

ORIGINAL

**LMSOA Board of Directors PRIVILEGED
Monthly Board Meeting Minutes - December 2023**

APPROVED
BY: EM DATE: 12/12/23

Date: Tue. 12/12/2023

Time: 6:30pm CST

Location: 7100 Whartons Dock Rd., Bandera, TX 78003

SCANNED
BY: EM DATE: 1/11/24

Call to Order: Chairman, Kenny Hagen: (5 min)

- **Roll Call:** All board members were present.
- **Guests Attending & Sign-In Sheet**
- **Pledge of Allegiance and Prayer**

Chair Comments: In the past 3 months, we have had double the number of Board Meetings (6 total) in addition to several Closed Executive Sessions after each open meeting (3 total). In the interest of time, we will be moving swiftly through the agenda this evening and will not have time for public comment. Thank you for attending and if you have follow-up questions, please email the office. (2 min.)

Minutes & Agenda: Acting Secretary, Erin Massey:

Secretary Comments: We are saddened that LMSOA's Board Secretary resigned on 11/27 in part due to mistreatment by LMSOA members. This is a huge loss for the community and the Board. I will assist as the acting Secretary for the time being. Thank you for your patience during this transition. (1 min.)

Approve Agenda: Motion to approve this agenda. (1 min) Motion made and passed unanimously.

Approve Minutes:

- Read and approve Special Meeting Minutes from 12/1/23 (1 min.) Motion made to approve and passed unanimously
- Read and approve Closed Executive Session Meeting Minutes from 12/1/23 (1 min.) Motion made to approve and passed unanimously

Reports:

Financial Report(s): Treasurer, Lyn Ploeger (5 min)

- Note: Report from 10/2023 was corrected and approved at the 12/1/23 Special Meeting.
- Monthly Treasurer's Report from November 2023 Motion made to accept and passed unanimously.

Project Managers Report: Property Manager, Maggie Schneider (10 min)

Committee Reports:

Architectural Control Committee Report: Ad Hoc, Mike Wolford (2 min) Request for volunteers for ACC by section. If interested, please reach out to Office at lmsoa@yahoo.com or Mike Wolford.

Road Committee Report: Mike Wolford (2 min) Reminded folks of the Road Complaint Form and that Road Committee is consistently going around assessing roads and prioritizing.

Old Business: (35 min)

- Bathrooms closed until further notice. Aladdin mold test on 12/5. Results pending. (Kenny)
- [Complete] Bylaws & Records Policy have been recorded with Bandera County. (Erin) Posted on the website week of 12/5/23.
- Other Policies and Procedures – do we want our Lawyer to review each one? (Erin) This would be the conflict-of-interest policy, social media policy, greenbelt and amenities policy, and volunteer waiver. Motion made and passed unanimously for Lawyer to review the volunteer policy but no need to have lawyer review others.

BY: DM DATE: 10/24

- Implement Facilities Maintenance Schedule (**Erin/Lyn**) This needs to happen in 2024. Tabled to Old Business and review after the 1st of year.
- Implement Dump Procedure document (**Erin/Lyn**) This needs to happen in 2024. Tabled to Old Business and review after the 1st of year.
- [In Progress] Professional Financial Review – Great progress and we will review through close of books 2023. We will share results at 2/2024 GM Meeting. (**Erin**)
- Security Wi-Fi + Cameras – Target completion by 2/2024. (**Lyn, Kenny**) Motion by Lyn to start at the 100mbps at residential rate for Wi-Fi for the following locations for the mailroom/dump. Passed unanimously. Office to sign up for the Wi-Fi at BEC.
- Lawsuits – Confidential, No public comment. Erin is available in person if members have urgent questions. To schedule a time, please contact the Office. (**Erin**)
- Pool Updates – Pressure test happened on 12/11. Motion to fix leaks w/ American Leak Detection. See printed Quote. Motion to do repair passed unanimously.
- Banner w/ Logo for Event Table (**Erin taking over from Andrea**) This is not complete. Motion to spend up to \$125 on the table runner for events previously agreed passed unanimously.
- Fire Safety – Status on updating/installing the following (**Leon**) We need 2 in office and 2 in pavilion. We have 2 and would need 2 more. Leon would like to reach out to the fire extinguisher people and get to more. Motion to purchase 2 fire extinguishers up to \$60.00 each fire extinguisher passed unanimously. Leon to do so before end of year.
- Main Building
 - [Complete] Gutters installed along the exterior wall of the women’s bathroom. - **Lyn**
 - [In Progress] Drain will be installed along exterior wall of the women’s bathroom in January or February at the latest. We obtained 2 estimates from professionals with one coming in around \$3400 and the other at \$2400. Cost of wall repair and studs will depend on extent of damage inside the wall. A professional will perform the wall and stud repair as well. One initial estimate was \$3,000 for that single exterior wall. We can expect the cost to be anywhere from 1-3K. Member attending the meeting suggested two additional contractors in the area. She sent names to the office. Office to follow up and schedule them to give bids. Motion made and passed unanimously to hold on scheduling work until we have the 2 possible bids from the newly referred contractors.
 - [Paint and Wood Repair] Exterior of the building needs siding and trim replaced and new paint. New Paint would include trim and window grates and cages. So far, we have one estimate for trim and siding repair at approximately \$2500. So far, we have one estimate for a professional to do exterior painting at \$8,800. So far, we have the most votes for color #3 which is painted on the back wall. Vote in the office. Up to the office to tally and figure out where to accept votes. Can also email lmsoa@yahoo.com
 - [Windows] To have a professional replace the office windows (from single pane) to energy efficient windows would range from \$4,000-\$6,000. BECs Energy rates went up over 10% in August 2023. Erin went on record suggesting we seriously consider energy efficient updates in 2024 as they pay for themselves over time; and that these costs should be built into the 2024 budget. - **Erin**
 - [Complete] BEC’s program was not a fit for us as the extra costs and fees exceeded the value of the program for our needs. - **Erin**

New Business: (20 min)

- LSVFD to use water in pool in large fire (**Lyn**) Kenny to follow up with SWWC and Lyn to follow up with LSVFD on getting this agreement formalized in some way.
- Icebox procedure (**Erin**) Motion made and passed unanimously to implement ice box procedure as a placeholder for items needing more vetting or longer term ideas so they do not clutter up agendas month over month. Ice box to be reviewed Quarterly. Secretary will maintain.

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2024 Budget Planning and YE Close of Books + Templates (**Lyn**) Lyn stated he would have a draft budget and monthly templates for Board review in the New Year. Erin requested at least 10 days to review.

- 2024 Strategic Planning: Success against 2023 plan, carryovers, new items (**Erin**) Board agreed that we would like to continue the Strategic Planning process in 2024.
- Dues statements and collections 2024 and past (**Erin**) Have a bid from the HOA management company that does Holiday Villages and another firm recommended by our attorney; and one bid from a debt collections agency. Erin to email the bids to the Board week of 12/11. Linda will begin preparing statements and 2024 dues and past dues to be mailed by end of year w/ the Newsletter
- Holiday Schedule Xmas and New Years (**Leon**) This had been on Andrea's list. Motion made and passed unanimously to give Linda, Randy and Maggie one paid day off around Christmas. Specifically, we would close the office on Saturday 12/23 and Tuesday 12/26.
- Road Plan and Schedule - Share 2024 Plan Outline for discussion (**Erin**) Draft Annual Road Plan handed out to Board with request to review before January Meeting and email Erin feedback. Agreement that we will need to start contacting road vendors to give us estimates on road work so we can make informed decisions on cost and expectation setting with membership.

Adjournment: Motion to adjourn. Made and passed unanimously.

SCANNED

BY: EM DATE: 1/1/24