

**Minutes of the Regular Board of Directors Meeting
Of
Woodview at Bulverde Creek Homeowners Association, Inc.
October 7, 2009**

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

Directors Absent: Susan Ashmore

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

Call to Order: The meeting was officially called to order at 7:40 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 four (4) Directors on the Board with three (3) 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 June 6, 2009 Regular Board of Directors meeting be approved as presented. The motion carried unanimously.

Financial Reports: The Association Administrator 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 discussed the need to perform a reserve study for the Association's assets and property. A motion was made by Mr. Bird to reclassify the current funds in account 101004 in the amount of \$10,177.96 as reserve funds prior to the end of the current fiscal year. Motion carried unanimously.

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

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. 07/15/09; The Board of Directors approves the revised grounds maintenance contract submitted by Maldonado Landscaping which includes the shredding/cutting of the creek bed greenbelt from Canyon Parkway to the Pearson fence/property line.
- b. 07/20/09; The Board of Directors approves mailing out a flyer and to purchase ten (10) signs to promote awareness in the community of suspicious activities and to encourage the formation of a Neighborhood Watch Program.
- c. 08/13/09; The Board of Directors approves renewing the certificate of deposit in the amount of \$20,777.00 maturing on 08/26/09 at the best possible rate for a 13 month term.
- d. 09/23/09; The Board of Directors approves terminating the current insurance agent, Willis-HRH, and transfer to Guaranty Insurance for the Association's insurance needs.

Unfinished Business:

- a. The Association Administrator updated the Board on the discussions with the general manager of Vulcan Quarry seeking permission to shred a swath behind the homes of Blue Trinity. There has been no new dialogue since September 4, 2009. Mr. Bird suggested and agreed to follow-up asking the City to investigate for possible code violations.
- b. The Association Administrator informed the Board that a new dialogue was recently renewed with the owner of property 4055 Canyon Parkway with hopes of an agreement that can be reached.
- c. The Association Administrator presented a revised bid as a result of new specifications requested by the Board on construction of a marquee/reader board at the monument entrance area. A motion was made by Mr. Bird to accept the bid presented by Executive Signs in the amount of \$7,028.13. Motion carried unanimously.
- d. Mr. Roper reported his findings with an inspection he conducted of the greenbelts. It was extremely difficult to determine the property lines of the greenbelts as no fence or markings are present. A motion was made by Ms. Windsor to have the greenbelts surveyed and property lines clearly marked. Motion carried unanimously.

New Business:

- a. **Fence Repairs & Staining:** The Association Administrator presented the Board with two (2) proposals from Quality Fence to repair the fence line along Canyon Parkway from the monument area to the first lots of Liatris Lane. A motion was made by Ms. Windsor to accept the bid without staining in the amount of \$1,329.47. Motion carried unanimously. Ms. Windsor also requested that the Board inspect the repairs to see if more major repairs might be needed before re-staining.
- b. **2010 Budget:** The Association Administrator presented the first draft of the proposed 2010 budget to the Board. The Board reviewed each line item of the budget and requested the following two changes. Add an additional \$80.00 per

- month to the budget for the rental of a storage unit to house Association's miscellaneous items such as signage and holiday decorations. Add an additional \$50.00 per month to the budget in line item 660605 for web site monthly maintenance expenses. Subtract the necessary additional funding from the 662425 Reserve account and the 660611 Legal Fee account. A motion was made by Mr. Bird to accept and approve the 2010 budget as presented with the two changes. Motion carried unanimously.
- c. **Halloween Security:** The Board discussed the need to have security patrols Halloween night. Mr. Bird reported he has already submitted a request for security that night. The Board approved these actions.
 - d. **Annual Meeting:** The Board finalized the agenda for the 2009 Annual Meeting of the General Membership of the Association by allocating funding for door prizes in the amount of \$600.00. The meeting has been scheduled for November 12, 2009 with official notice of meeting to be mailed on or before October 27, 2009 to all owners of record.
 - e. **Fence Stain Colors:** The Board voted to table this agenda topic until the next regular Board meeting.
 - f. **Community Garage Sale:** The Board reviewed the request from the Social Committee Chairperson, Ms. Tonya Long-McAlexander, for funding to organize, plan, and publish flyer for a community garage sale. The Board approved the Community Garage Sale event scheduled for November 14, 2009 with the flyer of this community event to be mailed with the annual meeting notice. Mr. Bird offered to review and edit the flyer prior to publication.
 - g. **Halloween Decoration Contest:** Ms. Long-McAlexander submitted a written request to the Board requesting funding for awards and the organizing of a Halloween Decoration Contest. A motion was made by Ms. Windsor to allocate funding of \$225.00 in gift certificates and a separate flyer publication to be mailed out for this event. Motion carried unanimously.
 - h. **Board Appointment:** With the recent resignation of Mr. Jeremy Settle from the Board of Directors, a motion was made by Mr. Bird to appoint Ms. Tonya Long-McAlexander to the Board as a member at large until the next annual meeting when elections will be held. Motion carried unanimously. The Board asked the Association Administrator to notify Ms. Long-McAlexander of the appointment.

Adjournment: It was moved and seconded to adjourn; the meeting was adjourned at 9:41 p.m.

Tammy Windsor, President

Greg Heaton, Recording Secretary