

**January 2024 Board Meeting Minutes  
January 12, 2024 7PM**

<b>2024 Board Members</b>		<b>Present</b>	<b>Absent</b>
President	Karl Krotzer	P	
Vice President	Tom Kajander	P	
Secretary	Deborah Howard	P	
Treasurer	Pending		
Member at Large	Carlton Albright	P	
Member at Large	Stephen Jones	A	
Member at Large	Cyndi DeWitt	P	

**Establishment of Quorum – Yes**

**Call to Order – 7:11**

**Attendance**

Sandra Bourgeois, Patricia Buford, Andrew and Lara Osborn, Ron Roberts, Sherrel Romano, Jim Ruffing, Hans and Diane Sheline, Henry Steinhagen, Kim Thompson, Wanda Morrow

**President**

Karl Krotzer will serve as President.

Tom Kajander will serve as Vice President

Deborah Howard will continue as Secretary but will consider taking the Treasurer position.

We have not been able to do any business until new board members were assigned. With the resignation of our Treasurer and President our POA does not have access to our accounts, the ability to support resale documents, reconcile financial statements, send invoices for 2024 billing, or the ability to manage cash flow.

To manage our POA business I am establishing a Financial Committee under my direction. This will be a temporary committee that has authorization to complete some of the Treasury functions until we can either appoint a new Treasurer or contract a service provider. I will represent this committee at our board meetings.

The committee members are: Sherrel Romano, Beverly Sims, Deborah Howard, and Trisha Markuson.

This approach has been vetted and approved by our legal counsel (Sipra Boyd of RMWBH) and our Insurance Carrier (Kathryn Kalata of Higgenbotham Insurance) This committee will be fully covered by our insurance liability policy.

The intent is for this to be a short-term solution to cover these critical functions of our POA.

### **Secretary**

The November 2023 Minutes were approved by all POA Board members.

**Action:** November 2023 Minutes were approved.

### **Treasurer**

As reported earlier we are in need of a treasurer and a committee has been appointed. Books will be updated and we are back in business.

### **Maintenance**

Major projects remain on hold.

### **Architectural Control Committee**

Unit 5, Lot 578, 1454 Laurie Drive. SFR. Approval pending revisions and other required information.

Unfinished Business:

Property built over height limitation. Referred to POA BOD.

Garage/shed built without applying to ACC for approval. Referred to POA BOD.

### **Pool Committee**

Wanda Morrow, Sherrel Romano, Patricia Buford and Kim Thompson have volunteered to help oversee the pool. A committee needs to be formalized.

### **Social Committee**

The next speaker will be scheduled in February. Game night will resume in February.

### **Other Business**

### **Meeting Schedule**

Action: The monthly board meeting will go back to the second Tuesday of the month.

**Meeting Adjourned: 7:59 PM**

Closed Session held to discuss deed restriction violations and specific actions.

**February 2024 Board Meeting Minutes  
February 13, 2024 7PM**

<b>2024 Board Members</b>		<b>Present</b>	<b>Absent</b>
President	Karl Krotzer	P	
Vice President	Tom Kajander		A
Secretary	Deborah Howard	P	
Treasurer	Pending		
Member at Large	Carlton Albright	P	
Member at Large	Stephen Jones	P	
Member at Large	Cyndi DeWitt		A

**Establishment of Quorum – Yes**

**Call to Order – 7:20PM**

**Attendance**

Patricia Buford, James and Sylvia Buchta, Sherrel Romano, Kim Thompson

**President**

Karl Krotzer welcomed all and encouraged more volunteers.

**Secretary**

The January 2024 Minutes were approved by all POA Board members.

**Action:** January 2024 Minutes were approved.

Annual Meeting Minutes are presented at the 2024 Annual Meeting for approval again.

**Treasurer**

Deborah Howard has agreed to serve as Treasurer. A new Secretary will need to be appointed. All Board Members present and by email, the appointment is approved.

**Action**

Deborah Howard is appointed as Treasurer. The Financial Committee will work with her to transfer responsibilities.

The budget will be reviewed in detail quarterly. Last years budget was reviewed and we closed under budget. Legal expenses were higher and will most likely continue to increase.

### **Maintenance**

Major projects remain on hold. The condition of the roadway at Irene will be surveyed. A walk around will be scheduled for our amenities

### **Architectural Control Committee**

Concerns with potential deed restrictions continue.

### **Pool Committee**

It is time to plan for the pool opening and key distribution. The pool usually opens around the first of May and it will need to be uncovered and prepared for the pool season.

This year again we hope that the Crosby's will assist in the opening and closing of the pool daily. Three days weekly Sue Dallis opens the pool when the water aerobatics class begins. This lease auto renews annually and classes are well attended.

### **Social Committee**

A presentation from Comal Country Master Gardeners will be held at the clubhouse on Wednesday the 21<sup>st</sup> of February 2024 at 6 pm. It will focus on using native plants.

### **Other Business**

Kim Thompson has agreed to join the Board as a Member at Large. We now have appointment.

### **Action**

Kim Thompson is appointed to the Board as Member at Large.

## **Old Business**

Properties owned in title by different entities such as an individual, trust or an LLC must pay individual property assessments.

New legislation in Code 209 does not apply to our POA as we do not assess late fees.

Kim asked to check on adding a backstop for the pickle ball court. This will be considered.

**Meeting Adjourned:** 8:20 PM

Closed Session held to discuss deed restriction violations and potential actions.

**March 2024 Board Meeting Minutes**  
**March 12, 2024**

<b>2024 Board Members</b>		<b>Present</b>	<b>Absent</b>
President	Karl Krotzer	P	
Vice President	Tom Kajander	P	
Secretary	Open		
Treasurer	Deborah Howard	P	
Member at Large	Carlton Albright	P	
Member at Large	Stephen Jones	P	
Member at Large	Cyndi DeWitt	P	
Member at Large	Kim Thompson	P	

**Establishment of Quorum** – Yes

**Call to Order** – 7:01PM

**Attendance**

Patricia Buford, Jessica Cejka, Kathy Krotzer, Wanda Morrow, Sherrel Romano, Hans and Diane Sheline, Beverly and Art Simms

**President**

Karl Krotzer welcomed all and encouraged more volunteers.

**Secretary**

The February 2024 Minutes were approved by all POA Board members.

**Action:** February 2024 Minutes were approved.

**Treasurer**

Collection of mandatory dues, amenity fee and voluntary donations is off to a slow start but increasing. Past due notices go out later in March. A more thorough budget review will occur quarterly,

**Maintenance**

Site visits are underway to determine cost estimates and priorities to clean up and enhance our properties.

## **Architectural Control Committee**

No report

## **Pool Committee**

The cover will be removed in early April and dates for key pick up determined. All volunteers are appreciated as removal of the cover takes many people. The pool will open May 4<sup>th</sup> and we have an ice cream social from 10AM until noon.

One key day will be from 5PM – 7PM prior to our board meeting.

## **Social Committee**

We had two master gardeners come to the clubhouse February 21 and provide a presentation and information on native plants and areas of interest in our vicinity. It was well attended at 21 residents and an excellent event.

Next game night will be March 26, the last Tuesday of the month. Come and bring snacks.

## **Other Business**

**Junk Clean UP** – Kim brought up the idea of having a junk clean-up day. We could hire someone to go around and pick up debris placed in front of their homes. This will be investigated further.

**Email** – There are at least 124 property owners we do not have email addresses. Please encourage all to join our email system. This saves money on postal costs as we can send out invoices and information electronically.

**Assistance for Neighbors** – A group will get together to discuss the possibility of some kind of POA supported help. An example might be yard for elderly or injured, meals, medical transportation. This may be something that cannot be POA sponsored, but this kind of assistance could occur within our area.

**Meeting Adjourned:** 7:59 PM

Closed Session held to discuss deed restriction violations and potential actions.



**April 2024 Board Meeting Minutes  
April 9, 2024**

<b>2024 Board Members</b>		<b>Present</b>	<b>Absent</b>
President	Karl Krotzer	P	
Vice President	Tom Kajander	P	
Secretary	Open		
Treasurer	Deborah Howard	P	
Member at Large	Carlton Albright	P	
Member at Large	Stephen Jones	P	
Member at Large	Cyndi DeWitt	P	
Member at Large	Kim Thompson	P	

**Establishment of Quorum – Yes**

**Call to Order – 7:10 PM**

**Attendance**

Patricia Buford, Necia Davis, Jessica Cejka, Judy Kajander, Kathy Krotzer, Wanda Morrow, Bill Nicholson, Sherrel Romano, Amanda Vincent

**President**

Karl Krotzer welcomed all and encouraged more volunteers.

**Secretary**

The March 2024 Minutes were approved by all POA Board members.

**Action:** March Minutes were approved.

**Treasurer**

Collection of mandatory dues, amenity fee and voluntary donations continues with more key dates to be scheduled through May.

**Maintenance**

Clean up of the Irene Property and Clubhouse will proceed to include tree trimming, bush, dead tree, and debris removal, mowing, trimming and moss

removal for oaks, fence removal from the back of pool and general trash removal. This work will be performed by A & A Painting and Remodeling, Alejandro (Alex) Mejia at a cost of \$4,800. All POA Members except Carlton, whom abstained, approved to proceed.

**Action:** The clean-up work at a cost of \$4,800 is approved to proceed by all POA Members except Carlton whom abstained.

The gutters on the clubhouse have also been repaired by Paul Riveria at a cost of \$415.00

Additional estimates will be put together for projects as revenue collection continues.

### **Architectural Control Committee**

No report

### **Pool Committee**

The pool will open May 4 with an ice cream social.

### **Social Committee**

Speakers being considered.

### **Old Business**

**Secretary** – This position remains open and needs to be filled.

### **New Business**

**Wells Fargo** – Our bank account is with Wells Fargo and in order to change the administrator for our checking and savings accounts we need to formally vote to remove any current (two) administrators and replace this responsibility with Deborah Howard as Treasurer and Thomas Kajnader as Vice President. Deborah will follow up to make an appointment with the bank to formalize.

**Action:** All Board Members present approved the appointment of Deborah Howard and Thomas Kajander as the bank Administrators.

**ACC** – All ACC Members have resigned and we will need to appoint new members. Several people are interested and Karl will follow up with them.

**POA Link to Volunteers** – After consulting with legal it is not recommended to tie or directly sponsor any type of volunteer activities in terms of services or support. But anyone can do this on their own or with others, it just can't be considered a POA service.

**Irene Property** – A survey is on hold as Jessica, property owner with easement, has offered to provide a site visit to identify property lines. The access road needs improvements for safe pedestrian access. Maintenance workers and vehicles also use the access road.

**Meeting Adjourned:** 8:20 PM

Closed Session held to discuss deed restriction violations and potential actions.

**May 2024 Board Meeting Minutes  
May 14, 2024**

<b>2024 Board Members</b>		<b>Present</b>	<b>Absent</b>
President	Karl Krotzer	P	
Vice President	Tom Kajander	P	
Secretary	Open		
Treasurer	Deborah Howard	P	
Member at Large	Carlton Albright	P	
Member at Large	Stephen Jones	A	
Member at Large	Cyndi DeWitt	P	
Member at Large	Kim Thompson	P	
Member at Large	Jim Ruffing	P	

**Establishment of Quorum – Yes**

**Call to Order – 7:02 PM**

**Attendance**

Jessica Cejka, Kathy Krotzer, Carol and Mike Merada, Sherrell Romano, Art and Beverly Simms

**President**

Karl Krotzer welcomed all and announced a volunteer to take the Secretary position. Carol Merada has agreed to assume and she will be approved at the June meeting.

The pool opened successfully and is being used well. Karl thanked all our Pool Committee volunteers whom got the pool ready, continue to distribute keys and whom also oversee the daily operations such as water level and quality.

**Secretary**

The April 2024 Minutes were approved by all POA Board members.

**Action:** April Minutes were approved.

The records management was reviews and records are being reviewed in accordance to the policy and state laws pertaining to same.

### **Treasurer**

Collection of mandatory dues, amenity fee and voluntary donations continues. Reminder emails and letters for those without email will be sent out shortly. It was suggested that Title Companies be contacted to help with upfront collection of new owner contact information such as email address. The need to do a better job of welcome communications from our POA to new owners was again brought up. This will be followed up by our Social Committee. There is presently no late fee charged for the mandatory annual \$24 fee. The need to consider adding a penalty needs to be studied further.

### **Maintenance**

Clean up of the Irene Property and Clubhouse was completed. The clubhouse and landscape look much better and we will step up lawn and landscape maintenance at both properties. Additional estimates will be put together for projects as revenue collection continues.

### **Architectural Control Committee**

We have three new volunteers to serve on the ACC: Ron Broz, Rodney Sandoval and Bill Nicholson. We have been seeking volunteers since the resignation of all ACC members prior to last month's meeting. Their membership will be confirmed at the June meeting.

### **Pool Committee**

Pool is open and keys are still being requested. The pump house roof is falling in and has been leaking for some time. A repair estimate will be sought.

### **Social Committee**

We have rental requests and the clubhouse will be rented June 8. Game Night will resume June 25. There is an event tomorrow night from 6:30 – 8:00 PM. A new presentation is being scheduled by Friends of the Night Sky.

## **Communications and Website**

We are so excited to welcome Jim Ruffing to the Board. He will assume the management of our website. Jim was previously in this service and we so appreciate his joining the Board!!

**Action:** All POA Members present approved the appointment of Jim Ruffing as a Member at Large.

## **New Business**

### **Dumpster**

The plan to provide a dumpster will be further investigated. The concept is to provide a large trash dumpster on site at the Clubhouse for a short duration to allow residents to dispose of junk. The concerns with hazardous waste, misuse and advertising were discussed. Kim will follow to confirm plans and review concerns. The Board approved a maximum of \$2,500 towards this endeavor.

**Action:** All Board Members present except Carlton, whom abstained, approved a maximum of \$2,500 to pursue a dumpster junk neighborhood event.

### **Enforcement Action**

Karl reviewed the on-going enforcement issue with a property that slightly exceeds the roof height restriction. (-6 inches). After review of all building plans and approvals, conversations with neighbors that could be affected via view (none), meeting and discussion with property owners and thorough POA closed session session, a vote will be taken at this meeting. Karl has discussed with our lawyer, and our board is allowed to take a vote in executive session. This vote does not set any precedent and is a business decision by the board. This circumstance is unfortunate but not purposefully non-compliant.

Action: Therefore, the Board will pursue no further action in this case. This motion is approved by Karl Krotzer, Deborah Howard, Cyndy DeWitt, Kim Thompson, Tom Kajander. Carlton Albright voted against. The motion passes.

**Meeting Adjourned: 8:20 PM**

**June 2024 Board Meeting Minutes  
June 11, 2024**

<b>2024 Board Members</b>		<b>Present</b>	<b>Absent</b>
President	Karl Krotzer	P	
Vice President	Tom Kajander	A	
Secretary	Carol Merada	P	
Treasurer	Deborah Howard	P	
Member at Large	Carlton Albright	P	
Member at Large	Stephen Jones	A	
Member at Large	Cyndi DeWitt	P	
Member at Large	Kim Thompson	P	
Member at Large	Jim Ruffing	P	

**Establishment of Quorum – Yes**

**Call to Order – 7:04 PM**

**Attendance**

Ron Broz, Jessica Cejka, Kathy Krotzer, Bill Nicholson, Sherrell Romano, Rodney Sandoval, Art and Beverly Simms

**President**

We now will have a full board with nine members. Karl welcomed all attendees.

**Secretary**

The May 2024 Minutes were approved by all POA Board members after edits. Steve Jones was not present to vote.

**Action:** May Minutes were approved.

**Treasurer**

Collection of mandatory dues, amenity fee and voluntary donations continues. Reminder emails and letters were sent out and we continue to receive payments. It

was noted that there is no “late list”. And we so appreciate the payment of mandatory dues and amenity fees and donations. There were three deeds transferred this month.

## **Maintenance**

The roof for the pool pump house needs to be replaced and Monique Roofing is recommended to proceed at a cost of \$682. He is a resident and his estimate is good.

**Action:** All Board Members present approved the roof replacement to proceed.

An address is being requested for our Irene Park to be able to arrange trash and other services.

Other issues such as run off around the pool and pool gate was discussed. A gate contractor will be contacted to consider improvements. The issue of propping the gate open was discussed and occupants need to be reminded to keep it closed.

Melisa Brogaard who cleans our pool area will be paid \$35/cleaning day. She is a long term cleaning service and is much appreciated.

## **Architectural Control Committee**

We are pleased to have Ron Broz, Rodney Sandoval and Bill Nicholson as new ACC members. An issue with a project on Janet was addressed and the owner filled out the application and paid dues and amenity fees.

## **Pool Committee**

Pool is open and keys are still being requested on a continual basis. The pool is getting a lot of use. Cleaning will be increased from two to three times weekly. We also are receiving many requests to rent the clubhouse. Camera at the pool will be considered. It was noted that there is a sign relaying surveillance.

## **Social Committee**

Cyndy is working with Wanda to update the forms and guidance for event rental of our clubhouse. The attendance at the Night Sky presentation was not well



attended. Game Night will resume June 25. A welcome letter/package was discussed.

A Yoga class will begin in July. Kassandra Moore is the instructor and it will be at the clubhouse Tues/Thurs 9-10 AM. She will rent the clubhouse at \$10/day and classes will be \$5/class. It will be for a six month term and lease at same rate as Aerobatics pays.

### **Communications and Website**

The need for a calendar was discussed and Jim is working on it.

### **New Business**

### **Secretary Board Approval**

**Action:** All Board Members approved the appointment of Carol Merada as our Secretary.

### **Dumpster**

The plan to provide a dumpster was discussed. Randy offered his dump truck as an option. Kim will follow up and is considering a schedule around National Night Out.

### **RVS**

RVS parked at residences was discussed. The previous decision and reviews will be provided.

### **Records Management**

We have an approved records management procedure. The availability of records to POA members was discussed.

### **Insurance**

Tom has arranged for a new POA Member insurance coverage and a very good rate.

**Meeting Adjourned: 8:19 PM**

**July 2024 Board Meeting Minutes  
July 9, 2024**

<b>2024 Board Members</b>		<b>Present</b>	<b>Absent</b>
President	Karl Krotzer	√	
Vice President	Tom Kajander	√	
Secretary	Carol Merada	√	
Treasurer	Deborah Howard	√	
Member at Large	Carlton Albright		√
Member at Large	Stephen Jones		√
Member at Large	Cyndi DeWitt		√
Member at Large	Kim Thompson	√	
Member at Large	Jim Ruffing	√	

**Establishment of Quorum – Yes**

**Call to Order – 7:04 PM**

**Attendance**

Kathy Krotzer, Bill Nicholson, Sherrell Romano, Art and Beverly Simms, Mike Merada, Patricia Markuson, Keith Markuson, and Wanda Morrow. Sylvia Bucha and Jessica Cejka (both via Zoom)

**President**

Karl welcomed all attendees. May meeting minutes will be updated. Yoga class is set for Tuesday and Thursday. Discussed pool use and Airbnb guests needing to sign Waivers. Owners will be responsible if guests don't sign.

**Secretary**

The June 2024 Minutes were approved by all POA Board members. Carlton Albright, Steve Jones, and Cindi DeWitt were not present to vote.

**Action:** June Minutes were approved.

**Treasurer**

Deborah gave the Second Quarter recap of monies. Collection of mandatory dues, amenity fee, and voluntary donations continues. Expenses were lower than this time last year. Tom stated that the insurance premium was greatly reduced.

### **Maintenance**

The pool pump house roof was replaced. Deborah obtained the park address (902 Irene) to schedule trash service. There was discussion regarding shade and tables for the pool area, trash collection for the pool area, spraying for pests, and resurfacing the courts for pickleball.

### **Action**

Following a discussion by Patricia, all board members approved paying \$5.00 a day to remove the trash from the clubhouse and pool each day.

### **Architectural Control Committee**

Two new builds were approved. There was a discussion to add contractor working hours to the ByLaws. Karl discussed a conversation he had with the attorney's office.

### **Pool Committee**

Cameras and signs, brushing the pool tile, and purchasing chairs was discussed. There was a discussion on amenity keys and distribution for next year.

### **Action**

All board members approved purchasing 4 Adirondack chairs for the pool area.

### **Social Committee**

The next Game Night will be in October. Kim stated that Cindi is working on a welcome letter/package. Bill asked that a contact email for the ACC be included.

### **Records Management**

The availability of records to POA members was discussed.

**New Business**

There was discussion of changing ByLaws (to include contractor hours) separately for VW Sections 1 – 5 to simplify the process.

**Meeting Adjourned:** 8:42 PM