Twisted Creek Ranch Property Owners Association
Board Meeting Minutes
Sunday March 15 , 2026
5:00 To 6:00 PM

POA Domain: www.twistedcreekranch.org

Board Members

President	**Jill Ricci**
VP	**Berry Huckabee**
Secretary	**Michael Kitchens**
Treasurer	**Vacant**
Member at Large	**Kathleen Wood**

Call to Order: Meeting started @ 5:00pm

President motioned the meeting to order.
Vice President second the motion

Review/Approve Meeting Minutes

Board Meeting Recorded Minutes Sunday 02/15/2026. Reviewed and Approved.

Board Meeting Recorded Minutes For Sunday 03/15/2026

President presented agenda for the board meeting

Opening remarks
February meeting minutes R/A
Financial update
Old business
New business
Board member Updates
- **Member at Large**
- **Secretary**
- **Vice President**
- **President**

Open forum
Adjournment
Request for a colleague to confirm her attendance, making sure all essential team members were accounted for. Participants exchanged friendly remarks about the logistics and commented on the smaller group, expressing their readiness to continue despite the modest turnout.
Conversation soon turned to a recent grass fire in Stephenville. One attendee described witnessing the event while leaving a local store, prompting discussion of dense smoke, diminished visibility, and disruptions to traffic flow. The fire was estimated to be roughly a mile away, possibly near McCoy's, though its exact site remained unidentified.

The group then reviewed fire safety regulations, referencing the recent end of a local fire ban. Based on current conditions, they expected the ban might be reinstated soon. There was uncertainty about whether residents were aware of ongoing restrictions, as reports suggested open burning persisted even during poor weather. Members agreed that if flames were visible and conditions unsafe, it should not be treated as a controlled burn and authorities should respond promptly.

Meeting dealt with minor technical issues, mainly concerning video connectivity. Attendees conducted routine checks to verify presence and visual participation, ensuring clear communication. After resolving these brief setbacks, business continued as planned.

Minutes: Sunday February 15, 2026 board meeting presented for review and approval
During the reporting period, assets amounted to $28,430.97, prepaid assessments totaled $825, net income was recorded at $8,670.91, and equity stood at $27,612.97. Outstanding assessments are scheduled for update by the end of February. Currently, five property owners have been delinquent for over 90 days; confirmation is pending.
The board reviewed unresolved lighting concerns and ongoing road maintenance. Both subjects remain under continued evaluation and monitoring for effective resolution.
Discussion also addressed the recent decline in rainfall and its impact on select open source profiles. Initiatives are underway to uphold operational standards in light of these challenges. No additional significant issues were reported during this session. With respect to maintenance, contractor payments appear resolved, further activities may be planned for upcoming months.
During the open forum, members sought information regarding financial transparency. Westwood 360 has commenced online posting of financial reports, accessible via secure protocols . The board is assessing public access protocols to improve community-wide transparency. While previous practices limited accessibility, the new system intends to provide greater visibility for all members.
Regarding the grazing lease, which is set to expire in March 2027, discussions continue among primary landowners considering options for a ten-year extension. Property owners were advised of their choices concerning fencing types and reminded that wildlife exemptions must be renewed annually in accordance with regulatory requirements. Collaboration among property owners is encouraged, and further updates will be communicated as they become available.
Member at Large motion to approve 02/15/2026 meeting minutes.
Secretary second the motion.
Minutes February 15th, 2026 meeting approved and will be filed for audit.

Financial Update
The financial report was pulled from Westwood and represents a pre-approved trial balance. The final version is still pending. As of 2026, operating funds totaled $27,895.94, with prior management reporting $25 in operating accounts, bringing total assets to $27,919.58. Prepaid assessments liabilities stand at $825.00. Equity reflects retained earnings, opening balance equity, and net income, resulting in a total equity of $27,919.58. The full financial report will be made available once finalized; the current figures are based on available meeting data.

Old Business
An update was provided on road projects, which remain in progress. Communications with the judge are ongoing, with further updates anticipated. It was reiterated that all correspondence with Lone Star Land Partners must be routed through the board, as their attorneys will only respond to official board

communications. The board seeks comprehensive documentation to ensure all procedures and regulations—state, city, or county—are properly followed. Incremental progress is being made, though the process has been challenging.

In order to move forward with Westwood and to ensure proper financial management, the board discussed the necessity of conducting a financial audit for fiscal years 2023 through 2025. BJ, with a compliance background, was nominated to lead the audit, with assistance from another board member. All agreed that an audit is prudent, especially considering the transition to new management and the desire for organizational transparency. The process will be documented and updates shared with property owners via mail and email, as well as posted on the website. The audit is expected to take several weeks, and all related documents will be compiled and communicated accordingly.

The board also reviewed outstanding property assessments. Fourteen accounts, representing approximately $8,000 in unpaid assessments and associated fees, remain delinquent. The board discussed options for collection, including having the association's attorney draft a standardized demand letter, sending certified letters, or utilizing Westwood's collection services for an additional fee. The consensus was to have an attorney draft templates for acceleration and collection notices to ensure legal compliance and proper documentation. These notices will be sent via certified mail, with the board collectively signing them. Updates on the collection process will be provided to the community.

To improve ongoing communication with property owners, a group email and distribution list are being established. While a spreadsheet was previously used, the board will now use available digital tools to streamline communication. Announcements, such as the financial audit schedule, will be sent directly to members and posted as needed.

The board is in the process of rescheduling the in-person meeting that was canceled due to weather. The City of Comanche has allowed the use of last year's rental fee for this year's event. The board is seeking a suitable Saturday in April, aiming for the third weekend, to hold the meeting. Final arrangements will take into account board member availability and will be communicated once confirmed.

New Business

A lengthy discussion regarding the grazing lease arrangement. The arrangement, originally established between Lone Star Land Partners and Keith Clemens, involves payment based on the number of cattle "heads" at any given time, which fluctuates monthly. The board, will inquire whether Keith would be open to a "goods for services" exchange instead of direct payment. Specifically, the proposal would require Keith to provide maintenance services, such as cleaning the entrances, drainage areas, and reporting any road conditions while he is on the property.

The board discussed the potential legal requirements for such an arrangement, noting that state law typically requires a minimum contractual consideration—often $10—for agreements. There was also a question about the income generated from the grazing arrangement, which varies throughout the year depending on the number of cattle, with figures generally starting at $325 and increasing, as necessary. The board debated whether hiring someone to perform these services would be more or less costly than the proposed exchange, emphasizing the importance of maintaining a clear paper trail for transparency, especially in light of the upcoming financial audit. The suggestion was made to structure the arrangement as a monthly payment for grazing, with a corresponding payment for services, ensuring all transactions are documented appropriately.

The conversation also touched on the possibility of forming a volunteer committee to assist with periodic property clean-ups. Several members expressed willingness to participate, and it was suggested that these efforts could be organized quarterly, with community involvement encouraged. All participants would be

required to sign waivers acknowledging that the board would not be liable for any injuries or equipment damage. The board considered incorporating this initiative into the upcoming April in-person meeting, viewing it as an opportunity to foster community spirit and engagement.

Cindy raised a question regarding the scope and process of the financial audit, seeking confirmation on the timeline and extent. Vice President clarified that the audit would cover all financial activity from the organization's inception through the current year, and future audits will occur annually. Cindy noted that this comprehensive review will require considerable time and collaboration, with Vice President confirming that all financial records will be thoroughly examined and made available to the board and property owners once completion.

Member at Large provided insights into the vendor payment process managed by Westwood. Vendors must first be set up in Westwood's system, which can take three to five days to process paperwork. Once the invoice is submitted, payments typically take up to a month to be processed, although the average timeframe is about 45 days. The board agreed that vendors should be informed about these payment terms upfront. Member at Large noted that the delay is due to Westwood holding onto funds for as long as possible before disbursing payments. It was emphasized that once a vendor is established in the system, subsequent payments should be more prompt.

The board discussed the challenges of working with Westwood, including slow responses and incomplete communication, sometimes requiring multiple follow-ups. It was suggested that before renewing the contract with Westwood, the board should explore other management options. Secretary noted that the contract allows for a 30-day notice to terminate the relationship, but doing so would necessitate reestablishing electronic banking and related systems. The board agreed to document these concerns for future reference and to request vendor templates from Westwood to expedite onboarding.

The board confirmed the need for all financial records to be accessible for the audit. Secretary requested clarification on who has access to the records and suggested that all board members should have access to shared folders, including subfolders, which are organized by year. Any gaps in documentation will be identified, and missing records will be collected as needed.

Open Forum

Board reviewed the current collection process for overdue accounts. It was confirmed that the association uses the same attorney previously retained for a lawsuit to handle collection notices. The board discussed the "soft collection" process, which begins with a 30-day notice to bring accounts current. If the account remains unpaid after 30 days, a 60-day demand letter is issued for the outstanding amount, excluding the current year. After 90 days without resolution, the process continues, with each step separated by at least 30 days to comply with fair collection practices. The late fee was identified as 18% per annum, and the necessity to strictly follow federal guidelines on collection was emphasized, including not contacting debtors outside the hours of 9:00 AM to 8:00 PM.

The group also discussed the importance of maintaining a consistent collection process. It was noted that if the process is interrupted or the chain is broken, it may be necessary to restart the process from the beginning. The potential to save on legal fees by reviewing whether a suitable collection letter had already been drafted by a lawyer was raised, with a suggestion to check with relevant members to confirm.

Members expressed the need for board representation within the community, suggesting that at least one board member should reside on the property to remain informed and responsive to local issues. The idea of rotating site visits among board members was proposed to ensure ongoing oversight and support, recognizing that some members' schedules may limit their availability on weekends.

The forum addressed the upcoming tax deadlines, specifically the corporation and franchise tax filings. The association's corporate tax return is due March 15th, but an extension may be filed, extending the deadline to September 15th. Franchise taxes are due by May 15th, with a possible extension to November 15th. The group confirmed that Westwood, the management company, has been engaged to handle tax and financial work and should provide copies of tax filings and any extension notices for board review. It was noted that Cindy filed last year's tax return, and the group discussed the necessity of locating and organizing all prior financial documents. Efforts are underway to collect and review all historical financial records from the past two years, ensuring that the association's paperwork is complete and accessible. The importance of filing extensions on time to avoid penalties was reiterated, and it was clarified that the POA's tax deadlines differ from individual tax deadlines.

The meeting concluded with expressions of appreciation for the board's efforts and a reminder to follow up on compliance questions.

Secretary motion to adjourn
Vice President second the motion

Meeting Adjourned.