

**High Gabriel Estates Property Owners Assn. Inc. (HGEPOA)**  
**BODs 2024 Annual Membership Meeting**  
First Baptist Church, Family Life Center  
10000 RM 2243, Leander, TX  
February 24, 2024

POA Membership Present: Per membership list **9 registered with 10 proxies for a total of 19, 10% quorum.**

BOD MEMBERS Present: Virginia Partain (Chair, S-#6), Helen Trahan (Treasurer, S-#4), Darla Engh (Vice Chair, S-#3), Danny Roberts (S-#1), Veronica Hoffpauir (S-#7), Josh Haug (S-#2)

BOD MEMBERS Absent: None

### **POA Annual Membership Meeting**

Call to Order: Chair thanked all for attending the 17<sup>th</sup> Annual Membership Meeting of the HGEPOA and announced a quorum being present, the meeting was called to order at 3:15 P.M.

**The goal of the Required ‘Annual Membership Meeting’ is to keep the property owners informed and up to date on the purpose of the Corporate Charter with the Self-Management vested in the board of directors.**

Minutes Approval: Dispensed with reading of 2023 Meeting Minutes as they were approved and posted on the Website [highgabrielwsc.com/poa](http://highgabrielwsc.com/poa).

NOTE: the POA minutes are more of a report of the many activities that the BODs perform during the year to be transparent to the Membership.

### **Board of Directors Reports:**

Chairperson Report: The purpose of the Self-managed Board is to represent all members and ensure the property is properly is maintained consistent with the wishes of members to protect their property values. Functions performed are staying in compliance with State laws, collecting fees for the maintenance of the common areas, and upholding Deed Restrictions, plus handling any complaints and ACC requests. The Chairperson has served as liaison (as required) this year with various County and State officials on behalf of the POA. Property Owner Volunteers make up the Board, and help is needed from those who have various skills. Due to absenteeism, lack of training and role back up we missed our goals with the New Software PayHOA (PH) However, PH software has helped relieve previously manual administrative work across many files, especially in billing, collecting and posting property owner fees and account updates.

CTRMA (Central Texas Regional Mobility Authority) is building a Neighborhood Wall along Hwy 183 as Federal funding wasn’t available for a Sound Barrier Wall, projected to be done by June, 2024. An entrance sign depicting the High Gabriel Logo will be located at all HGE 183 entrances of HGE, both sides of the highway.

A property, known as the ‘Arroyo’, was deeded to the POA by the estate of original developer of High Gabriel Estates (Jack Garey) via a quit claim was filed and recorded in Wilco records. This has often been a concern of neighbors living near as who owned and who maintained.

### **The Chair introduced**

Vice Chair: Darla Engh, a member of the board for 9 years and volunteers as the Outside Visitor Coordinator (OVC) and Resale Certificate Processor (RCP).

Vice Chairperson Report: Darla: Reported eight (8) Resale Certificates were processed with collections of \$864 in outstanding fee payments. One Nature Trail Visit of a combined group of naturalists of 41 persons arriving in 31 cars, received an educational tour of the Nature Trail and Dinosaur Tracks.

Additional info presented by the Chair; maps showing the HGEPOA amenities location were available at the meeting. The Office Tract is now a designated parking space for Outside Visitors, new procedures for **requesting use of the Nature Trail thru an email account [hgepoa.events@gmail.com](mailto:hgepoa.events@gmail.com) with approval, and notification to interested parties.** **The Chair gave more details of the procedures, with request must be made at least 21 days prior to the event, limiting numbers of cars and or person, times of day, with escort thru Pathway, etc. Documentation to follow.**

### **The Chair introduced**

Helen Trahan, a board member and treasurer for 12 years.

**Treasurer's Report:** Helen: A summary of the 2023 bank activity, with a list of income and expenses throughout the year was presented. A question was asked on how could costs be reduced, especially in PayHOA (PH) expenses. However, the new software has reduced our costs of office supplies and mailing, might be a trade-off. The Chair noted that several features to the current bank account had been implemented, to include mobile deposits, checks with correct information and being linked to (PH) made for more expedient posting of Property Owner accounts, and in the future more financial reporting.

### **Secretarial Report:**

The past year was fraught with absenteeism of the board, 2 meetings no quorum was present. Only one meeting had a full board present.

Three functions have been transferred to the (PH) software. A suggestion was made that each property owner customer should pay the processing fee when making a payment online, instead of the POA, who., absorbs some of those fees, as selected by HGEPOA for billing fee payments. We had some unusual repairs this year for the common areas, which made us have more expenses than income. An income to expenses for 2023 is being reviewed, as abnormal carry over expenses from the previous were included, Meeting room expenses, and legal fees are being reviewed

Homeowners have limits on what data they can change in the software, no legal or owner of record data, but they are able to access and print their own statement of accounts, payment status, prior to re-financing or selling their land. The annual review of wcad.org indicated new owners and addresses for updating in the software. Property Owners are reminded they are responsible to notify the POA of any contact changes.

**ACC (Architectural Control Committee)** Legal advice indicated that the Committee under HGEPOA board of directors' oversight and making decisions on a property owners request must have open meetings for any decision-making tasks, takes minutes and provide hard copy document to the BOD for retention forever. If a person is related to a member of the POA Board, they are ineligible to serve.

The previous ACC only handled 3 requests in 2023 due to resignations. One request being reversed by the BOD and approval of a request for a RV garage. An ACC Disclaimer was developed and posted on the website also noting the Statute of Limitations on reporting a deed restriction violation is 4 years.

There were 6 complaints (friendly as Ginny calls them), two were sent as Formal Complaints, but after review were not actual deed restriction violations. Private Parking, property line/fence, Political Signs, Security Cameras and Lights, Parking rules for subdivisions. Our deed restrictions need to be updated and more modern. Electric charging stations, Day Cares, and addition of an extra unit (granny pad), are under consideration by the State.

Summerlyn has offered parking and playground amenities to our neighborhood in exchange for access to our **property on the North side of the river for access to the Dinosaur Tracks only via a path they'd build and maintain.**

**The Chair introduced the Board members elected last year**— Danny Roberts, gave it another try and regrettably resigning, Veronica Hoffpauir, and Josh Haug – thanking them for their service and continue to serve for another year,

## Nomination of 5 Board Members:

Seat #1 for a one-year term -- self nomination by Helen no opposition -- vacating seat #4

Seat #2 for a two-year term -- vacated by appoint to Seat #5 of Josh -- Monica Burrage elected

Seat #4 for a two-year term -- Earlier vacated by Helen Trahan's self-nomination to seat #1 (reconsidered) elected

Seat #5 for a one-year term -- Josh Haug -- board appointed

Seat #6 for a two-year term -- Virginia Partain - reelected

None of the above positions were contested and therefore won by acclamation. Being noted that the seat # only indicated the odd or even year for re-election, not an officer position.

**Nomination of 3 ACC Members:** No volunteers or nominations. All three positions are for a two-year term -- open unfilled status, bylaws state two (2) years starting in 2023, exceptions can be made or resignation.

Unfinished Business:

Summerlyn has offered parking and playground amenities to our neighborhood in exchange for access to our **property on the North side of the river for access to the Dinosaur Tracks only, via a path they'd build and maintain.** One Summerlyn individual continues to clear invasive trees and plants from that area as well as trash.

### New Business from Board:

Property owner contact needs to be vamped up, ensuring new owners have information necessary to their enjoyment of the neighborhood and livelihood. Seeking contact information, and notification they are responsible for keeping their contact information updated.

There being no other business, the meeting was adjourned at 4:45 pm

Virginia Partain, Chair/Secretary, edited and transcribed from scribe documents provided by Darla Engh