

Stoney Farms HOA Board of Directors

Meeting Minutes

Saturday, October 18, 2025 – 2:00 PM
at 9406 Kirk Pond, San Antonio, TX 78240

Type of Meeting: Quarterly HOA Board Meeting

Meeting Facilitator: Penelope (Penny) Smith-Singleton, HOA President

Board Members (& Guests, if present):

Robert Malloy, Vice President – *present*
Dolores Vasquez, Treasurer – *present*
Mark McCullough, Webmaster – *Absent (excused)*
Adrian Vasquez, Past President – *present*
Secretary – *Position still vacant*

1. A quorum was declared and the meeting called to order at 2:17 pm.
2. The Minutes of Quarterly HOA Board Meeting held July 26, 2025, as signed on August 15, were reviewed. No additions, corrections or changes were deemed necessary. A motion to approve was made by Dolores Vasquez, Seconded by Adrian Vasquez, Approved by all present. The minutes of the July 26th Board meeting stand as final and approved.
3. Old or continuing business. No business issues were raised, so this discussion was tabled.
4. New Business.
 - a. Treasurer's Report as of this date. During the 3rd Quarter, \$3,635.99 was paid to renew our required HOA insurance coverage. During this period \$100 was received for the sale/transfer of the property at 9503 Kirk Pond to a new owner. Our records agree with the balance shown on our September 30, 2025, Frost Bank statement.
 - b. President's Report – Property Transfers/Sales. The McCullough Family Trust sold their property at 9503 Kirk Pond to Derrick Brummett in August 2025. (We believe he will be residing there and that this was not purchased as an investment property.)
 - c. "Holiday Lights 2025" (Best Decorations) Contest. At our July 26th meeting, we decided the following things:
 - 1) Advertising, including a Nomination Form, will begin with our 4th Quarter/Fall (October) Newsletter. The newsletter will be hand-delivered to all homes in our neighborhood, emailed to absentee landlords, and published on our Stoney Farms website.
 - 2) Judging Deadline – December 10-12. As a group or individually, the HOA Board members will explore our neighborhood and make recommendations for the winning Holiday Lights/Decorations displays. Nominations submitted by homeowners will be considered.

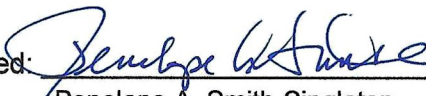
- 3) Prize and Sign Award Date – NLT December 15 (the winners' signs will remain "up" until or through Twelfth Night (i.e., January 6).
 - 4) Prizes – Gift Cards (from H-E-B) – same amounts as last year.
 - First Prize - \$75
 - Second Prize - \$50
 - Third Prize - \$25
 - 5) Winning Display Photographs. We will attempt to get "good" photos of the winning displays. These photos will be published on our Stoney Farms HOA website. The winners will also be announced in our post-holiday (late Winter 2026) newsletter.
- d. HOA Dues for 2026 (discussion).
- 1) It was decided that the Annual HOA Dues for 2026 will remain at \$85.
 - 2) Keeping with the practice of previous years, the annual dues invoices/notices will be mailed by December 1, 2025. Penny will provide an up-to-date mailing list in both Microsoft Access and Excel formats to Dolores by mid-November.
 - 3) Note: The payment due date is January 1, 2026 – as it has been for many, many years. Per our ByLaws (Article XI Assessments, Section 11.1 - attached) the annual assessment (i.e., Homeowners Dues) payment is to be paid within 30 days of the "due date". Therefore, payment is due no later than January 31, 2026. Any payment received after that date may be charged an additional 10% "late fee". We need to make this very, very clear when the 2026 dues bills are sent out.
 - a) Dolores and Penny will to work together to update the "master" invoice form to ensure that the wording and the due dates, etc. are made perfectly clear, along with the reminder of the potential late fee assessment.
 - b) Over recent years, the HOA has been very lenient and has not pushed the point about the annual dues payment deadlines. This has resulted in numerous person-to-person follow-ups. This is, frankly, a burden on the Treasurer and other Board members.
 - c) Therefore: Any homeowner who has not paid their dues by January 15, 2026, will be given a "written warning notice". If their dues have not been paid by January 31, a second notice with the 10% interest assessment will be issued. If the bill is still unpaid by March 2, another reminder with an additional 10% fee will be sent.
 - d) All invoices/statements/notices will be mailed to the address on record in the HOA database. Any follow-up notices may also be hand-delivered or sent by email to those homeowners for whom we have contact information.
- e. HOA 4th Quarter Newsletter. The draft newsletter, calendar and Holiday Lights Contest Nomination Form were reviewed. No changes or additions were suggested.
- 1) Penny said she would printout the newsletter this weekend and have it ready by the middle of the coming week – at the latest.
 - 2) Adrian suggested holding off distribution until early November, but Penny said she thought we should distribute it no later than the last week of October (partly because the Community Calendar includes October events/holidays).

- 3) Penny said that she would handle the email and U.S. Mail distribution for our absentee owners and those for whom we have contact information.

5. Other business or issues.

- a. Dolores said that we have on-hand sufficient envelope and paper stocks for the annual dues invoices – BUT – we will need First Class stamps. The Board authorized her to purchase at least 2-3 rolls of First Class “Forever” Stamps. This will ensure that we have sufficient stamps on hand – at today’s prices – to cover any necessary mailings over the next couple of years.
- b. Rob relayed an incident that occurred recently where one of our elderly neighbors rang his doorbell/knocked on his door at 3:30 AM. This gentleman was disoriented, and he seemed to think that his belongings had been stolen. Rob was unable to “get through” to this gentleman. Rob called the police. When they arrived, they indicated that this was not the first time this person had wandered away from his home in a disoriented state. The consensus of the Board was (1) there was nothing we (as HOA Board members) could do but (2) we should be on the lookout just in case this person wanders away from his home again. If that should happen, we should call the police and let them handle it. Also, ultimately, it is up to this person’s family to ensure his safety.
6. There being no other business to discuss, we decided to schedule the next HOA Board meeting for Saturday, February 7, 2026, start time: 2:00 PM, at 9406 Kirk Pond.
7. Also, Dolores will confirm with St. Brigid’s Catholic Church, that we have a firm reservation for our Annual HOA Business Meeting on Thursday, March 5, 2026.

A motion to adjourn was made by Rob Malloy, seconded by Adrian Vasquez, and approved by All Present. This meeting adjourned at 3:09 PM.

Signed: , President, Stoney Farms HOA, 10-28-2025
Penelope A. Smith-Singleton Date

Signed: , Treasurer, Stoney Farms HOA, 10-28-2025
Dolores Vasquez Date

Note: Penny will complete the Minutes for this Meeting so that she and Dolores can sign them. Penny will then send a *.pdf copy to Mark McCullough for publication on our website.