

Great Northwest Community Improvement Association

Executive Board of Directors' Business Meeting | 6:30 p.m., April 6, 2023

Callanen Hall, 8809 Timberwilde Dr., San Antonio, TX 78250

1. Welcome

2. Establish Quorum

Quorum was established with the following Directors present: Chairman Brian Stives, Vice Chairman Essy Lechon, Directors Gabe Briones, Efrain Sosa, Rene Lucio, Elias Ackerman, and Cecilia Alvarez
Staff Present: Acting Community Manager- Jose Morlett, Admin Manager- Eva Lopez, and Rec Manager- Jake Pena; Accounting Manager- Liz Garcia

Call to Order The meeting was called to order at 6:33 PM by Chairman Stives.

3. Approval of Minutes from past meeting- Regular Business Meeting March 16, 2023

As there was no motion made to approve, the minutes will be reviewed with edits to be sent via email to ACM Morlett and Admin Manager Lopez per the Chairman. The approval of the March 16, 2023, Regular Business Meeting minutes will be "pushed" for the April 20, 2023, Regular Board meeting.

Approval of amended Regular Business Minutes from the February 16, 2023

MOTION: I move to approve the February 16, 2023, Regular Business meeting as amended.

MADE BY: Director Lucio

SECONDED BY: Vice Chairman Lechon

MOTION OUTCOME: Passed Unanimously

4. New Business

A. Oak Crest HOA Hall Use

The Directors discussed the continued use of the Association halls for Board meetings held by neighboring HOA Oak Crest due to the potential for extended bi-monthly use (i.e., Annual Meeting). Facility usage was a courtesy extended by Chairman Stives to adjacent HOAs who did not have a designated meeting space. The Directors questioned if there were conflicts with GNW groups, responsibility for set-up, tear-down and cleanup, if guest signed a *non-fee* hall use agreement and whether they carry liability insurance. Admin Lopez, who assists Oak Crest with scheduling use of GNW facilities, reported that the dates provided for their meetings are contingent on GNW's availability and that guests are responsible for set-up, take down, and cleanup. Staff did not ask for a contract or insurance, as they did not anticipate regular scheduling of these meetings. Oak Crest, as well as other guest HOAs must sign a *non-fee* hall use contract, provide release of liability or copy of insurance, and have a *set* day for use. Due to its open availability, Flores Hall will be offered in lieu of Callanen Hall when the Theriot Boardroom does not meet the group's capacity.

MOTION: I move to have Flores Hall available to Oak Crest HOA's Board meetings *if* it does not interfere with current Great Northwest activities, provided they provide insurance or provide a statement of release of liability.

MADE BY: Director Lucio

SECONDED: Vice Chairman Lechon

MOTION OUTCOME: Passed Unanimously

5. Old Business

A. Annual Meeting

Continued conversations were had regarding the tabulation of the online and in-person ballots at the time of the meeting; 54 online, 37 in-person, and 26 mail-in. Election Officer Alvarez gave an update on personally validating the Homeowner's on the ballots and discussed that Accounting Specialist Christopher Palafox will be working with our in-house software *Vantaca* to create an account which removes the homeowner's account balance for the E.O and her volunteers for validation purposes. The volunteers will be assisting the E.O. closer to the end of April, as they have conflicting schedules. Mr. Palafox anticipates the account should be set up by Tuesday, April 11, 2023. Four (4) association laptops will be provided for E.O. Alvarez and her volunteers. She also gave an update on the balance for the Annual Meeting budget as of March 30, 2023- \$1,456. It was also noted that the Admin Manager contacted the OWLs President Cathy Abbot requesting 6-10 volunteers for the meeting. This will be brought before the OWLs at their upcoming April 11, 2023, luncheon and reported back to E.O. Alvarez. A reminder on last year's volunteer/neighbor recognition items was given- shirts and certificates. An option on using on-hand volunteer medals was brought forward, noting that the inserts were being priced at the time of the meeting. The E.O. asked about recognizing any staff member who reached a milestone work anniversary at the Annual, but it was stated that this was done during staff luncheons. At that time, the menu was discussed- sandwiches, veggie and fruit platters, as well as cake for dessert. The request for a theme of Star Wars noted, as the meeting falls on May 4th, which is recognized by the pop-culture reference of "*May the Fourth be with you*;" a nod to the Star Wars franchise and the May fourth date. Finalizing the scholarship verbiage and JotForm submission form, the Fiorillo and Laushey scholarships were approved to go live online. It was asked that after all submissions were received, staff provide hard copies for the Scholarship Committee's review. Chairman Stives then asked if the Board had Neighbor Nominations as requested at the March 16th meeting; Director Briones submitted a nomination and Mr. Jose Morlett suggested one verbally. The Board was then asked for a volunteer to emcee the annual meeting, alongside Jose and/or the incoming Community Manager, if one should happen to be appointed at that time.

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6. Adjourn to closed Executive Session: Deed Restriction Violations and Personnel

MOTION: Adjourn to closed session

MADE BY: Director Lucio

SECONDED: Director Sosa

MOTION OUTCOME: Passed Unanimously

In the closed Executive session, six (6) properties were brought before the Board on Deed Restriction Violations. The Board unanimously agreed to move forward with the court process on said homes. Director Lechon provided an update on potential legal actions regarding personnel.

9. Adjourn closed Executive session back to the regular meeting

MOTION Adjourn closed session.

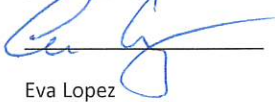
MADE BY: Director Lucio

SECONDED BY: Director Briones

MOTION OUTCOME: Passed Unanimously

The meeting adjourned at 9:25 PM

Submitted by:



Eva Lopez
Admin Manager

Board Approved:



Brian A. Stives
Chairman, Board of Directors

Board Approved:



Jose Morlett
Acting Community Manager, Secretary, Treasurer