

**Minutes of the Regular Board of Directors Meeting
Of
Woodview at Bulverde Creek Homeowners Association, Inc.
September 30, 2010**

The regular meeting of the Board of Directors of Woodview at Bulverde Creek Homeowners Association, a Texas nonprofit corporation (the "Association"), was held at 3714 Lenten Rose, San Antonio, Texas, pursuant to call by the President of the Association.

Directors Present: Tammy Windsor, D. Robert Bird, Todd Roper, Lorrie Tibbetts, Blake Pearson

Directors Absent: None

Also Present: Greg Heaton, "Association Administrator", of Association Management Services (AMS).

Call to Order: The meeting was officially called to order at 6:30 p.m., the President being in the chair and the Recording Secretary present.

Quorum: The Association's governing documents require that a majority of the directors shall constitute a quorum for the transaction of business. There are currently five (5) Directors on the Board with five (5) Directors present. The quorum requirement was met and the meeting was properly constituted to conduct business.

Approval of Minutes: It was moved and seconded that the minutes of the May 10, 2010 Regular Board of Directors Meeting be approved as presented. The motion carried unanimously.

Financial Reports: Mr. Heaton presented the financial reports of the Association consisting of the Bank Statement Summary, Balance Sheet, and the Budget Comparison. The Financial Reports will be kept with the Association's records.

Mr. Bird made a motion to create a Reserve money market account and transfer \$5,000.00 from the 101002 Operating Account to this new account. Ms. Windsor seconded the motion and the motion carried unanimously.

Litigation Reports: The Board reviewed the current Aging Report of delinquent accounts and the Litigation Report from the Association's Attorney.

Case #05176-0025; The Board reviewed proposed settlement from the Association's Attorney. Mr. Bird made a motion to accept the settlement as proposed and waive legal fees. Mr. Roper seconded the motion and the motion carried unanimously.

Business Conducted Electronically since the last Board meeting and ratified today:

The Board reviewed and ratified the record of electronically conducted business as reflected below:

- a. 06/14/10; The Board of Directors approves to write off as bad debt \$75.00 in uncollected transfer fee.
- b. 06/18/10; The Board of Directors approves bid from the Fence Company in the amount of \$495.00 to repair storm damaged masonry column in fence adjacent to Canyon Parkway across from elementary school.
- c. 06/18/10; The Board of Directors approves revisions to ACC Guidelines adding recently approved fence stain colors and approves funding to have these guidelines recorded, printed, and published to all owners of record.
- d. 06/29/10; The Board of Directors approves draft of the first eNEWS to be published to subscribers promoting celebration of the Nation's Birthday.
- e. 07/12/10; The Board of Directors approves a counter offer on payment plan proposal to a delinquent account holder on Alpine Aster (Ref # 5176-024)
- f. 07/28/10; The Board of Directors accepts bid from MLC Landscaping for grounds maintenance to be effective September 1, 2010 replacing Maldonado Nursery & Landscaping.
- g. 08/26/10; The Board of Directors approves to renew certificate of deposits maturing on September 26, 2010 for similar terms at the highest rate available.
- h. 08/31/10; The Board of Directors approves to reduce payment of last invoice from Maldonado Nursery & Landscaping as a result of non-completed monthly services. New calculated amount to be \$561.14 plus tax.
- i. 09/13/10; The Board of Directors approves Monument Area renovation proposal submitted by MLC Landscaping in the amount of \$1,560.00.

Unfinished Business:

- a. **Community Newsletter:** Mr. Pearson and Ms. Tibbetts will create a newsletter to be included with the annual meeting notice mail out. Date of mail out still to be determined.
- b. **Pape-Dawson Survey of Greenbelts:** Mr. Roper will contact Pape-Dawson and schedule an on-site meeting to view property lines.
- c. **Marquee:** Mr. Bird has checked with a local distributor and found the smaller letters for the marquee a bit pricey but found similar product on the internet. Mr. Bird made a motion to allocate \$175.00 plus shipping and taxes to purchase these smaller letters on-line. Ms. Tibbetts seconded the motion and motion carried unanimously.

New Business:

- a. **Volunteer Forms & Rosters:** The Association Administrator explained it might be time to revisit the current number and functions of the standing committees. In addition, the current rosters of volunteers and the defined Board Member liaisons

- might need updating. The Board asked the Association Administrator to resend the email with the rosters to the Board Members.
- b. **Monument Letter Painting:** The Association Administrator presented three (3) proposals from vendors to repaint the lettering on the masonry entrance monument. Mr. Bird made a motion to accept the bid from Tornado Powering Cleaning in the amount of \$135.16. Ms. Windsor seconded the motion and the motion carried unanimously.
 - c. **Security Patrols for Halloween:** Mr. Bird made a motion to approve hiring off-duty policemen to patrol the community during Halloween starting at 7:00 PM and continue to at least 11:00 PM or later at the officer's discretion given any threats that warrant extra patrolling. Mr. Roper seconded the motion and the motion carried unanimously.
 - d. **2011 Budget Proposal:** The Association Administrator presented the first draft of the 2011 Budget to the members of the Board. After discussions, the Board agreed to review and asked the Association Administrator to resend the email with the proposed budget draft. The Association Administrator reminded the Board Members that approval of the budget must be exercised in a board meeting or by document of unanimous consent and this approval needs to be completed by November 10, 2010.
 - e. **Annual Meeting Preparations:** The Board discussed possible dates in November for the Annual Meeting of the General Membership. Dates in November that were selected (9th, 16th, & 18th) will be given to the Shrine of St. Padre Pio Catholic Church at 3843 Bulverde Parkway in hopes to conduct the meeting there this year. This location change stems from continuing increase charges by Northeast ISD to conduct the meetings at the elementary school. Mr. Bird commented if the meeting is held at the church a donation of \$100.00 would be cheaper than the school district charges. Directors up for re-election this year are Mr. Bird and Ms. Tibbetts and they will determine if they wish to run for re-election and notify the Association Administrator.
 - f. **Covenant Violation Enforcement:** The Board discussed issues surrounding covenant violation enforcement and separated into two (2) categories.

The first category of violations that can be addressed by the "right of egress" allowing the Association, after proper notice, to enter upon the property and correct the violation and bill the homeowner for those services or repairs. The right of egress is explained in the DCCR's Section 7.1 and includes force mows, and force repairs of fences, walls, exterior of all buildings, and other improvements on the lot as explained in Section 7.2. The Board approved moving forward and to proceed with enforcement as allowed by law.

Mr. Roper made a motion to apply a \$15.00 administration fee to process recoverable fees of Association inspired remedies as stated above. Ms. Windsor seconded the motion and the motion carried unanimously.

Mr. Bird presented samples of citations that may be used to address issues in the community including but not limited to parking violations and garbage containers

stored in view. The Board asked Mr. Bird to redesign the sample so it can be used on numerous violations and compose implementation procedures for Board review at the next meeting.

The second category of violations excluded from the above will require litigation. These categories of violations requiring funding for legal fees and if any are pursued to court could cost the Association upwards of \$20,000 per case. There is no guarantee these litigation costs would be recoverable and is dependant on the courts to decide. Each case would need to be reviewed by the Board and availability of funds determined.

- g. **Email Content:** Mr. Bird reminded the members of the Board that anything written in emails can be used for discovery and cautioned how some emails between Board Members of a humorous nature could be misinterpreted by others and damaging to the Association. In addition, when subject matter is changed either change the subject line or start a new email string.

Adjournment: It was moved and seconded to adjourn; the meeting was adjourned at 8:20 p.m.

Tammy Windsor, President

Greg Heaton, Recording Secretary