



BOERNE SADDLEHORN HOMEOWNERS ASSOCIATION, INC.

P. O. Box 2265

Boerne, Texas 78006

[boernesaddlehornhoa@gmail.com](mailto:boernesaddlehornhoa@gmail.com) [www.boernesaddlehornhoa.com](http://www.boernesaddlehornhoa.com)

NOTICE: 2026 ANNUAL MEETING | SATURDAY, JANUARY 24, 2026 | 2:00 PM – VIA ZOOM

**AGENDA FOR ANNUAL MEETING:**

- **CALL MEETING TO ORDER**
- **DECLARE A QUORUM PRESENT**
- **PRESIDENT – Trisha Marquiss**
- **BOARD INTRODUCTIONS – Steve, Charissa, Michael, Russ**
  - Kelley Shannon and Patrick Kuhlmeier both resigned from the board in 2025 as they each sold their homes and moved out of the neighborhood
  - Kelleye Whittenburg Chairs the Architectural Committee
  - Communication Liaison and Website coordinator is Charissa Parkhill
  - Board voted to make Sue Jewell HOA Administrator per a proposed contract (copy attached)
  - Board reinstated Russ Vulgamott to the Board to fill the vacancy made by Sue
  - Board elected to keep the board at 5 members unless members vote otherwise
- **POINTS OF CONTACT**
  - <https://www.boernesaddlehornhoa.com>
  - boernesaddlehornhoa@gmail.com
  - Facebook, Residents of Saddlehorn
- **REPORT DUES PAYMENTS**
  - Payment method options
  - Mail to PO Box 2265, Boerne, TX 78006
  - Credit card option on the HOA website [www.boernesaddlehornhoa.com](http://www.boernesaddlehornhoa.com)
  - Locked Drop Box at 321 Derby Drive
  - As of January 24, 2026 the HOA has received \_\_\_ payments for annual dues
  - Penalty fee of \$25.00 will be added as of Feb. 1, if unpaid, and if still unpaid by Mar. 31, will be turned over to attorney for collection, if not paid then, a lien will be filed against the property which will entail homeowners' responsibility of attorney fees, filing fees, lien of 10% per annum and release of lien fees when resolved
- **REVIEW OF 2025**
  - National Night Out
  - HOA Financials - Sue Jewell
  - Review of operations/purpose of HOA
- **PROPOSALS**
- **HOA Board of Directors election (2 positions up for vote/renewal)**
  - **INTRODUCE CANDIDATES FOR BOARD SERVICE**
    - Board Members Charissa Parkhill and Russ Vulgamott
    - Allow each to speak as to their position, qualifications, and ideas (2 minutes per candidate)
    - Vote
    - Results
- **OTHER BUSINESS**
- **MOTION TO ADJOURN**
- **HOW TO VOTE**
  - **IN PERSON** – Proxy/Ballot submitted before the annual meeting
  - **BY MAIL** – Proxy/Ballot enclosed. Ballots must be received by the HOA, PO Box 2265, Boerne, TX 78006, or the HOA office at 321 Derby Drive, no later than Tuesday, Jan. 21, 2025. You may submit a proxy/ballot and later choose to attend the meeting in person, in which case any in-person vote will prevail.
  - Votes will be counted at the meeting on Jan. 24, and results will be announced

## PROXY FORM

One homeowner per lot may vote on association business. Any homeowner wishing to vote by Proxy must complete this form. This form may be given either to a neighbor who will attend the meeting or to any current board member (must specify individual and obtain their permission before completing the proxy), any time before a regular or special meeting of the association. Proxy forms received after such meeting will not be accepted.

**THIS PROXY IS SPECIFICALLY DEDICATED TO:**

**Boerne Saddlehorn Homeowners Association Meeting to take place on Jan. 24, 2026**  
**For the purpose of electing new board of directors to serve at the pleasure of the HOA**  
**and any other business on the agenda requiring a majority vote by homeowners.**

**This proxy expires at the close of the business meeting specified on Jan. 24, 2026.**

HOMEOWNERS NAME:

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ADDRESS:

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I assign \_\_\_\_\_ the authority to vote on my behalf regarding association matters.

Printed Name

Signature

Date: \_\_\_\_\_

**To Vote by Absentee Ballot**

Complete this section and return this page for receipt no later than Tuesday, **Jan. 20, 2026.**

You can send it by mail or email to the addresses shown at the bottom of the page.

Required language under Texas Property Code chapter 209.00592:

*By casting your vote via absentee ballot, you will forego the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to proposals, your vote will not be counted on the final vote of these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail.*

Please vote for two (2) candidates. A candidate may only receive one vote. Nominations will be taken from the floor at the meeting. Ballot/Proxy must be signed to be effective.

Proposed Candidate (2 Year term)

Proposed Candidate (2 Year term)

Printed Name of HOA Member

Signature

Property Address

Date

**Boerne Saddlehorn Homeowners Association, Inc.**

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Boerne, Texas 78006

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\*Minutes for 2025 Annual Meeting Attached.

\*Financial Report Attached.

\*Administration Contract



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**Annual Meeting – 2:00 P.M., January 25, 2025**

**VIA ZOOM**

The meeting opened, and 16 authorized voters were in attendance, along with two additional proxies. The President, Trisha Marquiss, called the meeting to order at 2:00, welcomed all attending, and declared a quorum. The meeting was recorded for corporate records retention and would be posted on the website. All were provided with a copy of the minutes from the 2024 annual meeting before the 2025 meeting, along with a financial summary. Sue Jewell made a motion to approve the minutes from the 2024 meeting. The motion was seconded by Steve Owens, and the minutes were approved.

The President explained that Russ Vulgamott had resigned from the board in December, and Charissa Parkhill, who had previously been on the board, was moved into his place. She resigned from the ACC and moved Teresa Kelly to chair the ACC. Upon this disclosure, extensive discussion was pursued on board member appointment authority. ***Bylaw 2.5 states "Vacancies on the Board caused for any reason, except the removal of a director by a vote of the Association, shall be filled by a vote of the majority of the remaining directors, even though less than a quorum, at any meeting of the Board. Each director so elected shall serve out the remaining term of his predecessor."*** The members then discussed the potential changes to the board composition, changing the number of board members from 5 to 7. A motion was made and seconded, and all in attendance unanimously voted for this change.

Charissa then advised that she preferred to resign from the ACC and noted that Teresa Kelly also was resigning. Becca Kuhlmeier volunteered to take over the chairmanship of the ACC, and Colton Shannon agreed to serve on that committee as well. Charissa advised that she forward all the details, documents, etc., to them and/or meet with them for the transition.

Patrick Kuhlmeier brought up the problem of a dirt berm behind the houses toward the end of Derby and boulders in the drainage ditch, which he believed would have to be discussed with the city. He further offered to put up the Children at Play and slow down signs in the neighborhood. The President noted the Association has had the materials for over two years, and those who initially wanted them and offered to put them up then backed out, and outreach to others to install them was unsuccessful. She also noted that the Association purchased a shed a year ago for storage of HOA property, and it has not been put together yet. It and several other items have been stored in the garages of the Secretary and the President. Mr. Kuhlmeier offered to assist in getting the shed erected. Yet to be determined is placement.

The Secretary reviewed the financial summary. She noted the current balance in checking to be \$14,755.09 and the reserve amounted to be \$10,065.95. As of this date, 76 Homeowners had paid their 2025 HOA dues. She stated that 1099s had been processed and financials sent to the CPA for tax preparation. She then advised that the board was aware the lights were out at the entrance off 474, but new ones had been ordered and were to be installed this week.

The President reviewed the accomplishments of the past year. These included completing the playground, purchasing and planting new trees, and installing a sprinkler system where water was not previously accessible. She explained the difficulties with vendors for events and the multitude of emails and tasks that the two main board members deal with almost daily. She addressed the damage done by the winds: Specifically, the tarp on the playset and the gate on the upper Derby side of the fencing. She has contacted appropriate people for these repairs and is getting cost estimates.

Nominations were then requested from the floor, and the voting process explained. The secretary voiced her desire to retain Trisha Marquiss and Steve Owens as they had proven to be the most beneficial assets to the board. Next, Patrick Kuhlmeier and Michael Pate were nominated for the board. Voting for the 4 positions then ensued. Charissa advised that the voting unanimously confirmed the 4 candidates to the board. The President then requested that the two new

members provide their bios and photos for the website and their preferred phone number and email address for board communications. She then welcomed all new inductees and thanked them for accepting their respective positions.

There being no further business to discuss, a motion was made by Karla Seller to adjourn, seconded by Russ Vulgamott, and the meeting was adjourned.

Respectfully submitted and approved:

Trisha Marquiss, President

Sue Jewell, Secretary

**SUE JEWELL**

**321 Derby Drive**  
**Boerne, Texas 78006**  
**830-456-9115**  
**suejewell6365@yahoo.com**

**CONTRACT PROPOSAL**

Boerne Saddlehorn Homeowners Association, Inc. ("HOA")  
PO Box 2265  
Boerne, Texas 78006

This is a formal request and bid for the hiring by the HOA of an office administrator to serve the HOA in exchange for a base monthly salary as agreed between the board of directors and the undersigned. The current base salary is \$300 monthly. I would propose remaining at this amount with additional charges for paralegal work performed as needed, and the coverage fees to maintain my Notary status, which is renewable every four years (next renewal May of 2029). Paralegal fees currently run \$90/hour. I would be willing to negotiate this in conjunction with an allowance of the HOA budget.

Attached as Exhibit A to this proposal is a list of the administrative duties that have been performed and continue to be performed by the undersigned. Going forward, the undersigned would then be considered an administrator for the HOA (contract labor) and no longer be eligible to serve as a board member.

Respectfully submitted,

/s/  
Sue Jewell

*/attachment (Exhibit A)*

**EXHIBIT "A"**  
**Administrative Duties**

Provides Office for Association (and board meetings)

Includes personal printers

HOA provides ink, paper, file folders

Maintains/organizes HOA files & records

Monitor email account

Drive to and monitor post office box/mail

Continue as contact for HOA business

Provide Notary services

Maintains financial records

Reconciles bank statements monthly

Make deposits, copy docs and record appropriately

Accounts payable

Income and Expense reporting (spreadsheet)

Communication with Title/Escrow companies

Complete & provide resale certificates on request

Update changes in buyer/seller info

Provide financial data, bylaws, budgetary requirements and covenants to agents

Collect and deposit transfer fees

Collect new owner contact information

Maintain member roster, contact information in conjunction with communication Liaison

Monitor annual invoices for dues and payments

Collect dues & Keep record of payments

Drive to the bank to make deposits as required

Meet and interact w/maintenance & repair personnel as requested in conjunction w/President

Meet w/attorney to address Association needs/requirements when necessary

Monitor legal requirements

Do paralegal work/documentation as needed

Interact with Insurance and tax personnel

Review and renew insurance policy

Forward 1099 data and financials for tax preparation/comptroller by CPA

Prepare notice of meetings, record minutes and distribute

Post meeting notices, minutes and announcements in bulletin boards

Maintain and prepare legal governing documentation

File governing documents as required to keep Association in compliance

Amend documentation as required

File with appropriate governing agencies/country clerk/Sec of State

Continue as Agent of Service with Secretary of State for organization

Accept complaints/concerns and seek solutions through appropriate channels

Prepare violation notices

Prepare liens and release of liens as requested/required

Boerne Saddlehorn HOA  
REVISED SUMMARY  
Expenditures from January 1, 2025-December 31, 2025

	<u>2024</u>	<u>2025</u>
Landscape Improvements, Repairs	\$14,553.71	\$ 8,420.17
Brent Thomason	<u>\$ 7,975.00</u>	<u>\$ 8440.00</u>
	\$22,528.71	\$16,960.17
Legal Fees & Document Recording Fees	\$ 702.65	\$. 907.22
Utilities (Electric & Water)	\$ 1,790.29	\$ 2,277.73
Secretarial Administration w/Paralegal Services	\$ 3,600.00	\$. 3,600.00
Office Expenses, P O Box Rental, website, Zoom, Greenvelope	\$ 1,541.79	\$ 1,944.22
Tax Preparation & Accounting Audit Fees	\$ 580.76	\$. 503.38
Insurance (Liability)	\$. 949.00	\$ 1,049.00
Flags, lights, billboards, Signs, Special Event Fees	\$ 739.48	\$ 1,510.07
Replenish Reserve Account (Feb. & Dec.)	\$ 5,000.00	-0-

	<u>2024</u>	<u>2025</u>
Total Expenditures	\$40,432.68	\$28,660.79
2025 Income through 12/31/2025	\$44,652.15	\$40,724.44
Reserve Account Balance	\$10,065.95	\$10,076.05

NOTE: From mid to end of 2024, through December of 2025, 29 homes in this development transferred ownership  
We receive \$75 for Resale Certificates and \$250 for Transfer fees