



Public Board of Directors Meeting

Tuesday, July 23, 2024

Meeting Held in the Lodge Ballroom, 4820 Scenic Drive, Schertz, TX 78108

Or virtually by Zoom using the credentials below.

Zoom Meeting Credentials

Please join the meeting from your computer, tablet or smartphone.

<https://us06web.zoom.us/j/81045933225?pwd=OQoyOt43qEU1x85GX8wolf2aQFbjHX.1>

or simply: <https://bit.ly/Jul2024Mtg> (note the link is case sensitive)

Meeting ID: 810 4593 3225 Passcode: 072324

You can also dial in using your phone: +1 346 248 7799 US (Same Meeting ID and Passcode)

Note: If you wish to speak during the Homeowner Forum or make a Committee Announcement, please sign up before the Invocation at 1:55.

Agenda

Please silence your phones before the meeting begins.

Note: This meeting is held in conjunction with the Special Meeting of Members.

Some elements of the agenda will occur during that meeting.

1:55 Invocation (During Meeting of Members)

2:00 Call Meeting to Order (During Meeting of Members)

1. Pledge of Allegiance (During Meeting of Members)

2. Roll Call and Determination of Quorum (During Meeting of Members)

Greg Sebold, President

Grady Haddox, Director

Jerry Sparenberg, Treasurer

David Prestridge, Vice President

Dana Giggy, Director

Jerriann Hamilton, Lodge Mgr.

Sandra Hovatter, Secretary

Brad Weberg, Director

Sarah Miller, Community Mgr.

3. Action Items Following Executive Session

As identified during the session.

4. Secretary's Report

Review of Minutes from previous Public Board Meeting. Once approved, the meeting minutes will be posted on TownSq, the resident area of the Scenic Hills website (www.scenichillstx.com) for homeowners' viewing. They will also be placed in the corporate record files.

5. Treasurer's Report (May be during Meeting of Members)

Review of the current financial reports by the Treasurer.

6. Actions Taken Between Meetings

- Let 2 month contractor with Lawn Care contractor.
- 10 bids on roof are being evaluated. Intent is to let contract as soon as possible.
- Painted Ballroom.
- Repair of masonry columns under portico contract has been let.

7. New Business

- Update of Governing Documents (Sandy) – New SPP 4.03, Lawn Maintenance – 1st Review

8. Old Business

- Update of Governing Documents (Sandy) – 2nd Review of Procedure 1.11, Requesting Exceptions to Governing Documents

9. Announcement of Next Meeting

- Meeting of Members July 30, 2024 if necessary to meet quorum
- Public Board of Directors Meeting, September 17, 2024

10. Adjournment

Attachments:

- Minutes from June 25, 2024 Public Board Meeting.
- Procedure 4.03, Lawn Maintenance (for 1st review)
- Procedure 1.11, Requesting Exceptions to Governing Documents (for 2st review)

Following the Public Board of Directors Meeting there will be a Town Hall Meeting.

Town Hall Meeting Agenda

- Homeowners' Forum
- Announcements from Committees, Subcommittees and Community Announcements

Reminder: If you wish to speak during the Homeowners' Forum or make a Committee, Subcommittee, or Community Announcement, please sign up before the Invocation at 1:55.



Public Board of Directors Meeting Tuesday, June 25, 2024

MINUTES

1:55 Invocation – An invocation was given at the beginning of the Meeting of Members which preceded this Public Board of Directors Meeting.

2:00 Call Meeting to Order 1401 time

1. Pledge of Allegiance – The Pledge of Allegiance was recited.

2. Roll Call and Determination of Quorum

X Greg Sebold, President	X Grady Haddox, Director	Jerry Sparenberg, Treasurer
X David Prestridge, Vice President	X Dana Giggy, Director	X Jerriann Hamilton, Lodge Mgr.
X Sandra Hovatter, Secretary	X Brad Weberg, Director	Sarah Miller, Community Mgr.

3. Action Items Following Executive Session

- Accepted resignation of Tommy Knight. We appreciate his service to the Board and the community. We're accepting resumes if you'd like to be considered for the open position. Give them to Jerriann.
- Selected contractor for lawn care. Negotiations to finalize contract will initiate on Monday.

4. Secretary's Report

Review of Minutes from the May 21, 2024 Public Board Meeting.

Motion made and seconded to approve the minutes. Unanimously passed.

The meeting minutes will be posted on TownSq, the resident area of the Scenic Hills website (www.scenichillstx.com).

5. Treasurer's Report

- Given by Greg. See report posted on bulletin board and will be posted on TownSq. Issues with 4 accounts and they're all being worked out.

6. Actions Taken Between Meetings

- Bids for lawn contract have been received and are being evaluated.
- Informational meeting scheduled for all residents on July 8, 2024 at 7pm in the Ballroom to discuss options and provide for community involvement in lawn care decisions.
- A Special Meeting of Members is scheduled for July 23, 2024 at 2pm in the Ballroom to allow community to vote on lawn care options.

We've established an Election Committee for counting votes during the July 23 meeting. Ken Gendolfe has agreed to Chair that Committee. If you would like to be a part of that Committee, talk to him.

It's important to note that Members will be receiving their ballots BEFORE the July 8th informational meeting, so please be patient when you receive them. Recommend that you hold on to them until after the July 8th meeting so you have all the info you need before you vote.

- 14 RFPs for roof went out 5/31; expect to receive 10 bids; bids closed yesterday. They are being evaluated by Board Rep for Facilities and Contract Administrator.
- Met with ACC to bring clarity on several issues. These issues will be the subject of a future informational meeting with residents and will become part of a new procedure titled “Community Appearance Standards”.
- Evaluated survey results from landscaping survey. The results will be the subject of a future informational meeting with residents and will become part of a new procedure titled “Community Appearance Standards”.
- Columns repair total of 21 columns being repaired; payment will include payment offered previously by Barren (contractor); we approved \$7500.
- Minor changes were made to the guidelines for the WishList program. WishList items may now be submitted to the WishList coordinator by Committee Chairpersons, Board Members and other leaders of community activities.
- Took possession of RV Lot tenant’s property to settle an indebtedness. We have 2 outstanding issues like that and we’re moving forward with that.

7. New Business

- Appeal of ACC Denial (public vote by Board members required)

Motion made to uphold the appellant – that is, approve the requested changes previously denied by the ACC. Motion was seconded. Vote:

(no vote)	Greg Sebold, President	No	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director
No	Sandra Hovatter, Secretary	Yes	Brad Weberg, Director

- New SPP (Sandy) – 1st Review of Procedure 1.11, 1-11 - Requesting Exceptions to Governing Documents

Floor was opened for discussion.

Resident: What’s the point in having an exception to a policy for one policy. If it’s good for one, it’s good for everyone.

Response: Texas law says specifically the owners is entitled to submit a written request for an exception.

Yes	Greg Sebold, President	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director
Yes	Sandra Hovatter, Secretary	Yes	Brad Weberg, Director

8. Old Business

- Update of Governing Documents (Sandy) – 3rd Review of Procedures 4.08 (fast-tracked on 3/26)

Floor was opened for discussion.

Resident: Article 6 Sec 16 Bylaws, no leasing

Motion made to approve procedure as written, seconded.

Yes	Greg Sebold, President	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director
Yes	Sandra Hovatter, Secretary	Yes	Brad Weberg, Director

9. Announcement of Next Meeting

- Information Meeting of Members July 8, 2024, 7pm, to discuss lawn care options
- Meeting of Members July 23, 2024, 2pm
- Public Board of Directors Meeting, July 23, 2024, concurrent with Meeting of Members

10. Adjournment

Moved, seconded, unanimously approved. Meeting was adjourned

Related Governing Documents: MDCCR, Article III, Section (b)

Purpose: To explain how the SHCA lawn services are managed and maintained, as well as the responsibilities of homeowners in relationship to lawn care services.

Policy: The SHCA Board contracts with a lawn service company. The provision of lawn maintenance and shrub trimming of lots is at the discretion and direction of the Board. It is the responsibility of the homeowner to prepare their yards for the lawn service maintenance.

Introduction/Overview:

Contract negotiations and budget constraints impact which of the following services are included in the lawn care contract. Typically, the following services are considered:

- Mowing, edging, leaf control, blowing patios, sidewalks and cart paths performed once a week during the summer schedule (April through October) and every other week during the winter schedule (November through March). **Mowers to be set at 4" height.**
- **Leaf control or pick-up is done when lawns are serviced.**
- Mowing of the RV Lot performed a maximum 10 times a year as requested by the RV committee.
- Fertilizing with insecticides and fungicides provided **as needed, typically once or twice a year** to all resident properties and in the common areas.
- Shrub Trimming **as requested by resident work orders.**
- Tree Trimming up to 8 feet **as requested by resident work orders.**

Residents will be informed about which services are currently provided.

Standard Process:

A. For problems with the lawn service:

1. If you need a redo (for example, if they missed edging or mowing part of your lawn) fill out a work order at the lodge or online.
2. If you want the lawn care contractor to trim your hedges or trees, fill out a work order at the lodge or online.
3. If the contractor damages something, take a photo and email it to the committee chairperson. **You must include** a description of the damage, your name, address and phone number. Your issue will be tracked by the Lawn Care Committee.



4.03 Lawn Maintenance

- B. **Residents are not to give directions to the lawn care crew.** Follow the above procedures for any issues.
- C. Inclement weather may delay lawn maintenance. These actions are coordinated between the contractor, Association Management and the Lawn Care Committee. When possible, the community will be advised.
- D. To enhance maintenance success, residents **must** make their lawns readily accessible for maintenance actions by assuring water and soaker hoses are stored properly, **tree limbs are removed, animal droppings are picked up, and anything that hinders contract success is dealt with before the lawn care contractor arrives.**
- E. The contractor is responsible **for removing limbs and debris generated from their efforts.**
- F. The contractor does not provide flower bed maintenance other than shrub trimming. Shrub trimming is done only when requested by resident with a work order **as described in paragraph A.1. above.**

Approval of this amended procedure:

1 st Public Review:	2 nd Public Review:
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This procedure approved by the Scenic Hills Community Association Board of Directors.

Approved by

Gregory Sebold, President, Scenic Hills Community Association

Date

Related Governing Documents: Master Declaration of Covenants, Conditions and Restrictions (MDCCRs), Bylaws, Standard Policies & Procedures (SPPs)

Purpose: This SPP outlines the process for requesting an exception to an existing policy outlined in Scenic Hills Community Association's governing documents. It provides a structured approach to evaluating and approving exceptions in a manner that ensures consistency, fairness, and alignment with organizational goals and values.

Definitions:

Exception: A formal deviation from an established policy that is granted for a specific period or under specific conditions.

Governing Documents: MCCRs, Bylaws, and SPPs

Eligibility for Exception Requests: Exceptions can be requested for, but are not limited to, the following reasons:

- Unforeseen circumstances that were not considered when the policy was developed.
- Situations where compliance with the policy would result in significant hardship or adverse consequences.
- Innovative or unique situations that the current policy does not adequately address.

Standard Process for Submitting Exception Request:

- A. Complete the Policy Exception Request Form: The requester must complete the Exception Request Form. The form template is attached to this procedure. The form requires:
 - Requester's name, title, and contact information.
 - Detailed description of the specific document, and specific article and section for which the exception is requested.
 - Justification for the exception, including supporting documentation.
 - Potential impacts and benefits of granting the exception.
- B. Submit the Policy Exception Request Form: The completed form must be submitted to the Board Secretary via email or to the Lodge Manager via hardcopy. Email is preferred.
- C. Review and Evaluation
 1. Acknowledgment: The Board will acknowledge receipt of the request within 5 days of receipt.
 2. Initial Review: The Board will perform an initial review within 10 days of receipt to ensure the request is complete and complies with the submission requirements. Incomplete requests will be returned to the requester for additional information.



3. Detailed Evaluation: Once a complete request is received, the Board will evaluate the request within 30 days based on:
 - The validity of the justification.
 - The potential impact on stakeholders and operations.
 - The alignment with organizational goals and values.
 - Compliance with legal and regulatory requirements.

This evaluation may also involve consulting with subject matter experts or other relevant committees or individuals to assess the implications of the requested exception.

D. Decision Making

1. Approval: The Board will check the appropriate box on the form to indicate that the request has been approved. Two members of the Board will sign the form and it will be placed in the Member’s file.
2. Denial: The Board will check the appropriate box on the form to indicate that the request has been disapproved. The Board will also provide an explanation on the form, including reasons for the denial and any recommended alternatives or adjustments. Two members of the Board will sign the form.
3. Conditional Approval: The Board may grant a conditional approval, specifying modifications or additional requirements that must be met for the exception to take effect. These comments would be provided in the appropriate block on the form. Two members of the Board will sign the form.
4. The Member may request a meeting with the Board to provide additional information/rationale if the request for exception is conditionally approved or denied.

E. Monitoring and Compliance

1. Monitoring: All granted exceptions are subject to periodic review to ensure compliance with the terms and to evaluate the ongoing need for the exception.
2. Revocation: Exceptions may be revoked if conditions change or if the exception is found to be abused or no longer necessary.

Approval of this amended procedure:

1 st Public Review: 6/25/24	2 nd Public Review:
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This procedure approved by the Scenic Hills Community Association Board of Directors.

Approved by

 Gregory Sebold, President, Scenic Hills Community Association

 Date



1.00 Administrative Procedure
 1.11 Requesting Exceptions to Governing Documents
Policy Exception Request Form

Policy Exception Request Form Instructions

- Complete this form to request an exception to an existing policy. Reference SPP 1.11.
- Provide as much detail as possible to explain the reason and the impact of your request, including any supporting documents that may help justify your request.
- Submit the form to the SHCA Secretary via email or to the Lodge Manager via hardcopy.
- The Board will acknowledge receipt of the form within 5 days of receipt. If additional information is needed, you will be contacted within 10 days of receipt. A final decision will be made within 30 days of receipt of all requested information.
- Keep a copy of the form for your records.

Form

Requester Name		Date Submitted	
Address			
Email		Phone Number	
Governing Document, including Article & Section			
Description of Exception Request			
Justification for Exception			
Supporting Documents			
Impact Assessment			
Requested Duration		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date
Comments/Conditions on Approval or Reasons for Disapproval			
Signature of 2 Board Members			
1)		2)	