

Villas of Babcock (Summerwind) HOA Board

Meeting Minutes

August 2, 2017

I. Call to order

Martin Salazar called to order a regular meeting of the Villas of Babcock (Summerwind) HOA Board at 640pm.

II. Roll call

The following directors/officers were present at the meeting: Paul Vautier, Martin Salazar and Karen Mueller

III. Officer Reports

1. Presidents Report

- Status from CPA on Tax returns for unfiled years and Franchise taxes: Still no response; Martin will follow-up
- Financial Questions from Treasurer/Assistant Treasurer – Martin sent questions but no response from Trio
- Status of Collections – no response from Trio

2. Treasurer Report

- July Financials not yet rec'd

3. Secretary Report

- June 12 Meeting Minutes were sent to BOD. KM motioned the minutes be accepted as presented. Martin Salazar seconded. Motion carried.
- April Meeting Minutes were sent to BOD. KM motioned the minutes be accepted as presented. Paul Vautier seconded. Motion carried.
- March Meeting Minutes were sent to BOD. KM motioned the minutes be accepted as presented. Martin Salazar seconded. Motion carried.
- As no recording found for January 25, 2017 or August 2014 meeting, agendas will be used to create minutes.

IV. Old Business

- Gate status: work order created to order parts and complete repairs. Martin suggested that next year we need to increase the budget for the gate and then stick to it or do a special assessment if repairs are needed after the budget is exhausted.
- Gate Keypad: cover ordered would fit with advertised measurements but screw supports make it too tight to fit. Karen will shave off supports so cover will fit and then we can have Quickpass replace the keypad once again.
- Camera status: Second LPR camera reinstalled after warranty repair but still unable to get the DVR to display via HDMI on the new HOA Laptop. At Martin's suggestion, Karen will try another HDMI device to confirm the port is functional/active.

Karen mentioned that the new laptop needs anti-virus software. Martin suggested we use the free one provided by Microsoft Windows.

- Landscaping update: Martin shared an offer from Bexar Mowing good for current day only at \$650/month, but because we are under contract with LVM until early next year the board opted to wait and reassess service at time of contract expiration.

- Business conducted outside of meeting included the approval of purchase of new HOA laptop and an HDMI cable to be used with it to support the cameras.
- Declaration updates tabled until after new business

V. New Business

Trio liaison – Karen Mueller motioned that since Trio is only providing financial support, we change the Trio liaison from Martin Salazar to our Treasurer, Paul Vautier. Martin seconded. Motion carried.

Fences – Some discussion on fences and their maintenance responsibilities.

W9 – Martin reiterated that anytime we have a new contractor do work for HOA we will need them to complete a W9.

Use of Next Door – Martin requested that we ensure we post BOD meetings on Next door even though sending the email and posting on the neighborhood board meets the notice requirements of the law.

Declaration Updates/Special Meeting Planning

BOD discussed options that will be provided for parking.

BOD discussed use of Election Runner software for electronic/absentee voting. Martin mentioned that for owners with multiple properties, we will need to ensure we provide them a vote per property. Discussion on what election runner could provide ensued, including if it would tabulate results. Website was checked and it was confirmed vote tabulation is included. Karen Mueller made a motion that we opt to utilize the Election Runner software for the advertised price of \$29. Paul Vautier seconded. Motion carried.

BOD discussed what would be needed for marketing the upcoming changes to members and it was decided we would provide the following:

- Postcards
- Door hangers or flyers
- Auto dial calls
- Advance Email
- And Meeting Notice, to include full Declaration with proposed changes highlighted

All documents/items to be provided to Bill Crist for his approval prior to use. Emails to be sent by both secretary and Trio. By law the electronic ballot must be sent to members 20 days prior to the end of the voting period.

The following deadlines/dates were set:

Karen to create postcards/flyer and provide for BOD approval by close of business on Monday August 7th.

- Will check prices on Vistaprint and check for expedited shipping. BOD approved budget up to \$500 due to the availability of funds in the "Violation Letters" budget line item. The \$50 allocated is not being used since drive-thrus and violation letters are now done by volunteer.

BOD to provide response including required updates by close of business on Wednesday August 9th.

Karen will complete any necessary changes by close of business on August 10th.

Changes will be sent to Trio to be provided to Bill Crist on August 11th.

Request response from Bill Crist by August 18th.

Request response from Bill Crist before provided by Trio to the BOD by August 21st.

Upon approval, Karen will send for print and expedite shipping to have items rec'd by August 28th.

On September 1st we will send the electronic ballot – with voting to close on September 28th.

Special meeting planned for Saturday 9/30, with contingency of 10/2 if a location cannot be found for a Saturday meeting.

Martin questioned when the changes would go into effect if passed. It was noted that the update Declaration will need to be signed by President, notarized and filed with city. It was agreed the changes should be filed with the city during the week of 10/2 so that the changes could be effective as of 10/15 after proper notice to members.

10. Next BOD meeting – 8/28 at 7p. Karen will call Prue station to confirm availability and will also reserve 10/2 at 630p in case a location cannot be found for Special Meeting on Saturday..

VI. Adjournment

Martin adjourned the meeting at 845pm.

Minutes submitted by: Karen L. Mueller, Vice President/Secretary