



MEETING MINUTES
Board of Directors Meeting
Thursday, June 8th, 2023, 7:00 PM
Venue: 2210 Estate View Dr, San Antonio, TX, 78260

1. **CALL TO ORDER** – President 7:06pm

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM**

Meisel López Wieland Moya Kimble

Long (ex officio)

3. **APPROVAL OF MINUTES FROM PREVIOUS MEETINGS** – Motion Moya, Second Kimble, Unanimous approval

A. March 22, 2023 Board Meeting

B. April 10, 2023 Special Board Meeting

4. **REPORTS**

A. Financials

1. Need to show the original transfer of funds from Birdy on the financial report package.
2. Add two other signers to the bank accounts: Art Moya and Albert Lopez. Appointment scheduled for June 12 at 3:00pm
3. Don to research excess cash and estimate how much is appropriate to put into an investment account and report to the Board for a decision

B. Assessments Collection (non-account specific)

1. Charging interest on past due accounts rules (monthly payments, 2023 non-standard timing, carry-over amounts):
 - a. Each year, we need to send a US Mail letter to everyone who hasn't paid, 30 days after the due date. Interest accrues immediately after the due date.

- b. Homeowners on a monthly payment plan that has their dues paid up by the end of the calendar year will not be charged interest.

C. Changes in Property Ownership

D. Architectural Control Committee

1. As the Board is aware of the requirement of a Nominating Committee and the related processes, as well as the state requirement of a three person Architectural Committee, Don Long is authorized to seek and recommend two candidates to fill the vacancies on the Architectural Committee, and submit those to the Board for approval. Motion, Lopez, second Kimble – unanimous approval.

E. Roads, Gate, Common Areas and Landscaping

1. Don to peel the reflective stickers off the new gate
2. Don to mockup a drawing of the logo on the gates and send to the Board

F. Communication with Homeowners

5. **OLD BUSINESS** – items discussed in a previous Board Meeting that are pending a decision. *Comments from homeowners in attendance shall be heard on a given topic prior to any vote or decision made by the Board*

- A. Community-wide meeting date and approval – Fall Festival tentative date is October 29, 2023.
- B. Landscaper contract review and approval
- C. Set dates for all meetings through the end of the year
- D. Community-wide yard sale review and discussion. Decision on holding the yard sale next year – October 6-8, 2023 is the next weekend – Don to publish it.
- E. Additional street light review and approval – on RH side as you are exiting at the gate on the existing pole

6. **NEW BUSINESS** – items that have not been discussed by the Board and require a decision. *Comments from homeowners in attendance shall be heard on a given topic prior to any vote or decision made by the Board*

A. Auditor contract review and approval

1. Board to present to the members in the annual meeting the proposal to amend the by-laws relating to the annual audit requirement.

B. Stages of communication with homeowners in violation (3 letters) – review and approval

1. Board approves the use of the three template letters – Motion Meisel, second Kimble – unanimous approval

7. EXECUTIVE SESSION – items that are confidential in nature, as allowed by the Texas Open Meetings Act

A. Discussion regarding specific past due assessment accounts

1. Relative to the most extreme past due account, the Board decided to do the following:
 - a. Don Long is authorized to secure legal counsel specializing in homeowners association work, with a goal to advise next steps to collect the past due amount. Anything over \$1000.00 to retain the lawyer requires additional Board approval. Motion Lopez, second Kimble – unanimous approval
2. Relative to all past due amounts, the Association Manager does not have the authority to remove, nor reduce interest on any past due account. Motion by Lopez, second Moya, unanimous approval.

B. Discussion regarding next steps for DCCR violations at specific addresses

8. GENERAL HOMEOWNER COMMENTS

Any homeowner within the Association may make statements and/or deliver documents to the Board on any subject matter relevant to the Association. The Board cannot take action on an item not listed in the agenda, but it can discuss and consider any topic relevant to the Association.

9. DATE AND TIME FOR NEXT MEETING

A. Regular Board Meeting – Monday, September 18, 2023

B. Annual Meeting – Thursday, October 19, 2023

10. ADJOURNMENT – Motion Moya, second Kimble, unanimous 11:04pm

Approved Arturo M. Moya
President

Attested [Signature]
Secretary

Date Approved 9/18/2023