# Karen Villas of Babcock (Summerwind) HOA Board

# Meeting Minutes

May 12, 2014

Call to order

Monica Moreno called to order a regular meeting of the Villas of Babcock (Summerwind) HOA Board at 6:08 pm on May 12, 2014.

Roll call

The following directors/officers were present: Monica Moreno, Karen Mueller, Robert Lewis and Janette Mueller

Also present were 10 residents.

Approval of Meeting Minutes

The meeting minutes from the previous meeting were presented and review began. Monica Moreno motioned the minutes be accepted as presented. Karen Mueller seconded.

Review of Treasurer’s Report

Monica Moreno reported current treasury status as Checking $24,580, CD $5,901, and Savings $6071.30.

In past due monies we have, including transponders for new gate system, a total of $34,574.00. Also, in un-deposited funds we have $1056.00 and in uncategorized assets we have $100, which is the donation from Bexar Towing for Fiesta.

Total assets, which includes uncollected funds, is $72,283.70.

Monica Moreno is working to track down owners that are behind on dues, and to get liens filed as needed.

Brief discussion on expenditures ensued. Since Monica Moreno took over the books on 4/21/2014, she has been working to establish our vendor list.

Discussion ensued on the expense of the transponders for the new gate and why the residents were having to pay for them. As reported above, the HOA does not have the money in the bank to purchase the transponders. Member requested lawyer be engaged to investigate where all the funds have gone. Board reported that we are organizing documentation, investigating and attempting to reconcile income/expenditures.

Discussion followed about avoided expenses. E.g. Camera System being looked at was $15,000. The new board did research and found a new camera system that will be self-installed for $584.00.

Some discussion on installing the spikes at the exit gate to prevent piggy-backing ensued. Members also mentioned that when residents damage the gate we should pursue reimbursement. This is the plan and part of the reason for the new camera system. Lengthy discussion about finances and all the outstanding issues ensued.

Old Business

1. Status on Audit/Taxes

Still gathering documents to have audit completed.

Taxes for past years still outstanding; awaiting 2013 taxes from CPA to mirror and complete other taxes.

1. Surveillance System Status

New cameras were ordered but have not arrived as expected so Angela Casas is following up.

1. Gate Repair/New Gate Management Status

Physical gate repair is complete. Quickpass system still on target for installation/activation but late May/early June. Still attempting to gather vehicle information from residents and collect payments for transponders.

1. Neighborhood Parking/Towing/Restriping of Subdivision

Crime, Safety and Enforcement Committee created to address Parking concerns.

Striping project is going well and should be complete soon. Paint products for curb re-paint were presented by Karen Mueller along with stencils for replacing the FIRE LANE and NO PARKING. Opted to delay purchase.

1. Status of Tree-trimming in Park

Monica Moreno reported that Teague Tree still had not called back. Decision made to pursue other bids.

1. Status of Landscaping Contract

Bexar Mowing is now providing the landscaping services for the common areas free of charge.

1. Subdivision Lighting and Signs

Monica worked with Bexar Towing to have the missing sign replaced at the entrance to the neighborhood.

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

Monica Moreno reported SAWS is still investigating.

1. Review of Bylaw Changes

Item tabled

1. Status on Pending Accesses for New Board Members

Post Office Box rekeyed for $25 and new board members added.

New Frost Bank checking account opened in order to allow new board members to be added to the account. Old Frost Bank account remains open but is locked to debits.

1. Status on transfer of all Financial Records to the current treasurer

Books were transferred to new treasurer on April 21st. We are still gathering receipts, invoices, and other documentation from past years in order to reconcile and have a successful audit.

1. Summerwind Storage & Project to move documents online to reduce storage cost

Project ongoing. We are still attempting to fill documentation gaps and find missing documents.

Karen Mueller suggested that we investigate having a storage building onsite vs paying a monthly fee. Concerns were expressed about break-ins and the item was tabled.

1. Update on Summerwind Fiesta from April 26th

Event went well. There are some left-overs which we will look to use with a movie or Spurs night at the park.

1. May Yard of the Month

Yard was selected, sign was installed and prize was presented to Martin Salazar on Viaduct Post.

1. Review Calendar of Upcoming events

Item tabled

**New Business**

1. Fence Repairs

Item tabled

1. Changes to Other Governing Documents

Following updates were recommended for the 2014 Budget:

* Increase PO Box to $160
* Increase Electricity Common to $4500
* Increase Water/Sewer to $4500
* Reduce budget for Newletter to $250
* Reduce Mileage Reimbursement to $0
* Increase Audit to $2200
* Reduce PT Employee to $825
* Reduce Landscaping Contract to $3500 (just to cover expenses for 2013 paid in 2014 and any incidentals)
* Reduce Force Mow to $0

It was noted that Quickpass System would go under Capital Improvements, along with the new cameras.

Question was raised as to what all falls under IT Services (OE). Does the cell phone expense go there? Or should it be under Operating Expenses?

1. HOA BOD Insurance

Monica Moreno researched savings on BOD insurance and presented information from Farmers as follows:

HOA Policy with $1mil. Liability and $500k director and officers coverage- $2416/Yr

HOA Policy with $1mil. Liability and $1mil director and officers coverage- $2499/Yr

$50,000 Bond - $233.89/yr

Monica Moreno motioned that we proceed with the coverage change and request a pro-rated refund from USI SW. Karen Mueller seconded.

Schedule next meeting for Friday, 5/30/2014 at 6p in the park.

Executive Session

1. Not needed.

Adjournment

Monica Moreno adjourned the meeting at approximately 9:51pm.

Minutes submitted by: Karen L. Mueller, Secretary