

SUPPLEMENTAL NOTICE OF DEDICATORY INSTRUMENTS
for
SONOMA MESA COMMUNITY ASSOCIATION, INC.

THE STATE OF TEXAS §
 §
COUNTY OF BEXAR §

The undersigned, being the authorized representative of Sonoma Mesa Community Association, Inc. (the "Association"), a property owners' association as defined in Section 202.001 of the Texas Property Code, hereby supplements instrument entitled "Instrument to Record Dedicatory Instruments" recorded in the Official Public Records of Real Property of Bexar County, Texas under Clerk's File No. 20110169607 (the "Notice") was filed of record for the purpose of complying with Section 202.006 of the Texas Property Code.

Additional Dedicatory Instrument. In addition to the Dedicatory Instruments identified in the Notice, the following document is a Dedicatory Instrument governing the Association.

- **Certificate of Secretary of Sonoma Mesa Community Association, Inc. regarding Board Resolution ratifying Prior Board Actions.**

A true and correct copy of such Dedicatory Instrument is attached to this Supplemental Notice.

This Supplemental Notice is being recorded in the Official Public Records of Real Property of Bexar County, Texas for the purpose of complying with Section 202.006 of the Texas Property Code. I hereby certify that the information set forth in this Supplemental Notice is true and correct and that the copy of the Dedicatory Instrument attached to this Supplemental Notice is a true and correct copy of the original.

Executed on this 19th day of May, 2021.

**SONOMA MESA COMMUNITY
ASSOCIATION, INC.**

By:

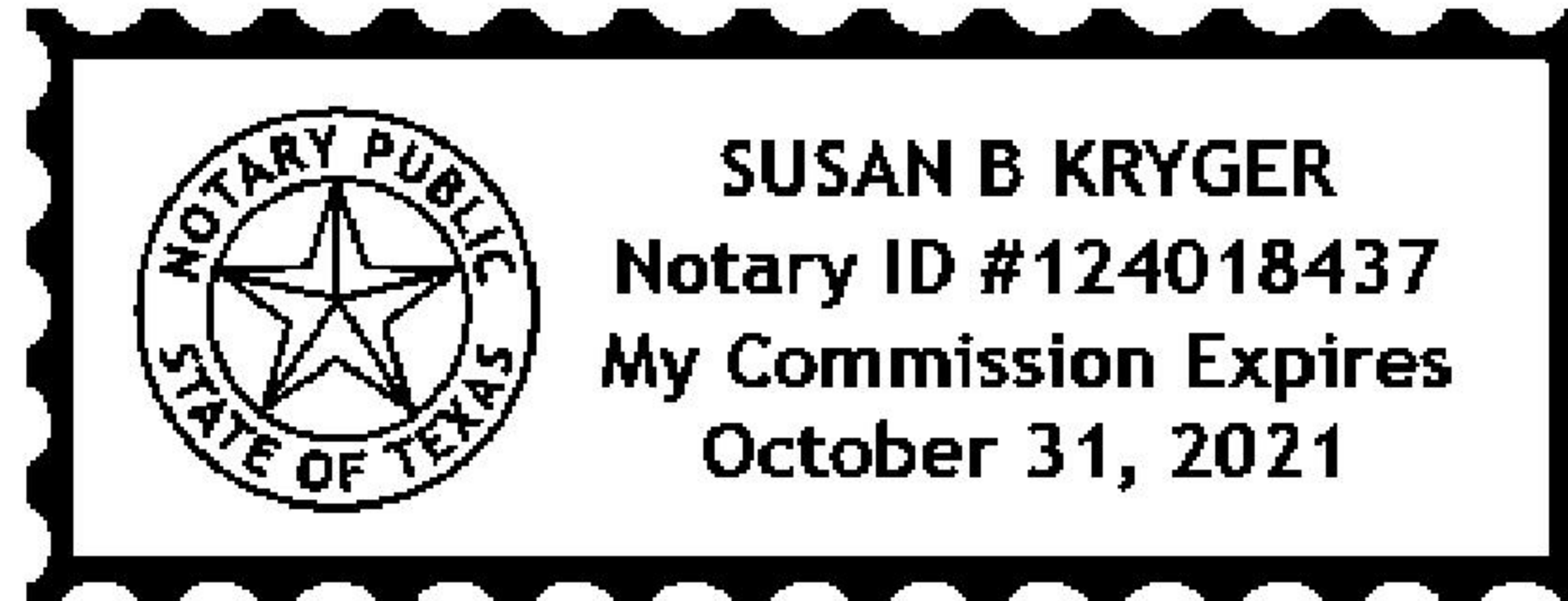


Eric B. Tonsul, authorized representative

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this 19th day of May, 2021 personally appeared Eric B. Tonsul, authorized representative of Sonoma Mesa Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.


Notary Public in and for the State of Texas



CERTIFICATE OF SECRETARY
of
SONOMA MESA COMMUNITY ASSOCIATION, INC.
regarding
BOARD RESOLUTION
ratifying
PRIOR BOARD ACTIONS

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

I, BRUCE KRUEGER, Secretary of Sonoma Mesa Community Association, Inc. (the "**Association**"), do hereby certify that in the open session of a properly noticed meeting of Association's Board of Directors (the "**Board**") duly called and held on the 15th day of April, 2021, with at least a quorum of the members of the Board being present and remaining throughout, and being duly authorized to transact business, the following resolution was duly made and approved by a majority vote of the members of the Board:

WHEREAS, Section 22.503(a) of the Texas Business Organizations Code authorizes the Board of Directors to ratify prior defective corporate acts by resolution stating:

- (1) the defective corporate act or acts to be ratified;
- (2) the date of each defective corporate act;
- (3) the nature of the failure of authorization with respect to each defective corporate act to be ratified; and
- (4) that the board of directors approves the ratification of the defective corporate act or acts;

WHEREAS, Article II, Section 6 of the Association's Bylaws states that if any meetings of the Association cannot be held because a quorum is not present, a Majority of the members who are present at such meeting may adjourn the meeting to a time not less than five (5) nor more than sixty (60) days from the time the original meeting was called; and

WHEREAS, at the annual meeting of the members held in 2018 and the annual meeting of the members held in 2019, the Association did not obtain quorum at either meeting. However, rather than reconvening each meeting not less than five (5) nor more than sixty (60) days from the time the original meeting was called, both meetings were immediately reconvened the same day in violation of Article II, Section 6 of the Bylaws; and

WHEREAS, at both annual meetings held in 2018 and 2019, one (1) new director was elected to the Board of Directors; and

WHEREAS, upon discovery of the Association's failure to adhere to Article II, Section 6 of the Bylaws, the two (2) Directors that were elected at the

annual meetings voluntarily resigned their respective positions on the Board of Directors; and

WHEREAS, the remaining properly elected Director appointed two (2) new Directors to the Board of Directors at an open Board meeting for which proper notice was given to the members of the Association; and

WHEREAS, the Board's failure of authorization was its failure to have properly elected Directors to the Board and then subsequently have those Directors make decisions and vote on Association matters that came before the Board at the following Board meetings:

- (1) March 7, 2018 Board Meeting
- (2) April 19, 2018 Board Meeting
- (3) August 30, 2018 Board Meeting
- (4) December 14, 2018 Board Meeting
- (5) February 4, 2019 Board Meeting
- (6) June 4, 2019 Board Meeting
- (7) September 10, 2019 Board Meeting
- (8) October 10, 2019 Board Meeting
- (9) January 29, 2020 Board Meeting
- (10) May 12, 2020 Board Meeting
- (11) August 24, 2020 Board Meeting
- (12) September 23, 2020 Special Meeting
- (13) December 2, 2020 Board Meeting
- (14) February 10, 2021 Board Meeting
- (15) February 26, 2021 Special Meeting
- (16) March 23, 2021 Special Meeting
- (17) March 30, 2021 Board Meeting

WHEREAS, the Board desires to ratify the defective corporate acts taken at the aforementioned Board Meetings and more fully described in the Board Meeting Minutes (for the above referenced Board meetings) attached hereto as **Exhibit "A"** and incorporated by reference;

NOW, THEREFORE, BE IT RESOLVED, the Board hereby ratifies all Board actions described in Exhibit "A" and taken at the following Board Meetings in accordance with common law and Section 22.503 of the Texas Business Organizations Code:

- (18) March 7, 2018 Board Meeting
- (19) April 19, 2018 Board Meeting
- (20) August 30, 2018 Board Meeting
- (21) November 14, 2018 Board Meeting
- (22) December 14, 2018 Board Meeting
- (23) February 4, 2019 Board Meeting
- (24) September 10, 2019 Board Meeting
- (25) October 10, 2019 Board Meeting
- (26) January 29, 2020 Board Meeting
- (27) May 12, 2020 Board Meeting

- (28) August 24, 2020 Board Meeting
- (29) September 23, 2020 Special Meeting
- (30) December 2, 2020 Board Meeting
- (31) February 10, 2021 Board Meeting
- (32) February 26, 2021 Special Meeting
- (33) March 23, 2021 Special Meeting
- (34) March 30, 2021 Board Meeting

I hereby certify that I am the duly elected, qualified and acting Secretary of the Association and that the foregoing resolution was approved as set forth above and now appears in the books and records of the Association.

TO CERTIFY which witness my hand this the 26th day of APRIL, 2021.

SONOMA MESA COMMUNITY ASSOCIATION, INC.,

By: Bruce Krueger

Name: BRUCE KRUEGER

Its: Secretary

THE STATE OF TEXAS

§
§
§

COUNTY OF BEXAR

BEFORE ME, the undersigned notary public, on this 26 day of April, 2021, personally appeared Bruce Krueger, Secretary of Sonoma Mesa Community Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

Jennifer Nutt
Notary Public in and for the State of Texas

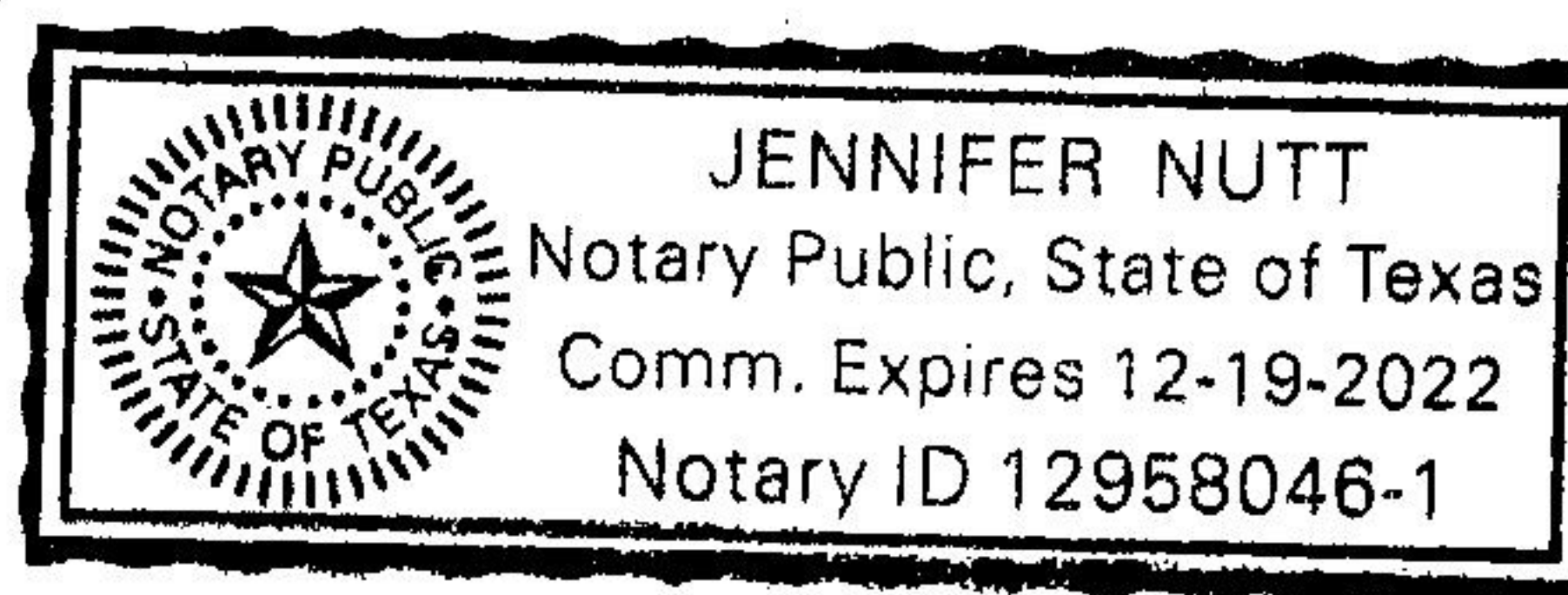


EXHIBIT "A"

Sonoma Mesa Community Association, Inc.

Regular Board Meeting

Date: March 7, 2018

Time: 6:30 p.m.

Location: Kuentz Elementary School (Cafeteria)

12303 Leslie Road, Helotes, TX 78023

Meeting Minutes

1. Call to Order: 6:00 p.m.

2. Determination of Quorum

Quorum requirements were met with the following in attendance: Waqas Nazir, Anna Echeverri, Sergio Martinez. Erik Larsen, Community Manager from Spectrum Association Management was also present.

3. Approval of Previous Meeting Minutes

The Board of Directors motion, second and approved the meeting minutes from 06/09/17 with no edits.

4. Financial Review

Erik Larsen, reviewed the balance sheet for a period ending 1/31/18. The operating account balance of \$111,098.24, and a reserve account balance of \$24,977.70, was highlighted.

The income statement was also reviewed, with one highlighted expense of \$850.00 for the gate management contract, which includes bi-monthly inspections.

5. Old Business

a. Landscaping

The request was made to Elite to bring more lighting to the entrance and exit areas. Elite will look at current power in the areas to provide options, if proper power is present currently.

b. Gates

The gates will be further investigated by the Association.

c. Signs

Lennar has submitted a request for the signs no longer necessary, to be removed from the neighborhood.

d. Drainage

The drainage will be further investigated by the Association.

e. Retention Wall Report

The report given to the Board of Directors by Lennar, was sufficient evidence to remove this worry from the Association. The report may be given to the homeowner of the lot in question. The recommendation for vegetation will be discussion with homeowner and Lennar.

f. Street Repairs

Lennar, will do a walk through with the Board of Directors once construction is completed, and fix the street issues, caused by construction.

g. Surveillance System

The Board of Directors will look into upgrading the security systems.

6. New Business

a. Attorney Selection

The Board of Directors motioned, second and approved to use Roberts, Markel, Weinburg, Butler, Hailey as legal counsel. The Board of Directors President, Waqas Nazir, signed a letter of engagement.

b. 6-Step Billing Policy Review

The Board of Directors reviewed the current 12-step billing policy, which takes 12 months to reach the attorney and presented 6-step billing policy, which takes 6 months to reach the attorney. The Board of Directors discussed that the 6-step policy is more efficient for all parties involved and is a better option than the current 12-step billing policy. The Board of Directors motioned, second and approve the 6-step billing policy to be implemented as soon as possible, with allowing plenty of notice for the homeowners.

c. Other

Erik Larsen, explained that Spectrum will be transitioning from FCB Bank to Green Bank, for all Associations. The Board of Directors motioned, second and approved the transition of both operating and reserve accounts to Green Bank. The Board was also presented with new options for reserve accounts. The Board of Directors motioned, second and approved the selection of Alliance Association Bank, to be used as the money market account for the Association. The higher interest rate of 0.45% is a higher interest rate than the Association is currently receiving.

7. Homeowner Open Forum

Q: Is ACC approval required to perform alterations to the front of our home?

A: Yes, it is always best to submit an ACC request form for all improvement on the property.

Q: Will Lennar be fixing the drainage easements?

A: The Board will be compiling a list to present to Lennar, of the items we want them to complete before leaving the neighborhood (streets, drainage, gates, etc.)

8. Executive Session

The Board of Directors motioned, second and approved the following account to be sent to the attorney when on the last step of the billing policy:

2771116918

2771117051

9. Next Meeting Date

To be determined.

10. Adjournment: 8:12 p.m.

Sonoma Mesa Community Association, Inc.

Board Meeting

Date: 4/19/2019 at 7:00 p.m.

Location: Bob Beard Elementary Cafeteria,
8725 Sonoma Pkwy, Helotes 78023

MEETING MINUTES

1. Call to Order: 7:00 p.m.

2. Determination of Quorum

Quorum was met Waqas Nazir and Anna Echeverri in attendance. Erik Larsen, Community Manager from Spectrum Association Management, was also present.

3. Approval of Previous Meeting Minutes

The Board of directors motioned, second and approved the meeting minutes from 3/7/2018.

4. Financial Review

Erik Larsen reviewed the balance sheet and income statement for a period ending 3/31/2018. The FCB operating account balance is at \$2,500, and the new Green Bank operating account is at \$134,727.12. The operating accounts have a net gain of \$19,366.47 year to date. The FCB money market account is at \$2,000.65, and the new Green Bank money market account holds \$23,978.08, for a total reserve amount of \$25,978.73.

5. Old Business

a. Gates

The gate will be looked into further by the Board of Directors.

b. Drainage

The drainage easements will be looked into further by the Board of Directors.

c. Streets

The repairs need in the street will be done by Lennar after the completion of construction.

d. Lot Clearing

The Board of Directors motioned, second and approved the clearing of one property line from Sonoma Ranch, that borders Sonoma Mesa's property to be cleared.

e. Lennar Meeting

The Board had requested a meeting with Lennar to discuss the gates, drainage, streets and lot clearing, and Lennar declined to meet until further construction was completed.

f. Billing Policy

The Board of Directors filed a new 6-step billing policy with Bexar County. This will not take effect until the Board of Directors formulates a plan to inform all members with adequate notice.

6. New Business

a. Tree Removal

The Board of Directors will look what can be done by homeowners with trees they wish to remove.

b. Delinquent Accounts

The billing policy time lines were further explained by Erik Larsen.

c. Violation Policies

The newly elected Board of Directors will be reviewing the violations for Sonoma Mesa and will calibrate the violations to the needs of the community, in an ongoing effort to ensure the overall look of the community.

7. Homeowner Open Forum

Q: Why are mulch violations being written up when mulch is not listed in the CCR's.

A: The mulch falls under the general verbiage of "attractive condition" in the CCR's, but the Board will be reviewing all violations to better clarify them. This will be a work in progress for the newly elected Board of Directors, which took over from the Developer in February 2018.

8. Executive Session

The Board of Directors motioned, second and approve the following account to be sent to the attorney: 2771116802

The Board of Directors motioned, second and approved to seek outside legal counsel for Lennar issues.

9. Adjournment: 8:19 p.m.

Sonoma Mesa Community Association, Inc.

Regular Board Meeting

Date: August 30, 2018

Time: 6:30 p.m.

Location: Kuentz Elementary School (Cafeteria)

12303 Leslie Road, Helotes, TX 78023

Meeting Minutes

1. Call to Order: 6:00 p.m.

2. Determination of Quorum

Quorum requirements were met with Waqas Nazir and Anna Echeverri in attendance. Erik Larsen, Community Manager from Spectrum Association Management was also present.

3. Approval of Previous Meeting Minutes

The Board of Directors motion, second and approved the meeting minutes from 04/19/18 with no edits.

4. Financial Review

Erik Larsen, reviewed the balance sheet for a period ending 7/31/18. The operating account balance of \$52,710.91, and a reserve account balance of \$128,163.34, was highlighted. The income statement was also reviewed, with one highlight of a transfer to reserve in the amount of \$103,500 year to date.

5. Old Business

a. Landscaping

The Board of Directors discussed deficiencies in the service provider. The Board of Directors is reviewing multiple bid proposals for other vendors and tabled this item for further review of the bid proposals.

b. Drainage Easements

The Board of Directors reviewed options for the beautification of the drainage easements. This item was tabled for further review, and most cost-efficient options. The option talked about was to lay river rock on the easements, at a cost of over \$10,000.

c. Lennar

The Board of Directors discussed that Lennar is in the final stages of their involvement in the community. Lennar is almost complete with building and will soon be out of the community all together. The newly elected Board of Directors will be making sure all signage from Lennar is removed from the community. The entry and exit gates will soon be scheduled to remain closed always, as soon as, the school buses are given gate remotes. Lennar is also scheduling repairs to be made to the roadways in the community, this is due to damage done during the construction phase. The repairs will tentatively be done in November or December.

6. New Business

a. 2019 Budget

The Board of Directors motioned, second and approved the 2019 budget as is. The Board of Directors had reviewed the 2019 budget prior to the meeting. The 2019 budget will be posted to the community website.

b. Other

1. Entrance and exit gate will be closed permanently, once the Association is able to provide NIDS gate remotes for all buses that need to enter exit the community. An email will be sent out to the membership to inform the community of the details. This will help prevent many issue we see in the community from outsiders being able to have free access to the community. The Board of Directors approved the purchase of gate remotes to be given to NISD.
2. The Board of Directors motioned, second and approved that Sonoma Mesa adopt a force maintenance policy and a fine/enforce policy, that will be drafted by the Associations attorney and signed once reviewed.

7. Homeowner Open Forum

Q: Speeding in the community is a major issue, especially on Sonoma Ridge. What can we do about this?

A: The Board of Directors is open to receiving bids for speed bump installation. Erik Larsen will find bid proposals for the Board of Directors to review.

Q: Can basic codes for the manual entry be changed/erased? Reported that basic codes are allowing access.

A: The basic code presented at the meeting will be disabled.

8. Executive Session

9. Next Meeting Date

To be determined.

10. Adjournment: 8:34 p.m.

Mesa Creek Homeowners' Association, Inc.

Board Meeting

Date: 11/14/2018

Time: 7:00 p.m.

Location: 3430 Barrel Pass, San Antonio, TX 78245 (Cafeteria)

MEETING MINUTES

1. **Call to Order: 7:00 p.m.**

2. **Determination of Quorum**

Quorum was met with the following in attendance: Jennifer Franckowiak, Ryan Kerkove, Alexandra Miller, and Douglas Brown. Erik Larsen, Community Manager from Spectrum Association Management was also in attendance.

3. **Approval of previous Meeting Minutes**

The Board of Directors motioned, second and unanimously approved the meeting minutes from 9/26/2018 without edits.

4. **Financial Review**

Erik Larsen reviewed the balance sheet and income statement for a period ending 10/31/2018 highlighted the following:

- Green Bank Operating \$89,468.35
- Pacific Premiere Money Market \$143,046.39
- Accounts Receivable \$88,716.14

5. **Old Business**

a. **AT & T**

The exposed wiring owned by AT&T has a ticket submitted for repair and to bury the line properly.

b. **Irrigation**

The Board has selected a new irrigation company, Elite, to manage all irrigation matter from this point forward. A leak near the pump house was repaired by Elite.

6. **New Business**

a. **Holiday Events**

The Board of Directors chose to not hold a Christmas event this year, due to busy schedules and lack of personnel to manage the actual event.

b. **Holiday Lighting**

The Board of Directors approved the installation by landscaper, of the holiday lights already owned by the Association. The Board of Directors also approved additional lighting/decorations be purchased, once a dollar figure was presented.

c. **2019 Pool Season**

The Board of Directors motioned, second and approved that no on site card event will need to be held for the 2019 season.

d. **Other**

The Board of Directors motioned, second and approved to close the SSFCU bank account currently open. This comes account remained open during the transfer of accounts to Green Bank, but is no longer needed, and is not trackable by Spectrum. The new Green Bank accounts are able to track all income and expense by the Association.

7. **Homeowner Open Forum (2 minutes per lot)**

8. **Executive Session**

9. **Adjournment:**

Sonoma Mesa Community Association, Inc.
Regular Board Meeting
Date: December 14th, 2018
Time: 2:30 p.m.
Location: Conference Call
Dial: 515-604-9029 enter access code 471371

MEETING MINUTES

1. Call to Order: 2:30 p.m.

2. Determination of Quorum

Quorum was met with the following in attendance: Waqas Nazir, Anna Echeverri, and Sergio Martinez.

3. Approval of Previous Meeting Minutes

The Board of Directors motioned, second, and approved the meeting minutes from 8/30/2018 without edits.

4. Financial Review

Erik Larsen reviewed the balance sheet from a period ending 11/30/2018, highlighting the following:

- Green Bank Operating \$67,755.66
- Alliance Money Market \$130,508.97
- Account Receivable \$8,777.45

5. Old Business

a. Drainage Easements

The Board of Directors tabled this item due to other possible expenses.

b. Lennar

The Board of Directors requested Erik Larsen, ask the attorney, what grounds the Association has to pursue the deficiencies in roadways, drainage easements, and gates.

6. New Business

a. Fine & Enforce Policies

The Board of Directors motioned, second and approved the new fine and enforce policies be emailed out to the Association multiple times for a 2/1/2019 start date.

b. Gate

The Board of Directors agreed to have the entrance gate on Venice Ridge remain broken, while the other three gates were operational during the holidays. The Board of Directors would seek bid proposals to repair the broken after the holidays.

c. Christmas Lights

The Board of Directors requested Erik Larsen look into the services provided with Elite Lighting, due to the product looking old, and the installation not being entirely correct.

d. Other

7. Homeowner Open Forum

There were no homeowners present on the conference call meeting.

8. Executive Session

9. Next Meeting Date

a. Annual Meeting

The annual meeting of the Association will be in early February, depending upon the school's availability to reserve the cafeteria.

b. Q1 2019 Regular Board Meeting

The quarter one regular Board meeting has yet to be determined.

10. Adjournment: 3:42 p.m.

Sonoma Mesa Community Association, Inc.

Regular Board Meeting

Date: February 4, 2019

Time: 7:00 p.m.

Location: Bob Beard Elementary School (Cafeteria)

8725 Sonoma Pkwy, Helotes, TX 78023

MEETING MINUTES

1. Call to Order: 7:00 p.m.

2. Determination of Quorum

Quorum was met with the following in attendance: Waqas Nazir, Anna Echeverri, and Sergio Martinez. Erik Larsen, Community Manager from Spectrum Association Management was also present.

3. Approval of Previous Meeting Minutes

The Board of Directors motioned, second, and unanimously approved the meeting minutes from 12/04/2018 without edits.

4. Financial Review

Erik Larsen reviewed the balance sheet from a period ending 12/31/2018, highlighting the following:

- a. Green Bank Operating \$82,282.38
- b. Alliance Money Market \$131,097.77

5. Old Business

a. Gate Redesign

The Board of Directors discussed the approved gate redesign project. This project is being done to reduce the gate weight and new wind resistant style, which many issues have stemmed from.

b. Speed Bumps

The Board of Directors is reviewing bid proposal for installing speed bumps in the community, to slow traffic down. No decision has been made, as they are considering all options and impact on community.

c. Road Repairs

Lennar has scheduled crack sealing and/or road repairs to be done throughout the community. The tentative date for this project is now February 11 – February 13, 2019. An eblast of this information has been sent out to the community. The vendor that will be doing the repairs is PaveCon, and they will have vehicles on site during the project. The Board of Directors advised all homeowner not to park on the street during the schedule repair days.

6. New Business

a. Gate Operators

The Board of Directors are reviewing gate operator bid proposals, and will make a decision once the gate redesign is completed to reduce the weight and wind catching design it currently has.

b. Drainage Easements

The Board of Directors is reviewing bid proposals to beautify the drainage easement with rock. The Board of Directors will continue to review these bids at this time.

c. Other

7. Homeowner Open Forum (3 minutes per lot)

8. Executive Session

The Board of Directors motioned, second and approved one account to be sent to legal:



9. Next Meeting Date

10. Adjournment: 8:46 p.m.

Sonoma Mesa Community Association Inc.
A Texas Non-Profit Corporation

Board Meeting Agenda

4 June 2019 | 4:30 PM

Conference Call-In

Number : (605) 313-5502 | Access Code: 576039

1. **Open Session - Call to Order – 4:37 PM**
2. **Approval of Previous Meeting Minutes**
 - Board approved the previous minutes unanimously.
3. **Financial & Management Review**
 - Community Manager Zachary Dulevitz presented the Board and homeowners present with a review of the current financials as of 4 June 2019.
4. **Committee Reports**
 - The Board would like to follow up on solicitations for the Social & Landscaping Committees.
5. **Old Business**
 - I. Security Cameras – Intruder Alert will be engaged to reposition gate cameras.
 - II. Landscape Drainage Easements – The Board will look for a mix of xeriscape and beautification for these areas.
 - III. Speed Bumps – Community Input & Board Discussion – The Board will include this as a survey item for Community Input.
6. **New Business**
 - I. Updated Fining Policy – Board Discussion & Vote
 - Board would like language amended to address grey areas in the policy.
 - Board voted on the document as written and ratified it unanimously.
 - II. New Gate Company – Gate Services
 - Board will engage Gate Services in a conference call prior to signing a maintenance contract with them. The Board will also begin a tighter policy of following up with contractor work to ensure work is being performed.
 - III. Spectrum Contract – Board Discussion and Vote
 - Board has tabled until they have the opportunity to review any changes from the previous contract prior to signing.
 - IV. Gate Redesign – Decorative Features (S&M) & Construction
 - Gate construction will be left as-is. Design be added as a survey question for community input.
 - V. Guest Speaker for Q & A - Tiger Sanitation – Exclusive Vendor Contract
 - Christie Anne Brown presented for Tiger Sanitation.
7. **Open Forum**
 - I. Resident Input – Please limit Comments & Questions to 3-5 minutes per home.
 - It was suggested to get resident input on most HOA items of business and a request was made to tighten HOA policy on vendors being allowed access to the subdivision during weekends and holidays.
8. **Adjournment – 5:46 PM**

Sonoma Mesa Community Association Inc.
A Texas Non-Profit Corporation

9. **Executive Session** – *Not open to residents for privacy reasons per TX Property Code 209. Actions will be summarized in open meeting and recorded in meeting minutes.*

- I. Violation Report Review
- II. Aging Report Review
- III. Attorney Status Report Review
- IV. Violation Letters
- V. Weekly Update Item Recaps

Sonoma Mesa Community Association Inc.
A Texas Non-Profit Corporation

Board Meeting Minutes

10 September 2019 | 5:30 PM

Conference Call-In

Number : (605) 313-5502 | Access Code: 576039

1. **Open Session - Call to Order – 5:33 PM**
2. **Approval of Previous Meeting Minutes** – The Board unanimously approved the minutes as written.
3. **Financial & Management Review** – Community Manager Zachary Dulevitz reviewed Association financials with the Board and the homeowners present.
4. **Committee Reports** – The ACC Committee Chairman, Anna Echeverri reported that it seems almost all of the homes that experienced hail damage have been repaired as there have not been any new roofing ACC requests. Residents were reminded to submit requests for any maintenance or improvements they will be implementing to the outside of their homes.
5. **Old Business**
 - I. Updated Fine Policy – The Associations’ fining policy is available for homeowners on the website under the documents tab.
 - II. Spectrum Contract Signed – The Board renewed the contract with Spectrum in August.
 - III. Tiger Sanitation Exclusive Vendor Contract – The Tiger contract was signed by the Board in late July and the benefits started for all homeowners in August. The benefits include two bulk pick ups per year, as well as a lowered quarterly bill that includes the same rate and billing schedule for all homeowners.
6. **New Business**
 - I. Lightening Strike – Insurance Claim Completed – The lightening and rain storm that hit in June destroyed the Associations’ irrigation controller as well as damaged the Venice Ridge gate system. The necessary repairs and replacements of equipment were made and the Association submitted an insurance claim that was accepted by the insurance company and paid out.
 - II. Speed Bumps – The Association has received 5 bids. CM Zachary Dulevitz will contact BCSO to see if a speed audit can be conducted as well as a geospatial engineering firm to see about getting consultation on where speed bumps would most help with speed control on the steep neighborhood hills.
 - III. Night Drives – The Association has received two bids. The Board will discuss both and decide which would be best for the Association.
 - IV. Drainage Lots – CM Zachary Dulevitz is gathering bids from local landscape companies as well as the costs of purchasing materials and hiring labor to implement rock on the four drainage lot areas for the Association.
 - V. New Gate Company – Gate Services – The Association has signed the contract for monthly maintenance with Gate Services as of September 2019 – September 2020.
 - VI. Holiday Lighting – Elite Lighting Designs – Installation Monday 11/25 – The Board has requested a list of all of the items the Association has purchased for this year’s decorating of the front entrances.

Sonoma Mesa Community Association Inc.
A Texas Non-Profit Corporation

7. Open Forum

- I. Resident Input – Please limit Comments & Questions to 3-5 minutes per home.
-Resident asked about C-6 disposal and if they were considered for trash services. The Board did not consider C-6 disposal for services as the majority of the neighborhood uses Tiger and the contract provided the best benefit for the neighborhood as a whole.
-Residents talked about gate safety and their concerns about non-residents being in the neighborhood. BCSO will be asked to perform regular random patrols in Sonoma Mesa going forward as well as the Board will look into alternative gate security measures that can be implemented.

8. Adjournment - 6:52 PM

9. Executive Session – *Not open to residents for privacy reasons per TX Property Code 209. Actions will be summarized in open meeting and recorded in meeting minutes.*

- I. Violation Report Review
- II. Aging Report Review
- III. Attorney Status Report Review
- IV. Violation Letters
- V. Weekly Update Item Recaps

-Summary:

The Board reviewed the aging and violation reports in depth.

1 account was sent to the attorney.

There were 13 violations in the neighborhood on the last site drive.

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Board Meeting Minutes

10 October 2019 / 7:00 P.M.

Conference Call – In

Number: (605)313-5502 / Access Code: 576039

1. Session was called to order on October 10, 2019 at 7:02 p.m.
2. Previous minutes were approved by Sergio Martinez, Anna Echeverri, and Wagas Nazir.
3. Financial & Management Review:
 - a. SAWS meeting and mitigation of water from August (leak)
 - b. SAWS increase is 3x more than usual
 - c. Eblast to H.O's for bill concerns to assist community with SAWS billing – data gathering, not to advocate for individual homeowners
4. Committee Reports
 - a. ACC – dying down for the year
5. Old Business
 - I. Night Drives – set up a conference call for Board with Krista
 - II. Speed Bumps – Motion to vote was made and unanimous by Sergio and Anna. Reach out to: Mantra, Lone Star Paving, and Paycom for bids
 - III. Drainage Lots - \$12,998.90 between a motion of Anna, Wagas, & Sergio
6. New Business
 - I. Landscape Lighting Repair - \$1,695.00
 - II. 2020 Budget – Board voted unanimously (Wagas, Sergio, Anna).
 - III. Presentation of DCCR Amendment – Short Term Rentals (Vote to be taken at Annual Meeting) - send an eblast to community: stress the importance of changes
 - IV. Presentation of Contractor Hours Resolution – Board voted to table this issue
 - V. Holiday Lighting – Elite Lighting Designs – Installation scheduled for 11/18
7. Open Forum (Motion – Anna, Sergio, Wagas) - no new issues
8. Open Session Adjournment by motion from Sergio, seconded by Anna at 8:37 p.m.
9. Executive Session - *Not open to residents for privacy reasons per TX Property Code 209. Actions will be summarized in open meeting and recorded in meeting minutes.*

■ Violation Report Review – Voted unanimously to escalate the following property to legal: ■

II. Aging Report Review

III. Attorney Status Report Review

■ Violation Letters – ■

IV. Weekly Update Item Recaps


ii. No approval

iii. Lot maintenance at subdivision entrance

10. Meeting Adjourned – Anna

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Board Meeting Minutes

29 January 2020, 6:30 p.m.

Conference Call – In

Dial In number: 425-436-6314, Access Code: 612045

1. **Call to Order:** With quorum of the board present, the meeting was called to order at 6:32 p.m. Board members in attendance were Wagas Nazir, Sergio Martinez, and Anna Echeverri. Spectrum AM representatives in attendance were Kimberly Morse and Krystal Kerr.
2. **Approval of Prior Meeting Minutes:** The October 10, 2019 board meeting minutes were presented to the board and unanimously approved as written.
3. **Financial Report:** Kimberly provided the financial summary through December month-end and any overages or discrepancies were discussed in open dialogue.
Operating: \$99,983.43
Reserve: \$163,041.94
Accounts Receivable: \$21,680.82
4. **HOA Business**
 - a. **Old/Ongoing:**
 - i. Drainage Easements: bids are being reviewed and additional details requested from vendors
 - ii. Speed Bumps: process for voting during annual meeting was discussed. Board stated they wanted to include a proxy/ballot for this issue.
 - iii. Short Term Leasing Amendment: conversation about color coding ballots
 - iv. Board Candidates: at this time one person is on the ballot (Dan Moody)
 - b. **New:**
 - i. Electrical Project: CM will create RFP's to increase electrical capabilities at front entrances/monuments
 - ii. Speed limit/No soliciting signs: Board agreed to take some time to meet and determine placement of pole/signs in conjunction with already existing signage.
 - iii. Bulk Item Pick up: confirm dates and publish details to community via e-blast
 - c. **Social Events:**
 - i. Discussion occurred surrounding creating committees to engage the community. CM will include this in the e-blasts to go out regarding all the voting topics.
 1. CM will create a list of the types of committees and a sign-up sheet for the annual meeting
 - ii. Anna expressed interest in being on the ACC committee once she is no longer on the BOD's
5. **Homeowners to be heard –** Had open dialogue with the audience around the following:
 - a. Night Drives: Board clarified that the night drives are for the safety and security of the community. Board also spoke to the reported threats towards security officers.

Excuse all Homeowners in preparation of Executive Session: At 7:24 p.m. the open board meeting was closed, and the executive session was opened.

6. Executive Session

- a. Violation Report: No accounts were escalated
- b. Aging Report:
 - i. Kimberly and Krystal discussed the escalation process and requirements for legal escalation with the board. Krystal explained how the HOA can recover costs once a HO sells. No accounts were eligible for further escalation currently.
- c. Night Drives: Discussion was had regarding the schedule of the night drives. Kimberly will follow up with Act Security
- d. Legal:
 - i. The status of one account in legal was discussed.

7. Adjournment: With no further business, the meeting was adjourned at 7:59 p.m.

8. Next Meeting Date: Annual Meeting is set for February 25th

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Board Meeting Minutes

May 12, 2020 at 6:00 p.m.

Zoom / Teleconference

1. **Call to Order:** With quorum of the board present the second quarter board meeting for 2020 was called to order at 6:01 p.m. Board members in attendance were Wagas Nazir, Sergio Martinez, and Dan Moody. Spectrum representatives in attendance were Kimberly Morse, Josette Kuykendall, Krystal Kerr, and Amanda Martinez.
 - a. Kimberly used CINC as homeowner sign in / to verify appropriate attendance & privacy. The following homeowners were verified and present:
2. **Approval of Prior Meeting Minutes:** The meeting minutes from the January 29, 2020 board meeting were presented and approved as written.
3. **Financial Report:** Kimberly read the financial summary below as of 5/10/2020.
 - a. **Operating:** \$126,921.63
 - b. **Reserve:** \$163,223.03
 - c. **Accounts receivable:** \$21,704.89
4. **HOA Business**
 - a. **Old/Ongoing:**
 - i. **Drainage Easements:** Kimberly provided a status update of the project to the board. It should be completed by 5/22.
 - ii. **Short Term Leasing Amendment:** – Kimberly advised the board an updated ballot will be created to reflect the revised amendment and then mailed out to the community. A new deadline for return will be decided upon by the board.
 - iii. **Speed Limit signs:** Kimberly advised the board that the speed limit signs have been posted at the entrances.
 - iv. **Monument Cleaning:** Kimberly provided the board with an update for Power washing to begin on property.
 - v. **Entrance lighting:** Kimberly confirmed with the board that they are tabling the lighting upgrade for the entrances until Fall 2020 or early 2021 to allow for budgeting this expense.
 - b. **New:**
 - i. **Mulch Install and River Rock touch-up** on the property grounds. The board has already reviewed proposals and will be deciding on a vendor for this project once the monuments have been completed.
5. **Homeowners to be heard** – Discussion was held by the board and homeowners present surrounding:
 - a. **Mailbox clusters** – Amanda and a homeowner helped to clarify that minor repairs would be the responsibility of the Post office, but if we ever needed to replace the mailbox clusters the HOA would be responsible for that cost since they are imbedded in masonry.
 - b. **Sonoma ridge cul-de-sac** – This area is missing a lot of River Rock. Kimberly stated the board

could consider evaluating the cost difference of adding this section to the upcoming project to “touch-up” the existing rock on property.

- c. **Security patrol** – Homeowners would like some data to show transparency and effectiveness of night patrols. They would like to be able to give input as to whether the community wants to proceed with this service/expense. Board is open to re-evaluating the needs of the HOA.
- d. **Pedestrian Gate Code:** Kimberly provided the pedestrian gate code to the homeowners.

Excuse all Homeowners in preparation of Executive Session:

- 6. **Executive Session:** With no more homeowners to be heard the open session was closed and the executive session was called to order at 6:26 pm.
 - a. Violation Report: The board approved 3 accounts to be executed for Forced Maintenance.
 - b. Aging Report: Four accounts were discussed, and the board unanimously approved to send all 4 to the attorney for collection.
 - c. Legal Accounts: Board unanimously voted to proceed with the 1 account at the legal status.
 - d. Budget – Kimberly discussed the project expenses in relation to being over budget. Board agreed to pay from operating and move funds from reserve later in the year if needed. A GL code for Common Ground improvements will be made to track these expenses.
 - i. Drainage Easements/River Rock
 - ii. Monuments
 - iii. Mulch & Rock installation
 - e. ACC request approval to be considered. Board unanimously agreed upon supporting the standards set forth in the CCR’s regarding improvements staying within the design of the homes/community. Dan will draft a policy for the ACC to adopt for all future evaluation of external lights to be used.
 - f. ACC Committee Volunteer – Homeowner [REDACTED] volunteered to be an ACC Committee member. Kimberly will reach out to confirm and board will confirm appointment through email.
- 7. **Adjournment:** With no further business to present the meeting was adjourned at 7:18 p.m.
- 8. **Next Meeting Date:** To be determined.

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Board Meeting Minutes

August 24, 2020 @ 6:00 p.m.

Zoom / Teleconference

1. **Call to Order:** With quorum of the Board present the 2020 third quarter board meeting was called to order at 6:05 p.m. Board members in attendance were Dan Moody, Sergio Martinez, and Wagas Nazir. Spectrum representative present was Kimberly Morse.

- i. **Verify Homeowner Attendance**



2. **Approval of Prior Meeting Minutes:** A motion was made and unanimously carried by the Board to approve the May 12, 2020 meeting minutes as written.

3. **Financial Report:** Kimberly presented the financial summary. No questions were presented.

- a. **Operating:** \$109,407.92
 - b. **Reserve:** \$163,284.58
 - c. **Accounts receivable:** \$13,646.23

4. **HOA Business**

- a. **Old/Ongoing: Updates**

- i. **Drainage Easements:** Project was completed in July and invoice has been paid.
 - ii. **Short Term Leasing Amendment** – The Board unanimously agreed to allow 60 days for the ballots to be returned.
 - iii. **Power Washing:** Entire property completed – Kimberly will follow up on a stain recently observed. A homeowner improvement has created a blue stain on the Turin Ridge wall.
 - iv. **Entrance lighting:** Needed repairs to landscaping lights was presented to the Board. Kimberly will get estimates.
 - v. **Security Patrols:** Kimberly presented a summary report from Jan through July. Discussion was had about results of patrol and whether the service is needed. Some homeowners feel people should be fined for repeated vehicle parking violations. Sergio agreed that we should consider fining at this point. Kimberly will present options at the next meeting.

- b. **New:**

- i. **Landscape Touch Up:** Rock and mulch has been completed. Trees will be installed in Sept/Oct when temperatures decrease.
 - ii. **Amendment: Architectural Denial Due to Potential Damage to Property** – The Board

unanimously agreed to allow 60 days for the ballots to be returned.

1. Discussion and questions were presented about online voting options. Kimberly will provide options and feedback to the Board.
- iii. Decorating Committee: Michelle will pick up the Holiday decorations and inventory the supply in preparation for 2020 decorating.
- iv. Committees: allotting funds to these committees on 2021 budget
 1. Michelle would like to proceed with activities in 2021 as COVID allows. The Board will discuss a budget amount for next year when we review the budget.
- v. Pedestrian Gates: Joe inspected – awaiting estimate
- vi. School Signs – Sergio recommended being more flexible on the school/spirit signs for 2-3 weeks to allow support to students & community. Dan presented a 14 day “guideline” to be part of the wording. Kimberly will coordinate with Site Management and get something drafted to speak specifically to the “school spirit signs”.
- vii. Fine & Notice Policy – Discussion was had about the fining schedule and notices. Kimberly will discuss options with her SM that may better meet HOA needs and provide findings to the Board to consider. Homeowners feel the redundancy of regular and certified mail is a waste of funds.
 1. Possible changes:
 - Restricting hours of overnight parking to be included in the CCRs
 - Basketball hoops
- viii. Board Positions – will be decided in exec. session

5. Homeowners to be heard – 2-3 minutes per lot

- a. Several homeowners supported the need for patrols and ticketing parked vehicles. There has been a marked improvement over the last year since the patrols began.

Excuse all Homeowners in preparation of Executive Session: With no homeowners left to be heard a motion was made and carried by the board to close the open session and begin the executive session at 7:11 p.m.

6. Executive Session:

- a. **Aging Report:** No accounts to be considered
- b. **Violation Report:** No accounts to be escalated.
- c. **Board Positions:**
 - i. Dan Moody: nominates himself as President – board carried
 - ii. Sergio Martinez – Vice President
 - iii. Wagas Nazir – Treasurer & Secretary
- d. **ARC changes:**
 - i. Landscape Requirements: change number of trees, etc.
 - ii. Enforcement of specific guidelines, etc. – Kimberly will research if the board can override an ACC committee decision.
- e. **Meetings:** An idea to have monthly board meetings was presented. The majority of the board was not in agreement. Topic was tabled.

7. Next Meeting Date: Early November / TBD

8. Adjournment: With no further business to discuss and no homeowners to update a motion was made and carried by the board to adjourn the 2020 Q3 Board meeting at 7:58 p.m.

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

2020 Q4 Board Meeting Minutes

December 2, 2020 @ 6:00 p.m.

Zoom / Teleconference

1. **Call to Order:** President of the Association, Dan Moody, as the Chair made a motion, carried by the Board, to call the 2020 Q4 Board meeting to order at 6:05 p.m. Board members in attendance were Dan Moody, Waqas Nazir, and Sergio Martinez. SpectrumAM representatives in attendance were Kimberly Morse and Krystal Kerr.
 - i. **Verify Homeowner Attendance:** There were 12 homeowners in attendance.
2. **Approval of Prior Meeting Minutes:** August 24, 2020 – The Chair made a motion to approve the meeting minutes with the following revisions: all references to “the board” should be capitalized & other minor grammatical errors corrected, and change the wording in section 5.a to reflect “some” homeowners. The motioned was carried by the Board.
3. **Financial Report:** Kimberly provided the financial summary as of 11/30/2020.
 - a. **Operating:** \$90,178.63
 - b. **Reserve:** \$163,346.15
 - c. **Accounts receivable:** \$3,611.23
4. **HOA Business:** The Chair made a motion to amend the Rules to allow for 2 minutes per Board member for discussion instead of the default of 10 minutes. Motion was carried by the Board.
 - a. **Voted/approved Board actions:** The Chair read orally all actions taken by the Board since the Q3 Board Meeting.
 - i. 8/28 – Board voted unanimously to waive fines on a homeowner account due to hardship & mailing address issues. The Board voted unanimously not to waive HOA dues or late fees. The house was transferred to an LLC and the Board voted unanimously to impose the HOA transfer fee.
 - ii. 8/28 – Board voted by majority (Waqas & Dan voted; Sergio abstained) not to pay for electronic ballots for the CCR amendments.
 - iii. 8/31 – Board voted unanimously to add a worker’s compensation policy to the Association’s insurance policies to cover work done by volunteers (e.g. Decorating Committee) of the Association.
 - iv. 9/02 – Board voted unanimously to allow a H.O. to park overnight for 3 nights to accommodate roofing work.
 - v. 9/08 – Board voted unanimously to allow a HO to park overnight for 4 nights to accommodate a move.
 - vi. 9/17 - Board voted unanimously to allow a HO to plant vines along Association fencing to obscure the view into their yard.
 - vii. 9/30 Board voted unanimously to approve the verbiage in a letter sent to all HOs on Block 18 regarding existing improvements in their yards that may affect Association property. The Board also voted unanimously to mail this letter to H.O.s on Block 18. The cost was \$75.00.
 - viii. 10/6 – Board voted unanimously to allow EcoSystems to locate and repair a leak in the Association irrigation system. Parts capped at \$100 and labor capped at \$225.
 - ix. 10/9 – Board voted unanimously to hold the Q4 Board Meeting on 12/2/20

- x. 10/19 - Board voted (Waqas & Dan in favor, Sergio abstained) to add 5 new members to the ARC, bringing the total number of ARC members to 6. The ARC members are: Michael Glode, Vince Smith, Emily Dopp, Stephen Martinez, Scot Rower, and Dan Moody.
- xi. 10/21 Board voted unanimously to sign a new insurance policy with BlueLime – an insurance agent that shares ownership with Spectrum – after BlueLime’s decision caused an increase of over 30% compared to last year. The President attempted to shop the Association’s business elsewhere, but there wasn’t enough time, and the Board had no choice but to protect the financial interests of the Association by not allowing its policy to lapse. There are items on the agenda to discuss and vote on as fallout from this event.
- xii. 11/1 – Board voted to approve a 30-day exception for leaving a basketball hoop in a driveway due to a compelling, confidential reason provided by the HO. Dan voted to allow the exception through EOY to accommodate the HO, Sergio & Waqas voted for 30 days.
- xiii. 11/4 – Board voted unanimously to repair the malfunctioning SOS system for the Venice Ridge gate. Cost was \$539.39.
- xiv. 11/9 – Board voted unanimously to order new labels for the mailboxes, including outgoing mail labels and parcel keychains & a parcel lock for a defective lock on box #4 on Sonoma Ridge. Cost was \$362.64.

b. Old/Ongoing: Updates:

- i. 1st Amendment to CCRs: This has been mailed out to the HOA. Ballots are being collected until given deadline of January 4, 2021. Cost was \$258.60.
- ii. Block 18 ACC Letter: This has been mailed out to applicable homes on block 18.
- iii. Mailbox decals: These have been ordered. Kimberly is awaiting delivery.
- iv. Monument lights: 3 lights were repaired/replaced at the Sonoma entrance. Cost \$284.97.
- v. Fining and Forced Maintenance Policy: tabled

c. New:

- i. Decorating Committee Update: Provided a brief update for upcoming tree lighting ceremony.
- ii. Landscape lights (2021) – Kimberly provided update to vendors most recent assessment of lights. Dan offered/suggested to start a committee to review, etc. Michelle offered to help assess this topic. – Tabled.
- iii. ACC Guidelines
 - 1. Landscape guidelines: Dan proposed that we either establish a committee to assess and decide on refined standards of the landscaping guidelines or assign the task to the ARC committee. Dan made a motion, carried by the Board, to have the ARC committee draft these guidelines to be later approved by the Board.
 - 2. Auto approval: Dan made a motion to allow for same for same replacement without an ARC request being submitted. Waqas voted against the motion and gave his remaining time to Krystal who suggested getting a legal opinion due to how to enforce an improvement (executed outside HOA scope) that was never required to submit a request at all would be handled. Dan made a motion, carried by the Board, to write up a list of improvements that would not require ARC requests for the Board to consider.
- iv. SAWS – Kimberly provided an update that adjustment requests have been submitted since irrigation repairs have been completed. This can take up to 60-90 days for a decision to be reached and applied if approved.
- v. HOA Insurance: Dan made motion to change the Broker of record on the HOA insurance policies to Marsh McLennan and remove the management of it from Bluelime/Spectrum.

The motion was carried by the Board.

- vi. HOA Management Company RFP: Dan made a motion to shop management companies. Motion was carried by the Board.
- vii. Gate code scrub: Dan introduced a request from a homeowner to perform a gate code scrub in light of home sale activity, vendors given access, and the impending holiday gift delivery season creating an increased risk of package thief activity. The Board was unanimously opposed to a scrub and the matter was tabled until the next meeting.
- viii. Common area maintenance: Waqas expressed he is dissatisfied with current state of the property. Kimberly is working with the vendor to create a monthly maintenance map for the trimming of the property to hold them accountable. Kimberly will set up an on-property meeting with Robert to set up an improvement/recovery plan for the property's areas distressed over the summer.
- ix. Workflow Management: Dan made a motion to use Trello or something similar to utilize HOA Board business. Motion was carried by the Board.
- x. Board Member Conduct – Krystal shared a standard list from Spectrum for Board member conduct. Discussion ensued from Board members and homeowners. The Chair instructed Spectrum to place the homeowners on mute, due to misconduct and Homeowners speaking out of order, to restore Order to the meeting.

5. Homeowners to be heard – Conversation was had with homeowners surrounding the following topics:

- a. Basketball Hoops
- b. How to appeal a fine or violation.
- c. Usage of the Nextdoor App
- d. Landscape Lighting being dim/poor
- e. Lack of light at keypad
- f. Conflict of interest with the Insurance Broker since it's a contact of a Board member.
- g. Who chairs meetings? Can/how can the Board make a motion to change Officer positions?
Krystal stated we will check the documents to verify.
- h. Homeowner participation in the HOA.

Excuse all Homeowners in preparation of Executive Session: The Chair made a motion, carried by the Board, to adjourn open session and begin the executive session at 7:38 p.m.

6. Executive Session:

- a. **Aging Report:** No accounts to be considered.
- b. **Violation Report:** Two accounts were discussed and tabled by the Board.
- c. **Homeowner Requests:** Board approved waiving the fine for [REDACTED] as a one-time courtesy with the stipulation that if the violation recurs it will be fined at the escalated level. Kimberly confirmed this is not how the violation schedule is currently set up – she will follow up with the site management team.
- d. **Violation Policy:** Current policy is not set up accurately. The FM and fining categories need to be separated and new schedules agreed/voted upon.
 - i. We need to remove the fines from any violations the COA wants to Force maintain. – Tabled. Kimberly and board will work together to create and agree on these changes so they can be voted on in the next meeting.
 - ii. Board wants to “stack” violations that are repeated/incurable such as trash cans, BB Hoops, and nuisances. The Board wants to create a list to approve for such procedures.

7. **Next Meeting Date:** TBD

8. **Adjourn:** With no further business to discuss and no homeowners to update, a motion was made and carried by the Board to adjourn the 2020 Q4 Board meeting at 8:15 p.m.

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Special Meeting Minutes
September 23, 2020 @ 5:30 p.m.
Zoom / Teleconference

1. **Call to Order:** With quorum of the board present a motion was made and carried by the board to call the Special Meeting to order at 5:33 p.m. Board members in attendance were Dan Moody, Sergio Martinez, and Wagas Nazir. Spectrum representatives in attendance were Kimberly Morse (Community Manager) and Rebeca Bastin (ACC Dept. Supervisor).
 - i. Verify Homeowner Attendance
 1. Melissa & Ruben Bonales - 16835 Sonoma Ridge
 2. Gerry Lopez - 16926 Turin Ridge
 3. Eileen & Mark Bornemann - 17143 Turin Ridge
 4. James & Patricia Rautio – 17015 Sonoma Ridge
 5. Cathlene Pustelnik - 17058 Sonoma Ridge
 6. Michelle Tremblay – 17007 Turin Ridge

2. **HOA Business**
 - a. ARC – Rebecca Bastin, provided a summary of the function of the ARC committee and department, then engaged in the following discussion:
 - i. Rebecca clarified that the expectation to have our site managers decide which unapproved improvements should be sent a discretionary letter vs. a violation is not reasonable and is subjective. Spectrum and the board are required to enforce the documents as written and proceed with variances as granted by the board.
 - ii. Motion was made by Wagas to continue with ARC and site management procedures for Unapproved Improvements as currently executed/written in the CCR's. Sergio supported the motion and it carried by the majority for support.
 - iii. The board will discuss adjusting the current approval system to allow for automatic approvals or no ACC submission for specified improvements. This will be discussed at a later board meeting with input from the ARC committee.
 - b. 2021 Budget
 - i. Increase: Motion was presented to increase assessments by 5% in 2021 by Wagas Nazir and seconded by Sergio Martinez. Dan Moody opposed. Motion was carried by board majority to increase the 2021 assessments by 5%.
 - c. Fall activity / expenses for decorating committee
 - i. Committee chair, Michelle Tremblay requested \$2700 for the 20210 Social committee budget. The board unanimously approved to budget this amount for 2020. Kimberly clarified that funds would not be distributed in a lump sum. As members make purchases those funds can be requested for disbursement before, or receipts would be submitted for reimbursement afterward. Kimberly can also make the purchases directly on behalf of the HOA.

3. **Homeowners to be heard** – Discussion was had about the following:
 - a. Annual Assessments: Some expressed with COVID this is not a good year to increase. Others argued that a 5% increase only equated to \$4.00 per month and was reasonable for long term planning. The board pointed out that assessments had not been raised since they left developer control and they need to plan for large, long term expenses to the HOA.

4. **Adjournment:** With no further business to discuss a motion was made and unanimously carried to adjourn the Special meeting at 6:58 pm.

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

2021 Q1 Board Meeting Minutes – Draft

February 10th @ 6:00 p.m.

Zoom / Teleconference

1. **Call to Order:** Daniel Moody, as the Chair of the meeting, called the meeting to order at 6:04 p.m. With the other 2 Board resignations from Waqas Nazir and Sergio Martinez in effect at 5:59 p.m., Mr. Moody was the sole Board member. SpectrumAM representatives in attendance were Kimberly Morse, Krystal Kerr, Miranda Donaldson, and Janet Mooneyhan.
 - i. **Verify Homeowner Attendance:** There were 15 verified homeowners in attendance.
2. **Approval of Prior Meeting Minutes:** Meeting minutes for December 2, 2020 Q4 Board Meeting and Sept 23, 2020 Special Meeting were presented. Mr. Moody motioned and approved the minutes as written.
3. **Reports of Officers**
 - a. **President:**
 - i. **Defective Corporate Acts & Ratification Process:** The members of the meeting were briefed of the circumstances surrounding the need for a ratification process and the resignation of Mr. Martinez and Mr. Nazir from the Board of Directors.
 1. Elections held in 2018 and 2019 resulting in the election of Mr. Martinez and Mr. Nazir to the Board of Directors were conducted without quorum being reached through proper reconvene procedures and are therefore voidable positions.
 2. Decisions made while under the Board members elected at these meetings are therefore also voidable and of all those decisions rendered since such time must be ratified.
 - ii. Request for Board candidates was sent to all Members of the HOA. Submissions are due by February 17th. Whoever is elected will replace the appointed seats and serve 2-year terms, per the Bylaws.
 - iii. Ballot count results for Amendment to CCRs.
 1. 27 ballots returned – quorum was not met. Ms. Morse will inquire as to options to extend the voting time and present to the Board.
 - b. **Treasurer:** Mr. Moody provided the financial report. Discussion was held and all questions answered to satisfaction.
 - i. **Financial Report:** Financial report as of 1/31/2021
 1. **Operating:** \$39,386.81
 2. **Reserve:** \$211,388.96 *Reflects the approved EOY xfer for 48K
 3. **Accounts receivable:** \$44,425.86
4. **Board Action Report:** The following summaries of actions taken by the Board between the last open meeting and this meeting will be read orally in accordance with Texas Business Code.
 - a. 12/2 - Board unanimously approved to waive a BB fine for a homeowner.
 - b. 12/4 - Board approved to hold a Homeowner hearing regarding landscaping. To be held on 12/9 via Zoom. Subsequently the Board unanimously approved a temporary hold to allow H.O. time to submit an ACC request/plan.

- c. 12/4 - Board declined H.O. request to allow BB Hoops to be left until remote learning/COVID restrictions are lifted. Mr. Martinez & Mr. Nazir opposed, Mr. Moody in favor.
- d. 12/11 - Board elected to stay with same CPA: Armstrong, Vaughn & Assoc. Mr. Martinez, and Mr. Nazir in favor; Mr. Moody abstained.
- e. 12/11 – Board voted against installing entry gate backlighting. Mr. Moody & Mr. Martinez opposed; Mr. Nazir abstained.
- f. 12/16 - Board approved end of year xfer to reserve in the amount of \$48,000.00. Mr. Martinez & Mr. Moody in favor; Mr. Nazir abstained.
- g. 1/4 - A hold was approved for a sodding violation until early Spring. Mr. Martinez & Mr. Moody in favor; Mr. Nazir recused.
- h. 1/5 – Board voted unanimously that the decorating committee could be reimbursed for a ~\$75 overage versus the budget spent without pre-authorization from the Board.
 - i. Committee received a refund for a returned item, the COA will be credited this amount.
- i. 1/6 – Board voted to replace the damaged stop sign with a decorative versus standard pole. Mr. Martinez & Mr. Nazir – decorative; Mr. Moody – standard. Cost: 1,124.07 Decorative; 783.19 Standard. This action has been put on hold pending legal opinion.

5. HOA Business:

- a. **Special Business** – Appointment to the Board of 2 people to fill the vacant directors' seats.
 - i. Mr. Moody appointed Vince Smith and Scot Rower to fill the Board seats for the remaining Term of the original seats.
 - a. Mr. Smith and Mr. Rower both orally acknowledged and accepted the appointments to the Board of Directors.
 - ii. Office determinations were agreed upon as follows:
 - a. Daniel Moody, President
 - b. Vince Smith, Vice President
 - c. Scot Rower, Secretary & Treasurer
- b. **Old Business**
 - i. Landscape lighting – tabled
 - ii. ACC landscape guidelines & “same for same” replacements - tabled
 - iii. Fine and Force Maintenance Policy & “stacking” violations – tabled
- c. **New Business**
 - i. Placing signs (for safety) at easement entrances behind homes on Sonoma Ridge.
 - 1. Mr. Moody made a motion to not place signs regarding safety/no playing at the entrances to the access easement along Sonoma Ridge. **Motion was carried by majority with an affirmative vote from Mr. Moody and Mr. Smith. Mr. Rower abstained.
 - ii. Ticketing materials and fines for overnight parking. – tabled
 - iii. Holding all BB Hoop violations until end of school year.
 - 1. Mr. Moody provided background regarding request. Mr. Moody made a motion, and it was unanimously carried by the Board to allow a hold on issuing BB Hoop violations or escalating existing ones until August 1, 2021.
 - iv. Monthly Transfer to Reserve: A motion was made by Mr. Moody and carried by the Board to transfer \$2,465.07 monthly as a contribution to the reserve account.
 - v. Insurance: Broker of record change not permitted until renewal date.
 - vi. Damaged Stop sign: After discussion was held in open forum Mr. Moody made a

motion to move forward with replacing the damaged stop sign with a "like" decorative pole. Motioned carried unanimously by the Board. Ms. Morse will obtain 2 more bids for replacement for the Board to consider.

Excuse all Homeowners in preparation of Executive Session: Mr. Moody motioned to close the open session and open the executive session of the meeting at 7:30 p.m. Motion carried by the Board.

6. **Executive Session:** Matters to be discussed by the Board of Directors only.
 - a. Aging Report: No accounts to be considered at this time.
 - b. Violation Report: The following decision was reached regarding a Homeowner request:
 - i. 17023 Chianti Ridge: Board unanimously approved homeowners request to extend installation of sod deadline until the 2nd site visit in April.
 - c. Special Board meeting for appointing Board positions on March 30th to immediately follow the Annual Meeting. If quorum is not met, then both will be adjourned and rescheduled no less than 5 days later.
7. **Next Meeting Date:** March 30th to follow the Annual Meeting.
8. **Adjournment:** With no homeowners present to update a motion was made by Mr. Moody and carried by the Board to close the executive session and adjourn the Q1 Board meeting at 7:42 p.m.

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Regular Board Meeting Minutes

March 30, 2021@ 8:00 PM

Zoom / Teleconference

1. Call to Order

- a. Daniel Moody, as the Chair, called the meeting to order at 8:03 PM. Board Members Scot Rower and Vince Smith were in attendance as well.

2. Approval of Prior Meeting Minutes:

- a. The Chair motioned to waive reading of the March 23, 2021 Special Meeting Minutes and approve them. No objections.

3. Board Action Report: The following actions taken by the Board between the last open meeting and this meeting were read aloud orally in accordance with Texas Property Code.

- a. **March 23, 2021:** In Executive Session last meeting, the Board voted unanimously to grant a homeowner a Variance to replace their side yard sod with rocks.

4. HOA Business: The Board considered and took the action as noted with each item on the following items, which were announced in the meeting notice:

a. New Business

i. Replace the stop sign at Venice Ridge with only one bid

1. **Description:** The Board is considering whether to replace the stop sign at Venice Ridge having only received one bid instead of the usual three due to difficulty getting three bids.
2. **Additional Notes from Conversation, if any:** None.
3. **Disposition:** Board voted unanimously to approve.

5. Adjournment: The Chair made a motion to adjourn which was carried by the Board. The meeting adjourned at 8:06 PM

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Special Board Meeting Agenda

February 26 @ 2:00 PM

Google Meet / Teleconference

1. Call to Order

- a. Daniel Moody, as the Chair, called the meeting to order at 2:00PM. Board Members Scot Rower and Vince Smith were in attendance as well.

2. Approval of Prior Meeting Minutes:

- a. The Chair motioned to waive reading of the 2021 Q1 Board Meeting (February 10, 2021) Minutes and approve them. No objections.

3. Board Action Report: The Chair read the following summaries of actions taken by the Board between the last open meeting and this meeting aloud orally in accordance with Texas Business Code.

- a. 2/10/2021 - During the Executive Session of the last Board Meeting, the Board voted unanimously to approve a suspension of fines related to a sod issue pursuant to a homeowner request.
- b. 2/25/20201 - Board voted unanimously to approve the repairs of the irrigation valves at Venice Ridge with a time and materials cap of \$400.
- c. 2/25/2021 – Board voted unanimously to approve a notice of change in enforcement of the CCRs regarding basketball goals and to send it to the Members via eblast.

4. HOA Business: The Board considered and took the action as noted with each item on the following items:

a. Fines and Landscape Requirements to Resolve Snow Damage

- i. **Description:** The recent snowstorm caused unexpected damage to our neighbors' landscaping, resulting in dead trees, grass, bushes, or other vegetation. In an effort to provide relief to our neighbors and provide enough time to evaluate damage, work with insurance as necessary, and correct any damage to the landscaping, the Board is considering the following actions:

1. Grant community-wide suspension of all citations/fines related to dead or dying grass, bushes, trees, or other vegetation until June 30, 2021
2. Deem all like-for-like replacements or replacements otherwise in keeping with the CCRs as pre-approved with no requirement to attain pre-approval from the ACC
3. Reduce the number of required trees in front yards from four (4) to two (2) in an effort to address an existing issue of the CCRs requiring too many trees and so that neighbors with dead trees as a result of the snow are not required to plant additional trees when a reduction of required trees was already being discussed

ii. Additional Notes from Conversation:

1. Weed growth will still be cited and fined. This is for *dead or dying* vegetation only. Not overgrown vegetation.

iii. Disposition: Proposed by the Chair. Seconded by Mr. Smith. Approved Unanimously.

b. Sending First Violation Notices by Regular Mail for All Violations

- i. **Description:** Most violations are corrected after the first violation notice. In an effort to save the HOA money (\$7/notice) and to make these notices less about enforcement and more about a neighborly reminder, all first notices will be sent via regular mail instead of certified mail. Fines will, therefore, not be assessed until the 3rd notice, as the 2nd notice would be the first notice sent via certified mail.
- ii. **Additional Notes from Conversation:**
 1. Check to see if we can also send email for offenses in addition to or perhaps in lieu of mail.
- iii. **Disposition:** Proposed by the Chair. Seconded by Mr. Smith. Approved unanimously.

All Homeowners were excused at 2:17PM in preparation for Executive Session:

5. Executive Session:

- a. Executive Session called to order at 2:18PM with all Board Members present.
- b. **Executive Session Business:** The Board considered and took the action as noted with each item on the following items
 - i. [REDACTED] – **Sod Violation & Fines**
 1. **Description:** [REDACTED] made a request to delay sodding in light of the snowstorm such that he will have green grass in his front yard by June 30, 2021.
 2. **Disposition:** The Board voted unanimously to grant this request.

6. Adjournment: The meeting was adjourned at 6:22PM

Sonoma Mesa Community Association Inc.

A Texas Non-Profit Corporation

Special Board Meeting Minutes

March 23, 2021@ 6:00 PM

Zoom / Teleconference

1. Call to Order

- a. Daniel Moody, as the Chair, called the meeting to order at 6:08 PM. Board Members Scot Rower and Vince Smith were in attendance as well.

2. Approval of Prior Meeting Minutes:

- a. The Chair motioned to waive reading of the February 26, 2021 Special Meeting Minutes and approve them. No objections.

3. Board Action Report: The Chair read the following summaries of actions taken by the Board between the last open meeting and this meeting aloud orally in accordance with Texas Property Code.

- a. **February 26, 2021:** In Executive Session last meeting, the Board voted unanimously to grant a homeowner an extension to June 30, 2021 to have green grass in their front yard
- b. **March 3, 2021:** The Board voted unanimously to approve repairs to the Sonoma Ridge gate, replacing 2 hinges at a cost of \$359.00
- c. **March 3, 2021:** The Board voted unanimously to grant Spectrum the authority to approve and make budgeted repairs up to \$1,000.00 without first getting Board approval. Stipulations include that Spectrum must first notify the Board of the repair and must provide a monthly report of all repairs approved under this authority.

4. HOA Business: The Board considered and took the action as noted with each item on the following items, which were announced in the meeting notice:

a. Special Business

i. Resolution: Voting Policy Change for March 30, 2021 Annual Meeting

1. **Description:** The Board is considering a voting policy change for the March 30, 2021 election. Details can be found in the text of the draft resolution.
2. **Additional Notes from Conversation, if any:** None.
3. **Disposition:** Board voted unanimously to approve.

ii. Resolution: Subdivision-Wide Landscape Variance

1. **Description:** In the last meeting, the Directors voted to reduce the required number of trees from four to two. Procedurally, this needs to be passed as a resolution. This resolution under consideration is a procedural step to enact the intent of the Directors' vote of February 26, 2021. See draft text.
2. **Additional Notes from Conversation, if any:** None.
3. **Disposition:** Board voted unanimously to approve.

All Homeowners excused at 6:11 PM in preparation for Executive Session.

5. Executive Session: The Chair made a motion to enter into executive session and it was carried by the Board.

- a. Executive Session called to order at 6:12 PM with all Directors present.
- b. Mr. Moody recused himself from the matter after Executive Session was called due to the business before the Directors being his own request for a Variance. He remained in attendance as the homeowner seeking approval to give a statement and answer any questions from the Directors about his request.
- c. Mr. Smith, as Vice President, assumed the role of Chair.
- d. **Executive Session Business:**
 - i. Request from One (1) Homeowner for a landscape variance related to rocks in the side yard for a watering/drainage issue.
 1. **Description:** Homeowner is requesting to replace sod in his side yard with 1 ¼ river rock to match the community rock in color, but not size. The ACC has recommended a Variance to the Board for consideration.
 2. **Additional Notes from Conversation, if any:** None.
 3. **Disposition:** Mr. Smith & Mr. Rower voted in favor of the variance. Mr. Moody recused.
- e. Mr. Moody resumed the Chair.

6. **Adjournment:** The Chair made a motion to adjourn which was carried by the Board. The meeting adjourned at 6:15 PM

File Information

**eFILED IN THE OFFICIAL PUBLIC eRECORDS OF BEXAR COUNTY
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

Document Number: 20210135670
Recorded Date: May 19, 2021
Recorded Time: 12:07 PM
Total Pages: 47
Total Fees: \$206.00

**** THIS PAGE IS PART OF THE DOCUMENT ****

**** Do Not Remove ****

Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was eFILED in File Number Sequence on this date and at the time stamped hereon by me and was duly eRECORDED in the Official Public Record of Bexar County, Texas on: 5/19/2021 12:07 PM



Lucy Adame-Clark
Lucy Adame-Clark
Bexar County Clerk