

Meeting Minutes for the Board of Directors
Promontory Pointe Homeowners Association
Thursday, February 2, 2017

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

Present: Ryan Sweeney, Annie Ortega, Julie Agena, Dennis Westberg, George Lampe, Steve Chafin and Glenn Lewis, also Association Manager Ken Piland, Diamond Association Management and Consulting (DAMC). Absent were Leroy Ramirez and Jeff Clay.

The meeting was called to order at 7:45 pm.

Agenda was adopted.

The Board approved the minutes of the November 15 Board Meeting.

Executive Session was called to discuss matters pertaining to policy or individual homeowners such as enforcement actions, payment plans/collections, contracts, etc.

Manager Report: Ken reported he has been working with homeowners who request to utilize the split pay option to pay assessments, has had approximately 100 requests, and ensures they understand the required interest that is charged. Ken has continued to work on HOA financial documents through Quickbooks, including 2016 financials and establishing 2017 documents based on new budget. Since a driver hit and destroyed a section of HOA brick wall 12/31/16, he has been working on a claim to obtain reimbursement from the driver's insurance for the repair, and this remains pending at this time. Ken found that monthly charges for 2 street lights on Knights Cross had been charged by CPS to the Pointe Interior, so he has been working with CPS to cancel the accounts so that the City can assume responsibility.

Treasurer Report: Julie reviewed the status of 2016 year end financial documents and the approved actions that were taken in December including add'l unspent funds from Common, Peak and Reserve which were placed into respective CDs, and one Peak CD that matured and was transferred to Texas Capitol Bank. Julie continues to work with Ken regarding the Diamond financial documents and reported the 2016 year end document is very close to being finished. Julie reported some areas will have add'l unspent funds and recommended placing those funds into reserves for the neighborhoods (Heights \$3535, Peak, \$5083, Reserve \$943) which was approved by the board. She also reported Common will have \$10917 unspent and recommended these funds be either spent for improvements or placed into reserves. The board voted to spend the Common funds on improvements (see pool concrete deck and basketball court repainting below).

Committee Liaison Reports

- ACC – Dennis: No concerns at this time.
- Security – Dennis/George: The pavilion was tagged with graffiti in late January by 2 individuals who were recorded on the security cameras. Report was made to SAFFE Officer, police report completed. Jeff and Bryan painted over the graffiti shortly after.
- Social – Jeff: committee has not been active to date, volunteers needed.
- Communication – Annie Ortega: electronic newsletters going out monthly. New volunteer needed
- Recreation – Jeff: see New Business for proposals
- Landscaping—(vacant): new contract for 2017 previously approved.

Ratification of Interim Items Approved by electronic vote

- a. Pool Repairs (stair and deck drain), Chavez Pools \$1200
- b. Appointment of Board Member to complete At Large term – Glenn Lewis
- c. Designation of add'l year end funds for reserves: Common \$10,000, Peak \$8,000, Reserve \$5,000
- d. 2017 Landscaping Contract – Benchmark - \$69,119.79
- e. 2017 Gate Maintenance Contracts – Quality Fence
- f. Peak Gate Safety Loop – Quality Fence - \$703.63

- g. Playground Canopy Replacement - \$1,290.34, Creative Components
- h. Park landscaping – hedge disease treatments – Benchmark \$487.35
- i. Peak DVR replacement for gate security cameras – Quality Fence \$836.69
- j. Peak Lighting Repair – Suberg Electric \$663
- k. Irrigation Repairs – Benchmark: Common \$500, Pointe \$1100m, Peak \$190
- l. Heights Gate Repairs (3) – Quality Fence, total \$3908.18
- m. Peak Reserve CD (Dec 2016), transfer to Tx Capital Bank and renew for 1 yr
- n. Christmas lights – ELK \$350

New Business

- Board voted to approve an Eagle Scout project that will xeriscape the lower section of the Bear Ridge island, and approved \$2000 for some materials, Pointe Interior Improvements.
- Board voted to approve up to \$10,000 for the Knights Cross wall repair so that work can begin while driver's insurance claim is pending.
- Board voted to approve \$173.20 Common Improvements, Benchmark, for landscaping company to install four large water bags on 2 trees that the City will be replacing in the Knights Cross median.
- Board voted to approve \$180 for 4 board directors to attend a CAI event on Feb 4, 2017.
- Board voted to approve proposal for installation of Exercraft exercise equipment at the park, \$4783.57, Creative Components, Common Improvements.
- Board voted to approve install of remaining concrete deck at the pool, \$9100, Right Source, using unspent 2016 Common funds.
- Board voted to approve proposal to repaint the sport court floor, \$1200, ELK and \$300 for purchase of special paint, total \$1500, using unspent 2016 Common funds.

Next Regular Board Meeting is scheduled for April 6 at 6:30 pm at the LDS Church on Knights Cross.

Homeowner violations hearings will be offered April 6 at 6:30 pm at the LDS Church on Knights Cross.

Meeting adjourned at 8:50 p.m.

Respectfully submitted by Julie Agena
