

PINON CREEK HOMEOWNERS ASSOCIATION, INC.

BOARD MEETING MINUTES

July 15, 2019 * 5:00 PM * Encino Park Library

2515 E. Evans Road, San Antonio, TX. 78259

PRESENT:

Juan Rodriguez, President
Cynthia Bagley, Treasurer
Marisol Rodriguez, Secretary
Mohan Penta, Vice President
Rick Stockstill, Member at Large
Samantha Alvarez, Regional Director for Texas Operations

ABSENT: None

CALL TO ORDER:

With the establishment of a quorum, the Regular Board Meeting was called to order by Juan Rodriguez, Board President at 6:11 pm.

PRESIDENT'S REMARKS:

Juan Rodriguez addressed the Board and owners present with the following:

- Welcomed all the owners present and expressed gratitude for their attendance.
- Reminded those in attendance of the format of the meeting and all questions should be held until the end of the meeting and if time allows the Board will open a forum for owners to comment.

MINUTES:

Motion was made, seconded, and unanimously carried to accept the April 15, 2019 meeting minutes as written, noting that all draft minutes will be posted to the Association's website for homeowners to view with the understanding there will be a watermark noting "Draft" until minutes are approved each quarter.

FINANCIAL REPORTS:

Motion was made, seconded and unanimously carried to accept, subject to future audit, the January, February, March, April and May 2019 financials as presented, noting the following:

- Cynthia noted the landscaping contract dollar amount does not match what is being invoiced—management will verify.
- Dollar amounts for website will be allocated quarterly next year, instead of listed in only one month. 1x yearly domain charge will remain allocated in one single month.
- Postage charges will be inconsistent each month due to mailing unforeseen number of homeowner violation and legal letters.

OLD BUSINESS:

Owner fence maintenance will be discussed during a working session to discuss legal communications received regarding this matter. Management suggested scheduling a conference call during the day, possibly during the lunch hour to review the attorney correspondence and the board can discuss a plan of action to bring the perimeter fences into compliance.

NEW BUSINESS:

The Board reviewed correspondence from owners regarding various fees assessed to their accounts. Motion was made, seconded and unanimously carried to take the following actions:

- Account #110617—waive soft costs of \$8.32
- Account #110408—waive soft costs of \$2.08
- Account #110478—suspend fines due to hardship for a period of six months beginning July 18, 2019 to January 18, 2019. Should another violation of the same nature occur within this timeframe, fines will due and payable within 30-days
- Account #110576—deny removal of fine
- Account #1201860— suspend fines due to hardship for a period of six months beginning July 18, 2019 to January 18, 2019. Should another violation of the same nature occur within this timeframe, fines will due and payable within 30-days
- Account #110437—No action taken
- Account #110405—No action taken
- Account #110593—No action taken
- Account #110522—forward to attorney for further compliance action.
- Account #110572—forward to attorney for further compliance action.
- Account #110526—continue with violation process, if necessary. Improvements have been noted.
- Account #110465—forward to attorney for further compliance action.
- Account #110479—forward to attorney for further compliance action.

A motion was made, seconded and unanimously carried to implement a semi-annual yard sale for the community. Management will acquire information as to costs of signs and newspaper advertisement. Board would prefer to “piggyback” on neighboring community yard sale days. Board to provide management with timeframes for garage sale of neighboring communities.

Common Area Maintenance Planning

Irrigation at Park:

Rick discussed his meeting with a consultant from SAWS who came to the property, tested zones and recommended timings. It was discovered that Zone 7 has a leak. Rick provided 2 options:

- a) Groundskeeper can dig up leak and repair. This has been done previously.
- b) Grass at this area can be replaced with decomposed granite and there will be no longer be a need for irrigation there and retire the zone and receive credit from SAWS for conservation of water.

Motion was made, seconded and unanimously carried for Rick to do further research of costs for each option noted and report back to the Board. Management noted that if the Board chooses to install decomposed granite it would be cheaper to buy it directly and have it delivered to the Park versus the contractor buying and marking it up on a proposal.

Pressure washing of common area sidewalks:

Motion was made, seconded and unanimously carried for management to obtain proposals for pressure washing the main sidewalk on Roan Park 3202 Impala Peak to 75 Roan Heights and the monument areas at each entrance to enhance the community exterior.

Association Records Retention:

The Board discussed the retention of records and the possibility of needing to take action. Management informed the Board that they are required to keep all documents for the past seven (7) years, and that management already takes care of this each year with the review of records and shredding the documents outside of 7 years, and the costs are charged to the Association. This was just completed in February 2019. In addition, beginning January 1, 2018 with the conversion to VMS, all files are being maintained in digital format and as the years go by, the paper records in retention will eventually be gone. The current paper lot files (referred to as legacy files), will eventually be reviewed and un-needed documents shredded and items required to be kept will be scanned in to the digital lot files.

COMMITTEE REPORTS:

ACC- Chairman of committee announced there were several approved projects which included a patio being built on a slope which the City of San Antonio will have to review, as well as a pool that was conditionally approved with the requirement the homeowner install additional drainage in order to not flood neighboring yards when the pool overfills or is drained.

It was management's recommendation that 'conditional approvals' not be given and that plans should be denied as submitted and revised with the required changes and re-submitted for review again.

Social- Chairperson announced that 4th of July flags were placed and National Night Out is set for the beginning of October.

Communication Committee- Chairperson stated information is posted on social media, emailed to homeowners who have provided their email address, and posted on the website. Additionally, signs are put on the entrances announcing meetings or other HOA events.

Motion was made, seconded and unanimously carried to accept the committee reports.

Creation of Committees:

The Board discussed having a 'Yard of the Month' Committee and the benefits to the community by motivating the owners to keep up yards consistently in an aesthetically pleasing manner.

Motion was made, seconded and unanimously carried to create a Yard of the Month Committee. The committee will be comprised of homeowners who are not a part of the board, with \$25 going to one winner in each Pinion Creek 1 & 2, each month during April, May, June, July and August. Management will draft a 'Committee Charter' outlining the committee's purpose, duties, and responsibilities. Management also offered to create 'Committee Charters' for the Social and Communications Committees and the Board accepted

Motion was made, seconded and unanimously carried to dissolve the current Architectural Control Committee until more members are recruited. Currently there are only two members

on the ACC and it should be 3 or 5. The Board will now be the ACC and all requests will be processed by the Board of Directors.

NEXT MEETING DATE:

The next Board Meeting date: October 7, 2019 to be held in the large library room (pending availability), with 5:30 pm for Executive Session and 6:00 pm for the Regular Meeting.

ADJOURNMENT:

With no further business to discuss, Juan Rodriguez, President, adjourned the meeting at 7:30 pm.

Minutes prepared by: Heather Palacios

DRAFT