

# **SILVERADO ESTATES PROPERTY OWNERS ASSOCIATION INC. BOARD OF DIRECTORS MEETING**

**Date: Sept. 20, 2019**

**Time: 6:00 pm**

**Location: El Rey Restaurant**

## **Meeting Agenda**

**Introduction:** Roll call of Board Members – confirm quorum (Note: Board of Director Regular meetings are “Open to all Members” to attend – but only Board members are eligible to vote)

**Purpose of this meeting:** Board of Directors Regular meeting

### **Agenda topics for discussion:**

1. Elect from Board of Directors the Officer positions of President, Vice President, Secretary/Treasurer.
2. Review a Draft copy of amended ByLaws – per approval to amend By Laws voted on in Annual Meeting. – Secretary/Treasurer will present the amended ByLaws for review.
3. Review Draft copies of Violation letters – Secretary/Treasurer will present the draft letters for review. – an Executive meeting will be called if required.
4. Create and submit Form 401 ("Change of Registered Agent and/or Registered Office") with Texas Secretary of State to notify his office that the newly-elected President will serve as the new Registered Agent and provide the President's address. Secretary/Treasurer is responsible for this activity.
5. Access to SEPOA bank account and safety deposit box – make arrangements for Ed Michal to work with newly appointed Secretary/Treasurer to grant access to bank account and safety deposit box.
6. The need for SEPOA to create a Retention policy has been recommended – This is a new document, that is required to be included in the governing documents. Assign to Secretary/Treasurer to submit to BoD for review as soon as possible.
7. Discuss collection of Annual Dues; i.e. amount and plans for processing. Secretary/Treasurer to present a draft of the Annual Dues notice for review/approval.
8. SEPOA Members have recommended hiring a Property Management company. Ed Michal submitted a proposal and contract for providing consulting services. Three local Property Management companies have also submitted proposals. The Board of Directors will review and discuss all options before making any decision. An Executive meeting will be called if required.
9. Review and request approval to amend Enforcement Policy – Replace current para B “Confirmation of Violation” with a revised Paragraph B that describes in more detail the process for photographing and documenting violations reported by members

10. Review and request approval to 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

**New business:** review new business brought forward by Board of Directors

**Adjourn meeting:** review all assigned tasks and voting outcomes

**Next meeting:** discuss and confirm expected timeframe/location