

SWHO Board of Director Meeting Minutes
8/28/2017

1. Called to Order

Martin Salazar called the meeting to order at 7:05 pm.

2. Attendees - Melissa Martinez-Carrasco, Karen Mueller, Martin Salazar and Teresa Hernandez from 7 Caswell Circle.

3. President's report- Trio reported Franchise taxes were taken care of in May. For IRS Tax returns, they have sent across some questions. No update on collections.

4. Secretary's Report-

- Meeting minutes from Aug 19 meeting sent to BOD via email. Karen Mueller motioned minutes be accepted as presented. Martin Salazar seconded. Motion carried.

5. Treasurer's report-

- **Review of Monthly Financials-** Martin, Treasurer and Karen, Assistant Treasurer will get together to reconcile once the August financials are received.

6. Old Business

- **Gate update- Repair**
 - Compound reported last week that the parts were received and that repairs would be scheduled. Hopefully this week.
- **Landscaping/Irrigation Repair Status**
 - Martin reported that irrigation display in center island was replaced. No bill received yet. The irrigation leak at the front will require major repairs as one of the pvc pipes needs complete replacement. Opted not to repair at this time.
 - Martin reported following business done outside meeting:
 - Bexar Mowing will replace the irrigation display at the front as display is unreadable. Cost to be approximately \$150-170. Work approved to be completed by Martin Salazar and Karen Mueller.
 - Bexar Mowing will provide a quote to add some additional shrubs to front garden to reduce the number of flowers needed when adding color.
 - Bexar Mowing will provide a quote to add additional shrubs to fill the bald spot facing Babcock after removal of the one grassy bush.
- **Finalize plans for Declaration Changes Marketing plan**
 - Melissa Martinez-Carrasco presented 2 bids for robo-calls, one with automated message where voicemail is left if no answer and one with a live agent. Karen Mueller motioned we accept both bids with the 1st to be completed on 9/17 and the second with live agent to be completed on 9/24. Martin Salazar seconded. Motion carried.

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- Marketing materials were received and reviewed. Following schedule agreed upon:
 - 9/4 Post the posters and mail the postcards
 - 9/10 Distribute door hangers and send Meeting Notice/Packet sent to members
 - Martin will also send to Trio for them to send also once he receives it
 - 9/17 First set of robo-calls
 - 9/24 Second set of robo-calls with live agent

- Some discussion followed regarding the notice/packet to be sent to members and the ballot. It was agreed that the printed ballot should mirror the electronic ballot. Karen will again create a ballot in Election Runner and re-send to BOD via email. Also need to test to see if Election Runner ballot can be printed.
- Discussion followed regarding what happens if Declaration changes do not pass. Melissa Martinez-Carrasco made a motion that if the Declaration changes do not pass we go back to enforcing the current Parking Resolution. Martin Salazar seconded. Motion carried.
- For the Q&A Session at the park, Martin Salazar will present changes to 6.6, Karen Mueller will present changes to 5.6 and 6.15 and Melissa Martinez-Carrasco will do all others. Karen to reserve Prue Station for the Q&A rain date of 9/18.

7. New Business – None

8. Next Board of Directors Meeting- 9/9 at 9a via webex.

9. Meeting Adjourned – 825 pm