**1. Called to Order- 6:15pm**

**2. Attendees -** Melissa Martinez-Carrasco (President), Angela M. Casas (Secretary), Karen Mueller (Treasurer), 3 homeowners. Haydee Guzman and neighbor called in after meeting started.

**3. Call to Order-** no report

**4. Secretary’s Report**- transcription & approval of meeting minutes for May 7, 2016, June 15, 2016 & June 27, 2016 pending WebEx access.

**5. Treasurer’s report-**

* **Frost Bank Account Closure/Report on Funds provided to Trio-** completed/carryover from old agenda (6/27/16)
* **Karen Mueller summarized** 
  + Sprint phone did get cancelled. Had to pay $350 early cancellation fee and an outstanding balance $164.49 (part of June payment). Melissa asked the status of the phone. Discussed outstanding request by Management for the phone. Melissa will hand over the phone; currently in Karen’s possession.
  + June financial report provided by Trio Homeowners Association Management and July financial as of July 29, 2016; see attached reports.
* **IRS Tax Return status for unfiled years-** Angela Casas motioned and Melissa Martinez-Carrasco second motion that we (Karen) file 2014 & 2015 federal tax returns using checking and savings bank statements. All in favor. Motion carried.
* **Review/Approve Proposed 2016 Budget-**completed/carryover from old agenda (6/27/16).

**6. Old Business**

* **Gate update- Repair** 
  + Angela Casas motioned that we ask for a free estimate from the gate company that Trio recommend’s, Karen Mueller second motion. All in favor. Motion carried.
* **Gate is Non-Operational Sign- who will order.** 
  + Melissa Martinez-Carrasco motioned and Angela second motion to give verbiage to Trio and have them orders the sign. All in favor. Motion carried. Already approved $50 max purchase limit for sign.
* **Status of SOS Sign at Gate ($50 allocated by BOD in March)-** not proceeding
* **Status of Opening of Exit Gate for City Compliance-** Brief discussion on the history of agreement HOA entered with City of San Antonio mandatory open gate hours during peak hours; our entrance/exit area feeds into a busy artery street; see attachment. Melissa Martinez-Carrasco makes a motion we are going to put this back on Trio so when we do enter the gate contract we can get this resolved to include figuring out QuickPass, the motor, etc., Karen Mueller second motion. All in favor. Motion carried.
* **Status on Damaged Light Pole-** Discussed briefly estimate provided by Trio; see attachment. Angela Casas motioned to have revised bids to include only pole, labor and resetting of new pole; HOA will purchase globe and base of light bulb. Melissa- Martinez-Carrasco second motion. Angela Casas sent Trio product info for ordering purchases on July 26, 2016 via email. Karen Mueller added that we still have an outstanding bill form Armando Garza from Lag Electric for the charge of capping the wiring of the damaged light pole after removal of the pole. Angela Casas will take lead on project.
* **Status on Sprinkler System**- Monica Moreno reports solenoid problem in the entrance area. Melissa Martinez-Carrasco interjected that we already approved for the replacement of sprinkler heads (#3); see attached. Directors requested a deficiency report from Bexar Mowing in a week’s time and an estimate to bring system current/fully operational; to be submitted to Board.
* **HOA Insurance status**- Melissa Martinez-Carrasco reported that polices expired in May 2016. Angela Casas motioned that Trio secure any missing insurance policies; Melissa Martinez-Carrasco second motion. All in favor. Motion carried. Melissa Martinez-Carrasco submitted our former polices; four different polices HOA was carrying; she will take the lead on task.
* **Status on Street Light Bulb Replacement on Latrobe Post-** Melissa Martinez-Carrasco motioned to add replacement of light bulb to estimates of damaged light pole of Caswell Circle; Karen Mueller second motion. All in favor. Motion carried.
* **Property Management Transition**
  + **Outgoing Property Manager report**
    - **Status of Outstanding Invoices-** completed.
    - **Notification to HOA Service Providers of Trio address-** completed.
    - **QuickBooks Transition status-** started a new account/access.
    - **Status of Physical HOA supplies/equipment/keys-** complete with the exception of storage keys.
  + **Status of Trio Transition List-** deferred to next BOD meeting.
  + **Legal Review of Governing Documents-** deferred to next BOD meeting.

**7. New Business**

* **Summerwind WebEx Account-** tabled until 2017. Melissa Martinez-Carrasco recommends continue using temporary accounts for the remainder of 2016.
* **Status of Visitor Passes-** Karen Mueller proposes to use current stock of paper parking passes that we currently use for extended parking privileges instead of purchasing new stock of red/white visitor tags. Angela Casas recommends keeping the red/white visitor tags to be consistent with current practices/understanding with towing company. Suggested to increase price per set. Angela Casas motions to purchase 250 at the best price and that we raise the cost of the set of visitor passes to $20; Melissa Martinez-Carrasco second motion. All in favor. Motion passed. Advise Trio to inquire with Peachtree on number sequence.
* **Monitoring Parking Violations-** Melissa Martinez-Carrasco will take the lead to discuss with Trio. Suggestion is to review existing process for reporting inappropriate use of visitor parking after review of current resolutions.
* **Settlement Documentation-** Attorney has been out of the office the past three days. Payment is due to be remitted 7 days after the agreement is received; received July 23, 2016. It was reported by Melissa Martinez-Carrasco and Monica Moreno that our attorney settled on our behalf without Board concurrence. Melissa Martinez-Carrasco added as per Angela Casas’ point did we even talk about what we were liable for, payment plan agreement, what other options do we have to remit the $10,000 instead of giving it all up front.
* **Board Approval/Consideration Outside of Regular Board Meeting per TEXAS PROPERTY CODE, TITLE 11. RESTRICTIVE COVENANTS, CHAPTER 209. TEXAS RESIDENTIAL PROPERTY OWNERS PROTECTION ACT**
* Estimate\_1096\_from\_Bexar\_Mowing. Approved June 29, 2016; see attachment.
* **Next Board of Directors Meeting-** TBD

**8. Meeting Adjourned** – 7:26pm

ATTACHMENTS PASTED BELOW









































 

