

The Villas of Babcock (Summerwind) BOD Meeting Minutes
11/14/2017

I. Called to Order

Martin Salazar called to order the meeting of the Villas of Babcock (Summerwind) HOA Board at 708pm on November 14, 2017.

II. Roll Call

The following directors/officers were present at the meeting: Martin Salazar, Karen Mueller and Melissa Martinez-Carrasco. Also in attendance, Esmerelda, acting property manager for 23 Torreys Post. Omar from 11 Torreys Post joined via Webex.

III. Presidents Report

1. No report.

IV. Treasurer's Report

1. Tabled review of October financials as they were just sent earlier in the day
2. Review 2018 Proposed Budget – tabled until later in the meeting
3. Fee Schedule for “Admin Fee” from Trio – Still no response

V. Secretary's Report

1. Martin Salazar motioned that the 10/23 minutes be approved as presented. Melissa Martinez-Carrasco seconded. Motion carried.
2. Petty Cash Report review/approval/Check to replenish
 - a. – Martin wanted to talk about the old previously approved Petty Cash report. He had concerns about hiring the neighborhood boys to help with the park mulch and pea gravel due to liability reasons. Some discussion ensued. Karen offered to pay the money out of her pocket and put it back into petty cash. BOD declined. Additional discussion ensued. It was agreed we would not do in the future even if there was no financial compensation unless we had written approval from parents.
 - b. New petty cash report was reviewed. We had allocated \$350 for fall fest and we went a little bit over because Bexar Towing did not end up donating. Petty cash report was approved with no objections.

VI. Summarize Business conducted via Email

- Update for Visitor Parking enforcement from Bexar Towing was provided by Martin. Bexar Towing indicated they cannot run a plate to find out if a vehicle belongs to a resident. They can only run the plate after it has been towed. However, they do have a website/database program their drivers can use to track documented resident vehicles for enforcement of visitor parking.
 - o Karen suggested the vehicle drive sending email to residents showing resident vehicles and asking for confirmation. Extensive discussion ensued. Martin and Melissa indicated that Resident stickers are not adding any value and are not needed at all as Martin indicated Bexar Towing will not use the stickers to enforce visitor towing. They will only use on the database. There was concern that the stickers would not be kept up to date because residents change vehicles. Karen indicated it will be the same issue with the database. Karen requested that we get Trio to help us by either providing the resident vehicle form or at least informing the BOD that a new resident is moving in. Additional discussion ensued. BOD agreed that we would send communication to members with a list of all presumed resident vehicles (including data from all sources) and requesting confirmation. Karen will compile the vehicle lists and send the emails. Martin to provide the paragraph that will precede the list of vehicles in the emails. Karen suggested that we should first put the vehicles from Quickpass into the Bexar Towing database as those are the ones the

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residents registered. Martin confirmed Bexar Towing will only use the database that documents resident vehicles as provided by the HOA to limit their liability. After further discussion, Martin stated because we have no written proof that what is in Quickpass is actually resident vehicles, no vehicles will be added to the Bexar Towing database until written confirmation is received. To summarize, create an email containing all vehicles from all sources to members to confirm resident vehicles, with a preceding paragraph to detail the reason for the email. Martin will provide the preceding paragraph. Melissa suggested subject should be preceded with ACTION REQUIRED: to capture their attention. It was agreed nothing will be added to Bexar Towing database until confirmation is received from the resident. It was agreed to send the emails the first week of December and target enforcement to start 1/1 and we would need to inform member prior to beginning the active enforcement. Karen suggested at least a week notice should be provided. Melissa agreed.

- Mulch/plant purchase was approved for park, front, and Viaduct island. LVM to finish mulch Wednesdays or Thursday. All plants have been purchased with the exception of the one plant for the large bald area in the front. Martin indicated anything we'd purchase would die in the first freeze. Karen reported that Monica from Bexar Mowing indicated we could safely move the brushy plants by the yellow flowering bush on the side and they would survive. Martin wanted to leave as is and address in Spring.
 - o Irrigation discussion ensued including concern that the plants in the center island are dying. It was reported we are currently only watering once a week for 15 minutes. Karen indicated she did not feel that was enough to satisfy the oak trees. Bexar Mowing reported to her that the plants around the trees dying is a sign of a bigger problem. The oak trees are taking all the water from the ground because they are not getting enough. After discussion it was agreed that we put it to 30 minutes twice a week to see if that is sufficient. If the bill is not too high and more is needed we can increase again.
- HOA Board agreed to rescind all the standing financial approvals in place for directors to perform HOA business.

VII. Old Business

- Finalize Plan for Declaration Updates – Round 2
- Karen provided a summary to confirm the changes discussed at the last meeting for the quorum portion of the Amendments section. All agreed that all the “at a meeting” verbiage should be removed and some discussion ensued about the 51%. Karen reminded them that a motion was made on it at the last meeting so the 51% should not be a question.
 - o Confirm ballot updates
 - Martin questioned why details were not included. Karen reminded them that these were the changes they requested on 10/2 after the Special Member meeting because they felt the ballot was too long last time. Melissa reminded that we wanted the ballot to be short and Karen reminded that the full proposed Declaration will be attached to the email as well as available on the website. Some additional review of the ballot changes were discussed, noting that one of the items was showing in blue and not black. Melissa suggested that they review in detail after the meeting and come back and give a ‘good-to-go’. Since doing away with resident stickers, Martin indicated we needed to remove the ballot item about resident stickers. He amended that we could have a resident sticker but that Bexar Towing will not use it. Melissa questioned if we track the resident sticker back to the vehicle. Karen reported yes that the resident sticker number is tracked on the property record in Quickpass. After some discussion and confirming it was a pure addition, it was decided to just remove it from the ballot. New Discounts verbiage was reviewed and approved by Martin. It was noted that some of the ballot items do not have numbers and need to be added. Martin suggested moving the percentage verbiage up on the list. Melissa suggested making it #3 in place of the resident sticker item.
 - Melissa reminded that that were some other additions that needed to be added. Karen questioned if it was the Bylaw changes or maybe the Director term staggering suggestion. It was agreed that the bylaw changes be help until the Annual meeting. The changes Melissa was remembering were in the Parking Resolution, and those can be made by the board after the declaration vote outcome is determined.
- Review of Proposed 2018 Budget
 - o No questions on proposed section for Social.
 - o Karen questioned why budget was so much less for Irrigation Repairs when total as of 9/30 was \$1445. Martin indicated that it was only that high because we had a major leak and major repairs this year.

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- Skipped the landscaping stuff for now.
- Martin explained reasoning for utilities. Karen cited the current charges for CPS thus far and it was agreed to put \$325 per month, making it \$3900 for the year.
- Mgmt Fee was left as is so as not encourage an increase.
- Martin indicated putting \$1000 in for Visitor Passes. Karen had checked pricing and 500 visitor passes for \$200 so maybe reduce to \$500 in case we want resident stickers.
- Transponder expense was reduced to \$10/month just to leave the line item there even though we will not need transponders this year.
- Park/Recreation and Common Area Maintenance & Improvements was discussed. Karen reported that Common Area Maintenance was \$92 thus far for the year. Electrical maintenance bumped up to allow for the completion of conversion of lampposts to LED, but Karen indicated it still would not be enough. It was increased to \$3000.
- Pest Control was discussed. Karen questioned if \$150 was too low. Martin indicated this was just to buy pesticides not to hire a professional. Karen mentioned that we need ant poison for park now.
- Force compliance was increased to \$300.
- Capital Improvements fund was 10% of the additional monies added.
- Internet & Website Domain/etc was discussed. It was increased to \$600.
- Computer general maintenance added in case we need work done on the laptop.
- Insurance was done based on estimated increase.
- Postage as of 9/30 was already over what budgeting. Increased to \$360.
- Office supplies \$950 to allow for a new printer for HOA.
- Legal this year so far was about \$1300 so left as proposed.
- Karen questioned what the difference between Bad Debt and Collection Agency expense would be. Agreed to drop it down to \$250
- Moving back over to Landscaping. Martin requested that we sit and listen and not interrupt and let him finish before giving input. He expressed frustration at posting being done on Nextdoor regarding the landscaping. He indicated he is harder on the landscaper than anyone else. Bottom line Martin indicated he wanted to fire LVM. Karen questioned if there would be a penalty incurred. Martin indicated there is a 30-day clause in the current contract so we can discontinue his services. Martin already requested an all-inclusive quote from Bexar Mowing. Karen suggested we should get a third quote to do due diligence. Martin strongly objected and wants to just go with Bexar Mowing. Martin requested to fire LVM as of December 31st, allowing him to finish out November and then do the 30 days for December. No details to be provided to LVM, just exercise the 30-day clause. Martin motioned that we release LVM as of December 31st. Melissa seconded. Motion carried. Martin brought up the \$650/month in the 2018 budget and wanted to discuss how we should budget for other landscaping services. Karen mentioned we should plan to do some improvements to the Cavelier island. Melissa suggested adding \$1250 for the year to other landscaping to give us a cushion. Martin suggested \$1500 but that puts us at \$60442 for the year. Karen and Melissa agreed that was too much and it was reduced to \$1150.
- Karen requested that ALL amounts be spread across the months vs being put in December. If for some reason Trio cannot spread across, then put it in January vs December.
- Martin motioned that we approve the budget as amended for a total of \$59,692.51. Karen seconded. Motion carried.
- Karen shared the samples of new marketing materials. BOD agreed to remove the Q&A at the park. Karen reported that yard signs are more than double of posters. Martin still requested that we get yard signs. It was decided to reduce posters from 5 to 4 and order 2 yard signs.
- Melissa requested that the robo-call invoices be paid. Martin had not received the bill.
- Karen asked if we are ready to start voting 12/1, are we ready to order these items? Martin questioned if we need to send to Bill Crist for his approval. Karen indicated that only thing that changed was the amendments section. BOD agreed that law is clear and not need to send to Bill. Karen asked again if we are ready for her to send order to Trio. Martin indicated yes to place the order/send the email.
- Karen suggested as December 1 when voting is slated to start is approaching quickly, we should set the schedule for remaining items including robo calls, postcards, etc. The following schedule was agreed upon:
 - Sent email on Monday, 11/27 indicating SAVE THE DATE, including the date and more info
 - Recorded robo-call on 11/30 saying "Voting starts tomorrow...."
 - Message and Voting starts, ballot available on 12/1 (1159p on 11/30)
 - A live robo-call on 12/10 targeted to those that have not yet voted

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- Official meeting notice 45 days out from meeting if allowed by law
 - Targeted recorded robo-calls to those that have not voted on week of 1/3 and 1/10
 - Week of 1/3 use built-in reminder from Election runner as it targets those that haven't voted
 - On Sunday, 1/14, another targeted live robo-call.
 - Voting ends 1/15 at 1159p
 - Next meeting directly after January 15 so that we can make a plan to go door to door to solicit proxies and/or votes from those outstanding prior to 2/1 meeting. Martin will nail down the date based on availability and when Prue Station is available.
- Karen shared quote for spring bouncers that we can get for \$436 each. She also got a quote on a merry-go-round but shipping makes cost prohibitive. Martin is going to check with a local company to avoid shipping.
 - Karen shared a rough drawing of how the park layout could be. Martin requested that we do a 5-year plan so that we ensure we place things in the appropriate places. Concerns were expressed that we not take away the center grass where the kids play soccer and football. Karen suggested getting rid of the side gardens, which will give us an extra 10 feet so that we could have room for the gazebo and still have the open area for the kids to play. Martin suggested also adding a monkey bar. Karen suggested maybe a seesaw. Some discussion ensued. Karen indicated she had some landscaping software and will check to see if it will include gazebos. Martin will check on prices for a brick gazebo.
 - Martin questioned what happened to the lights at the park. Karen indicated the lights were working during Fall Fest. No known issue other than the park cameras are not working.

VIII. New Business

No new business discussed.

IX. Open Forum

No items.

X. Next meeting

As stated above, Martin will find a time directly after the voting ends on 1/15.

XI. Adjournment

Martin Salazar adjourned the meeting at 905pm.