

High Gabriel Estates Property Owners Assn. Inc.
BODs Regularly Scheduled Monthly Meeting
First Baptist Church, Family Life Center
10000 RM 2243, Leander, TX

July 14, 2025

Open Forum: no other Members present

POA Open Board Meeting

BOARD MEMBERS Present: Joe Silver (Treasurer, S#4), Virginia Partain (interim / retiring as Secretary, S-#6), Monica Burrage (Parliamentarian, S-#2), and Darla Engh (Resale Certificates, S-#3)

Board Members Absent: Christine Crownover (S#1)

Quorum established - 4 present

Call to order in Gym at 7:36 pm Note: regular Conference room was occupied by WSC monthly mtg.

As Jeff Moore verbally resigned as chairman in June, Joe volunteered to act as “pro temp”. Monica then asked him if he’d fill this vacancy and nominated him for same, which Darla seconded. The vote was by acclimation for Joe to be Chairman.

Minutes: May’s were revised and posted.

June’s were approved by e-mail but still need signatures for bank purposes, which was completed at the July Board Meeting

Chairman’s Report: n/a

Vice Chair Report: vacant

Secretary’s Report: Virginia, as acting/interim Secretary, said she would continue picking up the mail at the Post Office and distributing it, updating payments to the software system, and sending out meeting notices to all the owners as the Recording Secretary. It also needs to be determined if Christine is planning on filling any of these duties as a Board Member or if she’s resigning.

Treasurer’s Report: Joe gave a summary of the month’s income and expenses. There were deposits of \$560 and expenses of \$566.26 incurred during June.

Director’s / Committe Reports

1. **Nature Trail:** there is a Sep 27th visit requested and Darla will be the point of contact for this.
2. **Resale Certificates:** one processed on the eastside and one started /pending in the West Section. The new rate of \$375 was discussed as to its effective date and the procedure needed to accomplish this.
3. **ACC (Architectural Control Committee):** A report was sent by Don Mohler as the ACC Chairman to Virginia via email. It stated that they had approved one remodel and a new build for W1-11. There were also two inquiries in the West sections and activity (construction) along Green Valley, but no paperwork has been submitted yet.

Business Session

Unfinished and General Business Items:

1. Bank Account: There are four items which need attention -
 - a. Board Signatures on Minutes as authorization
 - b. Presenting Officers' info to PNC bank for updating acct
 - c. Access given Joe/Treasurer to online statements
 - d. Money Mkt acct established for Resale fees
2. Park Tree: Joe said he talked with an Arborist about what should be done to preserve this older tree with large, low-hanging branches. He said our tree is registered as a heritage oak and may qualify for State funds as a "marking tree." This is under review to determine the actual status. It was suggested that we be aware of compromising the tree by trimming in oak-wilt season. There was no bid or amount presented at this time.
3. Post Office Box: The POA currently shares a box with the WSC and is paid the Dec. 31st. If we chose a smaller (3" x 5.5") box at the rate of \$78 for six months, we could save money and get a refund.

The other option discussed is erecting a locking mail box on Lot 19 if the Post Master approves; the cost is estimated to be around \$100. Monica said she had looked into whether the Leander Post Office would consider a modified shipping container to meet their requirements for a permanent structure on Lot 19 so that the POA could have a physical mailbox within the subdivision. However, the contact person hasn't been available to provide a determination.
4. Board Member status: There currently is a work conflict for Christine which prevents her from attending the scheduled meetings. Her involvement needs to be established so that duties and a quorum number can be ascertained for the POA operation.

Since there were four more items left to discuss and a desire to be thorough, Joe suggested that we "table Agenda Items 5-8" until later / the next meeting. *Amendment/addition of: These were: assessment billing, transitioning plans, board seats, and training. An additional concern was that volunteer flood workers were being housed in the church building and we didn't want to impact their efforts and sleep. This actually meant that we were not asked to pay rent for the evening.*

New Business:

IRS Status: Joe is trying to determine the advantage(s) and/or disadvantage(s) of our organization being properly classisified for the State and Federal purposes.

The Chair adjourned the meeting at 8:58 pm.

Joe Silver, Chairman

Date approved - 9/2/25 email