

Villa Tanglewood HOA

September Board Meeting Minutes Monday, September 30, 2024 7:00 p.m. via Zoom

1. **Call to Order:** The meeting was called to order at 7:02 p.m.
2. **Roll Call – Establishment of Quorum**

Board Members Present:

Russell Oldmixon, Vice-President
Sara McAndrew, Treasurer
Lisa Hect, Secretary
Can Alemdar, Member-at-Large

Board Members Absent:

Susan Johnson, President

Management Staff Present:

Linda Adams, Director, PMG
Nicholas Bouza, Director, PMG

3. **Approval of Prior Board Meeting Minutes** – August 26, 2024

Motion by Sara McAndrew to accept minutes as written. Lisa Hect seconds. Motion carried unanimously.

4. **Management Report**

Introductions of Nick Bouza and Linda Adams, from PMG.

The management contract with AAM will terminate effective today, September 30, 2024, and PMG will assume management of Villa Tanglewood as of October 1st.

The transition from AAM to PMG is in progress, and we have begun receiving reports, files, and historical information from AAM. Within the next few days, we hope to receive the ending account ledgers for each unit, so we can transfer any credit or past due balances to the ledgers in the new Resident Center.

Although the online payment function is not yet available, we hope that everything will be ready to go by the middle of October so that payments can be made online or set up for automatic payments.

The electricity charge for each unit will be entered onto the account ledgers prior to the end of each month, so that only one payment can be made for the assessments as well as the electricity payment.

We know there are a lot of pending issues, and we look forward to working with each unit owner to resolve those issues in a timely manner.

5. Treasurer's Report

We have not received the August financial reports from AAM, but in future months, the financial reports will be sent out each month prior to the Board Meeting to the Association members and Board Members for their review.

6. Old Business

Tree Trimming Estimates:

The four largest trees on the property (two in the courtyard, and two facing Brees), are causing problems to the roofs due to branches which are overhanging the roof, dropping leaves and clogging the gutters. The branches also need to be trimmed back away from the buildings to prevent damage. We received two estimates - one for \$7,000 from First Call Juan and one for \$6,495 from Rojo's Tree Service. A board member has requested a bid from a third company, and we are awaiting a fourth bid from U.S. Lawn.

Plumbing Repair at Bldg. 203:

There is a broken p-trap below the AC unit in Unit 203A which needs to be replaced. The broken p-trap causes the condensation to back up into the unit, flooding the floor and potentially causing subsequent damage. Two bids were received, one from Greg Paris for \$13,500, and one from BPS Plumbing for \$8,750. The estimate from BPS includes pulling a city permit and inspection by the City of San Antonio when the repair is completed.

An email motion before the board meeting was made and carried unanimously to contract BPS Plumbing to tunnel up to 25 feet to

access the damaged cast iron line for replacement of the p-trap with new PVC pipes and fittings at a cost of \$8,750.

Balcony Repairs:

An email motion before the board meeting was made and carried unanimously to contract First Call Juan to remove rotten 1x10's from the staircase of Unit 200B, replace with new wood, and reattach the staircase to the metal beam. Also, to seal cracks in the masonry at that unit. Total cost is \$2,100.

There are several other balconies that need to be inspected for structural soundness.

Masonry Repairs:

There are many cracks and gaps in the brick walls throughout the property. One bid has been received from First Call Juan to seal the cracks at a cost of \$3,800 per building. The Board agreed that more research is needed as well as more bids from brick specialists as to the best way to proceed. This issue will be discussed at the next meeting.

7. **New Business:** None

8. **Owner's Open Forum** (responses in blue)

A unit owner asked when the online payment option would be available.

We hope that it will be activated by mid-October. An email blast will be sent as soon as it is available for use.

A unit owner expressed dissatisfaction with supervision of previous projects done by contractors, and said there has not been full transparency regarding money previously spent, especially from the Reserve Fund. Also stated that, in his opinion, there is not a proper plan in place as to how the \$273,000 from the recent special assessment will be allocated.

PMG is still in the process of gathering information about recently completed or pending projects. Going forward, all contractor work will be thoroughly inspected prior to final payment being made.

The financial reports will be sent out to each unit owner monthly, and the format of the reports used by PMG is very easy to understand and broken down clearly by category. We encourage any unit owner who has questions or would like more information about any expenditures reflected on the financial reports to reach out to manager@villatanglewood.net.

Regarding the allocation of the special assessment funds, a breakdown was provided at the meeting of September 9th where members voted to accept the special assessment. Unfortunately, with an older property such as Villa Tanglewood, emergencies often arise, and funds that may have been designated for brick repair, for example, may need to be used to repair a broken sewer drain line, since that is a more urgent issue.

The Board of Directors and PMG are committed to transparency, and we hope that with more frequent communication, to include weekly newsletters as well as the monthly financial reporting, that each member will be fully aware of how Association funds are being spent.

There being no further business, the meeting adjourned at 7:39 p.m.

Submitted by:

LISA HECT
Secretary
Villa Tanglewood Condominiums HOA

Minutes Unanimously Approved by Board of Directors on: Monday, October 28, 2024