

Meeting Minutes for the Board of Directors
Promontory Pointe Homeowners Association
Wednesday, January 27, 2016

The meeting of the Board of Directors was held at the Church of Jesus Christ of the LDS, Knights Cross Drive, San Antonio TX.

Directors Present: Ryan Sweeney, Annie Ortega, Julie Agena, Jeff Clay, Dennis Westberg, Garland Scott, George Lampe, Steven Chafin.

Directors Absent: Nathan Harmon

The meeting was called to order at 6:32.

SAFFE Officer Dennis Quinn spoke about security measures recommended for the pavilion.

Homeowner D Walsworth shared his suggestions for increased lighting at the recreation areas.

Denise Jimenez, Vice President of First Service Residential, informed the board that Lysa Afflitto is the HOA's newly assigned manager, and her assistant is Daeyna Rivas. The Board's concerns over manager turnover/changes in past 2 months were discussed, and Ms Jimenez reported she would be providing oversight of Ms Afflitto and ensuring the HOA's needs are addressed during this transition. She provided add'l info regarding FSR services and plans for the future.

Agenda was adopted.

The Board approved the minutes of the Nov 11 Board Meeting.

Committee Liaison Reports

- ACC – Dennis Westberg: no update at this time
- Security – Dennis Westberg: Blue Armor security contract will expire in May, discussed considering other companies in bidding process, and security measures at pavilion to be researched
- Landscaping – Garland Scott: no update at this time
- Social – Jeff Clay: new committee chair is being sought
- Communication – Annie Ortega: electronic newsletters going out monthly, new volunteer needed, about 1/3 of homeowners are receiving HOA email. New Manager@promontoryhoa.org email address to be implemented.
- Recreation – Jeff Clay: swim team would like to donate \$2000 they have raised for add'l concrete work at the pool (see New Business). Bathroom door is to be repaired by a skilled volunteer homeowner. Repair for one pole light that is out at the pool will be deferred due to cost of lift. New recreation key access system installation is to begin Feb 1st. Letter to all homeowners explaining need for new key activation and signing new waiver form will be coordinated and mailed, volunteers will offer dates/times to homeowners to do this at the pavilion.

Treasurer Report: Julie Agena: Discussed end of year financial status, final draft of documents is in progress, but all areas expected to have unspent funds remaining for 2015. Board approved designating \$12,300 of Common unspent funds for pool concrete project (see New Business), \$5000 for security at recreation facilities, and placing the remainder into Common reserves. The board approved placing unspent funds for Peak, Reserve and Heights into reserves. The Board approved placing unspent Pointe Interior funds into its Xeriscape/Landscaping account. Julie also explained insurance billing which was only a partial payment in Nov 2015, prorated premiums for Nov – Feb, and the full year premiums will be charged in February, minus the D&O premium which was paid in full previously.

Ratification of Interim Items Approved Previously by Electronic Vote:

- Mulch for Wilderness Oak planting beds/trees, \$1667, Benchmark, Common Grounds Improvements
- Repainting pavilion bathrooms, \$2420, Right Source, Common Rec Area Building Repairs/Supplies.
- Irrigation Repairs, Benchmark, \$380 Heights, \$103 Common, \$110 Pointe, \$190 Peak, plus tax.

Old Business:

- HOA Violations Policy has been updated by Ryan as previously approved by the board, final draft was approved by HOA attorney, and document to be filed with the County with new HOA manager contact info.
- Proposed First Service Residential management contract to commence in March, Ryan and Julie have reviewed and

will submit counter the proposal to the Regional Manager for discussion.

New Business

- Board approved proposal from Right Source for installation of concrete in the areas around the pool that are crushed granite, \$14,300, with swim team contributing \$2000 toward project, \$12,300 total for HOA to be paid from designated funds from 2015 (see Treasurer report).
- Delinquent Assessment policy needs to be revised in accordance with current State law. Board will address this at a future date.
- Board approved having management company rescind courtesy violation letters for holiday decor that were sent after Jan 13 inspection, board also approved having management company reverse charges to the HOA for these letters, and to send apology letters to those affected homeowners at management company's expense.
- Board approved proposal to repair/replace parts for the Heights gate, \$650, Quality Fence.
- Board approved proposal from Benchmark for xeriscaping the Knights Cross island, \$14,000 including irrigation changes for more efficient watering, Pointe Interior Grounds Improvements.
- Board approved proposal from Quality Fence for 2016 gates maintenance contract to commence Feb 2016, no change in annual cost, \$450 for rec areas and \$650 for each gated neighborhood, with maintenance trip charges and other charges outlined.

Executive Session was called to order at 9:00 pm until 10:00 to discuss matters pertaining to individual homeowners and the management company contract.

- For homeowner in the Peak with an ongoing violation, the board approved hiring legal counsel for legal action in defense of the covenants for a violation that constitutes a hazard to the health, safety and enjoyment of the neighborhood, residents and is in violation of City Code, and if needed, an immediate fine up to \$1000 in accordance with the HOA violation policy will be imposed.

Meeting with Reserve Advisors analyst scheduled for Feb 17 to review community needs to be included in reserve study which is in progress.

Next violation appeals hearing offered to homeowners will be Feb 4 starting at 6:30 pm.

Next Board meeting scheduled for March 23 at 6:30 pm.

Meeting adjourned at 10:15 p.m.

Respectfully submitted by Julie Agena
