

Helotes Park Terrace Homeowners Association, Inc.

P.O. Box 1400
Helotes, TX 78023

25th Annual Meeting

March 25, 2025 6:00pm

MINUTES

The 2025 Annual Meeting of the Helotes Park Terrace Homeowners Association was called to order by President Barry Tomlinson on Tuesday, March 25, 2025 at 6:12pm in the Kuentz Elementary School cafeteria. Copies of the agenda, February 2024 Proposal to Amend HPT Bylaws recap, and 2024/2025 budget were provided to all attendees. Roll call was taken via sign-in as homeowners entered. There was a total of 36 residences attending and 10 homeowner proxies submitted to Board members.

- Barry Tomlinson, HOA President, officially opened the meeting at 6 :12PM
- Leslie Gullidge, HOA Secretary facilitated meeting and took notes.
- Ted Skekel, HOA Treasurer delivered the 2024 and 2025 budget review.
- Proof of Notice will be filed with minutes for the record.

Officers' Report:

Barry Tomlinson welcomed homeowners and opened meeting with a motion to change the order of the agenda which was seconded by a homeowner. The President then provided updates and an overview of the work conducted by the Board over the past year:

Some Notable Items: The Board handled a wide variety of items in the past year, including tree maintenance and trimming in the common area on Mistletoe Circle; Two garage sales in 2024; Implemented periodic self-audit of expenses which included a visual review of bank statements and invoices in comparison to the monthly "Cash Flows" expense accounting spreadsheet prepared by the

Treasurer to confirm amounts match; Correction of annual dues late fee amount assessed; Reviewed proposal by a homeowner to sponsor a neighborhood holiday decorating contest and while the Board thought the idea had merit decided that there was not enough time to provide sufficient notice to homeowners and suggested that homeowner consider proposing again next year if still interested in sponsoring it; President engaged with HOA Board President of adjacent neighborhood, The Gardens, and obtained information regarding their recent road re-paving project including specifics of the bids they received and the contractor they utilized whose work they were pleased with, and information regarding their usage of a property management company including their costs to do so while although it would not be the exact costs expected for our neighborhood as there are differences it is generally informative as to the high expected cost impact to our HOA , as they are similar in number of homes, if we are forced at some point in the future to engage a property management company due to lack of volunteers for Board positions; Explored multiple different options for gate entry other than an update to change each homeowner's assigned gate entry code, ultimately Board decided to proceed with the gate entry code refresh project undertaking the significant project to manually change each homeowner's code in the gate software system, and provide written notifications to homeowner's of their new gate entry code as well as instructions to utilize the preferred method for visitors to dial homeowner from gate to be granted entry.

A homeowner spoke to opine that our gate system is old and suggested that the neighborhood consider more technologically advanced gate entry systems and/or functions such as ability to use a phone app, etc.

Gate and Gate Entry Code Refresh Project Update:

Homeowner gate maintenance volunteer Tom Farynairz provided an update on the status of the gate code refresh effort advising that at this time all homeowners have had new codes entered into the gate software system. While old 4 digit gate entry codes are no longer operational to open the gates homeowners have reported that the old 4 digit pin codes are still working on the pedestrian gate to the side of the vehicle gates. Tom will troubleshoot this. Tom advised that he and the Board are aware of the gate remaining open sometimes when it rains, and believes that a rain shield is needed over the sensor to help prevent this and will be addressing this.

Landscape Update:

Homeowner volunteer, Twyla Hulskotter, shared update of the status and health of the landscaping at the neighborhood entry area providing an update of the maintenance and upkeep work including trimming. She reported plants are coming back after the winter. Next project will be adding new mulch soon.

Architectural Control Committee (ACC) Update:

Architectural Control Committee chair Rosalinda Tomlin shared overview of activity the past year which included two improvement requests by homeowners. Rosalinda provided a reminder to submit the Improvement Request Form via the Board Secretary who will then provide it to the ACC for review, the ACC will provide their recommendation to the Board, who will then provide final decision on the submitted request. The Chair also reminded homeowners to please provide a copy of their property survey with the location and layout of the requested improvement indicated on the survey which will make the review much easier and faster. The Board Secretary was asked to check the print functionality of the Improvement Request Form located on the HOA website.

2025 Budget Review and 2024 Financial Summary:

Treasurer Ted Skekel reviewed the 2024 EOY financial status actual expenditures and the 2025 budget plan.

For a detailed budget breakdown, please review the most recent budget file posted to the website. **Conclusion: 2024 budget was accepted.**

Ted noted the following:

An increase in postage costs by the US Postal Service and additional homeowner notification mailings done in 2024; grounds/maintenance expenditure included costs of finding and repairing a break in the sprinkler line, as well as a high SAWS bill due to the leak. Also noted that SAWS increased its rates twice last year. Pointed out line items 24 and 25 of the budget overview document provided and noted that the HOA changed insurance companies but rates for insurance across the board have increased. Treasurer also reminded that it is mandatory to put \$14,400 annually into the money market account, however, last

year the Board was able to place an additional \$10,000 into the account, and anticipates being able to do so this year as well.

71 of 72 homeowners have remitted dues by March and late fees collected are reflected in the Cash Flows spreadsheet.

Review of 2024 Amendment to the Bylaws:

VP/Treasurer Ted Skekel reminded homeowners that in February 2024 the Board held a Special Meeting of the HOA to consider a single change to the Association's Bylaws and members voted to amend the Bylaws specifically changing Article 5, Section 5.7 to change the definition of a quorum in order to conduct board elections from a "majority" of all members authorized to vote to greater than 35% of all members authorized to vote. Homeowners were provided a handout which the VP/Treasurer reviewed that detailed the change voted on and provided the revised Bylaws language which was noted still needs to be filed with the County and that such filing will be made in the near future.

Board Elections:

Board Secretary advised that all three current Board members will be stepping down from the Board, and announced that three homeowners have submitted indications of interest to serve on the Board. Those homeowners are Twyla Hulskotter, Aaron Martinez, and Sara Lovell. Secretary solicited other nominations from the floor, there were no other nominations, and a motion from the floor was made to waive the Bylaw and accept all three nominations by acclamation. Multiple seconds were received, all ayes and no objections were noted.

Summary: Elections were held for the Board of Directors positions for the new year with all three nominees voted to the Board with no objections noted. The following revisions in the composition of the Board will take effect immediately after the Annual Homeowners Meeting:

The following are the outgoing Board members:
President, Barry Tomlinson

Treasurer/VP, Ted Skekel

Secretary, Leslie Gullidge

The incoming Board members are:

Twyla Hulskotter

Aaron Martinez

Sara Lovell

The Board notes for administrative purposes that: All outgoing Board members must relinquish their signing rights on all three Helotes Park Terrace Homeowners Association accounts at Broadway Bank. Only incoming Board members Aaron Martinez and Sara Lovell are authorized to be signers on our three accounts. The new signers will complete the required paperwork at Broadway Bank to activate their signing privileges.

Outgoing President expressed farewell to outgoing Board Treasurer and Secretary and presented gift cards to both in appreciation for their years of service to the Association.

New Business from the floor:

- Homeowner raised concerns about dogs running loose in the neighborhood and homeowners allowing their dogs off leash, unattended in the neighborhood despite repeated requests not to do so. Board advised that it has directly addressed homeowners whom it is aware of dog ownership and that the City has been notified of the off-leash dogs. Board advised homeowners that while it has limited ability in this area, if any homeowner sees or encounters off-leash dogs and is concerned about city ordinance violation and/or feel unsafe, fearful or threatened by the off-leash dogs, as some neighbors have indicated due to fear of dogs and walking with small children, they should call 311 to report, and get a case number, so that the City can enforce its ordinances.

With no other topics, a motion was made to adjourn meeting at 7:48 pm. Motion accepted.