# Villas of Babcock (Summerwind) HOA Board

# Meeting Minutes

March 17, 2014

1. Call to order

Monica Moreno called to order a regular meeting of the Villas of Babcock (Summerwind) HOA Board at 6:08pm on March 17, 2014.

1. Roll call

The following directors were present: Monica Moreno, Angela Casas, Karen Mueller

Also present were 9 Residents, Annie Sierra, Administrative Property Manager

1. Open Forum

Gary Deegear, 38 Caswell Circle presented a tire lock as an alternative to the current towing policy. This would save the resident or visitor from an expensive towing bill and from having to go to the other side of town to pick up their vehicle. In addition, the fine that would be imposed to remove the tire lock would stay within Summerwind vs. going to Bexar Towing. Some discussion followed citing pros and cons. Monica Moreno indicated that the Board would look to form a committee to discuss the possibility further.

Gary Deegear, 38 Caswell Circle presented the need for speed bumps on Caswell Circle. Other residents indicated there were other streets that might need them as well, namely those that are downhill. In response, as above, the Board will look to form a Safety and Security committee to explore this further.

As those were the only 2 issues for which residents were present, the Open Forum was concluded.

1. Approval of Meeting Minutes

Minutes from the February 20, 2014 Organizational Meeting were reviewed and amended as necessary. Karen Mueller made a motion we accept the minutes as amended. Angela Casas seconded the motion. Motion carried.

Minutes from the February 20, 2014 Board of Directors Meeting were reviewed and amended as necessary. Karen Mueller made a motion we accept the minutes as amended. Monica Moreno seconded the motion. Motion carried.

Documentation of HOA Board Teleconference held on February 28, 2014 was presented. The following topics were presented:

* Approved discontinuation of Weekend SAPD Security Officer
* Approval of Quickpass Gate System
* Approval to pursue use of Intuit Online Payment System
* Approval of Website Overall Design/Functionality
* Approval to proceed with Spring Fling at the Park
1. Review of Treasurer’s Report and Summary of 2013 Fiscal Year

Angela Casas, Acting Treasurer, presented the Profit and Loss Standard and reports on deposits and expenses for January and February. Also included in the meeting packet was a brief summary of the 2013 Fiscal Year. Some discussion followed regarding the status of Annual Assessment collections and the new payment plan options. Discussion on need to file payment plan options with the state ensued. Angela Casas indicated that our current Assessment Collection Resolution needs an amendment, which was previously recommended by our attorney but it does already currently meet the state requirement.

1. Old Business
2. Status of Administrative Assistant

Karen Mueller summarized the decision made at the previous meeting to consider release of the Administrative Property Manager, during which it was agreed that the board members would begin to take on some of the duties the Administrative Property Manager was currently performing. On February 25, a communication was sent by Karen Mueller indicating the items which she would like to take on for the month or March as a trial. Each item had an action item for the Administrative Property Manager. All items where the action items have been completed are going well. Several items still have outstanding action items.

Angela Casas produced a contract indicating that a 30 day notice was required for termination of services and expressed her concern about terminating the services. Karen Mueller expressed benefits experienced while taking on the additional duties mentioned above. Monica Moreno motioned that we proceed with termination of services at the end of the 30 day notice. Karen Mueller seconded. Motion carried.

1. Status on Audit/Taxes

Karen Mueller contacted the CPA for the Dominion and he would not perform the audit. He recommended 2 CPAs that might perform the audit. Karen Mueller talked to one of them and he indicated his price would be $3500-$4000. The other one did not return voicemail. Monica Moreno talked to an additional CPA also, but they would not perform since we do not have previous audit and we have not filed taxes for the last several years. Angela Casas expressed concern about the cost of the audit. Karen Mueller indicated the price was elevated since we had not had a previous audit and because we are a volunteer board. In addition, Karen Mueller suggested that when we get to the point where we discuss increasing the size of the board, we should look into having an Assistant Treasurer so that we have continuous auditing occurring and do not need to incur this cost in the future. Angela Casas expressed that she just didn’t feel that the expense was justified due to the limited entries in our books each month. She also cited that we had only budgeted only $800. Monica Moreno pointed out this would not be the only budget item we go over for. Karen Mueller suggested that we should not focus on the fact that we budgeted only $800 and that we had already agreed in the last meeting to proceed with the audit, but the action was to obtain additional bids. Some additional discussion ensued. Karen Mueller made a motion that we proceed with the bid from CPA, Lee Edwards. Monica Moreno seconded the motion. Motion carried.

1. Status on Access to Bank Statements, Actuals and Last Audit

Progress is being made. New board members now have access to the Online Storage. Agenda item tabled.

1. Surveillance System Status

Karen Mueller presented an update on the existing system, which is now partially working but is very poor quality. Also presented was information about a new wireless camera system and an option for a replacement License Plate Recognition Camera with the option to self-install. Some discussion ensued and it was suggested that we should start with one system and see how well it works. Karen Mueller motioned we purchase one set to start with and once it’s up and working, determine how to proceed. Angela Casas questioned who would install the system. Karen Mueller indicated she would install and/or coordinate the installation. Monica Moreno seconded the motion. Motion carried.

1. Gate Repair/New Gate Management Status

Bid from new gate company was presented. Karen Mueller mentioned that she had access to an Electric Motor Repairman who was willing to look at it for us for no cost. Monica Moreno suggested we just go with the new company so that we know it’s repaired by the time the Quickpass system is installed. It was mentioned that we could potentially offer the old motor to be used for parts. Angela Casas motioned we proceed with the repair using Automatic Gates, Cameras and More. Karen Mueller seconded the motion. Motion carried. Karen Mueller was assigned the task to contact them to schedule the repair.

Discussion then ensued regarding the new gate system, which is called Quickpass. Questions were asked and answered about the basic functionality of the system. Monica Moreno stated that we will wait until the new system is installed and everyone has transponders installed before closing the gate, approximately 6-8 weeks.

1. Status of Landscaping/Review of existing contract

Monica Moreno spoke with Matt at Land and Lawns and expressed concern that items in the contract were not being completed. Matt indicated to Monica that there was a verbal agreement made when the contract expired. Angela Casas indicated a verbal agreement was never made. Angela indicated that the contract stated there would be an additional cost for services we felt were not being performed, per page 4. Resident from the floor suggested that we allow residents a discount on their account if they will perform the landscaping. This would require investigation to see if it’s allowed since we are seeking non-profit. Monica Moreno stated that her and her husband, as owners of Bexar Mowing, are willing to donate landscaping services through the end of the year as long as Summerwind would cover all supplies. Angela Casas indicated we would need a release of liability but that it was otherwise ok. Karen Mueller motioned that we accept the offer of Monica Moreno and Bexar Mowing. Input from Annie Sierra ensued defending the services by Land & Lawns over the years. Another resident mentioned that he sees over-watering occurring. Monica Moreno indicated we are currently investigating the water usage. Angela Casas seconded the motion. Motion carried.

1. Neighborhood Parking/Towing/Proposal to rescind previous motion to proceed with restriping of subdivision

Summarized discussion regarding purchase of Tire Lock/Boot during Open Forum. Monica Moreno mentioned that there are discrepancies between our parking resolution and what Bexar Towing has. Some discussion ensued and Monica Moreno questioned where in the resolution there was a limit to number of days to use visitor parking. Angela Casas mentioned it is in there and it is 72 hours. Angela Casas suggested we do a push to ensure people have visitor tags and that everyone is aware of the rules. Bexar Towing has indicated that they will make whatever changes we want them to make. Monica Moreno mentioned that a resident suggested the idea of taking one spot from each visitor parking area and making it available for a resident to rent. Discussions ensued about the challenges that residents are facing when they have more cars that what will fit in their garage/driveway. Angela Casas mentioned that many of these situations are in violation of the plan for the neighborhood as a Single Family Home neighborhood. Suggestion was made that we make it easier and more automated to request an extended visitor parking pass. The board will take the suggestions under advisement.

In regards to the previous motion to proceed with the restriping of the subdivision, Karen Mueller made a proposal that we rescind this motion. Research was done and we can purchase a professional striping machine for $109, a pressure washer for $299 and paint for $193.44. This would be a savings of $1968.56 over the bid previously approved. Karen Mueller made a motion that we rescind the previous approval and proceed with the above mentioned purchase. Monica Moreno seconded. Motion carried.

1. Status of Playground Equipment Repair

The Rainbow play system repairs are complete with the exception of installation of one tarp which was missing. A replacement tarp will cost $250. Angela Casas motioned we purchase the tarp. Monica Moreno seconded. Motion carried.

1. Status of Tree-trimming in Park

Karen Mueller reported that the trimming had been done, but that Teague Tree had actually trimmed the wrong limb. The remaining limb does still have the potential to be a safety concern. Discussion ensued. Teague Tree was back out afterward and offered to trim the other limb for $150. Monica Moreno motioned that we go forward with the additional trim. Angela Casas seconded. Motion carried. Monica Moreno took the action item to contact Teague Tree.

1. Status of Subdivision Lighting and Signs

Recap of previous discussion on need for sign stating parking rules at the entrance of subdivision. Annie Sierra, Administrative Property Manager indicated that Bexar Towing would put the sign in for us. Monica Moreno will call them and the board will then decide what the sign should actually say.

Discussion regarding the lights near the entrance ensued. Many of them are not working or are requiring frequent bulb replacement. Karen Mueller also mentioned that one of the pole lights at the park had thrown sparks and went out. Monica Moreno suggested we look at solar lighting to replace the recessed lights at the front. She will research. As to the park light, Annie Sierra will follow-up with the company that handles our electrical work to obtain a bid.

1. Closing of Water in Common Areas to determine reason for excessive bills

Monica Moreno reported that the water in all common areas had been shut off and tie-wrapped in an attempt to determine if the water has been being inappropriately used or if perhaps SAWS is not really reading our meters. We have 5 areas that we are being billed for and one area had a bill of over $700 for 2 months. Monica Moreno will continue to investigate.

1. Periodic Report Form 802 w/ Secretary of State

This reports our board membership to the State. Monica Moreno has filed the necessary paperwork.

1. Application for Sales & Franchise tax w/ Secretary of State

Monica Moreno has filed the request, but it make take up to 3 months to be completed.

1. Sprint Phone Contract/Expense

The neighborhood phone was costing us over $150/month. Angela Casas called and changed the plan so that now it is less than $100/month. Our contract is up in September and we will at that point look into changing providers and switching from a smart phone to a regular phone with no data plan to reduce the bill further.

1. Review of Bylaw Changes

The compliance changes are still ongoing. This topic was tabled for a future meeting.

1. Review Calendar of Upcoming Events

Community Garage Sale is planned for March 29th. Residents just need to obtain their permit and the HOA will handle the advertising. Summerwind Fiesta is upcoming on April 26th and a Humane Society Event will be planned also for a future date.

1. New Business
2. Review HOA SOPs for consistency with governing documents

Discussion on the discrepancies between the SOPs and the governing documents ensued. Board agreed we need to ensure our SOPs are in line with our governing documents.

1. Status on Pending Accesses for New Board Members

Keys for many of the neighborhood areas were provided to Karen Mueller by Annie Sierra, Administrative Property Mgr. Karen Mueller had copies of the keys made and has presented a set to each board member. There is an additional pouch of keys that needs to be reviewed to determine what they are for and whether or not copies need to be made. Additional keys to the PO Box are still needed.

Provision of access to the financials and bank accounts is in process and will conclude once audit is completed and transfer of books is completed to new Treasurer.

1. Recommendations for additional bylaw changes

One suggestion from the floor was that we institute staggered elections so that the entire board is not potentially replaced at each election. Karen Mueller stated that she would like additional time to compile a list of recommended changes. This item was tabled.

1. Review adoption of Strategic Plan

This item was tabled.

1. Snow Wizard Snow Cone machine

Monica Moreno would like to obtain a snow cone machine to be used at events. We can plan to charge for the snow cones to help offset the costs. Monica Moreno motioned that we proceed with the purchase. Karen Mueller seconded. Motion carried.

1. Summerwind Storage Unit

Karen Mueller submitted a proposal for a project to get documents currently in storage online and save on storage space. Storage costs were already reduced by $60 this month by moving all the items into a smaller unit. We need to finalize a record retention policy first, and then we can proceed. Angela Casas mentioned that we currently have a checkout form to allow residents to use items in the storage. (i.e. Popcorn machine, ice chests, projector, etc.)

1. Phase 2 for Playground

The board tabled this topic for a future discussion, potentially not this year.

1. Other New Business

Monica Moreno indicated that she discovered we can apply for a grant from the city to do improvements to our neighborhood. We missed the February deadline this year, but need to file for it next year. It can be used for any neighborhood improvement.

1. Schedule Next Meeting

Board opted to schedule only a teleconference for April 14th and to decide at that time if/when the next physical meeting will be held.

1. Executive Session
2. Residents were dismissed and the executive session ensued. Discussions on assessment collections, liens and other options were discussed. Resident requests were also reviewed along with the payment plan options. It was suggested that because of the administrative effort involved we limit our payment plans to a maximum of 4 months.
3. Adjournment

Monica Moreno adjourned the meeting at approximately 9:05pm.

Minutes submitted by: Karen L. Mueller, Secretary