# 03/17/14 HOA Board Meeting

6:00pm at Prue Road Police Substation Conference Room, 5020 Prue Road, San Antonio, Tx

## AGENDA

* Call to Order
* Roll Call
* Open Forum (30 minutes) *{\*\** ***NEW*** *!! Please see below for details.}*
* Review of Previous Board Meeting Minutes
* Review of Board Teleconference Meeting Minutes
* Review of Treasurer’s Report (to be presented by Acting Treasurer pending audit completion and transfer of books)
* Old Business
  + Status of Admin Assistant
  + Status Update on Audit/Taxes
  + Status on Access to Bank Statements, Actuals and Last Audit
  + Surveillance System Status
  + Gate Repair / New Gate Management Status
  + Status of Landscaping/Review of existing contract
  + Updates on Neighborhood Parking/Towing/Proposal to rescind prior motion regarding restriping of subdivision
  + Status of Playground Equipment Repair
  + Status of Tree-trimming in Park
  + Subdivision Signs & Lighting
  + Closing of water in common areas to determine reason for excessive water bills
  + Periodic Report Form 802 w/ Secretary of State
  + Application for Sales & Franchise tax w/ Secretary of State
  + Sprint Phone Contract/Expense
  + Review of Bylaw changes
    - required for compliance with new House Bills enacted 1/1/2012
    - increase number of Board members & set financial limit on board approval
  + Review Calendar of Planned Upcoming Events
    - Community Yard Sale – March 29th
    - Summerwind Fiesta – April 26th
    - Humane Society Event - TBD
* New Business
  + Review HOA SOPs for consistency with governing documents
  + Status on Pending Accesses for New Board Members
    - Keys for All Neighborhood Areas
    - Keys to the PO Box
    - Access to Financials/Bank Accounts
  + Recommendations for Additional Bylaws Changes
  + Review/Adoption of Strategic Plan
  + Snow Wizard
  + Summerwind Storage
    - Proposal for project to get documents online and reduce storage costs (already reduced cost by $60/month by taking smaller unit)
  + Phase 2 for Playground
  + Other New Business
* Schedule Next Meeting
* Executive Session
  + Address Member email of 2/27/2014 12:26am
* Schedule Next Meeting
* Adjournment

**\*\*Open Forum Rules & Regulations**

Each individual who desires to address the Board during the Open Forum portion of the agenda may do so by following the rules and regulations listed below.

1. Persons desiring to make a statement to the Board during the Open Forum shall be required to submit their issue to the Board **prior to the start of the scheduled meeting**:
   1. either via email at least 24 hours prior to the meeting start,
   2. or by arriving during the 15 minutes prior to the scheduled meeting start.
2. The person making the request shall provide their name, address, telephone number or other preferred method of contact, and the specific subject matter to be presented by that person during the open forum.

During open forum, each attendee may address the board for up to **three minutes**. A director may then take up to 3 minutes to respond to statements made or questions posed as follows:

1. If the issue is on the agenda for the meeting, Director can indicate the issue will be discussed **by the board** during the meeting.
2. If the board is already addressing the issue, but it is not on the agenda, a brief update can be provided to the member.  (Additional discussion will not follow board comments.)
3. If issue is new and requires board action, Director can state that the board will review the issue as the Board Director moderating the meeting deems appropriate, either:
   1. Under new business during current meeting (as time permits),
   2. Outside of a meeting,
   3. Or, as an agenda item for a future meeting.

If a speaker is in the middle of a sentence when time is called, he/she may finish their sentence before sitting down. The time guidelines ensure that others will have an opportunity to speak.

**The Open Forum will last for 30 minutes only**. Items will be addressed in the order in which they are received.  If there are too many items to complete during the current Open Forum, remaining items will be resumed at the next Open Forum.

Speakers may not allot their time to others.  All persons must follow the Meeting Rules listed below.  
  
**BOARD MEETING RULES**:

-       As provided in the "Open Meeting Act," members may observe the Board Meeting, but do not have the right to participate in the Board's deliberations or votes.

-       In order to respect the time of all in attendance, members may address issues during the Open Forum portion of the meeting **only** as outlined above.**Comments from the floor will not be recognized during the Board Meeting.**

-       Registration cards for the next Open Forum will be distributed to all in attendance so they can easily register for the next Open Forum if/when an issue they wish to provide input upon during an Open Forum is discussed during the Board Meeting.

- For issues that are pressing and cannot wait until the next official meeting, Members can always choose to utilize other avenues outside the Open Forum (ie. Website Feedback, Call/Email to HOA, Conversation with Board Director).

Attendees may not at any time engage in disruptive behavior.  If attendees become disruptive, including but not limited to speaking outside their allotted time during the Open Forum, they may be expelled from the meeting by the Director moderating the meeting.