

Potranco Ranch Homeowners Association, Inc.
14603 Huebner Rd, Bldg 40
San Antonio, TX 78230
Annual Meeting
Minutes November 19, 2019

Board Members Present

Michael Ingersoll, Mary Hoyt and Cecil Perkins

Location

Potranco Elementary School, 190 County Road 381, San Antonio, TX 78253

Management Company Representatives

Rodney Herrera & Claudia Carr, of Diamond Association Management & Consulting, DAMC

Call to Order and Introduction

Meeting called to order by Rodney Herrera at 7:00 pm.

Verification of Quorum

DAMC verified a 10% quorum was met with 37 homeowners in attendance.

Minutes

The homeowners were given a minute to review the 2018 annual meeting minutes and the 2019 semi-annual meeting minutes. There was a motion made to approve and a second, both the 2018 and the 2019 Semi-Annual Meeting Minutes were approved as written.

Officers Report

Michael Ingersoll indicated the report would be discussed in open discussion.

Financials

Rodney from DAMC went over the financials.

- Homeowners questioned the holiday decoration expense. This expense was the cost to purchase the lights, store them and install them in the community.
- The budget was set for \$3,000-\$3,500 and additional items will be purchased this year to add to the Christmas decorations.
- Homeowner inquired about the postage and delivery expense as suggestion of emailing the information and then printing for the meeting instead of doing double prints.
- Homeowner inquired if the violation letters that were sent in error for trash can were being reimbursed by DAMC. The refund was already done to the HOA.
- It was suggested to rent Christmas decoration instead of purchasing. This was already looked into, but the rental was almost as much as purchasing.
- Homeowner inquired about audits and DAMC does do financial audits
- Homeowner inquired about the insurance on the income statement. This is to cover the board of directors, the ACC committee and social committee members.

Unfinished Business

None

New Business

- Development Update
 - 60 houses built and 313 completed, total is 65% built
 - Unit 11 built
 - Unit 12 Currently being built
 - Unit 13 will begin construction in May or June
 - Projected to be built out by November 2021
 - Total number of houses in the community will be 500 homes
- Pedestrian Gates
 - Michael Ingersoll presented 2 quotes he received for key locks. A poll was made for the below options and option 1 and 3 had the highest votes.
 - Option 1 – Company 1 \$1400 to have one code for the whole community
 - Option 2 – Company 2 \$6600 to have the option for each owner to customize their own code but would have to tear up the street to run the line
 - Same company providing the same service as Option 1 but at a rate of \$4300
 - Option 3 – No locks and revisit this at a later date.
- Social Committee
 - Did not receive volunteers for National Night Out (NNO)
 - Committee for Christmas decorations. Sent out communication and received two volunteers.
 - Suggest forming committees such as a welcome committee, yard of the month committee or any other committee homeowners would like to present to the BOD.
- Meeting Frequency
 - Michael Ingersoll asked for a poll on the frequency of the meetings. The options were to keep the meetings every 6 months or quarterly. With the homeowners present it was decided to keep the meeting at every 6 months.

Open Discussion – On going through out the meeting

1. Gates – Homeowners would like to change the hours of the gates to close earlier during the day lights savings time, it was proposed to close them at 5:00 pm instead of 7:00 pm.
2. Homeowner suggested to make the intersection of Sweet Rose a three way stop.
 - a. A lot of contractors are speeding and running the stop sign
 - b. Homeowner indicated that he contacted the contractor with information on the workers speeding.
 - c. Michael Ingersoll suggested to send pictures and license plate numbers to the management company, without putting themselves in harm's way.
3. Michael Ingersoll stated that there will be sheriff officers in the community citing those that speed in the near future.
4. Homeowner suggested that the sheriff's patrol between 3-7pm
5. Homeowner requested that important information be sent to homeowner notifying them by Facebook or Nextdoor.
 - a. Cecil Perkins addressed by Facebook and Nextdoor is not feasible as a communication tool. All important information that has been approved by the board will be sent from the management company through Eblast.
 - b. Homeowners suggested that communication be posted to the HOA website.
6. Homeowner indicated that contractors were coming in through the exit gate and he had told them it is not allowed, and they continue to do it.

7. Homeowner asked if meetings could be quarterly, Michael Ingersoll did an unofficial poll and the majority of homeowners liked semi-annual.
8. Homeowner brought up that he keeps getting shock when using the gate keypad. Michael Ingersoll indicated that there have been concerns in the past during cold weather/windy season and has had the gate company out to check it and everything checks out and the shock is due to static electricity.
9. Homeowner suggested that the community use one trash service. This was brought up in previous meetings, but homeowners lost interest and it was not pursued.
10. It was mentioned that there was lumber and nails on the street at Sittre Drive.
11. Michael Ingersoll mentioned that street sweeping was done every 6 months. Homeowners requested a sweeping be scheduled as soon as possible.
12. Homeowners want eBlast notifications to vote on any community decisions.
13. It was brought up about bricks at the entrance from the semi-annual meeting and Cecil Perkins mentioned he did not see them when he went to look.
14. Michael Ingersoll asked if the HOA had any recommendations for the Nature Park, if so, they can send to the PID. Request need to be sent to the manager email at manager@damctx.com.
15. Homeowners requested that notification be sent out to them for PID meetings so they can attend. Mary Hoyt approved they can be sent out to the HOA community.
16. Homeowners requested that the draft meeting minutes from tonight be posted. Must be approved by the board of directors in order to post.
17. Homeowners questioned the letters they received for bricks and other items left from the builder and questioned why now since they had been there for years. Cecil Perkins explained that the CC&Rs were created to make the community look good no matter how long the items have been there, they need to be stored out of view or removed. The letters were courtesy letters. We need to work together to get it fixed.
18. Mentioned of gate remotes not working. They should be working today or tomorrow.
19. RV's clarification. They have 48 hours and then they have to be stored out of view from the street.
20. Request from a homeowner to build a structure to hide the RVs. The board will look into it.
21. Homeowner inquired if the covenants can be revised to build a 500ft shed to store an RV.
22. Backyard maintenance should be cut and edged. A homeowner discussed his backyard and how he wants to keep a natural forest look as his backyard.
23. Cecil Perkins discussed fences and all posts must be facing the interior of the property. Some that have them out are grandfathered in since they were approved years ago before it was changed.
24. Trash by the mailboxes, can HOA add garbage cans to get emptied out?
25. Fine policy was discussed. Homeowner questioned where the money would go and that would go to the operations fund.
26. Michael Ingersoll wanted to remind the homeowners that flushable wipes are not truly flushable and there is a watering schedule.

Adjournment

There being no other matters to discuss, a motion was made, seconded, and all approved to adjourn the meeting at approximately 9:17 pm.

Respectfully submitted by:

Claudia Carr

On behalf of the Homeowners Association.