

**Minutes of the Annual Meeting of the General Membership  
Promontory Pointe Homeowners Association  
October 28, 2021**

A meeting of the general membership of the Promontory Pointe Homeowners Association, a Texas nonprofit corporation (the "Association"), was held via virtual internet program due to COVID 19 pandemic pursuant to call by the President of the Association.

**Directors Present:** Jeff Clay, Marshall Moody, Julie Agena, Ryan Sweeney, Jonathan Groenke, Erwin Flores, Stephanie Reyes, Kelton Day, Steven Mills.

**Also Present:** Ken Piland, Association Manager, Diamond Association Management and Consulting

**Call to Order:** The meeting was called to order at 7:08 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 25 homeowners present with 6 voting during the meeting, 42 voting electronically outside the meeting, and 31 submitted mail in ballots, for a total of 79 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 for homeowners present in the meeting, 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 postmarked October 7, 2021. All homeowners present indicated receiving a copy of the packet.

**Appointment of Tellers:** Tellers were appointed to oversee election vote counting in accordance with HOA rules.

**Approval of Minutes of Previous Annual Meeting:** The membership received a copy of the minutes for the annual meeting held October 22, 2020. Mr Clay asked if there were any corrections needed. The meeting minutes were approved by the membership with no corrections.

**President's Report:** Mr Clay updated homeowners on the activities of the Board during the past year including improvements and events. The Board continued fiscal discipline and contributions to reserve funds. The Board has been working with City officials to address concerns, and participates in the District 9 Neighborhood Alliance to be involved in issues pertaining to this City district and to maintain contact with the Councilman's office as well as other elected officials. The Board has also maintained contact with SAFFE Officer regarding concerns in the neighborhoods.

**Treasurer's Report:** Mrs. Agena provided homeowners with a copy of the current balance sheet and provided an overview of the current financial status, which she reported is very strong with sufficient operating funds, strong reserve funds, and no debt. She discussed the importance of reserve funds for future common area and neighborhood major repairs and replacements, and that the Board has been diligent in working toward reserve fund goals which were presented. She reminded homeowners that the current budget is posted on the HOA website, and the Board will be finalizing the 2022 budget in November. She also reported that collection of assessments is currently at 97%-100% for 2021.

**Committee Reports:**

**Landscaping:** Mr Clay discussed various improvements that were completed.

**Security:** Mr Moody encouraged homeowners to be mindful of personal security at home, and he reported the National Night Out event had a successful turn out.

**Recreation:** Mr Clay discussed various improvements that were completed or planned for the near future.

**Social:** Mr Clay reported the Social committee has been active with volunteers coordinating creative, socially distanced events during the ongoing pandemic.

**Communication:** Mr Clay encouraged homeowners to sign up for emails if not already receiving them and utilize the website. He reported that a volunteer is needed to help with the emails and website.

**Architectural Control Committee:** Mr Moody discussed the importance of obtaining approval for any exterior improvement/change prior to doing the project, but that approval is not needed for replacing something with the same color or materials. Committee Chairman is Michael Bailey, and turn around time for homeowner ACC requests has greatly reduced under his leadership.

**Election of Three Directors:** There were five candidates for the three open Board positions (Jeff Clay, Jonathan Groenke, Stephanie Reyes, Jordan Nielsen, Haylee Gutierrez) with none from the floor. Ballots were collected via electronic and mail in ballots. After tabulation of all ballots, Mr Piland announced the election of the following three members on Nov 3, 2021:

Jeff Clay (Pointe), Jonathan Groenke (Heights), Stephanie Reyes (At Large).

**Questions from Floor:** Mr Clay and the Board addressed questions/concerns from homeowners on a variety of topics.

**Adjournment and Homeowner Forum:** A motion and second motion were made to adjourn the Annual Meeting at 8:30 p.m.

Respectfully submitted,

Julie Agena,  
Secretary, Promontory Pointe HOA