

SILVERADO ESTATES PROPERTY OWNERS ASSOCIATION INC.
BOARD OF DIRECTORS - MEETING MINUTES
11/5/2019 5:30 PM

1) CALL TO ORDER

- a) The SEPOA Board of Directors meeting was called to order at 5:30 PM.
- b) The meeting was held at Dripping Springs Community Library – Conference Room.
- c) A Quorum was confirmed (All Board of Directors were present).
- d) The purpose of the meeting – Regular Board of Director’s Meeting.

2) REVIEW OF AGENDA ITEMS

Old Business:

(1) Secretary/Treasurer’s Report

- (a) The amended By Laws document previously approved by Members in the Sept 7th Annual Meeting has been filed in both Hays County and Blanco County. A copy is available to view or download on the SEPOA website.
- (b) Form 401 to change to Registered Agent/Registered Office from Tom Wycoff to William P. Mason has been filed with the Secretary of State. Form 802 Periodic Report of a Non-Profit Corp. to update officer names to William P. Mason – President, Michael Mercatante – Secretary/Treasurer, and Lawrence Bader – Vice- President has also been filed with Secretary of State.
- (c) Access to RBFCU has successfully been updated to add William P. Mason and Michael Mercatante and remove previous Board Members. The safety deposit box at Lone Star Capital had to be closed due to the fact that it was tied to a personal account owned by Ed Michal and SEPOA does not have an account at Lone Star Capital. All contents were turned over to current Secretary/Treasurer.
- (d) A Document Retention Policy recently approved by the Board of Directors in BoD meeting held on Sept 20th has been posted on the SEPOA website and is available to view or download.
- (e) Annual Assessment Due collection is in progress. Twenty-nine property owners have paid their dues with a total of \$4,101.50 received so far. There are twelve property owners who have not yet paid their dues.
- (f) The Amended Enforcement Policy document approved by the Board of Directors in the BoD meeting held on Sept 20th has been posted on the SEPOA website and is available to view or download.
- (g) There was one resale certificate request and a TREC document was prepared for 1285 Beauchamp – that property was sold and closed on or about 10/14/2019. A “Welcome” email was sent to the new owners with details directing them to the SEPOA website for additional information regarding Architectural Control Committee review processes, Meetings, etc.
- (h) Management Certificates, required for all Texas Homeowners Associations, were prepared and filed in both Hays County and Blanco County.
- (i) A “Transition Plan for Board of Directors” document proposed in the BoD meeting on Sept 20th was prepared. The document lists a number of transition activities that must be transitioned from the outgoing Board members to new Board of Directors members elected at the Annual Meetings. Paul Mason recommended a motion to Approve the Transition Plan document. Larry Bader 2nd the motion.

RESULTS

The BoD unanimously APPROVED the Transition Plan document

ACTION ITEM

Secretary/Treasurer will ensure that the document is posted on the SEPOA website

- (j) Financial Reports for Revenue and Expenses for 2019 4th Qtr. Oct 1 - Nov 5, as well as Revenue and Expenses YTD 2019 was reviewed.

(2) Architectural Control Committee’s Report

- (a) Phil Stringer provided an update on the new home construction project on Miss Donna Ln. – slab preparation is currently in progress. As stated in the Declaration of Covenants, Conditions and Restriction for Silverado Estates, the Architectural Control Committee (ACC) is “inspecting and

monitoring construction in progress to assure its conformance with Plans and Specifications approved by the Architectural Committee”

- (b) Phil Stringer proposed a need for a third member to join the ACC and nominated Tom Wycoff for the position. Tom Wycoff was agreeable. Paul Mason recommended a motion for the Board of Director’s to Approve Tom Wycoff’s appointment to the ACC, Larry Bader 2nd the motion.

RESULTS

The BoD unanimously APPROVED appointing Tom Wycoff to the ACC

ACTION ITEM

Secretary/Treasurer will ensure that the SEPOA website is updated

- (3) A brief update on Violation Letters – The BoD prepared multiple violation letters last month. We are pleased to report that the majority of the violations were immediately addressed and no further action is necessary. Thank you to those members who graciously cooperated after receiving a single notification. An Executive meeting following this meeting will be held to discuss additional or ongoing violations
- (4) A brief update on the outcome of the Board of Director’s review of proposals collected from Property Management Companies:

Four proposals were considered ranging from individually owned small businesses to national companies with many clients and 40yrs experience. The consensus was that the services provided were all centered around managing revenue and expenses. Many of the duties handled by the BoD would still need to be performed by the BoD or contracted with outside service providers as is the current status. The highest ranked were also the highest priced, which was more than the SEPOA budget can afford at this time. Although hiring a Property Management Company to assist the Board of Director’s in managing the POA’s duties may still be considered in the future, it was determined that at this time the SEPOA will continue to be self-managed.

- (5) A brief update on the SEPOA Lawsuit – The lawsuit is ongoing. The Board of Directors is scheduled to meet with the attorney this week.

3) NEW BUSINESS

- (1) Request to perform maintenance on entry to Silverado Estates – A proposal was submitted by a BoD member to perform much needed maintenance. (large oak tree limb covering the Remington Cowboy statue, overgrown shrubs and overall maintenance) Thorough maintenance has not been performed since the Developer was managing the POA.

An estimate was obtained from a local landscape provider to:

Remove and haul away the large oak tree limb
Remove small trees behind the rock wall on opposite side from statue
Mow, weed, re-shape shrubs \$800.

The BoD decision was to wait on voting on this proposal until a later date, due to the concern regarding the cost associated with ongoing SEPOA lawsuit.

4) ADJORN MEETING

- a) There being no further business the meeting was adjourned at 6:00 PM

5) NEXT MEETING

- a) The next BoD meeting is expected to be scheduled in Jan 2020

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.”