

SOCOMA HOA BOARD MEETING AGENDA

NOVEMBER 9, 2020

Homeowners Forum:

IT IS IMPORTANT THAT RESIDENTS WISHING TO ADDRESS THE BOARD AT OUR VIRTUAL MEETING SEND THEIR QUESTIONS FIRST BY EMAIL TO president@socomahoa.com. THIS WILL ALLOW US TO CONDUCT OUR MEETING IN AN ORDERLY FASHION.

Please remember the agenda needs to be posted 72 hours before the meeting takes place. New business that has not been brought up before those 72 hours will be discussed at the following meeting. Thank you for your cooperation.

1. CALL TO ORDER

2. OPEN FORUM

3. APPROVAL OF OCTOBER MINUTES

4. FINANCIAL REPORT

5. FY 2021 Proposed Budget Overview David Salazar

6. MANAGER REPORT

7. AT LARGE REPORT

8. ACC REPORT

OLD BUSINESS:

SOCOMA- Declarations, Covenants & Restrictions- 2020-2021-Compliance & Review**

Law Firm Brief & Mission - Erika**

NEW BUSINESS:

NONE

ADJOURNMENT

SOCOMA HOA BOARD MEETING MINUTES
October 12, 2020

Meeting called to order at 7:00 PM Meeting conducted in person at rec center and via Zoom.

Board Members in Attendance: Christopher Pritchard, Erika Johnson, David Salazar (via Zoom) Doug Kraus, Vince Benedikt

Board Member Absent: None

Property Manager: Vickie Johnson

Accountant: Sherri Kraus

ACC: Chris Pritchard

Zoom Homeowner attendees: Viviane Wadiche
Grace Escobedo
Grace and Tom Poe
Diana Kinlaw
Cecilia
Lilie Salazar
Donna Zabicki

- I. Open Forum: No community members had any comments.
- II. Minutes of September 14, 2020 Board Meeting Approved.
- III. Financial Report: David Salazar reviewed the balance sheet and profit and loss of the HOA dated September 30, 2020. Of note includes variances to budget on some revenue and expense line items due to COVID19, i.e. cancellation of the swim team season. Total budget variance YTD from profit and loss was a positive \$19,749.45
- IV. FY 2021 Proposed Budget Overview: Sherri Kraus presented a **PRELIMINARY** budget for the Board to review. Because some income/expense items are peculiar for the 2020 year as a result of COVID19, additional data was presented for the 2019 calendar year for purposes of preparing the 2021 budget, ASSUMING a return to normalcy (i.e. swim team starts, rec center rentals return to normal etc).
 - Additional items presented by Vickie, including continuing the sprinkler systems repairs, mulch at the entrances, painting, teleconferencing systems, security cameras etc.
 - See the entire 2021 proposed budget items for a complete listing.
- V. Managers' Report: Vickie summarized activities related to the recreation center, lawn and landscape, basketball and tennis courts and covenant violations. Detail can be seen in the Manager Report dated October 2020.
- VI. At Large Report: Garage sale a success, National Night Out cancelled and the Trunk or Treat is scheduled for 10/31/20.
- VII. ACC Report – see ACC Report
- VIII. Old Business:
 - Declarations, Covenants & Restrictions – ongoing discussions.
 - Safety mirror – this project has been denied by the City as no records of accidents at that intersection.
- IX. New Business:

- Board unanimously approved to move HOA business to a new law firm, Thurman and Phillips. See complete report from the VP titled HOA Board Meeting 10/12/20.
 - Will be reviewing options for video conferencing equipment and security/surveillance equipment at recreation center. Use of security services to monitor HOA has been delayed as Manager believes issues have subsided for the time being.
 - Videoconferencing and security systems discussions still on-going.
- X. Decisions by the Board via email since last Board meeting: as noted above, the approval to change law firms.
- XI. Meeting adjourned at 7:58

Signatures:

SOCOMA
Balance Sheet
As of October 31, 2020

Oct 31, 20

ASSETS

Current Assets

Checking/Savings

Check-Stone Oak 19,356.99

Savings - Stone Oak 125,839.20

Total Checking/Savings 145,196.19

Accounts Receivable

Receivables 7,553.80

Total Accounts Receivable 7,553.80

Other Current Assets

Capital Fund 75,705.88

Prepaid Insurance 4,314.73

Reserve Fund Asset

Due from Operating Fund 24,631.79

Edward Jones Reserve - 747-0734 217,021.27

Total Reserve Fund Asset 241,653.06

Undeposited 25.00

Total Other Current Assets 321,698.67

Total Current Assets 474,448.66

TOTAL ASSETS 474,448.66

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Due to Replacement Funds 24,631.79

FIT Payable 1,366.20

Prepaid Assessments 3,185.04

Total Other Current Liabilities 29,183.03

Total Current Liabilities 29,183.03

Total Liabilities 29,183.03

Equity

Earnings 191,718.13

Replacement Fund Equity 241,649.06

Net Income 11,898.44

Total Equity 445,265.63

TOTAL LIABILITIES & EQUITY 474,448.66

SOCOMA
Profit & Loss Budget vs. Actual
 January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Dues			
Homeowner Dues	167,600.00	167,500.00	100.00
Lot Dues	1,300.00	1,350.00	-50.00
Total Dues	168,900.00	168,850.00	50.00
Misc. Income			
Garage Sale	125.00	50.00	75.00
Interest Income	4,525.16	2,917.00	1,608.16
Late Fees	3,375.00	3,825.00	-450.00
Miscellaneous	675.00	1,125.00	-450.00
Pool Guest Fees	388.00	1,525.00	-1,137.00
Resale Certificate/Transfer Fee	2,485.00	3,500.00	-1,015.00
Total Misc. Income	11,573.16	12,942.00	-1,368.84
Recreation Center Revenues			
Rec Center Rental - Resident	1,275.00	4,850.00	-3,575.00
Total Recreation Center Revenues	1,275.00	4,850.00	-3,575.00
Swim Team Revenues			
Merchandise Sales	0.00	3,670.00	-3,670.00
Swim Team Concessions	0.00	1,355.00	-1,355.00
Swim Team Membership	0.00	14,000.00	-14,000.00
Total Swim Team Revenues	0.00	19,025.00	-19,025.00
Total Income	181,748.16	205,667.00	-23,918.84
Gross Profit	181,748.16	205,667.00	-23,918.84
Expense			
Administrative			
Bank/Merchant Fees	129.31	100.00	29.31
Board Member/Employee Relations	41.00	0.00	41.00
Directors Insurance	2,895.31	2,850.00	45.31
External Accounting & Tax Prep	250.00	500.00	-250.00
Membership/Association Dues	472.00	420.00	52.00
Reserve Study	0.00	250.00	-250.00
Total Administrative	3,787.62	4,120.00	-332.38
Community Relations			
Garage Sale Costs	81.85	0.00	81.85
Homeowners Party or Events	150.00	1,800.00	-1,650.00
Web-site Fee	77.94	0.00	77.94
Total Community Relations	309.79	1,800.00	-1,490.21
Landscape			
Landscape - Improvements	10,305.40	16,750.00	-6,444.60
Landscape - Maintenance/Repairs	17,914.23	11,500.00	6,414.23
Landscape - Supplies	1,905.35	1,000.00	905.35
Utilities - Landscape Water	8,005.57	5,200.00	2,805.57
Total Landscape	38,130.55	34,450.00	3,680.55

SOCOMA
Profit & Loss Budget vs. Actual
 January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget
Management Fees			
Accountant Fees	9,567.60	9,225.00	342.60
Association Handyman			
Landscape	6,178.25	4,160.00	2,018.25
Maintenace	3,422.00	4,750.00	-1,328.00
Total Association Handyman	9,600.25	8,910.00	690.25
Manager Fees	10,588.50	9,442.00	1,146.50
Total Management Fees	29,756.35	27,577.00	2,179.35
Miscellaneous			
Attorney Fees	897.24	500.00	397.24
Resale Certificate Preparation	2,000.00	1,900.00	100.00
Total Miscellaneous	2,897.24	2,400.00	497.24
Office Expenses			
Computer	324.70	0.00	324.70
Postage	594.15	1,450.00	-855.85
Printing	542.90	900.00	-357.10
Supplies	703.93	500.00	203.93
Total Office Expenses	2,165.68	2,850.00	-684.32
Pool			
Payroll			
Payroll Taxes	2,371.32	2,739.00	-367.68
Gross Lifeguard	14,722.99	20,350.00	-5,627.01
Payroll Expenses	237.11	328.00	-90.89
Pool Manager	1,545.00	2,576.00	-1,031.00
Total Payroll	18,876.42	25,993.00	-7,116.58
Pool - Chemical	2,822.36	3,600.00	-777.64
Pool - Improvement	1,373.24	8,800.00	-7,426.76
Pool - Lifeguard Reimbursements	69.52	0.00	69.52
Pool - Maintenance	3,584.92	6,700.00	-3,115.08
Pool License	229.69	230.00	-0.31
Pool Supplies	2,476.64	750.00	1,726.64
Utilities - Pool Water	5,779.55	5,400.00	379.55
Workmans Comp	2,483.95	2,350.00	133.95
Total Pool	37,696.29	53,823.00	-16,126.71
Recreation Center			
Rec - Cleaning	0.00	475.00	-475.00
Rec - Maintenance	6,815.87	6,993.00	-177.13
Rec - Security	451.33	375.00	76.33
Rec - Supplies	-318.92	800.00	-1,118.92
Rec - Telephone	1,042.10	1,067.00	-24.90
Rec Center Insurance	8,864.60	8,250.00	614.60
Recreation Center Improvements	0.00	500.00	-500.00
Utilities - Rec Ctr - Electric	6,272.25	8,275.00	-2,002.75
Utilities - Rec Ctr Water	3,068.43	2,325.00	743.43

SOCOMA
Profit & Loss Budget vs. Actual
 January through October 2020

	Jan - Oct 20	Budget	\$ Over Budget
Total Recreation Center	26,195.66	29,060.00	-2,864.34
Sport Courts/Playground			
Improvements	0.00	2,700.00	-2,700.00
Maintenance/Repairs	430.99	1,800.00	-1,369.01
Total Sport Courts/Playground	430.99	4,500.00	-4,069.01
Swim Team			
Coach Payroll	0.00	7,870.00	-7,870.00
Concessions	0.00	585.00	-585.00
Liability Insurance	420.00	725.00	-305.00
Merchandise	350.00	4,000.00	-3,650.00
Miscellaneous	0.00	300.00	-300.00
Pool Use Fee	0.00	750.00	-750.00
Supplies	0.00	2,500.00	-2,500.00
Team Registration	125.00	1,250.00	-1,125.00
Total Swim Team	895.00	17,980.00	-17,085.00
Taxes			
Federal & Property Taxes	943.55	1,500.00	-556.45
Total Taxes	943.55	1,500.00	-556.45
Total Expense	143,208.72	180,060.00	-36,851.28
Net Ordinary Income	38,539.44	25,607.00	12,932.44
Other Income/Expense			
Reserve Contribution	26,641.00	26,345.00	296.00
Net Other Income	-26,641.00	-26,345.00	-296.00
Net Income	11,898.44	-738.00	12,636.44

SOCOMA
General Ledger
 As of October 31, 2020

Type	Date	Num	Name	Amount
Check-Stone Oak				6,332.56
Deposit	10/01/2020		Deposit	6,017.00
Deposit	10/01/2020		Deposit	10,300.00
Check	10/02/2020	debit	Terminix	-171.05
Check	10/02/2020	debit	Terminix-Misquittos	-96.34
Deposit	10/02/2020		Deposit	100.00
Deposit	10/05/2020		Deposit	100.00
Deposit	10/05/2020		Deposit	200.00
Check	10/05/2020	9147	Huighe, Arthur & Pamela Bayer-Refund Key deposit	-100.00
Check	10/05/2020	9146	****Las Lomas Elementary-Rental Refund Pool	-175.00
Deposit	10/05/2020		Deposit	100.00
Deposit	10/07/2020		Deposit	5,125.00
Deposit	10/07/2020		Deposit	100.00
Liability Check	10/08/2020		QuickBooks Payroll Service	-488.04
Check	10/08/2020		QuickBooks Payroll Service	-1.87
Check	10/09/2020	debit	Reyes, Pedro Ernesto	-337.50
Deposit	10/12/2020		Deposit	100.00
Check	10/13/2020	debit	The Hartford-Workers Comp	-62.56
Check	10/14/2020	debit	AT&T	-110.33
Deposit	10/14/2020		Deposit	100.00
Deposit	10/14/2020		Deposit	1,775.00
Check	10/15/2020	debit	Vanco Payment Solutions	-1.75
Liability Check	10/15/2020	debit	Internal Revenue Service	-392.88
Liability Check	10/15/2020	debit	Texas Workforce Commission-SUI	-42.17
Liability Check	10/15/2020	debit	Internal Revenue Service Taxes FUTA	-77.11
Check	10/19/2020	debit	The Hartford-Workers Comp	-1,126.00
Check	10/19/2020	direct dep	Hopestone Landscapes, LLC	-2,555.69
Deposit	10/19/2020		Deposit	400.00
Check	10/19/2020	debit	CPM Services, Inc.-2d & 3d quarter maintenance	-2,000.00
Check	10/21/2020		QuickBooks Payroll Service	-1.87
Liability Check	10/22/2020		QuickBooks Payroll Service	-346.04
Check	10/22/2020		QuickBooks Payroll Service	-1.87
Check	10/22/2020	direct dep	Howard's Landscaping Services	-900.00
Check	10/22/2020	debit	Allen, Stein & Durbin, PC	-110.00
Deposit	10/22/2020		Deposit	900.00
Check	10/23/2020	direct dep	Reyes, Pedro Ernesto	-187.50
Check	10/23/2020	debit	SAWS	-2,555.04
Deposit	10/29/2020		Deposit	1,050.00
Deposit	10/29/2020		Deposit	300.00
Check	10/30/2020	9151	Kraus, Sherri	-1,801.96
Total Check-Stone Oak				19,356.99

SOCOMA
Profit & Loss
January through December 2020

		2021	
		Budget	
Ordinary Income/Expense			
Income			
Dues			
Homeowner Dues		167,600.00	
Lot Dues		1,300.00	
Total Dues		168,900.00	
Misc. Income			
Garage Sale		160	
Interest Income		5,900.00	
Late Fees		3,750.00	
Miscellaneous		1,275.00	
Pool Guest Fees		1,600.00	
Resale Certificate/Transfer Fee		5,000.00	
Total Misc. Income		17,685.00	
Recreation Center Revenues			
Rec Center Rental - Resident		6,000.00	
Total Recreation Center Revenues		6,000.00	
Swim Team Revenues			
Merchandise Sales		3,700.00	
Swim Team Concessions		1,350.00	
Swim Team Membership		14,050.00	
Total Swim Team Revenues		19,100.00	
Total Income		211,685.00	
Gross Profit		211,685.00	
Expense			
Administrative			
Bank/Merchant Fees		150.00	
Board Member/Employee Relations		0.00	
Directors Insurance		2,900.00	
External Accounting & Tax Prep		2,000.00	
Membership/Association Dues		450.00	
Reserve Study		0.00	
Total Administrative		5,500.00	
Community Relations			
Garage Sale Costs		25.00	
Homeowners Party or Events		1,000.00	Dropped by \$500
Web-site Fee		80.00	
Total Community Relations		1,105.00	
Landscape			
Landscape - Improvements		5,200.00	mulch for entrances
		4,000.00	Sprinkler Repairs/supplies
		5,000.00	Welding Pool Fence
Landscape - Maintenance/Repairs		43,600.00	
Landscape - Supplies		2,000.00	
Utilities - Landscape Water		6,500.00	
Total Landscape		66,300.00	
Management Fees			
Accountant Fees		11,000.00	
Association Handyman		7,800.00	5 hrs/week at \$25.50
Manager Payroll		14,500.00	14 hrs/week at \$19.50
Total Management Fees		25,500.00	
Miscellaneous			
Attorney Fees		5,000.00	
Resale Certificate Preparation		2,400.00	
Total Miscellaneous		7,400.00	
Office Expenses			
Computer		775.00	
Postage		1,000.00	
Printing		750.00	
Supplies		700.00	
Total Office Expenses		3,225.00	
Pool			
Payroll			

SOCOMA
Profit & Loss
January through December 2020

		2021
		Budget
Comp FICA		2,006.00
Comp FUTA		175.00
Comp MCARE		470.00
Comp SUI		115.00
Gross Lifeguard		15,528.00
Payroll Expenses		306.00
Pool Manager		2,000.00
Total Payroll		20,600.00
Pool - Chemical		5,000.00
Pool - Lifeguard Reimbursements		50.00
Pool - Improvements		500.00
	Lifeguard Stand	
	Pool pump	
Pool - Maintenance		5,500.00
	Shed for Pump room	
	clean pool tile	
Pool License		230.00
Pool Supplies		2,500.00
Utilities - Pool Water		7,300.00
Workmans Comp		1,360.00
Total Pool		47,540.00
Recreation Center		
Rec - Cleaning		750.00
Rec - Maintenance		7,600.00
Rec - Repairs		0.00
Rec - Security	cameras and install	3,000.00
Rec - Improvements	Rec Center Doors	3,000.00
	Rec Center table & chair replacement by \$1,200	1,700.00
	Painting at the Rec Center	1,000.00
Rec - Supplies	inc for supplies/ring	500.00
Rec - Telephone		1,300.00
Rec Center Insurance		8,875.00
Utilities - Rec Ctr - Electric		8,683.32
Utilities - Rec Ctr Water		3,500.00
Total Recreation Center		39,908.32
Sport Courts/Playground		
Improvements	install new locks on courts	2,000.00
Maintenance/Repairs		500.00
Supplies		500.00
Total Sport Courts/Playground		3,000.00
Swim Team		
Coach Payroll		8,000.00
Concessions		600.00
Liability Insurance		895.00
Merchandise		4,100.00
Miscellaneous		300.00
Pool Use Fee		750.00
Supplies		1,700.00
Team Registration		1,200.00
Total Swim Team		17,545.00
Taxes		
Federal & Property Taxes		1,000.00
Total Taxes		1,000.00
Total Expense		218,023.32
Net Ordinary Income		-6,338.32
Other Income/Expense		
Other Expense		
Reserve Contribution	Reduced by \$9,851	24,900.00
Total Other Expense		24,900.00
Net Other Income		-24,900.00
Net Income		-31,238.32
	Amount funded from Reserve	24,900.00
	Amount funded from Savings	6,338.32
		0.00

SOCOMA HOA MANAGER'S REPORT

November 2020

Date: November 9, 2020
To: SOCOMA Board of Directors
From: Vickie Johnson - SOCOMA HOA Manager

General Information

- Submitting items for the 2021 budget
- 3 new residents that has moved into our community

Recreation Center / Pool

- **The Pool** closed on October 31st.
- There were a couple of residents that inquired about leaving the pool open longer and/or all year. It was voted not to keep the pool open due to additional costs to run the equipment & pool cleaning.
- **Pool Keys:** I will continue to swap out pool keys for the homeowners who have not had the opportunity to do so. Going forward, please give me a call to set up a time to do that.

Lawn and Landscape

- Entrance area are looking good. It is a work in progress, and we will continue working with the landscapers to keep it beautiful.
- The Sprinkler System has turned off at all areas and they will be tested every month until March. This helps keep our sewer bill down because SAWS will monitor the water usage during this time to predict what we will be charged for the sewer usage next year.
- Repairs on the sprinkler system will continue during the off season
- Getting quotes to repair the block wall on Hardy Oak
-



Courts

- The community Basketball courts are open to residents and guests up to 10 people, but they must be wearing a mask per the Governors mandate. (See the mandate at: <https://covid19.sanantonio.gov/files/assets/public/files/about/10th-addendum-to-the-8th-declaration-of-public-health-emergency.pdf>)
The mask is required, because of not being able to social distance. There is no longer a sign-up sheet, as it is on a first come basis.
- Tennis courts are open to 10 people. 4 on each court and for 2 parents to watch their kids while taking lessons. There is still a sign-up sheet on the gate for residents to schedule their play time. Residents have requested to continue with the sign-up process.

Covenants

- Main community violation is Garbage Cans not being put away by 10:00 PM the day of pick up and cans not being stored behind a barrier per the covenants.
- As a friendly reminder, political signs need to be removed from yards by November 13th, 2020.

AT LARGE REPORT

October 31st – Trunk or Treat at the Rec Center from 6:00 to 9:00.

- There were 4 residents that came to hand out candy
- There were 3 board members in attendance
- There were approximately 85 trick or treaters

SOCOMA Inc.
Architectural Control Committee (ACC)
1000 Knights Cross
San Antonio, Texas 78258

November 9, 2020

From: SOCOMA, ACC Chairman

To: SOCOMA, Board of Directors

Subject: October Computation of SOCOMA ACC, Applications for Improvement

1. The SOCOMA ACC Committee received four (4) Applications for Improvement.
 - a. 17906 Crystal Knoll, Roof Replacement – 14 October - Approved
 - b. 907 Sutters Rim, PV Solar Panels – 14 October - Approved
 - c. 1102 Wooded Knoll, Siding Installation – 22 October - Approved
 - d. 1007 Sutters Rim, Solar Panel System – 22 October – Approved
2. We currently have one (1) working Application.
 - a. House Build (1011 Sutters Rim) in progress.
3. Questions or concerns, please call/email or text the undersigned.
4. Very Respectful,

(original signed)
Christopher A. Pritchard
Chairman,
SOCOMA Inc., ACC
210.527.4765
Christopher.a.pritchard@gmail.com

Erika Report: New Business (Law Brief):

HOA Board Meeting 11/09/2020

- **New Business: Erika- 2020-2021- Review to Compliance & update MANDATORY: Declarations, Covenants & Restrictions**

Vision & Objectives

To ensure that the managing body's & Dedicatory documents of SOCOMA Inc. Homeowners Association & Board, are operating and in administrative compliance per Chapter 209. Tx Residential Property Owners Protection - i.e. Declarative & Dedicatory (restricted covenants) – county filings.

Since last Board meeting: 10/5

- **10/23- updated Certificate of Management- filed and recorded.**
- **11/3-3 Mandatory Policy updates**
 - In last stages of review/ update policies:
 - **Alternate Payment Plan**- affords SOCOMA, Inc., legal authority to present residents with a payment plan. Further outlines how to legally re-coupe monies when a resident fails to pay.
 - **Records Retention Policy**- this policy is directed by the Texas Property Code. Denotes how long we are required to keep records. Outlines and defines policy for any resident requests per Article XII (Books and Records). Provides clear guidance how many years we are required to go back to provide.
 - **Records Production Policy** – Policy defines the parameters around an owner's request for records and associated costs per (Article XII Books & Records). Policy clearly dictates & describes costs related to the compilation, production, and reproduction of the requested information as prescribed by this policy and adopted under subsection (209.005 { i }

These policies once signed off on will be included as part of the dedicatory instruments. Once adapted and for legal purposes, the policies will be filed & recorded with Bexar County.

Next steps: The Board will continue to review discuss and confer with legal accordingly regarding the request to review Mandatory requirements i.e. required updates, or the adaption of a mandatory policy currently not

inherent in our dedicatory documents and required per the Tx. Residential Property Owners code.

Thank you as always for your confidence

Stay Tuned~

2021-Budget Request- \$5K

Attorney Services- Representation for but not limited to updates to mandatory policies, legal counsel, and or representation et.al