

Great Northwest Community Improvement Association
Regular Board of Directors' Business Meeting | 6:30 p.m., August 17, 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 Rene Lucio, Directors- Gabe Briones, Efrain Sosa; and Elias Ackerman.

Director Essy Lechon arrived at 7:27pm.

Staff Present: Jose Morlett- Community Manager, Eva Lopez- Admin Manager, Jake Pena- Rec Manager, Liz Garcia- Accounting Manager, Christopher Palafox- Accounting Specialist; and Maek McLean- Maintenance Manager

Presentations and Delegations

Orlando Ramirez from District 6 was on hand to discuss the following- October 13th scheduled date for their Fall *Walk with the Chief* event within the community at 9am. Mr. Ramirez also handed out a flyer regarding the plan of action to improve the stormwater flow issue along the Culebra Tributary Creek through the Great Northwest. Stormwater Operations staff will revisit the site to remove excess wood material and will investigate altering the box culverts. Public Works will also be studying the Timberwilde Bridge to determine if there is any additional studies needed. He also mentioned D6's upcoming *Back to School Readiness Bash* taking place on August 19th from 10 AM to 2PM at Hallmark University, located at 9855 Westover Hills Blvd., 78251.

Members Voice:

Gary and Christine Driessen- Residents Driessen brought before the Board their thoughts on why the GNW not extending the pool season to mirror that of the City's schedule. The Rec Manager explained that this is due to the lack of Lifeguards, as the summer staff is mainly comprised of teenage students who are returning to school. Mr. and Mrs. Driessen also inquired about having gate barcode scanners, so that residents may "swim at their own risk." This was deemed a liability issue and state laws prohibiting such activities when pools such as the GNW are of a specific depth and have water slides. The Board requested that the Rec Manager look into his staff's availability to accommodate the weekend hours of 1-8pm until September 24th.

Connie Chavez and Melissa Gutierrez- Resident Chavez and Gutierrez spoke on the topic of extending the Aqua Zumba classes until September or October timeframe. Again, due to the lack of lifeguards, The Rec Manager stated that this would not be feasible, but would check with his staff on their availability as per the Board's request.

Call to Order The meeting was called to order at 6:45 p.m. by Chairman Stives.

3. Approval of Minutes from past meeting- Regular Business Meeting July 20, 2023

MOTION: I move to approve the minutes of the July 20, 2023, Regular Business meeting as submitted with amended dates.

MADE BY: Director Sosa

SECONDED BY: Vice Chairman Lucio

OUTCOME: PASSED UNANIMOUSLY

Approval of Minutes from past meeting- Executive Business Meeting August 3, 2023

MOTION: I move to approve the minutes of the August 3, 2023, Executive Business meeting as submitted.

MADE BY: Vice Chairman Lucio

SECONDED BY: Director Ackerman

OUTCOME: PASSED UNANIMOUSLY

4. **Reports**

A. Events: Last *Dive in Movie Night's (DIMN)* of the season at Silver Creek pool on July 28th with Shrek Forever After showing was mentioned. Raising Cane's *Leon Valley* sponsored the raffle item and sweet tea giveaway. The event saw 90 attendees with \$235 income. To-date—Overall Income: \$1859.50, Expense: \$1210.18, and a Net Income of \$649.32. The following upcoming events were discussed- September 4th, Labor Day BBQ at SC Pool at 4pm with Raising Cane's *Leon Valley* supplying sweet tea. At-home Fall Community Yard Sale- Sept 15-17th with registration closing on Sept 7th. September 30th's Dial-A-Trailer from 8am-12noon and Timberwilde Elementary and Flores Hall parking lot. *Neighbors Together*, formerly *National Night Out*, will be held on Tuesday, October 3rd at the homes of GNW residents. Signups for inclusion on map will start the week of August 21st and close on September 27th. Recreation is in talks with Raising Cane's *Leon Valley* to supply food and drink donations for Board members who will be hosting events. The 13th annual GNW car show will be held on October 7th at the SC soccer field parking lot from 5-9pm. Signup forms will go live mid-September and close October 2nd; with walk-ups accepted day of until 5pm. In talks with Raising Cane's *Leon*

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Valley to sponsor all trophies and plaques. Halloween house decorating contest- October 19-25th, with forms made public by mid-September and closing October 16th. Recreation will be reaching out to our local Girl Scout and community groups to act as judges. Raising Cane's *Leon Valley* will be sponsoring each subdivision's first place prizes and yard signs. The 3rd annual Trunk or Treat at the GNW will occur October 21st on the SC Soccer Fields from 6-9pm. Signups for this event will start mid-September and close on October 16th, with accepted walk ups until 6pm. Raising Cane's *Leon Valley* will be sponsoring items and bringing a mini-haunted house for the residents. The implementation of a GNW Fast-Pass will start this year, to allow our residents to have faster and easier access to the event.

- B. Government & Public Relations: N/A
- C. Recreation: Rec Manager Pena gave a brief update on the following: **Swim lessons**- All sessions are full; eighty (80) registered swimmers total for the season, with the remaining session #5 ending on August 18th. He noted the following- \$8,056.74 income, Instructor wages at \$3,857.10, and a net income of \$4,199.64. He also commented on the recent summer staff in-service where they were joined by Aqua Zumba instructor Mandy Fox for their cardio portion. Mr. Pena also made mention of the Raising Canes *Leon Valley* catered luncheon and awards party. **Summer Pools**- Loss of staff due to start and return to school. At the time of the meeting, 19 lifeguards were still on staff. Emerald Valley Pool will close on August 28th, possibly the 21s due to staffing availability. This timeframe coincides with the NISD calendar. **Aqua Zumba**- held at Emerald Valley pool on Tues and Thurs at 8pm and on Saturday morning at 9am with a \$6 fee for *all* participants. Aqua Zumba has seen consistently large classes. The last class will be on August 26th. **Zumba**- Started on August 7th with Monday and Wednesday classes being held at 7pm at Callanen Hall. The fee for all attendees is \$5, with the association receiving a percentage of dues. **Soccer**- fall registration closes August 27th, with a resident fee of \$75 and non-resident fee of \$120. At the time of the meeting, there were 101 registered players. The goal for the season is to have 225 kids and five (5) teams in U6 and 8, six (6) teams in U11 and 3 in U14. The coaches' meeting is scheduled for August 23rd with the need for 1 or 2 more U14 coaches. The parents' meeting will be on September 1st. Practices start September 4th and games begin September 18th. Mass texting of participants from last year who have not yet signed up will occur.
- D. GNWatch: The well-attended return of GNWatch saw guest speakers from SAPD's Park Police, SAFFE Officer Marco Garza, and State Rep Ray Lopez. Park police highlighted the importance of having callers directly request to have them respond to park specific issues. Officer Garza gave an update on the mailbox damage and mail theft in the community and stated that a one-week reporting of calls within the GNW totaled 35 and was "low" for such a large neighborhood. State Rep. Lopez discussed the upcoming November elections and propositions. Director Briones thanked Chairman Stives for addressing online some of the concerns that were brought up at the meeting, to include the importance of regularly checking mailboxes in hopes of limiting access to mail thieves. There was a brief mention of the upcoming *Neighbor's Together* event in October.
- E. Community Manager & Financial:
- a. DRACO- 850 tickets issued, with 770 violations addressed (90% correction rate). Thirteen (13) approved ACC requests, with \$200,000 in projected resident improvements. Four (4) dismissed court cases with one (1) court date pending. At the time of the meeting, Mr. Morlett was awarded \$3,653 in a court settlement earlier that day.
 - b. Events and Recreation- This portion was highlighted in the Events portion by the Rec Manager.
 - c. Communications- Social Media metrics have dropped, with only Instagram's "*reached accounts*" seeing an increase as well as a total of 400 followers. E-blasts for July 22nd-Aug 12th had a 53% open rate. The digital version of the August issue of *Passages* went live on August 1st. Rough copies of the revamped *Strategic Sponsorship* and *Ad package agreements*, Welcome packet, Security, Hall rental, and ACC brochures were provided. A request was made to the Board regarding writing the opening article for the September digital *Passages*.
 - d. Administration & Accounting- Admin Manager Eva Lopez has been editing and updating GNW brochures, group reservation forms, and Member Services Advisor Melanie Garcia has been training with Chris in accounting as he prepares to leave GNW for a job opportunity back in the Valley. He was thanked for his talents and what he brought to the Association. Admin is in talks with NISD's Family Engagement Program to host monthly meetings for homeschooled and early learning children in the community and their families here at the GNW.
 - e. Maintenance- N/A
 - f. Financials- Balance sheet was provided, with the review of summary sheets of financials and comparison report, to include over or underspending per department, HOA expenses, and overall budgeted projection.

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5. **Old Business**

A. **Bylaws**

Discussion continued regarding the changing and/or amending the current GNW bylaws for the percentage for quorum to be changed from 10 to 5% for the Annual meeting of the members. After a lengthy discussion and having opened this topic to the community, the Board, now with Director Lechon present, voted to approve this measure. The Chairman requested that the Community Manager provide proposed language, annotate the date, and change for approval at the next meeting prior to Admin recording this amendment with City records.

MOTION: I motion to change the quorum from 10% to 5%.

MADE BY: Vice Chairman Lucio

SECONDED BY: Director Ackerman

OUTCOME: UNANIMOUS

B. **Board Email**

Discussion was had regarding the price of having association specific emails, but due to its annual cost, the Board decided to setup Gmail accounts that would be used for Board specific correspondence and have a Board or Director related email name.

C. **2024-2025 Budget Discussion**

Discussion was had on the current draft of the 2024-25 budget. All Association managers were on site as the Directors did a department line-by-line review, as were both members of accounting. The conclusion of this working draft will carry over to the next scheduled Board meeting.

6. **Adjourn to closed Executive Session: Personnel**

MOTION: Adjourn to closed session

MADE BY: Director Sosa

SECONDED: Vice Chairman Lucio

OUTCOME: UNANIMOUS

In the closed Executive session, discussion was had on personnel matters.

7. **Adjourn closed Executive session back to regular meeting**

MOTION Adjourn closed session and reconvene to Executive Business Meeting

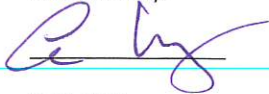
MADE BY: Vice Chairman Lucio

SECONDED BY: Director Sosa

OUTCOME: UNANIMOUS

The meeting adjourned at 9:30 PM

Submitted by:



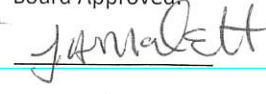
Eva Lopez
Admin Manager

Board Approved:



Brian A. Stives
Chairman, Board of Directors

Board Approved:



Jose Morlett
Community Manager, Secretary,
Treasurer