

SOUTHGATE PROPERTY OWNERS ASSOCIATION

Business Meeting November 25, 2019

"A Community of Friends 55 Years of Age and Older"

President George Herrington called SBOD member, Linda O'Donohue to be identified as attending the meeting telephonically. Linda O'Donohue identified herself as attending the meeting telephonically.

President, George Herrington asked Secretary, Phyllis Yardley if there is a quorum of the board. Phyllis confirmed that there is a quorum of the board. Three members of the board are in attendance with one member of the board attending telephonically.

Having established the presence of a quorum the business meeting was called to order by President, George Herrington at 7:00 PM in the clubhouse.

Members Present Were: George Herrington, President; Phyllis Yardley, Secretary; Balentin Morelos, Member-At-Large; and Linda O'Donohue, Vice President, attending telephonically.

OLD BUSINESS: Phyllis Yardley read the following Actions Taken Without A Meeting:

- An Action Taken Without A Meeting form dated September 10, 2019 approved the minutes of the SBOD Business meeting held on September 6, 2019. The minutes were emailed to the Association Members and Posted on September 10, 2019.
- An Action Taken Without A Meeting form dated October 21, 2019. On October 20, 2019 the ceiling in the office collapsed. The SBOD hired Jose Dimas on an emergency basis to put up new dry wall in the ceiling. The cost of this emergency job was \$250.00 for labor only. Southgate supplied all the materials.
- An Action Taken Without A Meeting form dated November 14, 2019. The SBOD will employ Odelio Luna Vincento to pick up brush from the yards and take it to the brush disposal pile due to the breakdown of David Carrillo's truck. Odelio will be employed by the SBOD for four hours on Friday, November 1 and Saturday, November 2, 2019 first for brush disposal and if time permits to work on the beds in the boulevard placing cloth barrier to prevent weeds and putting red lava rock in each of the beds. Odelio will be paid \$10.00 per hour for a maximum of eight hours.

George discussed the North Perimeter Wall Project and due to the cost, building a seven-foot wall is not feasible at this time. Replacing the existing two-foot wall and replacing the existing fence is also cost prohibited. Therefore, we will be patching and repairing the existing retaining wall and replacing the retaining wall on two lots.

George discussed the results of the Gate Poll. Since we asked the membership to accept the Dedicatory Instruments as written, the SBOD made a unanimous decision to poll the membership to determine their opinion regarding stopping at the gate to secure the community. The result of the poll was 76% of the SPOA Members who submitted an opinion, supported stopping at the gate. Therefore, the SBOD has made the decision to not place this issue on the ballot at the February 1, 2020 annual meeting.

NEW BUSINESS:

Resignation: George regretfully notified the SPOA that the SBOD had accepted the resignation of Dawn Herrington serving as the SBOD treasurer effective November 22, 2019. The SBOD shall retain Dawn Herrington as our office manager.

PUBLIC HEALTH AND SAFETY MANDATES: For the record the Southgate Board of Directors formally addressed for the SPOA in accordance with Texas Property Code §209.006 seven issues to be considered Public Health and Safety mandates. Each of the following mandates were individually voted on by the Southgate Board of Directors and each of them were unanimously approved with Linda O'Donohue casting her vote telephonically.

- Garage doors may not be left open unattended for extended periods of time. They may be vented up to 12" for air flow.
- You must stop at the gate to allow it to begin to close so as to not allow unauthorized individuals into the community. This mandate shall include that you are responsible for anyone you personally allow entrance into Southgate – they are required to stop at the gate to allow it to begin to close.
- All pool/spa regulations must be observed to include all regulations regarding guests.
- Smoking or vaping in any common area is strictly prohibited.
- All persons residing in Southgate shall keep their emergency contact information up to date either when their information changes or when required by the Board of Directors.
- All persons residing in Southgate and their guests shall obey the maximum speed limit of fifteen miles per hour.
- Animals may not be walked in or on any common area and shall be securely tethered so as not to escape to enable said animal to tread upon or in any common area.

George stated that for the record, the SBOD has clarified for the SPOA that these seven public health and safety mandates have been unanimously approved.

FINANCIAL REPORT:

George reported to the SPOA that after the resignation of the treasurer in July, many hours were devoted by him to get the SPOA's books in balance in order to give balanced books to the new treasurer. The checking account, savings account and petty cash have been reconciled and are now correct. If in the future you do not receive a financial report each month in your email or see it posted in the exercise room, contact a SBOD member to find out why. The financial report can also be found on our website.

OFFICE RENOVATION:

Expenses incurred for the renovation of the SBOD Office are as follows:

- Purchase of furniture \$1,411.00. This will be recorded as an asset on the financial statement.
- Consumable supplies and labor \$952.00.
- Total cost of \$2,363.00.

NORTH PERIMETER BID FOR NORTH RETAINING WALL:

Eight contractors were given a notice to bid on the retaining wall project. Bids arranged from \$38.00 to \$150.00 per linear foot. To stay within budget:

- Lot #19 partial wood fencing wall will be replaced with a seven-foot block wall and cap to match the existing wall.
- Lots 20-26 and Lot 34 will be patched.
- Lots 27 and 28 will be replaced due to total deterioration.
- Lots 29-33 any loose top caps will be secured.

After the retaining wall project is completed the existing wood fencing wall will be stabilized with 3-1/2" galvanized steel posts and horizontal crossmembers. New fence boards will be added as needed. Lot #19 partial wood fencing wall will be replaced with a seven-foot block wall and cap to match the existing wall. The lowest final bid of \$10,060.00 was presented by Juan Dimas.

- A motion was made by Linda O'Donohue that the SBOD award the bid to Juan Dimas as specified on the bid proposal for the north perimeter retaining wall.
- The motion was seconded by Balentin Morelos.
- It was unanimously approved by the SBOD to accept the bid and award the retaining wall contract to Juan Dimas.

PUBLIC FORUM: The public forum was opened for discussion giving residents the opportunity to speak and to ask questions that were not of a personal nature. No members signed up to speak.

There being no further business President, George Herrington asked for a motion to adjourn the meeting.

- Balentin Morelos made a motion that the meeting be adjourned.
- The motion was seconded by Phyllis Yardley.
- It was unanimously approved by the SBOD to adjourn the business meeting with Linda O'Donohue voting telephonically.

The meeting was adjourned at 8:34 PM.

Respectfully submitted,

Phyllis Yardley
SBOD Secretary

Emailed, Posted on the SBOD Bulletin Board and Posted on southgateliving.com on 11-29-2019