MEETING MINUTES

July 30, 2024 REGULAR MONTHLY MEETING BOARD OF DIRECTORS OF THE HELOTES PARK TERRACE HOMEOWNERS ASSOCIATION, INC. A Texas Non-Profit Corporation

Call meeting to order:

o Time: 6:40 pm

Present: Leslie Gullidge, Ted Skekel, Barry Tomlinson

Absent: Guest:

Minutes

Approved June meeting minutes.

o Motion: Ted Second: Barry

New Business/ACC

 ACC and Board have reviewed and approved improvement requests submitted by homeowners at 13660 Magnolia Way, and at 13520 Magnolia Way.

o Gate

- Board discussed plan of action for changing gate codes and notifying homeowners of change.
 - Send letter providing effective date of change; new code; and date old codes will cease to function; Board will send a reminder notice via email to all homeowner's with email address on record, and via mail to those without; finally notice will be posted at mailbox structure, on the FaceBook page and on the HOA website.
 - Note: Board needs to confirm with Tom F, who is currently out of town, whether it is possible to program 2 codes simultaneously to allow a period of time where homeowners can begin using new codes but old will still work, or if it must be a hard switch. Need this information before drafting communications.
 - o Board has determined that the HOA will not provide constantly rotating "contractor" or "visitor" codes due to the time that would involve and the lack of a secure way to transmit or post the code to all Homeowners. Rather instructions will be included in the communication of how homeowners can allow access to visitors who contact them at the gate using a 3 digit code that rings to their phone and they can open the gate via phone.

Monthly Financial Report

- Board conducted a review of supporting documentation maintained by the Board Treasurer to determine alignment with the items entered and reflect on the monthly financial report. Board reviewed the following:
 - Paper copy of bank statement, and copies of checks written, during the statement period, and reviewed the record of the Treasurer against the bank statement dated June 30, 2024.
 - Reviewed Powermatic Systems, Inc invoice and monthly maintenance report provided by service provider/owner Kevin T. and compared invoice against amount debited from account as per the statement.
 - Reviewed financial statement Excel document prepared by Treasurer
 all entries on spreadsheet matched bank statement, and matched

- hard copy documents retained by Treasurer which included invoices and billing statements.
- Reviewed the Business Money Market account statements dated June 17, 2024 and verified that the statements ending balance indicated on the financial statement Excel spreadsheet match the account statements.
- Board concluded the Q3 census of the financials cash flow with no errors noted.
- Next quarterly review will be a review of the full quarter versus one month.
- Note: gate remote prices, set by supplier, have increased from \$32 to \$34 per remote.
- Note: USPS first class mail stamp prices have increased from \$.68 to \$.73
 - Financial report is approved. Motion: Leslie Second: Barry

Adjournment:

o Motion: Barry Second: Ted Time: 7:30 pm