

**SILVERADO ESTATES PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS - MEETING MINUTES**

9/20/2019 6:00 PM

1) CALL TO ORDER

- a) The SEPOA Board of Directors meeting was called to order at 6:00 PM.
- b) A Quorum was confirmed (All Board of Directors were present).

2) REVIEW OF AGENDA ITEMS

- a) Review of Agenda items:

- (1) Election of Officer positions of President, Vice President and Secretary/Treasurer

RESULTS

- (a) President: Paul Mason
 - (b) Vice President: Larry Bader
 - (c) Secretary/Treasurer: Mike Mercatante

- (2) Board of Directors reviewed Amended ByLaws that included the two changes to the ByLaws approved at the Annual Meeting held on Sept 7, 2019. (for more details see SEPOA Annual Meeting Minutes 09072019) Changes include a change to the principle address of association and the scheduling of the Annual meeting

RESULTS

The BoD APPROVED the Amended ByLaws

ACTION ITEM

Secretary/Treasurer will ensure that Amended ByLaws are posted

- (3) Review Violation Letters. - The Board of Directors determined that an Executive Meeting should be scheduled to review Violation Letters before sending.

RESULTS

An Executive meeting was scheduled for Wed Sept 25th

- (4) Required forms by the Secretary of State (Form 401 Statement of Change of Registered Office/Agent and Form 802 Periodic Report of Non-Profit Corporation used to update Officers) were reviewed

RESULTS

The BoD APPROVED both Forms

ACTION ITEM

Forms to be submitted to Secretary of State by the Secretary/Treasurer

- (5) Access to SEPOA bank account at RBFCU and safety Deposit Box at Lone Star Capital Bank

RESULTS

The BoD APPROVED that the President – Paul Mason and Secretary/Treasurer – Mike Mercatante should have access to SEPOA bank account at RBFCU and safety Deposit Box at Lone Star Capital Bank. All other access to the RBFCU and safety Deposit Box accounts by previous BoD members should be removed.

ACTION ITEM

Ed Michal will meet with Paul and Mike on Sept. 26, Thurs at 9:00am at RBFCU

- (6) The need to create a Retention policy which is required if more than 15 homes are built in a subdivision. A Draft Retention policy based on basic minimum requirements as stated in Texas Property Code was reviewed. The safety deposit box was designated for storing required documents.

RESULTS

The BoD APPROVED the Retention policy

ACTION ITEM

Retention policy will be filed with Official Documents for SEPOA by the Secretary/Treasurer

- (7) Discuss collection of Annual Dues.

RESULTS

The BoD APPROVED collecting the Annual Dues in the amount of \$100 per lot. The slight increase is due to cost associated with enforcing restricted covenants and to start building a reserve.

ACTION ITEM

Ed will give SEPOA stationery and stamps purchased by SEPOA to Secretary/Treasurer. Mail out will be sent by Secretary/Treasurer on or around Oct. 1st.

- (8) Discussion to evaluate proposals for consulting services and property management.

RESULTS

This agenda item will be discussed in the Executive meeting scheduled for Wed Sept. 25th.

- (9) Request for BoD Approval to amend Enforcement Policy – Replace current Paragraph B “Confirmation of Violation” with a revised Paragraph B that describes in more detail the process for photographing and documenting violations reported by members

RESULTS

The BoD APPROVED amended Enforcement Policy

ACTION ITEM

Secretary/Treasurer will ensure that amended Enforcement Policy is posted on website

- (10) Request for BoD Approval to add amend Enforcement Policy – to insert a new paragraph C making the existing paragraph C become paragraph D. The new paragraph C provides clarity with respect to time periods for violations stated in the Declaration of Covenants, Conditions, and Restrictions for Silverado Estates - Article III, para. 3.13

RESULTS

The BoD APPROVED amended Enforcement Policy

ACTION ITEM

Secretary/Treasurer will ensure that amended Enforcement Policy is posted on website

3) NEW BUSINESS

- (1) Financial Reports posted on website include Tax ID as well as other information that should be made available to Members of SEPOA, but may not be suitable for public consumption – this was brought to the attention of the BoD. Options to edit the reports or remove the reports from the website and make available upon request by Members of the SEPOA were discussed.

RESULTS

The BoD APPROVED removing the Financial Reports from the website

ACTION ITEM

Secretary/Treasurer will ensure that the reports are removed from the website

- (2) TREC Documents used for resale certificates – Mike asked Ed to forward these documents.

ACTION ITEM

Ed Michal will forward all TREC documents he has.

- (3) Management Certificates filed with Hays and Blanco Counties – Mike asked Ed to forward his copies of these documents he prepared.

ACTION ITEM

Ed Michal will forward Management Certificates he prepared.

- (4) The need for a “Transition Plan” or checklist to be used to assist with the transition of Board of Directors was discussed.

ACTION ITEM

Secretary/Treasurer will begin collecting this information during the current transition of BoD and prepare a Transition Plan to be reviewed in the next BoD meeting

- (5) A request to schedule a meeting with the attorney representing SEPOA in the ongoing lawsuit was discussed.

ACTION ITEM

Ed Michal will send attorney contact information to Paul Mason

- (6) It was recommended that a member of the BoD visually inspects any property for sale to ensure that there are no violations to the Declaration and restricted covenants before submitting a resale certificate. (TREC document)

RESULTS

The BoD APPROVED

4) ADJOURNMENT

- a) There being no further business the meeting was adjourned at 6:45 PM

BOARD CERTIFICATION & APPROVAL OF MINUTES:

“This is to certify that the Silverado Estates Property Owners Association, Inc. is a Texas Nonprofit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation, in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of its authority under relevant statutes, covenants and restrictions in discharging its obligations; and hereby approve the authenticity of actions reported in minutes of this meeting.”