

**SONTERRRA PROPERTY OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**

**Held at The Club At Sonterra**  
**September 24, 2009 – 9:00 AM**

**Directors Present**

**Vincent Nazzaro, Mark Neneman, Bernie DeNisio, Dayna Rinklin, John Tracy, Bill Wuest,**

**Directors Absent**

**Rick Faner**

**Guests**

**Tonja Condor, Ray Jansure, Josephine Stevens, Chief MarvinTillman**

A quorum was established and the meeting was called to order at 9:10 AM by Mr. Wuest.

The Minutes of August 27, 2009 had been previously provided for review. A motion to approve the minutes was made by Mr. Tracy, seconded by Mr. Nazzaro, and passed unanimously.

**Financials and YTD Capital Expenses**

Mr. Jansure reported revenues on the Financial Statement (Schedule I, p. 8) were above budget. Operating expenses for August exceeded the budget due mainly to actual expenses of \$8,816.27 versus budgeted expenses of \$1,500 for wall maintenance (Schedule III, p. 11). Since equipment is a capital expense, Mr. DeNisio asked whether the maintenance expense for gate arms could also be designated as a capital expense. Mr. Jansure will follow up with the accountant. Mr. DeNisio noted that gate remote costs are covered by their sales. Mr. Nazzaro asked that a third column for 2007 be added to Schedule IV, p. 12. A motion to accept the Financials was made by Ms. Rinklin, seconded by Mr. DeNisio, and passed unanimously.

**Sonterra Capital Suit**

Mr. Jansure announced receipt of a substantial check from Sonterra Capital with the signed agreement. Sonterra Capital will pay the remaining past due balance within three months and then continue with quarterly assessments as due.

**Collection Options**

Mr. Wuest reported that after reviewing the information, that he felt the Association's collection procedures were satisfactory. Mr. Jansure also reported that the Carlton Company uses a series of letters in their collections. There is no cancellation fee charged to the Association if an account is removed from Carlton's collection group. The delinquent account can then be pursued through foreclosure through counsel. Mr. Wuest suggested that counsel set-up the option to work with the Stone Oak POA's counsel on a case-by-case basis to pursue overlapping foreclosures. Mr. Wuest will follow up with counsel. Mr. Jansure reported that a commercial account was undercharged in its assessments on past invoices and, since corrected, does not want to pay the difference actually owed, approximately \$21,000, and the new assessment figure. Mr. Jansure was instructed to intensify efforts to resolve the matter or take to collection.

## **Finance Committee**

Mr. Jansure reported that the home at 1218 Sunset View now owned by Compass Bank due to foreclosure. Mr. Jansure is attempting to contact an individual who he understands has been hired by Compass Bank to finish the project and will keep the Board advised. Counsel will be asked whether the \$1,000 deposit still held by the Association can be applied to previous fines. Mr. Nazzaro reported that the Finance Committee has begun prioritizing budget items in preparation for the 2010 budget. Mr. Nazzaro stated that the Finance Committee recommends to the Board to have the \$80,661.70 in special assessments incorrectly deposited to the Operating Account repaid to the Capital Account without an increase in assessments.

## **Landscape Committee**

### Estates Property

Mr. Wuest reported that the Contadora property owner has agreed to complete the landscape plan as approved by the ARC, to add more plantings, and to possibly add plant containers and bermed plant beds. The owner was granted an extension until October 12, 2009 and also asked to move some of the boulders to the backyard. Mr. Wuest will send a follow up email to ask for a status on completion from the owner.

### Sonterra/Stone Oak Parkway Entrance Landscaping Proposal

Mr. Wuest presented the proposed landscaping plan from Mr. Joe Acuna with Expert Lawns. Mr. Wuest had met previously with Mr. Barry Carter and Mr. Gary Tupa from The Club at Sonterra to discuss the plans for landscaping the main entrance. The proposal's cost was estimated to be \$13,000. Ms. Rinklin moved to proceed with the landscaping of the entry to a more Tuscan look with the plan submitted by Joe Acuna and with the agreement of the Landscape Committee and the landscaping staff from The Club at Sonterra; the expense not to exceed \$14,000 out of the Capital Account. The motion was seconded by Mr. DeNisio and passed unanimously. Mr. Wuest will coordinate with Rick Sheldon for the adjoining property areas at the entry. The Board will send the Entry Gate Landscape Plan to the ARC as a working model of the direction being taken in Board policy for xeriscaping. The ARC will be asked to propose a Xeriscaping Policy consistent with this plan.

*A break was taken at 10:28 AM and the meeting reconvened at 10.35 AM.*

Mr. Wuest continued with the Landscaping Committee report and said that dead bushes will be removed from entryways. Mr. Jansure reported that the entry at the Oaks West would need additional meters for irrigation. Installation of a 1" meter would cost approximately \$4,000-\$7,000, while a 1.5" meter would cost approximately \$8,000-\$14,000. The Board asked Mr. Jansure to report back on the cost to bring water from The Oaks East Gate to The Oaks West Gate to compare to the cost of the installation of meters. Mr. Jansure will provide that information to the Board

## **The Club at Sonterra**

Mr. Neneman reported a flooding situation occurred on the golf course during the recent rains. The new monument signs were installed at the main entrance. Mr. Wuest asked Mr. Neneman to gather quotes for a newsletter article from new members who joined The Club at Sonterra through the Resident Membership category. Mr. Neneman reported that over-seeding of turf on the golf course was under discussion but commencement had been delayed by water restrictions.

### **Architectural Review Committee (ARC)**

Mr. Tracy reported that Ms. Galvan had resigned from the Committee. Mr. Tracy reported the ARC was addressing special issues regarding fencing and landscaping that occurred when a resident who owned a vacant lot adjacent to his house property submitted a landscaping plan for the vacant lot. Mr. Tracy will bring a recommendation to the Board for a Xeriscaping Policy upon its completion by the ARC.

### **Awareness Committee**

Mr. DeNisio reported that the Awareness Committee met with a La Cierra resident who asked for a waiver for decal requirement on his automobile; the resident dropped his appeal and now has a decal on his automobile. Mr. DeNisio noted that the aggressive approach using violation notices and subsequent fines took care of golf cart violations. An incident in The Gardens was resolved after contact was made with the parent/owner of the golf cart. Future Committee discussion will determine whether to recommend installing the rapid recovery gates at the remaining entries after the gate arm at The Highlands entry is up and running.

### **Volunteers Annual Gathering**

Ms. Rinklin suggested hosting an Open House at the Management Company office. Ms. Rinklin and Ms. Condor will discuss the set-up, date, and time.

### **Area Representatives Reports**

Reports from the representatives had been provided for review. Due to the attendance of Councilwoman Elisa Chan at the luncheon portion of the meeting, responses to the reports will be provided via email rather than the usual method of responding during the luncheon.

### **Street Repair Plans**

Mr. Jansure reported that a letter notifying residents of La Cierra and The Waters of upcoming street repairs had been mailed. Further letters will be sent to residents as street repairs proceed.

### **Insurance**

Mr. Jansure reported that information has been submitted to the insurance broker for bids.

### **Meeting with Councilwoman Chan**

Mr. Wuest reported that he would introduce the Councilwoman at the luncheon and then ask for questions relating to District 9 as a whole from the Area Representatives. City Staff would be available if needed to answer individual questions following the luncheon.

### **Striping and Buttons for Turn Lanes on Huebner Road**

Mr. Jansure reported that the City of San Antonio would be utilizing their paving contractor to place buttons and add striping to the crossovers on Huebner Road. The work is slated for October or November, 2009. The City asked for recommendations on which areas should receive top priority. The Board did not have any prioritization of those crossovers, but the consensus was that all crossovers be striped and buttoned.

**Update on Steubing Ranch**

The September 3, 2009 zoning case before the City Council was re-scheduled for early October, 2009. Mr. Jansure said that Councilwoman Chan continued to explore the financing for the extension of Huebner Road.

**The Management Company**

Ms. Rinklin submitted a report that the move to the new office space was nearly complete and that expenses should remain within the projected budget. The Stone Oak POA will be purchasing a full size truck to be used for maintenance and all maintenance vehicles will be deeded over to The Management Company eventually. The Management Company will then schedule and track vehicle use for maintenance by each Association. Ms. Rinklin requested that requests for tasks or projects to be performed for Sonterra be made directly to Mr. Jansure as the Sonterra Property Manager. It would also be helpful for phone call requests to be followed up by email to Mr. Jansure and a copy to Ms. Condor.

The meeting adjourned at 11:59 AM.