

**Minutes of the Annual Meeting of the General Membership  
Promontory Pointe Homeowners Association  
October 20, 2015**

A meeting of the general membership of the Promontory Pointe Homeowners Association, a Texas nonprofit corporation (the "Association"), was held at Lifehouse Church, located at 20825 Wilderness Oak, San Antonio, TX 78258, pursuant to call by the President of the Association.

**Directors Present:** Jeff Clay, Julie Agena, Annie Ortega, Ryan Sweeney and Garland Scott

**Also Present:** Ken Piland, Association Manager, First Service Association Management Services

**Presentations:** Orlando Ramirez and Francis Collins, Chiefs of Constituency for the District 9 City Councilman, provided updates on area traffic enforcement and traffic calming strategies for Wilderness Oak, Promontory Circle. He encouraged homeowners to call his office for help with any City matters including traffic concerns. SAPD SAFFE Officer Dennis Quinn discussed area crime and traffic concerns, encouraged homeowners to call him with any concerns or observations, endorsed participation in COP.

**Call to Order:** The meeting was called to order at 7:50 p.m., the President being in the chair and the recording secretary present.

**Verification of Quorum:** Mr. Piland verified that the quorum requirements were met. A quorum of 10% of the 772 total lots is required. There were 29 homeowners present and 61 represented by proxy for 90 homeowners represented. Therefore, the quorum requirements were met.

**Introduction:** Mr. Clay, President, introduced himself, the Board members present and Mr Piland.

**Adoption of Standing Rules:** Standing rules, as published in the annual meeting packet, were presented and adopted in accordance with HOA rules.

**Proof of Notice:** Mr. Clay stated that, in accordance with the bylaws of the Association, the proof of notice of the Annual Meeting was sent to each homeowner via first class mail on October 7, 2015. All homeowners present received a copy of the packet.

**Appointment of Tellers:** Tellers were appointed to count election votes in accordance with HOA rules.

**Approval of Minutes of Previous Annual Meeting:** The membership received a copy of the October 23, 2014 meeting minutes in the annual meeting packet. Mr. Clay asked if there were any corrections needed. The meeting minutes were approved with no corrections.

**President's Report:** Mr. Clay updated homeowners on the activities of the Board during the past year including improvements (additional tables at the pool installed on newly expanded concrete area, seminars attended, new Pointe landscaping projects developed and planned, repair of Pointe brick walls and Peak entrance walls, crack seal of Peak and Reserve streets and asphalt repair in the Peak). The Board continued fiscal discipline and contributions to reserve funds. The Board finalized of a xeriscaping policy to provide guidelines for homeowners who wish to reduce their grass and watering through xeriscaping. The Board increased electronic communication to homeowners and continued improvements to the website. The Board has been working with City officials to address traffic/speeding concerns, which resulted in a new 3 way stop at intersection of Promontory Circle and Bear Ridge, and City attention to Wilderness Oak at the retail entrance near Center Court Pizza. The Board has also maintained contact with Officer Quinn regarding concerns in the neighborhoods.

**Treasurer's Report:** Mrs. Agena provided homeowners with a copy of the recent balance sheet and provided an overview of the current financial status, which she reported is very strong with sufficient operating funds, increases in reserve funds, and no debt. She discussed the importance of reserve funds for future common area and neighborhood needs, and that the Board has been diligent in working toward reserve fund goals. She reminded homeowners that the current budget is posted on the HOA website, and the Board will be finalizing the 2016 budget in mid November.

**Volunteer Recognition:** Mr. Clay presented Paul Brown with the Volunteer of the Year Award for his dedicated service to the community. Mr Brown received an engraved plaque and gift card.

**Committee Reports:**

**Landscaping:** Mr Sweeney and Mr Scott discussed multiple projects in progress, and new xeriscaping policy posted on the website.

**Security:** Mr. Clay discussed the successful National Night Out event that was held in October, and that several homeowners have volunteered to participate in COP.

**Social:** Rhonda Kleiss and Mr. Clay discussed community events organized by the committee.

**Recreation:** (see Presidents report from Mr Clay above)

**Communication:** Mrs Ortega discussed newsletters are regularly emailed to homeowners as well as info frequently updated on the HOA website, encouraged homeowners to sign up for emails if not already receiving them. She reported that a volunteer is needed to help with the emails and website.

**Election of Three Directors:** There were five nominees for the three open Board positions (Jeff Clay, George Lampe, Dave Walsworth, Steven Chafin and Scott Castle). Ballots were collected from the floor. After tabulation of these and the proxy/absentee ballots, Mr Piland announced the election of the following three members:

Jeff Clay (Pointe), George Lampe (Heights), and Steven Chafin (At Large).

**Questions from Floor:** Mr. Clay and Board Directors responded to various questions from attending homeowners.

**Adjournment and Homeowner Forum:** The motion was made and seconded to adjourn the Annual Meeting at 8:50 p.m. Homeowners were invited to meet with their respective board members directly following the meeting to discuss neighborhood-specific issues.

Respectfully submitted,  
Julie Agena