

# Helotes Park Terrace Homeowners Association

**26<sup>th</sup> Annual Meeting**

# HOA 2025 Summary

## Gate

- Hail damage repair to globes, light sensor replacement
- Iron Fence Painting in Feb 2026

## Documents

- Management Certificate filed with Texas Real Estate Comm per 2023 law
- New documents, procedures, forms adopted (Hearing Procedure, ACC request, Estate Sale Agreement, Payment Plan)

ACC requests 8 requests processed and approved

New Residence 6 new neighbors

## Dues

38 paid by due date Jan 2, 2026; 56 Paid by late date Jan 10, 2026; 16 late/overdue

# Topics 2026

## Vote Required

- CC&R Amendment
  - 2.6 Fencing
  - 3.7 Professional Management
  - 4.5 Enforcement of Assessment
- Bylaw Amendment
  - 2.9.2 Manager
  - 5.7 Quorum

## Informational

- Management Company
- Speeding
- Road Maintenance

## Future Plans

- Road Asphalt Patching

CC&R & Bylaws will be amended to incorporate and correct sections aligned to TX Property Code laws per HOA lawyer recommendation

# CC&R Amendment – Fencing 2.6.A

## Proposed

### CC&R Section 2.6 WALLS, FENCES AND HEDGES

- ~~A. No walls, fences or hedges shall be erected or maintained nearer to the front line of any Lot than walls of the dwelling situated on such Lot that are nearest to such front lot line, but may be located on side lot lines.~~

*This will allow front yard fencing*

*Note: fencing must be set back 20 feet from roadway per plat filings with county when HOA was originally established*

**Failed to Pass Required Votes**

# CC&R Amendment – Professional Management 3.7

## Proposed

- The Board may retain, hire employ or contract with such professional management as the Board deems appropriate to perform day to day functions of the Association and to provide for the construction, maintenance, repair, landscaping, insuring, administration, and operation of the Subdivision ~~as provided for herein and as provided for in the Bylaws.~~

*This will resolve conflicting language between CC&Rs and Bylaws, per recommendation from HOA lawyer.*

**Failed to Pass Required Votes**

# CC&R Amendment – Enforcement of Annual Maintenance Charge 4.5

## Proposed

- The annual maintenance charge assessed against each owner shall be due and payable, in advance, ~~on the date of the sale of such Lot by Declarant for that portion of the calendar year remaining, and~~ on the second (2nd) day of January each year. Any amount portion of the annual maintenance charge not paid and received by the Association by the tenth (10<sup>th</sup>) day of January shall be deemed delinquent and, ~~without notice, shall bear interest at the highest contract rate per annum allowed by law from the date originally due until paid.~~ **Delinquent annual maintenance charges shall be addressed by the Association in accordance with the Collection Policy adopted by the Board and consistent with this Declaration.**

*This will resolve conflicting language between CC&Rs and Collection Policy recommended by HOA lawyer.*

**Pass Required Votes**

# CC&R Amendment – Enforcement of Annual Maintenance Charge 4.5 cont'

## CC&R Section 4.5 ENFORCEMENT OF ANNUAL MAINTENANCE CHARGE (A-C)

- A. Interest. Delinquent assessments are subject to interest from the due date until paid, at a rate to be determined by the Board from time to time, not to exceed the lesser of eighteen percent (18%) per annum or the maximum permitted by applicable law. If the Board fails to establish a rate, the rate is ten percent (10%). ~~To secure the payment of the annual maintenance charge, special assessments levied hereunder and any other sums due hereunder (including without limitation interest, late fees or delinquency charges), a Vendor's Lien and Superior Title shall be and is hereby reserved in and to each Lot and Unit assigned to the Association, without recourse, which Lien shall be enforceable as hereinafter set forth by the Association or the Board on behalf of the Association. The liens described in this Section 4.5 and the Superior Title herein reserved shall be deemed subordinate to any mortgage for the purpose or improvements of any Lot and any renewal, extension, rearrangements or refinancing thereof. The collection of such annual maintenance charge and other sums due hereunder may, in addition to any other applicable method at law or in equity, be enforced by suit for a money judgment and in the event of such suit, the expense incurred in collecting such delinquent amounts, including interest, costs and attorney's fees shall be chargeable to and be a personal obligation of the defaulting Owner.~~
- B. Late Fee. Delinquent assessments are subject to reasonable late fees, at a rate to be determined by the Board from time to time.
- C. Collection Costs. To secure the payment of the annual maintenance charge, special assessments, interest, late fees, and other sums due hereunder, a vendor's lien and superior title are hereby reserved in favor of the Association as more fully set forth herein. In the event of collection action, the owner shall be responsible for all reasonable costs of collection, including attorney's fees, court costs, and administrative expenses to the extent permitted by law.

*This will resolve conflicting language between CC&Rs and Collection Policy recommended by HOA lawyer.*

**Pass Required Votes**

# Bylaw Amendment – Manager 2.9.2

## Proposed

- The Association may employ a manager or managing agent for the Association, to perform duties and services authorized by the Board, provided **by a majority vote of the Board** ~~Association authorizes the Board to do so under Article 5.7.~~

*This will resolve conflicting language between CC&Rs and Bylaws, per recommendation from HOA lawyer.*

**Failed to Pass Required Votes**

# Bylaw Amendment – Quorum 5.7

## Proposed

At any meeting of the Association, the presence in person or by proxy of owners of at least 10 percent of the lots in the Property constitutes a quorum. Members present at a meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal, during the course of the meeting, of members constituting a quorum. Notwithstanding the foregoing, the election to the Board of a person qualified under Article 2.3 in the manner as set forth in 5.14 requires a quorum of **a majority** ~~at least 35%~~ of the members of the Association authorized to vote present at the meeting and during the election in person or by proxy. Notwithstanding the foregoing:

- ~~1. The authorization by the Association to employ a manager or managing agent for the Association under Article 2.9.2; and,~~
2. The amendment to the Bylaws under Article 12.2.2;

each require a quorum of 2/3s of the members of the Association authorized to vote present at the meeting and during the vote in person or by proxy.

*This will clarify quorum and voting requirements according to TX Property Code law and resolve conflict with CC&Rs regarding hiring a management company, recommended by HOA lawyer.*

**Failed to Pass Required Votes**

# Management Company

- Due to lack of volunteers for BOD Secretary and Treasurer positions, the HOA must take action to ensure the HOA is managed.
- The HOA MUST be managed according to Texas law. If not managed, the State of Texas will assign a “receivership,” which will likely increase dues substantially.
- 1-2 people alone cannot manage the HOA day-to-day business, paying bills, maintaining books, etc. as per TX Property Code 209.
- Under a management company
  - The HOA BOD must still be filled by homeowners according to the HOA Bylaws.
  - The HOA BOD would review financials, conduct annual meetings, and oversee special projects (e.g. road maintenance, fence painting, etc.).
  - The HOA BOD will have ultimate choice in whether covenant violations letters are sent to homeowners.
  - Dues would be increased automatically the following year to cover additional cost. General fund reserves would be used to cover cost until increase is established. Dues would likely increase each year.

# Management Company

- Research conducted in 2025 identified several companies suitable for Helotes Park Terrace.
  - Birdy
  - Avid
  - Trio
- Increase in dues would be required
  - About **\$56.00 additional per year per homeowner**
  - Increases would be likely each year as management company fees increase

# Management Company

- Projected costs for the general budget/fund – using Avid as an example
- Some previous HPT expenses are eliminated
- Current HOA fees are insufficient by ~ \$3957.32 annually (\$56.00 per homeowner per year)

2025 Basic Operating Checking Account				Annual Summaries			
End of month				2025	2025	2024	
MONTH	MAY 25	JUN 25	JULY 24	Actual	Budget	Actual	
Beginning Bank Bal	23,110.26	23,761.73	22,473.46	32,763.21	32,763.21	37,416.70	
<b>EXPENSES</b>							
1 Management Co Annual Fees Combined				0.00	10,975.00	0.00	<b>Annual Fees</b>
2 Annual Billing & Notification				0.00	328.32	0.00	data backup monthly 25
3 Gen/ Annual Meeting Notification				0.00	0.00	0.00	1099 prep 50
4 Admin Annual Meeting				0.00	0.00	0.00	Annual report to Sec St 150
5 (Sec/ Website (included in Monthly fee)				0.00	0.00	0.00	Audits 250
Office Supplies				151.33	0.00	60.61	Gate Admin 900
Duplication/Printing				104.70	0.00	0.00	Mgt Fee 9600
6 Treas) Postage & PO Box				266.37	0.00	65.43	<b>Total Ann Fees</b> 10975
Accounting				0.00	0.00	0.00	
7 Committees				0.00	0.00	0.00	<b>Ann Meeting &amp; Nov Billing</b>
8 Website		319.55		319.55	0.00	268.38	Postage 112.32
9 Entry gate remotes	384.50			384.50	0.00	0.00	Community Mailings 72
10 Gate Gate tel (Door King)	43.95	43.95	55.95	327.65	0.00	503.40	Statements 72
11 Related				0.00	0.00	0.00	Envelopes 72
12 Gate-maint. & repair			600.00	1,800.00	3,500.00	2,925.74	Copies 0
13 HOA Plants/hardscape				0.00	500.00	398.46	<b>Total</b> 328.32
14 Grnds Grounds maintenance		649.50	10.28	1,338.89	4,000.00	4,575.53	
15 Lighting/electric/bulbs			71.99	71.99	100.00	0.00	
16 HOA Signage/walls				0.00	100.00	0.00	
17 Roads/ Mail structure maint.				0.00	0.00	0.00	
18 Bldg Street repairs				0.00	0.00	0.00	
21 # Electric (CPS)	27.65	28.05	28.90	193.67	400.00	335.43	
# Util Water (SAWS)	132.43	0.00	281.89	951.78	2,100.00	2,517.51	
# Property Ins(Gen Liab)				1,664.00	1,664.00	1,199.00	
# INS. Ins(Directors/Officers)				1,400.00	1,400.00	1,300.00	
# Lgl/Prof Taxes				0.00	40.00	51.00	
# Professional/Legal		175.23		175.23	250.00	125.00	
# Misc. Refunds of Overpays				0.00	0.00	0.00	
# Professional/Security				0.00	0.00	0.00	
# BOD Appreciation				211.90	200.00	0.00	
<b>Total Exp. by Month</b>	<b>588.53</b>	<b>1,288.27</b>	<b>977.02</b>	<b>9,361.56</b>	<b>25,557.32</b>	<b>14,325.49</b>	
<b>Original Budget totals</b>	<b>588.53</b>	<b>1,288.27</b>	<b>977.02</b>	<b>9,361.77</b>	<b>15,604.00</b>	<b>14,416.49</b>	
<b>Capital Expenditures</b>	<b>4,200.00</b>						
<b>Homeowner Dues</b>	<b>21,600.00</b>						
<b>Shortage</b>	<b>3,957.32</b>						
<b>Dues Increase @ \$56 per homeowner</b>	<b>4,032.00</b>						

# Speeding

- Previous BOD studied roadway traffic and speeds using a monitoring system.
  - That system revealed some anomalies, but no consistent issues
  - No specific speeders could be identified from this system
  - Buses and trucks with trailers could skew results
- Speeding continues to be an issue
  - Magnolia Way
  - Huisache Way
- Potential solution - Speed humps/bumps
  - Speed humps designed to slow traffic to ~15MPH; speed bumps designed to stop traffic
  - Speed humps/bumps are an option and are proposed for specific locations on Magnolia and Huisache Way
  - Cost would include materials and professional installation services

# Speeding

Professional recommendations:

- Speed humps installed in 2 separate locations along Magnolia Way and Huisache Way
- Rosemont Way & Mulberry Way would not initially get speed bumps
- TOTAL = ~ \$11,149.75

<b>Location</b>	<b>Materials Cost</b>	<b>Professional Services</b>
Speed Humps -- Magnolia Way	2 sets of speed humps @ \$5,574.88 each + tax	New Bids/TBD
Speed Humps -- Huisache Way	2 sets of speed humps @ \$5,574.88 each + tax	New Bids/TBD

Homeowner sentiment regarding speed humps/bumps?

**17 in favor of speed humps; 1 in favor of speed bumps**

# Road Maintenance

- Background
  - Comparison with neighboring subdivision
  - HPT Issues
  - Recommended maintenance and cost
- 
- Thanks to the Road Maintenance group:
    - Rick Naething
    - Jim Shewmaker
    - Barry Thomlinson

# Road Maintenance Background

## Road surface estimates

Magnolia Way	.04 miles
Rosemont Way	.02 miles
Mulberry Way	.01 miles
Huisache Way	.04 miles

- Total surface cost is based on 165,000 ft<sup>2</sup> from previous estimates, with 25 ft width
- 1.32 Centerline miles, and 2.64 lane miles

## Previous Road Maintenance

<b><u>Date</u></b>	<b><u>Cost</u></b>	<b><u>Company</u></b>
June 26, 2006 repair/reseal	~\$45K	J.D. Ramming
Late Spring 2019 repair/reseal	~ \$71K	Garrett Contracting
Estimate 2018 for full road replacement (not an option)	\$288,540.00	Garrett Contracting

# Road Maintenance

## Comparison to The Garden Association Subdivision

- 14-year-old neighborhood & roads
- Roughly 53% of road surface compared to Helotes Park Terrace
- Roadways have full concrete curbs and sidewalks throughout
- Performed crack seal 3x overall (every 3-4 years)
- Latest seal coat was done 14 months ago @ ~ \$40K
- 5 years ago, they were quoted at \$200k for full replacement / repave.

# Road Maintenance

## Helotes Park Terrace Issues

- Pot holes and wash out asphalt in various areas
- Many repaired asphalt areas can result in compromised compaction
- Roadway edges are not supported and continually wash away during rain
  - Some properties are on slopes and roadway is not supported by grass or landscaping, allowing water to run off edges instead of down the road.
  - Some homeowner-installed curbs are failing, allowing roadway to crumble
- Vehicles driving and parking on edges or off the roadway can cause constant erosion. Garbage trucks are larger and have difficulty maneuvering certain roadways and cul de sacs.
- Alligator cracking in high traffic areas; can be sealed with thick sealer

# Road Maintenance

## Recommended Maintenance and Cost

- HPT volunteers to make repairs to asphalt holes.
- Homeowners to build up support along asphalt roadways on edges of their property (e.g. decorative or large gravel rocks, design for water runoff, repair washouts, etc.)
- Roadways don't need replaced per professional evaluation and recommendation in late 2025
- Professionals recommend waiting another year for sealing specific roadways

### Costs @ today's rates

<b>Type of Work</b>	<b>Cost</b>	<b>Work to be completed by</b>
Repair holes and washouts	~ \$20 per bag; 12 bags	Homeowner Volunteer
Reseal	~\$80K	TBD

# Future Plans

- Road asphalt pothole repair per discussion – waiting for warmer weather
- Evaluate and determine solution for Mistletoe Circle roadway and center landscaping
- Completing Amendments for Bylaws & CC&Rs and Management Certificate ASAP
- Research cameras for common areas
- Consider block wall cleaning at gate

# Thank you!

For additional follow up questions, please  
reach out to the BOD members

Refer to [HPT-HOA07.com](http://HPT-HOA07.com) for website