

# MEETING MINUTES

April 23, 2025 REGULAR MONTHLY MEETING  
BOARD OF DIRECTORS OF THE HELOTES PARK TERRACE HOMEOWNERS  
ASSOCIATION, INC.  
A Texas Non-Profit Corporation

- Call meeting to order:
  - Time: 3:35 pm
  - Present: Aaron Martinez, Sara Lovell, Twyla Hulskotter
  - Absent: Guest:
- NOTE: No Executive Meeting was held due to no agenda items.
- Minutes
  - Discussed Annual meeting minutes needing proxy count to finalize and post to HOA website. Has already been approved by previous BOD members.
    - Motion : Second:
- New Business
  - Board discussed outstanding documents including:
    - Bylaws update from previous year
    - Contact List
    - Helotes Park Terrace Board and Committee Responsibilities document used for transitioning BOD.
    - CC&R Amendments previously filed in 2023 that need to be posted to HOA website.
  - Resale Certificates requested (2 homes)
  - Resale Certificate fee of \$150.00 approved by Board
  - ACC Requests (1)
  - Outstanding Dues
  - Website Updates
  - Bank Account transfer to new BOD members
- Monthly Financial Report
  - Treasurer reviewed monthly expenditures. Twyla asked to include the “Capital Expenditures” calculation and Sara said she would get it added within 2 weeks.
    - Financial report to be approved in next monthly meeting.
      - Motion : Second:
- Adjournment:
  - Motion: Twyla Second: Aaron Time: 4:57 pm