

**Minutes of the Annual Meeting of the
General Membership of the
Shavano Ridge Homeowners Association
March 18, 2014**

DRAFT

The Annual Meeting of the Membership of Shavano Ridge Homeowners Association (SRHOA), a Texas non-profit corporation, on Tuesday, March 19, 2013 at Locke Hill Elementary School, 5050 DeZavala Road, San Antonio Texas, pursuant to the call by the President of the Association.

Directors Present: Don Thomson, Linda Mullady, Roy Keith, Peter Feldman, Jerry Smith, Rhonda Epperly, Jesse Perez, and Cyndi Myers

Absent: Warren Norket

Also Present: Kem Morales and Kari Cook of Association Management Services

Call to Order: The meeting was called to order at 7:05 P.M. by the President.

Introductions: Each board members present introduced themselves and shared their background information.

Determination of Quorum: There are currently 330 platted lots within Shavano Ridge. Represented were 100 homeowners either present or by proxy. The quorum requirement of 30%, or 99 homeowners, was met.

Proof of Notice: Ms. Morales confirmed that the Notice of the Annual Meeting was mailed to all members on March 4, 2014 via United States Postal Service, First Class Mail. All members attending received such Notice.

Approval of Minutes: It was moved and seconded that the minutes of the March 19, 2013 annual meeting be approved as presented; motion carried.

Opening Remarks and Presidents Report: Mr. Thomson gave a review of the last twelve months that included maintenance such as the drip irrigation and landscaping on Shavano Court, the fence repair at the end of Shavano Hollow, and the repair of the rock wall at the Shavano Ridge entrance. The San Antonio Solid Waste Management Department stationed a trash collection truck in the neighborhood on a Saturday in March so Shavano Ridge homeowners could dispose of trash and bulky items. The board intends to request this service again this year and will notify owners of the date. Mr. Thomson reminded those in attendance that the street curb address markers are maintained by the association. The board intends to obtain pricing and schedule this maintenance in the near future.

Financial Report: Mr. Keith presented the January 2014 Balance Sheet and the 2104 approved budget. The owners in attendance also received these items and were able have a complete picture of the association's financial condition and where their association dues are spent. Mr. Keith stated there is just over \$50,000 in cash reserves and explained these funds are earmarked for association owned fence and wall repairs. Mr. Keith walked the owners through the balance sheet and explained several line items of the budget then entertained questions.

Committee Reports:

ACC: The association has filed two lawsuits against owners in the community. This is done only as a last resort. Mr. Smith asked those in attendance to please not break the rules. Specifically, Mr. Smith mentioned the size requirement of the fence boards are 4" width, not 6".

Social: Ms. Mullady announced the success of the National Night Out event as there was a good turnout again last year. The association had Chela's Tacos provide food for the National Night Out in October. Some owners have mentioned they would like to have block NNO events this year. The board will discuss and may even poll the community before a decision is made.

New Business:

- An owner mentioned that squirrels are causing a lot of trouble for her in her home and she wondered if anyone else was having problems.
- The Walmart Market that is being built next to the neighborhood was of primary concern. Mr. Smith and Mr. Thomson provided a rundown of meeting they have attended and discussion they have had with Walmart folks and city leaders. As a result the store will have Shavano stone on the front. Mr. Smith projected picture of what a Walmart Market looks like in another area of town so owners would have a better feel for what this will look like. Some owners expressed concern that large RVs and semi's may be allowed to park overnight in the Walmart Market parking lot. Walmart is aware of this concern and stated their policy is to allow the store manager to determine whether or not this will be allowed. The owners were provided with a website created by Mr. Thomson containing information and updates about this Walmart store.

Election: Don Thomson, Cyndi Meyers, and Warren Norket were elected by acclamation to serve three year terms.

Adjournment: There being no further business, the meeting was adjourned at 8:15 p.m.

Kem Morales, Recording Secretary

**Minutes of the Regular Meeting of
The Board of Directors of
Shavano Ridge Homeowners Association
February 19, 2014**

The regular meeting of the Board of Directors of Shavano Ridge Homeowners Association, a Texas nonprofit corporation (the "Association") was held at the Woods of Shavano Clubhouse located at 13838 Parksite Woods, San Antonio, Texas, 78249, pursuant to call by the President of the Association.

Directors Present: Don Thomson, Linda Mullady, Jerry Smith, Roy Keith, Peter Feldman, Jesse Perez, Cyndi Myers and Warren Norket

Director Absent: Rhonda Epperly

Also Present: Kem Morales, Association Management Services

Call to Order: The meeting was called to order at 6:35 p.m., with the President being in the chair and the Recording Secretary present.

Approval of Minutes: It was moved and seconded to approve the minutes of the November 7, 2013 Board meeting as presented; motion carried.

Financial Report: A copy of the financial statement and balance sheet were presented and will be kept on file with the Association records. The account balances were reviewed. Ms. Morales was reminded to coordinate a meeting for Mr. Keith with the CPA.

Committee Reports:

ACC: The ACC has processed eleven applications since the November 7, 2013 board meeting resulting in five approvals, two denials, and five still pending.

Landscape: Mr. Keith reported that winter was hard on the plants. Spring color will be installed in March.

Newsletter: Mr. Norket found wood siding that perfectly matches the existing siding on the houses. An article for the newsletter is forthcoming.

Unfinished Business:

Board Member Contact Information for Newsletter: Mr. Thomson will look into why Ms. Myers and Mr. Perez are still not receiving emails. The voicemails that come in are sent to all board members.

Member Directory: Mr. Keith requested an updated member listing.

New Business:

Walmart Market: A post card will be sent to members announcing a Walmart store will open at Lockhill Selma and DeZavala and the date, time, and place a meeting will take place to talk with the Walmart representatives.

Annual Meeting: The Annual meeting is set for 7:00 p.m., Tuesday, March 18, 2014 at the Locke Hill Elementary School.

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Next Board Meeting: The next Board meeting is set for 6:30 p.m., Wednesday, May 7, 2014 at the Woods of Shavano Clubhouse.

Adjourn to Executive Session: Mr. Thomson announced that the Board would adjourn to executive session. The Board adjourned to executive session at 7:35 p.m.

Reconvene from Executive Session: The Board meeting was reconvened at 7:55 p.m. The following is a summary of decisions made in executive session:

Lawsuit: The board voted on a settlement agreement that will be presented to the attorney.

Adjournment: There being no further business, the meeting adjourned at 8:00 p.m.

Kem Morales, Recording Secretary

**Minutes of the Regular Meeting of
The Board of Directors of
Shavano Ridge Homeowners Association
May 7, 2014**

The regular meeting of the Board of Directors of Shavano Ridge Homeowners Association, a Texas nonprofit corporation (the "Association") was held at the Woods of Shavano Clubhouse located at 13838 Parksite Woods, San Antonio, Texas, 78249, pursuant to call by the President of the Association.

Directors Present: Rhonda Epperly, Don Thomson, Linda Mullady, Jerry Smith, Roy Keith, Peter Feldman, Jesse Perez, and Cyndi Myers

Director Absent: Warren Norket

Also Present: Kem Morales, Association Management Services

Call to Order: The meeting was called to order at 6:35 p.m., with the President being in the chair and the Recording Secretary present.

Approval of Minutes: It was moved and seconded to approve the minutes of the February 19, 2014 Board meeting as presented; motion carried. It was moved and seconded to approve the minutes of the April 15, 2014 Board meeting as presented; motion carried.

Financial Report: A copy of the financial statement and balance sheet were presented and will be kept on file with the Association records. The account balances were reviewed.

Committee Reports:

ACC: Samples of ACC Guidelines were presented by Mr. Keith. The ACC is concerned that the gaps in the new fence at a home on Ridge Farm are spaced too far apart. Workers installing a fence on Shavano Mist were stopped from using 6" boards. The siding Mr. Norket located several months ago will work only on the homes built by Centex as the Pulte siding is larger.

Landscape: Mr. Keith reported that the home numbers have been repainted on the curbs. There were three houses missed due to vehicles blocking access. The irrigation is running twice a day on Wednesdays beginning at 7:00 a.m. The vegetation in the ditch behind Shavano Birch will be treated. There will be a color change in the island on Rogers Parkway in a couple of weeks. Considering landscape improvements and have asked for a bid from Greater Texas Landscaping. Decorative lighting requests have been made and Mr. Keith will be given the names of several landscape architects. Several areas of fence that is leaning on Shavano Court will be addressed.

Newsletter: The board positions need to be updated in the newsletter and an article to announce the change. Announce a BBQ contest at Shavano Peak and Shavano Wind with a parade on the Fourth of July. A house with an active restriction violation was sold. Ms. Morales will check with the Resale department to determine if a certificate was requested.

New Business:

Vulcan Materials/DeZavala Trashing: Contractors are leaving behind on the street rocks, sand, gravel, etc., from Walmart construction site down to the rail road tracks beyond the community. Mr. Smith provided picture to the city councilman and will continue to pursue a resolution. The streets in the community need attention. The city will be contacted for an update. The blasting at the quarry is becoming louder. A seismologist report is needed.

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Sidewalk: The city has dropped the installation of a sidewalk in front of the community.

Next Board Meeting: The next Board meeting is set for 6:30 p.m., Wednesday, August 6, 2014 at the Woods of Shavano Clubhouse.

Adjourn to Executive Session: Ms. Epperly announced that the Board would adjourn to executive session. The Board adjourned to executive session at 7:30 p.m.

Reconvene from Executive Session: The Board meeting was reconvened at 7:55 p.m. There were no decisions made in executive session.

Adjournment: There being no further business, the meeting adjourned at 8:00 p.m.

Kem Morales, Recording Secretary

**Minutes of the Regular Meeting of
The Board of Directors of
Shavano Ridge Homeowners Association
August 6, 2014**

The regular meeting of the Board of Directors of Shavano Ridge Homeowners Association, a Texas nonprofit corporation (the "Association") was held at the Woods of Shavano Clubhouse located at 13838 Parksite Woods, San Antonio, Texas, 78249, pursuant to call by the President of the Association.

Directors Present: Rhonda Epperly, Don Thomson, Linda Mullady, Jerry Smith, Roy Keith, Peter Feldman, Jesse Perez, and Cyndi Myers

Also Present: Homeowner Ninfa Kohler and Kem Morales, Association Management Services

Call to Order: The meeting was called to order at 6:35 p.m., with the President being in the chair and the Recording Secretary present.

Approval of Minutes: It was moved and seconded to approve the minutes of the May 7, 2014 Board meeting as presented; motion carried.

Financial Report: A copy of the financial statement and balance sheet were presented and will be kept on file with the Association records. The account balances were reviewed.

Committee Reports:

Architectural Committee: Since the May 7, 2014 meeting the committee has reviewed twelve applications resulting in nine approvals, no denials, and three with decisions pending. McMillin Homes, the builder that completed the Shavano Court homes, will be contacted for the name and number of the paint colors used on those homes.

Newsletter: Ms. Mullady attended a recent event and brought back many ideas for committees and NNO, as well as, newsletter ideas. Neighborhood News will be contacted to request the October newsletter be published and mailed prior to October 1st to enable proper notice of the National Night Out activities.

Social: The community will have an NNO event on Tuesday, October 7th with Pizza Hut pizza, a Jump Castle, and other activities. The board will also attempt to secure a barbeque "burner" for cooking hotdogs or other food items. A budget will be set for a Fourth of July barbeque event in 2015.

New Business:

Warren Norket Resignation: It was moved and seconded to accept the resignation of Warren Norket; motion carried. The board will notify the association members of the vacancy and ask for volunteers to fill the vacancy. With the upcoming annual meeting in March the board may wait and have the members vote in a replacement to fulfill Mr. Norket's term.

Fast Driving in the Neighborhood: Mr. Smith will contact District 8 City Councilman Ron Nirenberg and Anthony Chukwudolue with the Public Works Department for ideas and solutions to the speeding in the neighborhood.

Neighborhood Dumpster Day: Mr. Keith will make arrangements for the City to furnish a dumpster in the neighborhood for a Saturday in mid-October. Mr. Keith asked the board to consider installing cameras in the neighborhood to deter criminal activity in and to identify perpetrators.

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Next Board Meeting: The next Board meeting is set for 6:30 p.m., Wednesday, November 5, 2014 at the Woods of Shavano Clubhouse.

Adjourn to Executive Session: Ms. Epperly announced that the Board would adjourn to executive session. The Board adjourned to executive session at 7:30 p.m.

Reconvene from Executive Session: The Board meeting was reconvened at 7:55 p.m. It was moved and seconded to request the association attorney send letters to two owners; one for an ongoing yard maintenance violation and one for multiple trailers-in-view violations; motion carried. A policy will be established to enable demand letters be sent by the attorney at specific violation notice levels for covenant restriction violations.

Adjournment: There being no further business, the meeting adjourned at 8:00 p.m.

Kem Morales, Recording Secretary

**Minutes of the Regular Meeting of
The Board of Directors of
Shavano Ridge Homeowners Association
November 5, 2014**

The regular meeting of the Board of Directors of Shavano Ridge Homeowners Association, a Texas nonprofit corporation (the "Association") was held at the Woods of Shavano Clubhouse located at 13838 Parksite Woods, San Antonio, Texas, 78249, pursuant to call by the President of the Association.

Directors Present: Rhonda Epperly (by proxy), Don Thomson, Linda Mullady, Jerry Smith, Roy Keith, Peter Feldman, Jesse Perez, and Cyndi Myers

Also Present: Kem Morales, Association Management Services

Call to Order: The meeting was called to order at 6:34 p.m., with the Vice President being in the chair and the Recording Secretary present.

Approval of Minutes: It was moved and seconded to approve the minutes of the August 6, 2014 Board meeting as presented; motion carried.

Financial Report: A copy of the financial statement and balance sheet were presented and will be kept on file with the Association records. The account balances were reviewed.

2015 Budget: Mr. Keith presented the proposed budget for review and discussion. It was moved and seconded to accept the proposed budget as revised; motion carried. Management will send a letter to the board for comments and edits that will be sent with the budget in the assessment notice to all owners.

Committee Reports:

Architectural Committee: Since the August 6, 2014 meeting the committee has reviewed three applications resulting in two approvals and one denial.

Landscape: Snapdragons are to be planted in the Roger Parkway entry island.

Newsletter: Suggested articles include holiday lighting contest, recap and pictures of NNO activity, as well as information about District 8.

New Business:

Warren Norket Resignation: There are several owners who have shown an interest in filling this vacancy. The board will select a replacement at the February board meeting.

Neighborhood Dumpster Day: Mr. Keith made arrangements for the City to furnish a dumpster in the neighborhood for Saturday, November 8th. Volunteers hung door hangers as a means to announce this opportunity. Board members were asked to sign up for specific time slots to ensure a board member is there all day.

Garage Sale: A call will be made to the Woods of Shavano for their Spring garage sale date so that the association can plan for that same date.

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Next Board Meeting: The next Board meeting will be held at 6:30 p.m., Wednesday, February 4, 2014 at the Woods of Shavano Clubhouse. The Annual Meeting will be placed on the agenda for the February meeting. Management will provide the monthly new member listing to the board so each new owner can be contacted. Mr. Thomson will create a card with the association contact and website information on it that will be left with the new owner. Ms. Mullady will coordinate the effort. The Welcome packet sent by management to the new owners will be forwarded to the board.

Adjourn to Executive Session: Ms. Mullady announced that the Board would adjourn to executive session. The Board adjourned to executive session at 7:32 p.m.

Reconvene from Executive Session: The Board meeting was reconvened at 7:44 p.m. There were no decisions made in executive session.

Adjournment: There being no further business, the meeting adjourned at 7:45 p.m.

Kem Morales, Recording Secretary