

The Villas of Babcock (Summerwind) BOD Meeting Minutes
10/23/2017

I. Called to Order

Martin Salazar called to order the meeting of the Villas of Babcock (Summerwind) HOA Board at 709pm on October 23, 2017.

II. Roll Call

The following directors/officers were present at the meeting: Martin Salazar and Karen Mueller. Melissa Martinez-Carrasco was present via Webex. Also in attendance, Monica Moreno.

III. Presidents Report

1. No report.

IV. Treasurer's Report

1. Review September Financials - Opted to set date later for full review. Martin reported that we will see the charge for the insurance that was paid as well as the park wall repair.
2. Update on Taxes done by CPA – Trio reported they are all done but copies have not been provided yet. Sylvia promised to send. Martin will follow-up. Karen Mueller indicated we need to ensure copies are filed in online storage.
3. Update on Collections – Martin reported fees from collection agency are reimbursed to HOA from member once paid, but HOA pays \$20 up front. 11 houses past due totaling over \$10,000. Karen Mueller reminded that BOD had previously motioned that any accounts over \$1000 need to go direct to attorney. Martin reviewed the individual balances and reported that 2 properties have been sent to attorney. Some discussions ensued about which should be sent to the attorney. Melissa questioned if these are the ones that have already gone to collection agency. Martin confirmed. Melissa suggested that any that have already gone to the collection agency and have a balance of \$500 and up should proceed to attorney. BOD agreed any properties with balances of \$500 or more should be sent to attorney.

Karen remembered that we had motioned to send any property that was owing over one-year worth of assessment should be sent to collection agency. Martin was remembering that the amount was \$500. Karen disagreed because that would mean we are giving members a free year to pay before we start collection. We'd need to review previous minutes to determine the amount agreed upon for sending to collection agency. Instead of looking for previous minutes, BOD decided to just set the amount. After some discussion, Karen Mueller motioned amount to send properties to start collection process once their balance hits \$400. Martin Salazar seconded. Motion carried. Martin will request Trio to send us the actual documented process.

4. Fee Schedule for "Admin Fee" from Trio – no response to inquiry

V. Secretary's Report

1. Martin Salazar motioned that both the 9/9 minutes and the 10/2 minutes be approved as presented. Melissa Martinez-Carrasco seconded. Motion carried.

VI. Summarize Business conducted via Email

- Repair of Park Wall approved by BOD after 3 estimates were received; charge for repair to be in October financials. Martin reported that vendor came by and performed clean up earlier today. In addition, the vendor also repaired some other small areas on the wall that were damaged.

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- Fall Fest on 10/28 approved by BOD from 5-9p at Park. Martin reached out to Bexar Towing to request donation and they agreed, but upon follow-up he rec'd an out of office. He will call again tomorrow.
 - o Karen Mueller motioned that HOA provide the difference up to \$350 after vendor donations for Fall Fest. Melissa Martinez-Carrasco seconded. Motion carried. Karen to request donation from Compound Security. Martin to request from LVM landscaping. We should offer the vendors the options to hang posters and provide business cards at the fest. Some discussion ensued. BOD agreed to provide money to Monica so she could do the shopping. Martin questioned if there was money in Petty Cash. Karen indicated she has the petty cash report to present. Martin requested that we table the petty cash report for now and just determine the amount for the new check from Trio.
 - o In addition, Karen reported that the park trash can was found on the other side of the wall, so apparently after they dumped it in the park, they threw it over the wall to use as a step to help them jump over the wall. Monica reported that she sees a guy jump the park wall each morning about 630am. Martin suggested we ask SAPD to help monitor in the mornings. An officer walking by stopped to talk with us and suggested that we post a game camera that is motion-activated and that we padlock the trash can. Karen reported the trash can is indeed now padlocked to our park sign post.
- Discussion on member complaints regarding abuse of visitor parking and single-family rule. Discussion regarding a drive to ensure resident vehicles are documented/registered. Attorney had previously reported that we have to enforce visitor parking based on registered resident vehicles and that we must post a notice on the vehicle prior to towing. Regarding the single-family rule abuse the only remedy is small claims court.
 - o It was agreed that violation notices should begin to include basketball hoops based on what is outlined in the ACC Guidelines.
- Approval of Gate Invoices/Update on Gate Repair – no approval vote needed; already approved, just Trio was not aware of details about that one service call.
 - o Some discussion ensued indicating that we may want to obtain a quote for a “quick arm” at the gate from Quick Pass, including a sensor to allow for extended time for vehicles with a trailer
- Park Maintenance request of 9/30 – mulch and pea gravel were purchased from petty cash and 3 neighborhood boys were paid \$5 each to help install.
- Updates to Bylaws – Section 5.4, 5.04, 4.6 – Karen provided some details and brief discussion ensued.
- Recension of Fines and Enforcement Resolution (Remove from Trio portal?) – It was agreed the resolution was rescinded with all the rest of them and should be removed. Martin, as Trio liaison, to ask Trio to remove from portal.

VII. Old Business

- Landscaping/Irrigation update (Review/approve quote for updates to the front) - second estimate has been requested.
- Review 2017 Budget Overages Martin reported there is actually no overage. It simply appears that way because of how Trio backloaded the budget to place totals for some budget items fully in December. Karen suggested the items should be distributed throughout the months for 2018 budget. Martin will request.
- Finalize Plan for Declaration Updates – Round 2
 - o Martin questioned if we should update the Parking Rules now so that they experience it for awhile to encourage them to come out and vote.
 - o It was agreed that more permanent resident stickers would be investigated and a part of the drive to register all resident vehicles.
 - o Items presented by member Monica Moreno regarding the process used by sister neighborhood Kenton Place to enforce visitor parking. Some discussion about legality of using license plate lookup service ensued. Monica reported that Bexar Towing can run the plate and see the address of the vehicle based on the insurance address. Some discussion ensued about monitoring visitor parking on a regular basis. Martin will check with Bexar Towing to see what they can offer. HOA can add their preferences and then run by Bill Crist for approval. Monica mentioned that Storage Depot allows you to park your car for \$70/month.
 - o The minutes from 10/2 were referenced to review the agreed upon dates. Karen Mueller motioned that second vote to attempt to pass Declaration amendments should begin 12/1 and last until 1/15, with the physical meeting allowing voting in person on 2/1. Melissa Martinez-Carrasco seconded. Motion carried.

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- Karen Mueller motioned that the Parking Resolution needs updates so that it matches the Declaration based on the outcome of the upcoming vote for amendments. Updates to be completed no later than 3/1/2018. Martin Salazar seconded. Motion carried. Some discussion ensued.
- Karen requested that we reduce the amount required for quorum. It was agreed that the Declaration updates should include calling out a quorum as 51% and that the Declaration amendment verbiage should have the words “at a meeting” removed for clarity. Karen confirmed the piece we are changing is indeed the quorum. Martin agreed.
- Karen suggested adding more robo-calls to the campaign since those worked this last time. Martin suggested spreading them out. Melissa indicated the live calls worked best and we could have done more of that if we had more time. Some discussion ensued.
- It was agreed that Bill’s previous responses should be filed in online storage.
- Martin reported that Bexar towing indicated we do not need to red-line streets as long as we have proper signage. Question is do we need to black line over existing red-lining. Martin will follow-up with Bexar Towing. Monica suggested we also need to check with SAPD Towing division.
- Some discussion about the discounts verbiage ensued. Martin indicated he was showing what it was and what it’s changing to. Martin is ok with the verbiage suggested by Karen.
- It was agreed door hangers, post cards and posters should be done again. Martin suggested changing the colors so people know they are new. Karen suggested investigating yard signs vs posters.
- It was agreed to also post onto NextDoor. Martin agreed to handle.
- It was agreed that Martin would check with SAPD Towing and/or Bexar Towing to determine what’s required/possible (ie. Do we have to black link existing red lines in order to allow parking?)
- Findings from above to be combined with HOA BOD suggestions and sent to Bill Crist for review/approval.
- A BOD meeting will need to be scheduled after the 2/1 vote to ensure that as of 3/1 the new parking rules and any necessary red-lining/signage will be completed and can go into effect.

VIII. New Business

- Vote on Assessments increase – BOD discussed assessment increase. Martin mentioned that we should not create our budget with the assumption that all houses will pay as that never occurs. He suggested that we might budget assuming that 10 houses do not pay. After extensive discussion on the amount of the increase and what to use the increase for, Karen Mueller motioned that the 10% increase be approved to \$432.57, but with agreement that \$32.57 of the increase is to be placed in a Reserve/Capital Improvement Fund to allow for improvements in the neighborhood based on a prioritized list as well as planning for future major expenditures. Martin Salazar seconded. Motion carried. Need to potential upcoming expense of re-topping of streets was mentioned. Monica Moreno mentioned that it was Robert Chivara that performed the task the last time it was done.
- Karen reported that since March we have paid almost \$800 in maintenance for the existing street lamps. She requested a quote from LAG Electric to provide a low-maintenance solution. He agreed to update Street Lamps to 5-year LED bulbs, bypassing the current ballasts, for the cost of \$150 each. Armando also suggested that we make the lampposts shorter to make it easier to change the bulbs. BOD did not like that idea. Martin suggested that we need to save the working ballasts that are removed in case they are needed for remaining lamps. Karen Mueller motioned that we convert 5 of the street lamps on McLennan Oak this year for \$150 each. Martin Salazar seconded. Motion carried. The plans are to update the remaining lamps during the next fiscal year. Martin suggested that at some point we should ask LAG Electric to add us as an additional insured.
 - Martin also requested to get a quote to add a new Street Lamp near the stop sign at Cavalier Post and McLennan Oak.
 - Karen Mueller motioned that we request a check in the amount of \$1250 to replenish petty cash. Melissa Martinez-Carrasco seconded. Motion carried. Martin Salazar suggested we get the HOA credit card, but Karen indicated we need to submit receipts for each and every expenditure, else you owe the HOA. Martin questioned how the credit cards would work. Karen mentioned that last time we had credit cards they said Summerwind HOA but also had the individuals name on it. Some discussion ensued about waiting until after the election in April since BOD may change.
 - Martin wants to post to Nextdoor notifying members that there will be no street parking as of 3/1 unless the Declaration changes pass. Karen requested that he send it to the BOD prior to posting for review/approval.

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- Karen brought up a suggestion from a member that we add a "Little Free Library" to the neighborhood. Minimal cost would be \$210. Some discussion ensued and it was agreed that book swap could be done at the park or via NextDoor.
- Review Proposed 2018 Budget/Status of 2017 Budget – in the interest of time the item was tabled for the next meeting.

IX. Next meeting

- November 14th at 7p at Taqueria Jalisco

XI. Adjournment

Martin Salazar adjourned the meeting at 905pm.