

Meeting Minutes for the Board of Directors
Promontory Pointe Homeowners Association
Thursday, October 6, 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: Ryan Sweeney, Annie Ortega, Julie Agena, Jeff Clay, Dennis Westberg, Garland Scott, George Lampe, Association Manager Ken Piland, Diamond Association Management and Consulting (DAMC).

Directors Absent: Steven Chafin, Nathan Harmon.

The meeting was called to order at 6:55.

Agenda was adopted.

The Board approved the minutes of the August 4 Board Meeting.

Executive Session was called to order at 6:55 to discuss matters pertaining to policy or individual homeowners such as enforcement actions, payment plans/collections, contracts, etc. Session concluded at 7:20.

Manager Report: Ken reported he has begun sending invoices via regular mail when homeowners are charged violation fines, that this was cleared by the HOA attorney. The board requested that this invoice also include a warning of the next fine if the violation is not cured by a specified date. Ken reported he is continuing to work with a Quickbooks consultant so that PPHOA expenses can be logged by neighborhood each month. Ken will create and mail the annual meeting packets next week.

Treasurer Report: Julie Agena: Reserve funds in CDs are being transferred to Texas Capital bank as they mature. Four CDs matured in early September and were transferred, and 4 more mature in October. The Board approved establishing the 4 maturing reserve CDs for one year terms and placing 2016 budgeted reserve funds for Peak and Reserve into their respective maturing CDs, with Heights reserve contribution taking place at the end of the year. 2016 reserve contribution for Common will take place by creating a new CD. As the Pointe Interior has spent \$20K to date over the Pointe operating budget for improvements, the board approved transferring \$20K from the Pointe money market account for improvements to the Operating funds.

Committee Liaison Reports

- ACC – Dennis Westberg: No concerns at this time.
- Security – Dennis Westberg: National Night Out was held October 4th
- Social – Jeff Clay: committee has not been active to date
- 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. Replacement shade canopy is needed in the park and replacement trash can needed at the sport court (see below). Pool closes Oct 12.
- Landscaping—Garland Scott: No report/concerns at this time.

Ratification of Interim Items Approved Previously by Electronic Vote:

- a. Park Canopy Replacement - \$2,819.21 (Common Improvements)
- b. Dead tree near pool removal - \$146.14 (Common Improvements)
- c. Weed Abatement at park/pool areas- \$189.44 (Common Weed Control)
- d. Balmoral Tree Pruning - \$1,596.69 (Common Improvements)
- e. Balmoral Island Sod - \$758.18 (Pointe Interior Improvements)
- f. Ashmont Entry Landscaping Cleanup - \$1,759.06 (Pointe Interior Improvements)
- g. Contract with ELK renewed for janitorial service.

Old Business:

- Annual meeting planning: Tuesday, October 25 at the Lifehouse Church. Call to Serve and Board Candidate Form was mailed to all homeowners in early September. Meeting packet will be mailed to all homeowners next week. Jeff will check with Social Committee regarding their ability to help with refreshments. Speakers have been confirmed. The Board selected the 2016 recipient of Volunteer of the Year award. Julie will obtain plaque and gift card.

New Business

- Power of Sale was approved by the board to authorize specific personnel at Allen, Stein and Durbin to act on the Board's behalf for foreclosure transactions as needed.
- Board approved \$766.41 (Common Improvements) to replace/install a new trash bin near the sport court.

Next violation appeals hearing offered to homeowners is to be determined.

Next Board meeting scheduled for November 3rd at 6:30 pm with final budget meeting on November 15th at 6:30 pm.

Meeting adjourned at 9:35 p.m.

Respectfully submitted by Julie Agena
