

MEETING MINUTES

July 8, 2026 REGULAR MEETING

BOARD OF DIRECTORS OF THE HELOTES PARK TERRACE HOMEOWNERS
ASSOCIATION, INC.

A Texas Non-Profit Corporation

- Call meeting to order:
 - Time: 2:19 pm
 - Present: Sara Lovell, Twyla Hulskotter, Robert Ressetar
 - Absent: Guest: Tom Faryniarz
- Minutes
 - Meeting minutes from the monthly May 14, 2026 meeting were approved via email on 6/25/26 by each BOD.
 - Motion: Twyla Second: Sara
- Monthly Financial Report
 - Treasurer previously provided April financials on May 14 via email. These financial reports were approved on 5/17/26 by each BOD.
 - Motion: Twyla Second: Robert
 - May and June financials were sent on 7/7/26. The BOD approved on 7/13/26 via email.
 - Funds of \$5000.00 have been moved from the General Operating account into the Dues money market account. The transfer will show on the July statement.
 - The payment for Mistletoe Circle asphalt work was mailed on July 4, 2026 via check because the vendor would have charged a 3% fee for credit card payments. It was inconvenient to set up an account to enable an ACH payment for a one-time payment. The vendor's inquiry into a late payment was premature because the stated 30 days had not expired.
 - The HOA post office box bill is paid through Aug-Sept 2026. USPS provided notice that cost savings could be gained by paying bill before July end. Since the HOA post office box bill is paid through Aug-Sept 2026, the bill cannot be paid before the due date. Sara will investigate further.
- Gate
 - Recurring issues continue with gate codes being posted on the gate key pad. A complaint was filed with Amazon regarding contracted drivers 1) speeding in the subdivision; 2) not being able to get into the gate due to language barriers, 3) not understanding the gate entry process. No response was received regarding the complaint.
 - There is no gate code assigned to delivery drivers (e.g. Amazon). Homeowners provide the 4-digit code for entry into the gate for delivery persons to avoid being called in the middle of the night when using the 3-digit "buzz in" method. The BOD discussed the risk of homeowners sharing their 4-digit codes with delivery personnel and will continue to remind residence to use the 3-digit code where possible.
 - Tom Faryniarz inquired with Powermatics (current HOA gate management company) regarding upgrades to resolve gate entry code issues. Powermatics replied with a newer system. The BOD reviewed the information which included a monthly subscription of approximately \$2-4 per address depending on features (roughly \$144-\$288/month for 72 homes). Additional costs include hardware, keypad upgrade and potential internet or cellular connectivity. No everyone in the community uses a cell phone to utilize entry

features. Given the cost and connectivity concerns, the BOD is not pursuing this system upgrade at this time.

- Tom reported a problem with gate code data upload to the current keypad system. Powermatics replaced the cellular module, which resolved the matter. This may result in a separate fee.
- One of the pole lights continues to go out frequently and experience intermittent power issues. Twyla proposed ordering a new light socket, which appears to be bad at the cost of \$36.95 + tax and shipping. BOD approved purchase and installation.

- Motion: Twyla Second: Sara

- ACC Requests

- An ACC request is needed for work that was already performed. Twyla will follow up with homeowner to make the request.

- Mail Theft

- On or about June 20, a resident found a batch of mail addressed to residence of the HOA outside of the subdivision in the ditch. Packages had been opened and mail was assumed missing. Twyla collected the mail, took it to the USPS office in Helotes, filed a report with USPS, and filed a report with the SAPD.
 - Upon discussion with USPS, the master key (arrow key) for the mailboxes is universal throughout the 78023 zip code and once compromised, the thieves have access to all mail receptacles. The USPS Post Master suggested replacing the mailbox receptacles because these units are old and easy to break into. If replaced, a new master key would be issued that is shared with other mail units throughout the 78023 zip code. New keys have yet to be compromised by thieves.
 - SAPD confirmed that usage of cameras by the HOA or homeowners can be used as evidence in court and encouraged the BOD to pursue camera coverage.
 - The BOD received notification of a previous suspicious activity at the mailbox about a month prior by an unknown individual. The license plat was recorded but didn't report it. The information has been retained on file.
 - Replacement mailbox units has been briefly researched since the units are aging, and are potentially original to the subdivision when it was established. The cost has not been budgeted. This will be revisited in the future.
 - The Camera sub-committee chair will be engaged on the topic of surveillance and cameras.
 - Residence are reminded to pick up their mail EVERY DAY, or put their mail on hold when residence are not available to pick it up.

- Waste Management

- Waste management provided notification of a rate increase of 5.59% effective August 1, 2026 (from approximately \$34.66/monthly to \$36.60/monthly per household). This increase is within the contract agreement.
 - Notification was provided to homeowners via email and posted on the HOA bulletin board.

- Governing Documents

- Per previous approvals, the Bylaws, CC&Rs, Collection Policy, and Management Certificate have been filed with Bexar County, posed to the

HOA website, and filed with TREC accordingly. Homeowners will be notified by email, along with the Waste Management rate increase information.

- HOA email delivery issues with GoDaddy have been resolved. Occasional non-delivery to 1 person's email account continues to be monitored.
- Subcommittees
 - Voting and Elections – the committee chair drafted new proxy voting ballots (for board elections and separately for CC&R and Bylaws amendment votes) as well as a tally sheet to reconcile attendees, proxies, and vote counts. Another homeowner has volunteered to review and provide feedback.
 - Governance Doc – the committee chair submitted a plan on July 2 restating the committee's charter. The BOD will review and approve the plan. The committee chair raised a question about possible overlap with other committees. The BOD will review subsequent documents provided by the subcommittee to help identify overlap with other subcommittees. The BOD reiterated that any proposed changes to governing document language should be grounded in precedence (e.g. comparable HOA documents) to limit legal review costs, since any changes must be able to hold up in court, hence the legal jargon in the current documents.
 - HOA Management Software – no updated. BOD to review options over the summer and share findings.
 - Speeding – proposed subcommittee chair is reconsidering the volunteer position and will confirm. No other candidates are being sought at this time.
 - Cameras, Culverts and Drainage Areas – the subcommittee chair has been contacting selected homeowners regarding culvert/drainage debris, with mixed responses. Twyla will follow up with the subcommittee chair regarding cameras and status.
- Road Maintenance
 - Mistletoe Circle roadway improvement has been complete. Potholes were additionally filled, which looks really good. Homeowners are encouraged to maintain landscaping and hardscapes next to the roadways to help avoid further deterioration caused by heavy rains.
 - Landscaping efforts are underway, and traffic cones remain in the circle area to remind homeowners, delivery personnel, and utility companies to stay on the roadway. BOD approved proposal for landscape fabric, ½ yard of soil to amend new plantings, ½ yard of mulch to help plants survive (total \$150-\$200). Plants, river rock, and field stone are being donated by homeowners at no cost to the HOA. The project will be completed in phases.
 - Motion: Twyla Second: Robert
- New Business
 - Discussed neighborhood yard sale, depending on interested homeowners.
 - Gate Decorating Committee – Christmas decoration installation and removal. One homeowner is interested in being a member but not lead the group. Will continue to seek a leader.
- Executive Session Summary
 - The BOD discussed covenant violations for 3 homeowners and homeowner complaints regarding pool drainage and barking dogs. Reminders were posted on the HOA website and an email was sent to homeowners.

- Adjournment:

- Time: 3:27 pm

Motion: Twyla

Second: Robert