

# MEETING MINUTES

August 12, 2026 REGULAR MEETING  
BOARD OF DIRECTORS OF THE HELOTES PARK TERRACE HOMEOWNERS  
ASSOCIATION, INC.  
A Texas Non-Profit Corporation

- Call meeting to order:
  - Time: 12:30 pm
  - Present: Sara Lovell, Twyla Hulskotter, Robert Ressetar
  - Absent: Guest: Shaun O'Grady
- Minutes
  - Meeting minutes from July 8, 2026 meeting were approved via email on 8/7/26 by each BOD.
    - Motion: Twyla Second: Sara
- Monthly Financial Report
  - July financials will be sent by Treasurer to BOD via email before 8/15/26 to be reviewed and approved by email.
  - Funds transfer of \$5000.00 will appear on July financial reports.
  - Mistletoe Circle asphalt repair costs were paid on July 4, 2026 and the check was cashed on 7/9/26 by the vendor.
  - ACC request fee for 1 homeowner still outstanding. Twyla will follow up.
- Gate
  - Pole light socket replacement has been ordered and received. Waiting for installation by volunteer homeowner.
  - Mailbox thefts continue to occur, usually on the weekends. These thefts coincide with surrounding neighborhood mailbox unit thefts as well.
    - A temporary camera was installed at the mailbox hut around July 31. Subsequently, on August 1 (Sunday am) the camera was stolen and the mailbox units were broken into again. The camera did not capture any images because the new movement capture was not set up on the homeowner's plan. While this temporary solution may have deterred the thieves for a moment, the HOA wants to pursue independent services rather than borrowing homeowner Wi-Fi and services.
    - Twyla contacted the "safe police" to schedule nightly visits between 12:00 midnight and 6:00 am for 2 weeks. These visits would occur 1 time per night.
    - The BOD discussed estimates from USPS approved vendors for replacement of mailbox units.
      - Camilo Garcia Construction estimate of \$15,506.20, including units and installation.
      - Your Neighborhoodz estimate \$14,438.65, including units and installation.
      - The BOD decided to delay purchasing new mailbox units until new cameras and additional research is conducted. While the units are old, they are functioning as designed. Newer units have a slightly different design to discourage mail theft and break-ins and would allow a new master key that is also shared with other subdivisions that similar newer units. The master key would be different from the current master used throughout 78023. There is a possibility that the new units could be compromised in a couple of years when thieves enhance their skills.

- Motion: Twyla                      Second: Robert

- The BOD discussed suggestions received from several homeowners. One suggestion was not allowed by the USPS to fence and lock the mailbox hut with a HOA owned key.

- Sub Committees

- Voting and Elections**

- New documents for proxies, election ballots, and tally sheets have been created and reviewed by a volunteer homeowner. All documents will be sent to the BOD for their review and approval.

- Governance Doc**

- The chair provided a “plan document” that was previously reviewed and approved by the BOD on 7/19/26.

- HOA Management Software**

- The HOA BOD will proceed with identifying potential software products that can be used by the HOA BOD to help enhance the management of HOA daily operations and homeowner experiences.

- Speeding**

- A homeowner has volunteered to chair this sub-committee. The BOD approved of this homeowner.
  - Motion: Sara                      Second: Robert

- Cameras, Culverts and Drainage**

- Culverts and Drainage -- the chair will soon be reaching out to companies to get quotes for culvert cleaning. Homeowners that expressed an interest in getting quotes for drainage work on their property will be engaged.
- Cameras
  - The chair provided an estimate from SentiForce for various camera/surveillance options. Options included 2 cameras by the gate (entrance and exit) and 1 camera by the mailbox. Several add-on options include license plate recognition and solar. One time cost is \$1430 and monthly service fees \$1818. Additional electrician fees may apply.
  - Another quote was provided by Law Security for 2 cameras, hardwired to existing electricity, potential positioning at the gate and mailbox hut. One time cost is \$891.00 with monthly service fees \$118.95 for the video application software. Additional electrician fees may apply.
  - The chair is waiting on one more vendor quote.
  - The BOD recommended another vendor to research as well.

- 

- Landscaping

- Mistletoe Circle landscaping efforts continue. Minimal native plants have been donated by a homeowner and have been planted. More rocks (field stone, river rock) and mulch will be added in phases.

- New Business

- Homeowners are not picking up certified mail from the HOA. As required by law, the HOA must send specific letters to homeowners via certified mail. Going forward, the HOA will also send the letter via email if the homeowner has provided one and opted in for email notifications.
- Fall garage sale will be evaluated based on homeowner interest at that time.
- Bulk waste pickup is not available through the subdivision's Waste Management contract. Sara will continue looking into alternative solutions.

- **Executive Session Summary**

- The BOD discussed covenant violations that have been resolved. Twyla will reach out to another homeowner regarding a covenant violation.

- Adjournment:

- Time: 1:44 pm                      Motion: Twyla                      Second: Robert