# Villas of Babcock (Summerwind) HOA Board

# Meeting Minutes

September 14, 2014

1. Call to order

Karen Mueller called to order a regular meeting of the Villas of Babcock (Summerwind) HOA Board at 7:04 pm on May 12, 2014.

1. Roll call

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

Martin Salazar and Melissa Carrasco were also present.

1. New Business

a. Director Resignation - Resignation from HOA Board by Monica Moreno, President/Treasurer

b. Appointment of Replacement Director - As previously discussed, Melissa Carrasco is willing to serve as Interim Director on the Board. Karen Mueller made a motion to appoint Melissa Carrasco as Interim Director until next election. Some discussion ensued. It was confirmed that Melissa will serve as Interim Director until the Annual Meeting in April when elections will occur. Some discussion about officer positions and other issues/concerns occurred. Angela Casas seconded the motion. Motion carried.

c. Review of Contract for Proposed Property Manager - Contract presented by Monica Moreno/Bexar Mowing was brought up for review. Angela Casas summarized the plan to combine Property Manager/Landscaper together into one service contract. Estimate was reviewed. Total contract, including $400/month for Property Manager services and Landscaping Services, is $12,492.05. Discussion ensued about how the contract should be billed and it was agreed that a monthly billing would be easiest, to adjust as necessary for services not provided if needed.

Discussion about changes to be proposed to Bylaws 6.09 Treasurer section ensued to accommodate the Property Manager providing Treasurer duties. Discussion also occurred regarding that contract comes under the Label as Bexar Mowing, but for tax purposes it will show as Monica Moreno.

Karen Mueller made a motion to appoint Melissa Carrasco as President. Melissa Carrasco seconded. Motion carried.

Karen Mueller made a motion to accept the contract as presented, to be effective 9/15/2014. Angela Casas seconded the motion, restating that the contract needs to be signed by President tomorrow. Motion carried.

d. Monica Moreno mentioned that the timer for the water system in the islands need to be converted from battery to electric. Currently when the battery dies, the water does not shut off so we are wasting water. Monica Moreno will schedule a visit with an electrician to obtain a quote. Angela Casas motioned that we change timers from battery to electric. Karen seconded. Motion carried.

Martin Salazar mentioned that the street light near his corner is out and wanted to know the process to report problems. Process will be to notify the Property Manager. Some discussion ensued about dictating hours of operation for Property Manager. Melissa Carrasco suggested that we put an outline together for residents to follow.

Martin Salazar asked about what's specified in the governing documents about visitor parking. He specifically mentioned concerned about the white truck that constantly parks in visitor parking. Angela Casas indicated that if we have a visitor that is exceeding the 7 days outlined in the bylaws, the resident needs to make accommodations. We need to delineate between visitor and co-habitants. Currently that information is only in an SOP so it needs to be added to appropriate documents. A review of '4. Extended Stay/Long-Term Visitor' in Parking Resolution was performed and it was agreed that we need to document his use of visitor parking for more than 7 days. HOA Board most likely would not approve an extended visitor pass for this situation. It was reiterated that Jalisco allows them to overflow into his back parking lot. Some discussion ensued about residence in question and whether they are meeting the Single Family Home requirement. Monica indicated she believes it is 2 females that rent the property, so unless they are related it may be a violation. Angela made reference to an SOP that was circulated via email with past Board and referenced 3 day limit. She will attempt to find it and provide to Board.

Discussion about governing document changes for Special Meeting occurred. Karen Mueller indicated that we need to be prepared with alternatives for some of the changes that we expect may drive extensive discussion.

Monica Moreno asked about whether Property Manager would approve extended visitor parking passes. Board agreed that we would just provide guidelines and delegate that authority to Property Manager. Questionable applications can be brought before the board.

1. Schedule Next Meeting

a. Agreed to continue preparation for Special Meeting via email. Forego scheduling of next meeting.

1. Adjournment

Karen Mueller adjourned the meeting at 8:05p.

Minutes submitted by: Karen L. Mueller, Secretary