Potranco Ranch Homeowners Association, Inc.
Board of Directors Meeting Minutes
November 23, 2016

Board Members Present:
Michael Ingersoll & Megan Earl

Board Members Absent:
Mary Hoyt

Guest Present:
David Earl

Management Representatives Present:
Rodney Herrera, Managing Agent

Location:
DAMC, 6391 De Zavala Rd., Suite 223 D, San Antonio, Texas 78249

Call to Order:
The meeting was called to order at 9:30 am by Rodney Herrera

Verification of a Quorum:
A majority of the board is in attendance; a quorum was met.

1. General Membership Comments:
    a. No owners requested to speak and no owners attended the meeting
2. Old Business:
    a. None
3. New Business:
    a. Appointment of Officers – A discussion took place regarding the Officers for the Association. A motion was made, seconded and the Board discussed the following three positions:
    President – Michael Ingersoll
    Treasure – Mary Hoyt
    Secretary – Megan Earl
    A majority of the Board approved the motion.
    b. Annual Assessment – A discussion took place regarding the annual assessment. A motion was made, seconded and the Board discussed the following motion: To keep the annual assessments the same as the 2016, in the amount of $150.00. A majority of the Board approved the motion.
    c. 2017 Budget Review & Vote – DAMC submitted an operating budget based on 12 months of actuals. The Board reviewed and made the following changes: Added liability insurance expense of $2,200.00; decreased landscape upgrades to $0.00; increased social committee to $2,000.00; increased operating contingency to $2,000.00; reduced reserve funding to $4,428.60. A motion was made, seconded and with no further discussion the Board approved the 2017 Operating Budget with changes.
    d. Annual Meeting Follow Up Review Membership Concerns - The Association Board discussed issues with the PID representative and worked with all involved in providing a response to the community by eblast. Topics will cover landscaping, communication,

HOA responsibilities, PID responsibilities, gate issues, light issues, remote issues and in establishing a social committee. The Board will be sending an eblast to the community to see who is interested in serving on the committee. After the complete Board reviews the eblast, it will also be sent out. The Board agreed to sending out a profile for owners interesting in serving on the Social Committee to fill out and send back in. The Board also agreed to have another meeting in the Spring to discuss the social committee and have an additional meeting

   e. Insurance – The board discussed the need for liability insurance and an umbrella policy. The motion was made to get pricing on liability insurance with a $2,000 deductible and a million-dollar umbrella policy. The motion was seconded and with no further discussion the motion was approved.

4. Executive Session – The Board went in to executive session and a discussion took place regarding properties that were not in compliance. The Board exited executive session and announced an overview of what was discussed.
5. Adjournment – With nothing further to discuss a motion was made, seconded and all approved to adjourn the meeting. The meeting was adjourned at 10:19 am

Respectfully Submitted by:
Rodney Herrera; managing agent, on behalf of Association Secretary