



Public Board of Directors Meeting

Tuesday, May 21, 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/87053988988?pwd=aAtpfAaG2RLbbmlAJaxFwb9b6MD9xb.1>

or simply: <https://bit.ly/3ygogHZ> (note the link is case sensitive)

Meeting ID: 870 5398 8988 Passcode: 052124

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

1:55 Invocation

2:00 Call Meeting to Order

1. Pledge of Allegiance

2. Roll Call and Determination of Quorum

Greg Sebold, President

David Prestridge, Vice President

Sandra Hovatter, Secretary

Grady Haddox, Director

Dana Giggy, Director

Tommy Knight, Director

Brad Weberg, Director

Jerry Sparenberg, Treasurer

Jerriann Hamilton, Lodge Mgr.

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

The Treasurer will review the current financial reports.

6. Actions Taken Between Meetings

- Reassignment of Board Reps to Committees.
- Decision to restructure Public Meetings.
- RV slot reconciled – only one free slot per homeowner. Security company assigned free RV slot.
- Decision made to put locks on all irrigation boxes.
- Keeper of the Keys program initiated.

- Matt Taulai resigned as Lawn Care Chairman.
- RFP for new lawn care contract has been let.
- RFP for roof replacement has been let.
- WishList request by Lodge Committee for \$920 for honor wall approved.

7. Old Business

- Update of Governing Documents (Sandy) – 2nd Review of Procedures 4.08 and 4.09 (both fast tracked on 3/26)

8. New Business

- Possibly converting island in Mimosa Court to Xeriscaping

9. Announcement of Next Meeting

- Public Board of Directors Meeting, June 25, 2024

10. Adjournment

Attachments:

- Minutes from March 26, 2024 Public Board Meeting.
- Procedure 4.08, Leasing Rules (for 2nd review)
- Procedure 4.09, Selling Homes or Lots in Scenic Hills (for 2nd review)



Public Board of Directors Meeting Tuesday, March 26, 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

1. Pledge of Allegiance – The Pledge of Allegiance was recited at the beginning of the Meeting of Members which preceded this Public Board of Directors Meeting.

2. Roll Call and Determination of Quorum

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

3. Action Items Following Executive Session

As identified during the session.

4. Secretary's Report

Review of Minutes from previous Monthly Board Meeting. Correction suggested to procedure 4.07 – There was a resident question asking who can attend personal garage sales. The response was that people in our community can attend; people from outside SHCA are not invited. That's only correct for individual personal garage sales. The procedure allows for personal garage sales held in conjunction with an Estate Sale and in those cases, people outside SHCA may attend.

Motion made and seconded to approve the amended procedures. Unanimously passed.

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

5. Treasurer's Report

Financial reports to Feb available on TownSq, website and in notebook on bookcase. Showing \$10K gain with understanding that water bill will increase soon.

6. Actions Taken Between Meetings

- Facilitated meeting between Lodge, Beautification, Lawn Care and Facilities Committees to clarify responsibilities.
- Approved GVEC effort only on Greenridge new build until ACC application is approved.
- Continuing to pursue insurance claim on Lodge roof and agreement to release RFP for roof repair/replacement.

7. Old Business

- Update of Governing Documents (Sandy) – 2nd Review of Procedures 3.04, 3.05, 4.01, 4.02, 4.06, 4.07, 9.01

Procedure 3.04, Payment of Assessment Fees (for 2nd review)

This procedure combines 2 previous procedures: Alternate Payment Policy/Procedure for SHCA and SHCA Monthly Fee Payment Procedure.

There have been no changes to this procedure since the first review.

Greg opened the floor for discussion. There was no discussion.

A motion was made to accept the procedure as written. It was seconded.

Polling of Board members for their vote is shown below. The motion was unanimously approved. It will be added to the approved procedures on our website.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

Procedure 3.05, Transfer and Administrative Fees:

There have been no changes to this procedure since the first reading.

Greg opened the floor for discussion. There was no discussion.

A motion was made to accept the procedure as written. It was seconded.

Polling of Board members for their vote is shown below. The motion was unanimously approved. It will be added to the approved procedures on our website.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

Procedure 4.01, Landscape Modification including Xeriscaping: This procedure was previously titled “Procedure for Xeriscaping Residential Yards within SHCA”.

There have been no changes to this procedure since the first reading.

Greg opened the floor for discussion. There was no discussion.

A motion was made to accept the procedure as written. It was seconded.

Polling of Board members for their vote is shown below. The motion was unanimously approved. It will be added to the approved procedures on our website.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

Procedure 4.02, Irrigation Systems:

There have been no changes to this procedure since the first reading.

Greg opened the floor for discussion. There was no discussion.

A motion was made to accept the procedure as written. It was seconded.

Polling of Board members for their vote is shown below. The motion was unanimously approved. It will be added to the approved procedures on our website.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

Procedure 4.06, Resident Estate Sales:

There have been no changes to this procedure since the first reading.

Greg opened the floor for discussion. There was no discussion.

A motion was made to accept the procedure as written. It was seconded.

Polling of Board members for their vote is shown below. The motion was unanimously approved. It will be added to the approved procedures on our website.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

Procedure 4.07, Resident Garage Sales:

There have been no changes to this procedure since the first reading.

Greg opened the floor for discussion. There was no discussion.

A motion was made to accept the procedure as written. It was seconded.

Polling of Board members for their vote is shown below. The motion was unanimously approved. It will be added to the approved procedures on our website.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

Procedure 9.01, RV/Boat Storage Lot:

There have been no changes to this procedure since the first reading.

Greg opened the floor for discussion. There was no discussion.

A motion was made to accept the procedure as written. It was seconded.

Polling of Board members for their vote is shown below. The motion was unanimously approved. It will be added to the approved procedures on our website.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

8. New Business

- Update of Governing Documents (Sandy) – 1st Review of Procedure 4.08

Procedure 4.08, Leasing Rules:

This new procedure outlines requirements for leasing or renting homes within SHCA. The policy was reviewed.

A motion was made to fast-track the procedure. It was seconded and unanimously approved.

Directors					
Yes	Greg Sebold, President	Yes	Robin Streff, Director	Yes	Grady Haddox, Director
Yes	David Prestridge, Vice President	Yes	Dana Giggy, Director	Yes	Tommy Knight, Director
Yes	Sandra Hovatter, Secretary				

NOTE: At this point in the meeting, Brad Weberg was seated as a Director and Robin Streff stepped down.

Procedure 4.09, Selling Homes or Lots within Scenic Hills:

This new procedure is intended to greatly aid the Lodge Manager and the Website Manager in tracking the sale of properties and advertising them on the Scenic Hills website.

A motion was made to fast-track the procedure. It was seconded and unanimously approved.

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

- Acct #440 – ACC fine
- Request from ACC to apply fine for not completing an ACC application prior to replacing roof. Held hearing with residents.
Motion to levy fine, seconded – \$50; Yes 4, opposed 1, abstained 1
- Acct #277 – Motion made to move forward with collections; seconded; Yes 5, abstain 1

- Acct #869 - Renters given until March 31 to vacate. Motion made and seconded to fine owner consistent with our fine policy; Yes – 5, abstain – 1

9. Announcement of Next Meeting

- Public Board of Directors Meeting, May 21, 2024 (no public meeting in April)

10. Adjournment – A motion was made, seconded; and unanimously approved to adjourn the meeting.

Related Governing Documents: All governing documents and Standard Policies and Procedures

Purpose: This procedure is provided to ensure that homes within SHCA are leased in a way that maintains the integrity of the community.

Leasing Rules

1. **Leasing Requirements.** The leasing of any Lot or Lot and Unit (house) must comply with the following rules:
 - a. **One Leased House Limit:** A person may only own one Leased House in the Subdivision at a time. “Leased house” means an occupied house that is not an owner-occupied home. “Owner occupied home” means a house in which at least one occupant is an Owner or Owner’s spouse or is related to an Owner or Owner’s spouse by blood, marriage, adoption, or formal guardianship, and for which occupants do not pay a rental or leasing fee.
 - b. **Section 8 Housing Restriction:** A leased house may not be used for a publicly financed or subsidized housing program, such as Section 8 Housing.
 - c. **Minimum Age of Lessees:** At least one permanent resident living in the home must be age 55 or over. No one under the age of 18 may live in the home. No more than four people may live in the home.
 - d. **Minimum Term of Lease Agreement:** Any lease agreement must be for an initial term of not less than one hundred eighty (180) days. Any extensions to the lease agreement must be for a minimum of ninety (90) days.
 - e. **Entire Home Leased – No leasing of rooms:** A home may be leased only in its entirety; no fraction or portion may be leased.
 - f. **Single Family Residential Use Only:** Single family use restrictions apply to all lease agreements.
 - g. **Leases Must be in Writing:** The lease must be in writing.
 - h. **Rules to be Provided to Lessee:** The Owner must provide the lessee with copies of the Declaration, the Articles, the Bylaws, and all other rules, regulations, policies and procedures of the Association (the “Governing Documents” as a condition of entering into the lease. The lessee may be required to acknowledge, in writing, receipt of the Governing Documents.

i. **Association Not Liable for Damages:**

- 1) The Owner of a leased home is liable to the Association for any expenses incurred by the Association in connection with enforcement of the Governing Documents against the Owner's tenant.
- 2) The Association is not liable to the Owner for any damages, including lost rents, suffered by the Owner in relation to the Association's enforcement of the Documents against the Owner's tenant.
- 3) Any fines incurred by the lessees will be billed to the Owners.

j. **Sex Offender Restriction:** No occupant of any leased home may be a person who has been convicted of a sex crime (1) that involved a victim who was less than 16 years of age at the time of the sex crime, and (2) which requires the person to register on the Texas Department of Public Safety's Sex Offender Database. A sex offender who was a minor when the offense was committed and who was not convicted as an adult is exempt from the application of this Section.

k. **Supervision of Maintenance:** The Owner of a leased house is responsible to the Association for periodic inspection and supervision of the appearance, condition, and maintenance of the yards and leased house exteriors to ensure that the leased house and Lot are maintained to a level that is at least commensurate with the neighborhood standard and in compliance with the Governing Documents. An Owner may not delegate to his tenant the Owner's responsibility for inspection and supervision.

l. **Surrogates:** The Association may refuse to recognize (1) a lessee as a representative of the Owner unless the lessee presents documentation that the lessee is the Owner's attorney in fact for all purposes pertaining to the leased house, or (2) the lessee is the Owner's appointed proxy for a meeting of the Association. (Reference procedures 1.04, 1.05 and 1.06.)

m. **Use of Community Amenities:** An Owner who does not occupy a home in Scenic Hills is not entitled to use the community amenities if the home is occupied as a leased house. Although an Owner has a general right to delegate to the lessee the Owner's right to use common areas, the Association may condition the tenant's use on the Owner's compliance with procedures to confirm ownership and verify tenancy.

n. **Owner Responsibility:** The Owner of a leased house remains liable to the Association for all assessments, duties, and communications relating to the rental house and its occupants.

- o. **Initial Owner Occupancy Term:** An Owner must reside in the home for the first twelve (12) consecutive months after acquiring an ownership interest in the home before the Owner may lease the home pursuant to these rules.
2. **Additional Leasing Rules:** The following additional rules and procedures have been established by the Board of Directors pursuant to the enforcement authority set forth in the governing documents.
- a. **Leasing Restrictions:** A Lot or home may be leased only in its entirety; no fraction or portion may be leased. Single family use restrictions in the governing documents apply to any rental agreement or lease.
- b. **Registration Required:** An Owner seeking to rent or lease a home must submit to the Association a completed Lease Notice form in substantially the same form and substance of the form attached hereto as Exhibit A, along with all required fees and documentation, prior to the commencement of the lease term.
- c. **Registration Fee:** The Association shall charge a registration fee that must be submitted along with the Lease Notice at the time of registration. The Board shall establish the fee.
- d. **Lease Addendum:** A completed Lease Addendum in substantially the same form and substance of the form attached hereto as Exhibit B must also be submitted with the Lease Notice.
- e. **Notice to the Association:** By the earlier of the tenth (10th) day after executing a lease agreement for the leasing of a home, or the seventh (7th) day before commencement of the lease term, the Owner shall provide the Board with: (1) the completed and executed Lease Notice, along with all required fees, and a completed an executed Lease Addendum; (2) a copy of the lease; and (3) the names of the tenants and lessees and all other people occupying the home.
3. **Fines:** The following fines have been established by the Board:

Owners violating the Leasing Rules, including, without limitation, a violation of the minimum lease term, may be fined at the discretion of the Board the amounts set forth below:

Violation	Fine Amount
Failure to Register	\$200 per week
Unauthorized Rental	\$200 per week
All Other Violations	\$50 First Fines
All Other Violations	\$100 Subsequent Fines



4.00 Personal Property (Homes, Lawns, Irrigation, Other)
4.08 Leasing Rules

NOTE: Short-term leasing activity prohibited under these Leasing Rules will be considered a continuing violation if the home continues to be advertised for lease periods shorter than the minimum term set forth herein. Accordingly, the fine amount will apply to the entire period of time until all leasing activity, to include both leasing and advertising for terms less than one hundred eighty (180) days, ceases.

If the Owner has been given notice and a reasonable opportunity to cure the same or similar violation within the preceding six (6) months, or if the violation is considered incurable, the Association may take enforcement action and impose fines in accordance with applicable law.

4. **Existing Leases:** Copies of all leases in existence as of or prior to the date these Leasing Rules have been approved must be provided to the Association within sixty (60) days after the date the procedure is approved by the Board.

Date of approval by Board to fast-track this procedure after first review: 3/26/24

Approval of this procedure:

1 st Public Review: 3/26/24	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

3/26/24
 (fast-track approval)

 Date



Attachment A: Lease Notice

Owner's Name:	Cell	Email
Co-Owner's Name	Cell	Email
Owner's Permanent Address		
Address of Lot/Unit being Rented/Leased		

The following must be submitted along with the Lease Notice form:

- Lease Addendum (attached)
- Complete Lease Agreement (Owner to provide copy of lease)
- Lease Processing Fee (Check payable to the Association)

By my signature below, I acknowledge and agree to the following:

I understand the Lot is in a deed-restricted community, and that Providence Homeowners Association, Inc. (the "Association"), is authorized and empowered to enforce the deed restrictions. I have provided the Governing Documents of the Association to the lessee(s) of my Lot, including the following documents, which I have also reviewed and understand: Declaration of Covenants, Conditions, and Restriction for Providence; Articles of Incorporation; Bylaws; Rental and Leasing Rules; and all other recorded policies, rules, and guidelines of the Association.

Agreed and accepted:

Owner's Printed Name:	Signature	Date
Co-Owner's Printed Name	Signature	Date



Attachment B: Lease Addendum Form

Renter/Lessee's Name:	Cell	Email
Co-Renter/Lessee's Name	Cell	Email
Address of Lot/Unit being Leased		

By their signatures below, the undersigned acknowledge and agree to the following:

I/we understand the Lot is in a deed-restricted community, and that Scenic Hills Community Association (SHCA) (the "Association"), is authorized and empowered to enforce the deed restrictions.

I have received copies of all of the effective Governing Documents of the Association, including the Rental and Leasing Rules, and agree to be bound by them, including the following restrictions:

No Section 8 Housing: A Rent House may not be used for a publicly financed or subsidized housing program, such as Section 8 Housing.

No Sex Offenders: No occupant of any Leased House may be a person who has been convicted of a sex crime (1) that involved a victim who was less than 16 years of age at the time of the sex crime, and (2) which requires the person to register on the Texas Department of Public Safety's Sex Offender Database. A sex offender who was a minor when the offense was committed and who was not convicted as an adult is exempt from the application of this Section.

Authorization and Release: I/we understand use of the community amenities, facilities, and any common area is at our own risk. I/we, for myself/ourselves, and our guests, DEFEND, HOLD HARMLESS RELEASE, AND INDEMNIFY the Association, and the Association's managers, agents, employees, affiliates, officers, directors, representatives, attorneys, accountants, other professionals engaged by the Association, and the Declarant (collectively, the "Released Parties"), from any and all claims and causes of action including, but not limited to, any claim for personal injury or property damage, arising out of or relating in any way to use of the community amenities, facilities, and any common areas. I agree to pay or reimburse the Association for any damage caused by members of my household or any household guest.

Agreed and accepted:

Owner's Printed Name:	Signature	Date
Renter/Lessee's Printed Name	Signature	Date
Renter/Lessee's Printed Name	Signature	Date



Related Governing Documents: None

Purpose: This procedure explains how a Scenic Hills property that an owner wishes to sell can be listed in the Real Estate section of the Scenic Hills website.

Policy: No properties will be posted on the Scenic Hills website without the submission of a Realtor Information form.

Introduction: Listing one’s property on the Scenic Hills website has the potential of attracting buyers from all over the world.

Standard Process:

- A. Obtain a Realtor Information form from the Office Manager or download the form from the Scenic Hills website. The form is attached to this procedure as Attachment A. The form may be changed without requiring new approvals of this procedure.
- B. Ask your realtor to complete the form.
- C. Once the form is completed and returned to the Office Manager either electronically or in person, your property will be posted on the Scenic Hills website and linked to its MLS property description.
- D. If a property owner chooses to sell their property using For Sale By Owner (FSBO) or some other means, the owner is to complete the Realtor Information form.
- E. After the property is sold, notify the Office Manager.

Date of approval by Board to fast-track this procedure after first review: 3/26/24

Approval of this amended procedure:

1 st Public Review: 3/26/24	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

3/26/24
 (fast-track approval)

 Date



Realtor Information Form

Scenic Hills Community Association

An Age (55+) Restricted Guard Gated Community

Phone: 830-626-7548

Fax: 830-626-3830

Email: jerriann@scenichillstx.com

website: scenichillstx.com

To: All Realtors Selling or Showing Property in Scenic Hills and All Owners Selling their Property as “For Sale by Owner” or Other Means

Thank you for showing your clients the Scenic Hills Community. The following information is furnished to make you and your client’s visit a pleasant one.

- ❖ You will be asked to show your Real Estate license at our Gate.
- ❖ All clients must be escorted by you during the entire visit.
- ❖ Please be sure to visit the Scenic Hills Lodge and Recreational Facilities.
Lodge hours are Monday – Friday, 9 am - 3 pm
- ❖ The current property owner or you, the Real Estate agent, must authorize, in advance, the entry of any contractors or surveyors into Scenic Hills.
- ❖ After closing of property, the new owner will be required to present the vehicle title or registration to acquire the mandatory Scenic Hills vehicle sticker for each vehicle. Please inform your client about this requirement well in advance of the closing date.

Please provide the Scenic Hills Lodge office with the following information so that we may add your client’s property to the Scenic Hills’ website and the For Sale List. This list is given to prospective buyers.

Address of Listed Scenic Hills Property:			
Real Estate Agency:*			
Name of Realtor:**			
Office Phone Number:		Realtor Cell Number:	
Realtor Email Address:			
# Bedrooms:	# Bathrooms:	Garage Spaces:	Other:
Listing Price: \$		San Antonio MLS#:	

Please inform the Scenic Hills Lodge office of any changes to this listing (e.g., price). Failure to complete this form will result in your property not being listed on our website and the For Sale List. Failure to notify the Lodge office of listing changes, particularly closing, may prohibit a realtor’s future inclusion in the Scenic Hills’ website and the For Sale List.

* If For Sale by Owner, indicate Owner’s Name here.

** If For Sale by Owner, indicate FSBO here.