

**LA CASA del SOL COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
AUGUST 18, 2009**

*******APPROVED MINUTES*******

The President, Judy Wall called the meeting to order at 1:00p.m. All Board members, Lindy Roberts, Paula Northcutt, Sue Cigainero, Dennis York, Hugh Standifer, and Jerry Lamel, were present. Judy started out by setting a time for our next meeting which will be our Budget meeting. This will be held on Thursday, October 22, 2009. The time will be 10:00 a.m. and it will be at the same location at the Holiday Inn Express on I-35. A full day will be set aside for this meeting. We first moved into an Executive session and then returned to our regular Board meeting.

The minutes were presented by Sue. Jerry made a motion that this be accepted as read, Lindy seconded this and they were approved.

- Dennis presented the Board with a current Balance Sheet and a Statement of Operations for the three months ended June 30, 2009 as compared to this time in 2008. It also showed these figures as compared to the budget. Along with a discussion of these figures, he also reported that we have 47 units available for sale. These are deeds held by La Casa. The current number of paying owners is 839. He also gave us an update on the Nueces county appraisal district. For this year, our appraised value remains the same. This issue will have to be readdressed again next year, so we will continue to work on this issue as Nueces County figures are too high. A letter contesting our appraisal from a lawyer will be our next step on this issue.
- Paula presented a report on the resort.
 - One more air conditioner will be replaced. This brings this to a total of six this summer. Joe has also replaced 3 refrigerators, 2 dish washers and 1 washer/dryer.
 - Our part time maintenance man is quitting for a permanent job. However, he has agreed to work late on Friday, staying until nine o'clock. He will also work 8 hours on Saturday and 4 hours on Sunday. Part of his duties will be to clean the pool and check trash and grills. This will prevent someone else from having to come perform those duties. He has been with us about 30 days. After another 30 days, if Joe feels he deserves it, we might consider giving him a raise. Dennis felt our budget would bear this. We now need to hire another part time maintenance man.
 - These two issues concerning raises and salaries brought about another discussion concerning our manager's part in this. Jerry made a motion that we give both office managers, Corpus and

Weatherford, the authority to make a decision resulting in a monetary commitment up to a \$1,000.00 and the President up to \$5,000.00 without coming back to the Board. They should report back to the Board at the next meeting those decisions they make. Lindy seconded this motion. This motion passed.

- An upstairs bathtub overflowed, resulting in damage to the unit underneath it. The overflow drain was not connected properly. The cost of this repair was \$1800. The responsibility of negligence was discussed. This problem of the overflow not being connected properly has come up before. Joe said that in a slow time all units could be checked for this problem and fixed. The cost should be no more than \$250.00. The hot water heater and air conditioning units also need to be inspected for this problem.
- A picture of a crack in the concrete walkway was presented. This is large enough to cause tripping. This will be repaired.
- Security at the resort. Joe suggested a large gate at the front of the complex to alleviate this problem. The Board did not agree with this.
- The Managers Manual is still being updated. More suggestions were made and the Manual is still being worked on. Hugh has been doing work on this and gave everyone a copy of the first part of this manual and the corrections he made. This was gone over and comments made. He offered to continue with this work and email all Board members copies as he finished for their review and comments. The log sheets and other forms for the resort also need to be reviewed and updated.
- Jerry gave a report on our internet communication. He feels like by working with Dennis he can send out an e-mail notice to owners and see who would like to receive e-mail information. He would also like to update our website and consider a secure website that we would only use for communication with owners. It was suggested that he talk to Bill Froehner, our current webmaster, about this.
- The comment sheets from the resort were brought up. Jerry asked what was done with these. Sue responded saying that these, when received, were read over and checked for problems and solutions. Joe, as asked, reads and makes notes on all sheets before mailing so that we know repairs have been made or problems solved. Those with serious problems or those that are mailed directly to the Secretary are reported and faxed to Judy and Paula. At one time a short report was generated, but stopped when comment sheets were not being mailed. These sheets have been brought to each meeting, but a report can once again be generated if it is desired.

The meeting was adjourned at 5:00 p.m.

+++++

**LA CASA del SOL COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
June 23, 2009**

*******APPROVED MINUTES*******

The meeting was called to order at 1:05 p.m. on June 23, 2009. Board members present were Paula Northcutt, Lindy Roberts, Dennis York, Hugh Standifer and Sue Cigainero. Jerry Lamel joined us at 1:10. Judy started off with the Board minutes from the April meeting to be read and approved. Dennis made a motion to accept the minutes with two corrections, Lindy seconded this and they were approved as corrected.

- Dennis, the Treasurer, reported that revenues were even from where we were at this time last year. Letters have been sent out on past due accounts. Out of 150 letters, we have had only 3 responses so far. A second, stronger, letter will be sent out. Dennis talked to a property owner who is a collections attorney who might be able to help us along these lines. A collections agency which we have previously used hasn't seemed to be too successful. Therefore, this situation will be investigated with the collection attorney. A discussion followed as to what or how we can legally take back these units and cut our costs. Dennis also gave us an update on the Nueces County appraisal district. A hearing has been set for July 9th for our appeal. Our appraised value has been raised 25% from 2008 to 2009. The land value was not raised, just the building. This came before our weatherproofing of the building.
- Paula gave a report on the happenings at the resort.
 - Five air conditioning units have been installed. Three more units could possibly be needed before the summer is over. These seem to be lasting between 3 and 5 years. Michael is taking parts off the old units that can be used for future repairs.
 - Joe is still having a problem finding additional housekeepers and a part time maintenance man. It appears that applicants do not want to come out to the island to work, they cannot pass the background check and our work load varies from summer to winter. A discussion on this followed with suggestions for a solution.
- Judy gave everyone a copy of the Manager's Manual. Prior to the meeting, a committee of Judy, Sue and Paula read over the Manual, page per page, and made updates and revisions as necessary. Judy pointed out to the Board the revisions that were made, and included forms that are being used. All Board members were asked to look this over in their spare time for any additional changes that need to be made. Jerry suggested that we have this looked over for legal purposes. This will be discussed again at the next meeting.

- The problem of finding housekeepers was brought up again. A motion was made to explore various methods of finding housekeepers including offering a finder's fee, contacting other time shares, and doing more advertising. If those options failed, we might consider raising our pay scale to \$35.00 for experienced housekeepers and \$30.00 for non-experienced for a one bedroom. The same amount of increase will also be added for the two bedroom units. This is per unit. The manager would be exempt from this finder's fee as it is a part of his job to find help when needed. The motion passed.

A date for the next meeting was set for 1:00p.m. on Tuesday, August 18th. It will be held at the Holiday Inn Express on I-35. Judy adjourned the meeting.

+++++

**LA CASA del SOL COUNCIL OF CO-OWNERS
BOARD MEETING
April 28, 2009**

*******APPROVED MINUTES*******

The meeting was called to order by Judy Wall, President, at 4:13 p.m. All Board members, Paula Northcutt, Hugh Standifer, Lindy Roberts, Dennis York, Jerry Lamel, and Sue Cigainero, were present. Judy proceeded with the minutes to be read and approved. These included the February Board minutes and the March minutes. The Annual Board meeting minutes are held until the next Annual meeting to be read and approved. After reading, Paula made a motion to approve the February minutes as read, Lindy seconded this and they were approved. The March minutes were also read. After some minor changes, Dennis made the motion to approve the minutes, Jerry seconded and they were approved with changes. All Board members were also presented with a new Board roster and a Terms of Office schedule.

- Dennis presented his financial reports. He went over in detail the Balance Sheet, a Profit and Loss Statement, Statement of Cash Flows, and the A/R Aging Summary. He stated that his biggest concerns were the receivables. Unfortunately, we have a large number of owners that are in arrears on their dues. This situation is going to be worked on with letters. Our lawyer will also be consulted on this situation. Dennis feels we have the potential to collect around \$200,000.00 with some work. He reported that our franchise tax will be filed on time and our property tax is still being worked on. We must prove that the Board is legally able to conduct business on the behalf of the owners. This should be proven by our by-laws. Dennis asks for approval to spend the cost of a lawyer for legal fees in this matter. This was approved.

- A discussion on the phone lines followed. A question as to the number of roll over lines that were necessary came up. This could result in a cost savings but not be a possibility. Dennis and Jerry will look into this and report back.
- After a short break we proceeded with Paula's report on the resort. Pictures were distributed for all to see the painting of the building. North Texas Waterproofing did an excellent job and it is complete. Other issues were as follows:
 - A crack that is in the slab at the side of unit #107 was noticed. It appears that the foundation has settled and it was recommended that we get an evaluation on this. There appears to be no evidence of this problem on the inside of this unit. Several bids were presented for the repair of this. It was decided to pull the carpet back in Unit #107 to see if there are other cracks and have an engineer give us an evaluation or perhaps this has been present for a longtime.
 - The sidewalks also have cracks in them. Mike, the maintenance man, believes that he can repair these cracks himself. This project will be put off till the off season.
 - The tile in Unit #113 still hasn't been complete. We do have bids for this project, but it was felt like we could pull our old carpet up ourselves for a cost saving. Tile, in this unit only, will replace the carpet in the living room and dining area. Units #206 and #107 also need to be tiled. Judy was given the responsibility to make a final decision on these two projects.
 - The trees between the units need to be trimmed. A bid of \$300.00 has been received to trim the 11 Palm trees. Joe has suggested we buy a long handle saw and we trim our own trees. This purchase will be made.5. Joe has requested a storm door for the office. If this is a standard size door, this will be purchased.
 - Five air conditioners have been purchased. Four have been installed.
 - Since Joe has been hired, he has had the parking lot striped, and power washed the fence around the pool. A waterproofing coat will be put on the fence.
- Paula also reported that in the past a policy had been established that a Resort Manager could not own a unit without Board approval. However, they could rent a unit for a family member, if available, once a quarter, for \$50.00. This policy shall remain intact.
- Judy announced that the Managers Manual needed to be updated. She ask Paula and Sue to assist in this update with herself. Hugh volunteered to proof read.

Our next meeting will be held Tuesday, June 23rd at 1:00 p.m. This will be held at the Holiday Inn Express on Hwy 35. The meeting was adjourned at 6:40 p.m.

+++++

**LA CASA del SOL COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
March 9, 2009**

*******APPROVED MINUTES *******

A meeting was called to order by Judy Wall, President, at 4:00p.m. Board members in attendance were Sue Cigainero, Paula Northcutt, Hugh Standifer, Dennis York and Jerry Lamel. Lindy Roberts joined us at 4:15 p.m. Judy began the meeting by welcoming our new Board members, Jerry and Dennis. Their willingness to serve on the board is greatly appreciated.

- First on the agenda was a review of the past Board minutes as well as several Conference Call minutes. These were read over by all members, corrections were made and the minutes were approved with corrections. During the review of the minutes, questions were asked as to our policy of dismissal of employees. It was decided that this needed to be refined and a document signed by new employees that they had received the Employee Manual, read it and agreed to its content. This will be discussed in detail at a later date.
- Paula gave a report on our tax situation with Nueces County. For 2008 we were able to negotiate for a lower rate for our property taxes. The County of Nueces has told us that we have to have a written permission from all owners in order to be able to negotiate our tax issue in the future. Dennis suggested we send the Nueces County tax appraisers a certified letter requesting they tell us where in the statutes that it states that a Texas business corporation has to have 100% of its owners in agreement to negotiate with the appraisal district. It is thought that we, as the Board of Directors, elected by the owners, have the right to act on behalf of the owners on all matters. Dennis volunteered to write this letter for us.
- Judy reported that we have 40 units that have been taken back from owners that were in arrears. We would like to be able to resell these units or transfer ownership. This would enable us to collect the maintenance dues and increase our revenues. Dennis knew of a tax attorney that might be able to help us in this situation. Legal council is necessary so as not to change our status of being a nonprofit organization. There are 107 units owing over \$1,000.00, 12 owing \$45,000, 31 units owing 2008 maintenance dues, and 120 units are already in collections. We will deal with the 40 units more in depth at a future time.
- Next we discussed some cost saving strategies:
 - We would like to better utilize the internet for communication with our owners. Owners are now receiving confirmations and invoices

instead of in the mail. The financial statements will continue to be put in the mail. Jerry volunteered to do some research on this subject.

- The 1-800 phone number was mentioned as to its importance at the reservation office. It is now costing us around \$40.00 or \$50.00 a month. After a discussion, it was decided to keep this for another year.
- Cable, internet and telephone service at the resort is still under investigation. We have had problems getting carriers to reply to us for quotes to bundle our services. Jerry took this project over to do research on.
- Credit card charges are also being looked into for a carrier that might lower our rates.
- Board organization was next on the agenda. Jerry made a motion that Judy remain as President, Lindy remain as first Vice President, Sue remain Secretary, and Dennis become Treasurer. This passed unanimously. Lindy made a motion that Paula becomes Second Vice President, Hugh seconded this and it passed. A lengthy discussion followed putting Paula responsible for the resort office. She will take charge of the manager there and all issues. Hugh and Jerry will be Directors.
- Since we have new Board members, we need to redirect names for signatures on our Bank accounts in Weatherford and Corpus Christy. Dennis made a motion that the Corpus checking account have five signatures, Sue Cigainero, Judy Wall, Paula Northcutt, Dennis York and Joe Salinas and the money market account have four signatures, Sue Cigainero, Paula Northcutt, Judy Wall and Denis York. The Weatherford accounts will have President, Judy Wall, Secretary, Sue Cigainero and Treasurer, Dennis York. Lindy seconded this motion and it passed unanimously.

Our next meeting was set for April 28, at the same location of the Holiday Inn Express. It will be scheduled for 4:00p.m.

Judy adjourned the meeting.

+++++

LA CASA del SOL COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
January 7, 2009

*****APPROVED MINUTES*****

The meeting was called to order at 1:07 p.m. by Judy Wall, President. Board members in attendance were Paula Northcutt, Anna Box, Hugh Standifer, Lindy Roberts and Sue Cigainero. Bill Ford was unable to attend.

- A copy of the minutes was provided to all members for reading. After making several changes, Lindy made a motion to accept the minutes as amended. Hugh seconded this and they were approved with the changes. A new copy will be sent to all Board members as well as a copy of the minutes from last years' Annual meeting so we may prepare for the upcoming Annual meeting.
- Paula presented the new copy of our Budget for 2009. It was reported by Judy to be very lean. These figures were discussed in detail with Paula explaining how all categories were separated. A motion was made by Sue to accept the Treasurers report, Hugh seconded this and it was accepted. Judy reported that additional maintenance fees had been received in the mail and deposited that morning.
- Judy announced that we had an owner protesting charges for damages. They were willing to accept responsibility for partial damage but protested damage to a couch. Because of circumstances, the Board decided that total responsibility and charges should stand.
- A report on the franchise tax was related by Judy. Our accountant felt that because of a change this year in tax laws, we should be exempt from franchise tax. He filled out the proper paperwork and filed it. We were denied. He proceeded to discuss this with the State Comptroller's office. The question is – Do we qualify as a home owners association or not. Mat, the accountant, says that we clearly meet the guidelines according to the IRS, but the state does not agree with this. He feels that we need to work very diligently to try to keep this tax down.
- Tiling of the units – A chart was presented showing which units had been tiled, the carpet deep cleaned and other improvements made.
- Genny prepared a list of projects and needs at the resort for the winter. This included general maintenance and a check to all units for general upkeep. Sue suggested using allergen ,dust free mattress covers on all mattresses. This will be more sanitary and eliminate the need to clean the mattress. Hugh brought up the problem of the bathtubs being slippery and in need of slip-free stripes. Both of these will be added to her list.
- Paula reported seeing charges for repairs to the computer at the resort. A problem was unknown to her. This will be looked into further.
- Judy stated that the newsletter was the next project after this meeting. Because of the expense of sending the newsletter out, we need to conserve as much space as possible. Lindy suggested that everyone be given a guideline for the wording of their resume to conserve space. Everyone agreed and volunteers were sought to help with the folding and mailing.

- **Annual Meeting – The issue of proxies on the ballot was discussed. The form we are using needs to be examined. For now, we will use the one we have. We need to keep in mind that a quorum is necessary to conduct business at our annual meetings. Because Sue was running for the Board, proxies will be mailed to someone other than the Secretary as stipulated. Certificates for a free week will also need to be prepared for our drawing.**
- **An amendment to be added to the by-laws concerning a conflict of interest was brought up. This will appear in the newsletter for a vote by the owners. Sue made a motion to accept the amendment as written and include it in our news letter for our owners to vote on and Lindy seconded this. All members voted in favor of this except Anna. It will be included in the newsletter.**
- **Bill Ford has decided not to run for a second term. This brought up the policy of paying for expenses to and from a meeting when someone leaves the Board. Lindy made a motion that Board members attending for a final meeting be reimbursed for expenses both coming to a meeting and going home. Paula seconded this and it passed.**
- **Weekend schedules at the resort --- It was felt that we need someone in the office till at least nine o'clock on Friday for check in, perhaps 10:00 am till 4:00 pm on Saturday, and 10:00 am till 2:00 pm on Sunday . Someone to fill these part time hours needs to be looked into. They could also make sure the pool is kept clean on the weekend. This was felt especially important for the Spring and Summer months.**
- **Painting of the exterior of the building – A bid from North Texas Waterproofing & Restoration, Inc. was presented. This Company is nationwide and has recently done a complete job in Port Aransas on the University of Texas Marine Biological Center. Anna felt we needed a local contractor, but it was reminded that the last local company we used did not do a good job. Lindy was asked to perhaps check with another contractor for an additional bid. Copies of prior bids were distributed and looked at to see if bid procedures were comparable to North Texas Waterproofing (NTW). Lindy pointed out certain steps that were absolutely necessary for a quality job that would hold up. Any additional bids must be with the same criteria.**
- **Paula requested a discussion of uncollectable accounts and bad debt. Judy informed us that Matt, our accountant, has been ask to research the legality of taking back units and reselling them or do we have to give them away. When we have his information, a way to handle this well be decided.**
- **Judy announced that our Annual meeting, February 28, 2009 will be held in the North Richland Hills Community Center in North Richland Hills at 1:00 pm. This address and a map will be included in the newsletter. A Board meeting will precede this at 11:30. Refreshments were mentioned, and Paula volunteered to bring a large cooler for tea. Sue will organize the refreshments. A conference call will be held before the next Board meeting to finalize any business.**

The meeting was adjourned at 4:00 pm.

+++++