ARC members of wrong doing. A seat on this committee should not be a pressure or weight for you.
2. ARC members should perform their duties as a representative of the community. They should make an effort to learn the perspectives and opinions of their neighbors and keep those in mind when making decisions and reviewing plans.
3. The purpose of the ARC is to interpret the general intent of the declarations and not necessarily stay strict to the letter of the law. Article 5.04 describes the process and allows for variances to the stated declarations for this very reason. Further guidelines for the ARC in regards to this area are forthcoming. It is the responsibility of the ARC to follow the variance request and approval process as laid out in Article 5.04
4. It is the job of the ARC to know and understand the entire Declaration bylaws, and make every effort to follow the guidelines as they are laid out.
5. An individual ARC members' role is not one of an inspector or compliance officer and they should not take it upon themselves to enforce restrictions on existing or under construction properties. If noticed, any deviations or violations to construction restrictions as described in bylaws or previously approved plans should be brought the attention of the entire ARC so that a unified decision and plan of action can be made.
6. Disagreements are inevitable and all ARC members should feel free to express their opinions, thoughts, concerns, etc. However dialogue between ARC members, board members, and property owners should always remain respectful and non-confrontational.
7. Decisions from the ARC regarding approvals, variances, etc. will be confirmed with a majority vote from the ARC members.
8. Ultimately the responsibility for compliance lies on the lot owner and the builder they choose, and the role of the ARC is a courtesy to home owners. We want to encourage, not discourage, new lot owners and development. The ARC should view itself as a resource and partner with lot owners and attempt to cooperate and collaborate with them on building the house they want, while at the same time remaining within the confines of the Declarations.
9. The ARC can determine the how and where of meetings, voting, approvals, etc. This can be accomplished in person or through email at the committees' discretion.

10. The role of the chair person-

1. To initially receive, distribute, and respond to plan approvals.
2. Serve as a mediator among ARC members and make sure all voices are heard.
3. Coordinate meetings, review responses, votes, etc in an effort to expedite responses
4. Make sure that committee is following all HOA bylaws
5. Keep a digital file of all approvals, variances, submitted plans, etc.

11. This can be a thankless job sometimes and as a volunteer we want you to feel listened to and respected at all times. Please feel free to speak with any board member at any time about questions or concerns.

Thank you.

Hencken Ranch Estates Board

New Committee Guidelines

1. The Committee is a team of HOA members that have an interest in keeping our neighborhood looking beautiful and wanting to be proactive about it.
2. The committee shall have no set number of members and will be appointed by the board.
3. A committee member should see themselves as a representative of the community and their neighbors.
4. It will be the task of the committee to have a general feel for the HOA members opinions on possible common area improvements, costs, etc. and make suggestions to the board for review and final approval.
5. The committee will provide a recommended budget for maintenance and improvements at the end of each year and present to the board.
6. The committee will make notifications to HOA members about needing to better maintain their yard.
7. The committee will be in charge of hiring a lawn maintenance company to maintain the common area properties, upgrade/repair these areas, plant flowers etc. The frequency of this maintenance will be at their discretion.
8. The committee will notify the board when they feel property owned and operated by the gas well company is in need of repair.
9. The committee will determine when repair and replacement of the road should happen and present that to the board.
10. The committee will be in charge of helping plan and organize community events throughout the year.
11. The committee will update and maintain the social media outlets used by the HOA(Facebook and Next Door app)
12. The committee will be in charge of greeting new neighbors

Hencken Ranch Estates Homeowners Association, Inc.
2020 Board of Directors Election Ballot/Proxy Ballot

Deadline for nominations will be March 1st

Deadline for mail in proxy ballot receipt will be date of meeting where voting takes place

There is one () open position(s) on the Board. Please indicate your vote by placing an X next to the nominee of your choice. **You may vote for one nominee per position.**

Nominees:

President

Vice President

Secretary

Treasurer

DATED this _____ day of _____, 2019

If a Proxy Ballot please check box ☐

Owner Name _____ **Required** (Please Print)

Property address _____ **Required** (Please Print) one ballot per lot

Signature _____ **Required**

If you wish to submit this ballot as a proxy ballot prior to the meeting please write in the nominee name you wish to vote for and mail or deliver to 8038 Hencken Ranch Rd, Fort Worth TX 76126. Ballot should be received by HOA prior to voting meeting.

If you own more than one lot please list below to duplicate your votes above:

	Address	Name	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____