

High Gabriel Estates Property Owners Assn. Inc.  
BODs Regularly Scheduled Monthly Meeting  
Leander First Baptist Church  
10000 RM 2243, Leander, TX  
Feb 27<sup>th</sup>, 2023

**Forum Format:** No discussions planned

**POA Membership Present:** Chris Field (late), Chas Webb, Whitney Moore (late)

**BOD Members Present:** Virginia Partain, Darla Engh (#3), Helen Trahan (#4), Danny Roberts (#1), Veronica Hoffpauir (#7)

**BOD Members Absent:** Bobbi Marquardt

Board Member Virginia Partain announced that this was an organization meeting to election officers, but first before calling the meeting to order (Orders of the day would require voting of officers first) wanted to review some of the issues pending for the BOD, handing out a 2 page document of 12 terms that all High Gabriel board members should become familiar with. Because of change in directors (board members) elected at the annual meeting and the installation of PayHOA, duties may have to be reassigned for PayHOA. It was also noted that September was the only month for a full board attendance, with May being with no meeting due to lack of a quorum and lots of absenteeism during the year.

#### **POA OPEN MEETING**

**Call to Order:** A quorum present, Virginia explained that a Chair pro temp to serve until the end of this meeting needed to be appointed to carry out the elections, etc. Virginia was nominated, 2<sup>nd</sup> by Danny, 4-0-1. Meeting was called to order at 7:40.

The Chairman position would prepare agendas and coordinate with the Secretary on Meeting notices, etc. Helen nominated Virginia, Danny 2<sup>nd</sup> for Chairman, vote 5-0-0.

Vice Chair: Virginia nominated Darla, by acclimation.

Treasurer: Veronica nominated, Darla 2<sup>nd</sup>. 5-0-0

Secretary: Virginia nominated by Danny, 2<sup>nd</sup> by Darla 5-0-0

Other duty suggestions were made, but needs review of extenuating rules.

Ginny gave back ground rules of voting eligibility at the Annual Meeting, requiring a person if not able to attend the meeting to submit a written letter of intent to serve/volunteer. Seat #5 is open and will be discussed at next meeting.

**Minutes Approval:**

#### **Board of Directors/Committee Reports:**

**Resale Certificates-Visitor Requests:** Processed one Resale Certificate Request. Check passed on to Chair.

#### **BUSINESS SESSION:**

**New Business from Membership:** Chris reported the ACC document loaded into PayHOA was successful. Chris would be available to complete that effort.

**ACC Report:** Seeking 5 volunteers to serve in 2 One (1) year terms and 3 for two (2) year terms. Only one committed at this time, still seeking volunteers.

**New Business/Unfinished Business from Board:** Board member security and access to PayHOA to be addressed at next meeting

**Chas Webb** donated his Texas Property Code book to the POA, also available to help out.

Adjourn: Meeting adjourned at 8:10 P.M.

Virginia Partain, Chair/Secretary