

High Gabriel Estates Property Owners Assn. Inc.

P.O. Box 1309, Leander, Texas -78646

Board of Directors Regular Monthly Meeting

Leander First Baptist Church, Gym Facility

10000 RM 2243

Leander, TX 78646

June 9, 2025

Membership Present: None

Forum Format:

Board of Directors: Chairman: Jeff Moore(S#4), Monica Burrage, (S#2), Treasurer: Joseph Silver (#6), Secretary: Virginia Partain (Until hand over Seat #6), Darla Engh, (S#3)

BOD Absent: Christine Crownover (S#1)

Establish Quorum present (4) directors

Minutes:

March 31-2025 Meeting Minutes – approval needed

April 14, 2025 Meeting Minutes - approved via email 6-1-2 May 12, 2025,

May 12, 2025 Meeting Minutes – approval with correction needed

June 9, 2025 Meeting Minutes –Approval needed with banking signature authority, Titles, and date

OFFICERS REPORTS

1). **Chairman: Jeff Moore:** Called to Order, 7:38 P.M., in gym, as WSC open meeting had not adjourned.

Jeff made proposed that the March 31, minutes be read aloud, Darla read. Resale Fee Increase to \$375 need to post announcement. Jeff proposed, Joe 2nd. Vote 4-0-1

Jeff proposed approval for the May 12 Minutes, with option for Annual Liability Insurance covering both organizations 5-12-25-/5-12-26 with West & West, correction of Fee to \$1761.91 including a technology fee made. Joe 2nd, vote 5-0-0.

. **On his resignation, the Chair,** gave his meeting facility fob key to Joe.

2). Vice Chair: Position **Vacant**

3). **Secretary: Ginny Partain** –until retirement: –presented bid for

Arroyo Circle TREE work of \$3480 from our previous arborist company. Much discussion followed without a vote. Joe volunteered to seek more information.

Mailbox vs P O Box, expense, suggested changing to smaller shared box for both organizations (WSC & POA) previously started last year, but not finished. An example of the reduction in fees vs installing a Mailbox on Lot #19. Jeff previously sent email stating moving to the Smaller P O box would be saving \$6.50 (corrected) per month, we wouldn't have any saving with Mailbox for several years.

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several years, based on labor, materials/ buying a new box was his opinion. Discussion of Fee discrepancies between year of postal rate increase and

locality (that is Liberty Hill and Leander, etc.) or Municipality and box size availability followed. Example: Our fees are paid annually prior to the New Year rate increases. A Locking Mailbox (size?) and installation (standard :?) of less than \$100.00 was stated. WSC Consideration previously stated two boxes on a T post, not addressed for Mailbox. Share P.O. Box fees. . .

4. Treasurer: Joe: Reviewed the expenses and credits from the bank statements. Due to move to room, supporting documents were not distributed readily. Joe presented Receipts for Reimbursements, writing checks with Secretary/Acting Treasurer signature.

Directors/Committee Reports

Due by 9 a.m. the Tuesday prior to upcoming Monday Meeting (144 hours)

- 1). Director: (Visitor Request): **VACANT**
- 2). Director: Darla (Resale Certificate Process): 1 processed, 1 pending
- 3). ACC Chair: Don Mohler –no report

BUSINESS SESSION

Unfinished Business Items and General Business

- 1. Acting Treasurer: Balance Sheet, profit to loss statement, Bank Account: signatures, etc. To be used as a separate accounting of the Resale Certificate fees from the designated Assessment Fees (operational fees) of the property owners.**
- 2. Transitioning duties, documents, etc. to new board members where applicable. Software, access, etc. Rules, rules, rules**
- 3. Ginny asked if anyone was able to assume any more duties that she is trying to transfer, there were no volunteers.**

New Business from Board

1). Assessment Billing: Past Due mailing – April 1st, # and \$ some responses, can continue sending notices each month.

Delinquency Policy and Payment Plan – Posted on Website, property owner option to request to Secretary to create time based plan on time and \$delinquent.

2). Building Access – Key Fob, open doors, etc. Jeff presented Key Fob to Joe.

ADJOURN

Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____

Name: _____ Title: _____ Date: _____

