

MEETING MINUTES

April 6, 2026 REGULAR MEETING
BOARD OF DIRECTORS OF THE HELOTES PARK TERRACE HOMEOWNERS
ASSOCIATION, INC.
A Texas Non-Profit Corporation

- Call meeting to order:
 - Time: 1:03 pm
 - Present: Sara Lovell, Twyla Hulskotter, Robert Ressetar
 - Absent: Guest:

- Minutes
 - Meeting minutes from the quarterly January 7, 2026 meeting were approved via email on 3/20/26 by each BOD.
 - Motion: Twyla Second: Sara

- Monthly Financial Report
 - Treasurer previously provided Jan & Feb monthly reports via email. These financial reports were approved on 3/21/26 by each BOD.
 - Motion: Twyla Second: Robert
 - March financials were sent on 4/6/26. The BOD will review and approve via email.
 - All annual dues payments have been received as of 3/24/26.
 - Resale certification fees for 9618 Rosemont Way were received on 3/20/26.

- Gate
 - Gate iron fencing was painted and completed on 2/20/26. Invoice has been paid.
 - Unauthorized 4-digit gate codes posted on gates on Feb 8, 11, and 12 were removed. New gate codes were issued to affected homeowners.

- Document Retention
 - Annual document retention process is nearing completion.

- Annual Meeting
 - Discussed annual meeting feedback.
 - Notification and conducting regular BOD meetings – new procedures will be followed to: 1) provide detailed agenda; 2) send agenda to homeowners that have registered emails on file, as well as post to common area and website; 3) conduct executive session and reconvene the regular meeting to include summary of executive discussion; per TX Property Code 209.0051 2021 updates.
 - Bylaws & CC&R changes -- Propose to move forward on getting BOD approval and filing updates as reviewed by HOA lawyer, including one CC&R amendment related to assessments previously approved by homeowners during annual meeting.
 - Motion: Twyla Second: Sara
 - Discussed establishing committees for the following:
 - Voting and Elections – review proxies, ballots, and voting procedures
 - Motion: Twyla Second: Sara
 - Governance Doc – review CC&Rs and Bylaws to recommend changes
 - Motion: Twyla Second: Robert
 - HOA Management Software – evaluate software that can assist the BOD in managing financials, admin functions, mailings, portals, etc. Propose the HOA BOD collaborate and determine best solution.

- Motion: Twyla Second: Robert
 - Speeding – evaluate solutions to help reduce speeding in the subdivision.
 - Motion: Robert Second: Sara
 - Cameras, Culverts and Drainage Areas – evaluate cameras for HOA common areas, as well as culvert cleaning options, and drainage area issues.
 - Motion: Twyla Second: Sara
- Committee volunteers will be appointed by the BOD and objectives for each topic will be provided to the committee lead.
- **Road Maintenance**
 - Mistletoe Circle roadway deterioration was discussed. The Road Committee members proposed to not repair the roadway. One estimate was provided by Pro-line to extend the roadway by 4 feet, and include a flat curb. Pro-line recommended landscaping up to the new road surface and no parking to avoid further deterioration. Pro-line said they would also fix the potholes (3-4) within the subdivision at the same time. Propose getting another estimate for similar work and proceed with repairs to Mistletoe Circle this year.
 - Motion: Twyla Second: Sara
- **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**
 - HOA lawyer continues to review amendments for Collection Policy to align to CC&R Section 4.5 Assessments.
- Adjournment:
 - Time: 2:15 pm Motion: Twyla Second: Robert