

**Meeting Minutes for the Board of Directors**  
Promontory Pointe Homeowners Association  
Thursday, November 3, 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.

Present: Annie Ortega, Julie Agena, Jeff Clay, Dennis Westberg, Garland Scott, George Lampe, Association Manager Ken Piland, Diamond Association Management and Consulting (DAMC).

Directors Absent: Ryan Sweeney (who was attending WOA meeting), Steven Chafin, Leroy Ramirez

The meeting was called to order at 7:08 pm.

Agenda was adopted.

The Board approved the minutes of the October 6 Board Meeting.

**Executive Session** was called to order at 7:10 to discuss matters pertaining to policy or individual homeowners such as enforcement actions, payment plans/collections, contracts, etc. Session concluded at 7:30.

**Manager Report:** Ken reported he is sending invoices via regular mail when homeowners are charged violation fines, that this was cleared by the HOA attorney, and the invoices do include a warning of the next fine if the violation is not cured by a specified date. This results in a significant reduction in certified mailings and their expense. Ken reported he is continuing to work with a Quickbooks consultant so that PPHOA expenses can be logged by neighborhood each month.

**Treasurer Report:** Julie Agena: Julie reviewed the current balance sheet and reported it is correct and reconciled. She reported the 2016 budgeted reserve funds for Common, Peak and Reserve have been placed into CDs, with Heights reserve contribution taking place at the end of the year, and CDs that recently matured were transferred to Texas Capitol Bank. Julie reminded the board that the Pointe Interior money market account can either be utilized for improvements or can be placed into reserves. Julie continues to work with Ken regarding the Diamond financial documents. Julie explained that Diamond utilizes a "cash basis" accounting method whereas AMS/FSR utilized the "accrual basis".

#### **Committee Liaison Reports**

- ACC – Dennis Westberg: Many requests being processed by the committee.
- Security – Dennis Westberg: New volunteers signed up for COP. Security cameras have been a strong deterrent for the vandalism that had been occurring at the pavilion/pool area.
- Social – Jeff Clay: committee has not been active to date, volunteers needed.
- Communication – Annie Ortega: electronic newsletters going out monthly. New volunteer needed
- Recreation – Jeff Clay: Jeff is exploring options for a less expensive emergency pool phone, recommends keeping current landline if contract price can be negotiated with ATT. Replacement shade canopy for the park and replacement trash can near sport court is in progress. Bathrooms will be winterized and closed as winter approaches in December.
- Landscaping—Garland Scott: Monitoring Oak Wilt prevention efforts by the City and supports increasing homeowner awareness of prevention. Homeowners are encouraged to call 311 for City help if trees shrubs are growing into power lines.

**Ratification of Interim Items Approved Previously by Electronic Vote:** None.

#### **Old Business:**

Annual meeting was held Tuesday, October 25 at the Lifehouse Church with quorum achieved. Councilman Krier and SAPD SAFFE Officer Dennis Quinn were guest speakers. Election of 3 board directors: Annie Ortega (Peak), Dennis Westberg (Reserve) and Leroy Ramirez (Pointe). The 2016 recipient of Volunteer of the Year award was Carol Laue of the ACC.

## **New Business**

- Julie presented the draft of the 2017 budget that she and Ken have been developing, line items and modifications were discussed, and the draft will be updated for final approval on Nov 15.
- The Board approved decreasing Pointe Interior assessments by \$25 per lot for 2017.
- The Board approved a Peak Improvements project of 3 new trees to be planted inside the Rocky Ct entrance with irrigation modified to support the trees, Benchmark, \$3891.59.
- The Board asked Ken to obtain a bid from ELK for installation of holiday lights and wreaths for Common and Peak.
- Jeff presented new projects that he would like the Board to consider if funding is available for 2016, or for 2017. The board will consider these after reviewing the end of year financial status.
- Annual Officer Nomination: The Board approved Ryan Sweeney as President, Annie Ortega as Vice President, and Julie Agena as Treasurer and Secretary.
- Annual Committee Liaisons: The Board approved that these will remain the same with the addition of George Lampe as Co-Liaison for Security.

Next Board meeting scheduled for November 15th at 6:30 pm at the Parman Library for final budget discussion/approval.

Homeowner violations hearings will also be offered Nov 15 as there will be no meeting in December or January.

Meeting adjourned at 9:45 p.m.

Respectfully submitted by Julie Agena

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