

High Gabriel Estates Property Owners Assn. Inc.
BODs Regularly Scheduled Monthly Meeting
Leander First Baptist Church, Family Life Center
10000 RM 2243, Leander, TX 78641
August 14, 2023

Forum Format:

Non-membership: New Business- None
POA-Membership: New Business- None

POA Membership Present: None

BOD Members Present: Virginia Partain (Chair (S-#6), Helen Trahan (Treasurer (S-#4), Darla Engh (Vice Chair (S-#3), Danny Roberts (S-#1), Veronica Hoffpaur (S-#7)

BOD Members Absent: Circled above if applicable

POA Open Meeting

Call to Order: Chairperson called meeting to order at 8:05 P.M.

Minutes Approval: July 10, 2023 minutes were published 7-29 without comments. Approved by Chair on Aug. 7th

POA Officers Reports

(In order prescribed in Bylaws): Reports are due to Chair/Secretary by 8:00 a.m. Tuesday prior to Monday meeting

Chairperson's Report: Virginia: Same as last month, rules, regulations and research hinder the board moving forward with critical decisions, developing procedures, etc. Virginia passed out copies of the meeting agenda to be used as a cheat sheet for all to become familiar with taking meeting notes in response to Property Owner letter concerning back up or lack of back up. Danny said he'd devise form for all to use. 1. POA in receipt of notice of D&O Insurance renewal approaching in Oct with notice from BKCW that our current carrier agreeable to renewal with the addition of the amended cyber exclusion with proposal by early September. Board agreed. 2. SB1668 was vetoed by Governor. This would allow property owner association to appoint other residents to their architecture committees where there are insufficient applicants for the roles. Disappointment for ACC. 3. Wilco (Williamson County has new database) search is difficult to navigate to verify property owner information for updating PayHOA, owner of record, mailing addresses, etc. 5. All were supplied with Chairs Review and suggestion for cutting meeting times and start times, more training and reading of required documents. 6. Drafted a response to a visitor's letter of comments and views of the POA meeting proceedings, for the board to review, awaiting BOD input prior to mailing.

Vice Chairman's Report: Currently has no duties assigned, fill in if Chair absent.

Secretary's Report: Virginia, 1. Meeting courtesies -contacted WSC President via email and both agreed to keep members informed of the meeting times and courtesies previously established and published as part of the agenda announcement.

2. Contacted LFBC for use of the smaller room if feasible for one or the other of the boards desired to start at an earlier time, as well as the ACC when an open meeting is required. Suggested additional donation of \$30 for the additional A/C. Board not in favor. 3. Also, secured an extra entry door fob, to back up Ginny if late or can't make it. WSC would open. 4. Updated PH (PayHOA) with new owner info after Wilco verification. 5. Gmail- updated with new or correction emails. 6.Processed online check updates for mailed in Maintenance Fees. 7. Discussed back up for Officers/Directors...some procedure changes, more appropriate Titles or changes, reflected in later in these minutes. 8. Smooth banking situation created when BBVA converted to PNC, for payments, deposits go into new account, perhaps a checking and a savings account for better accounting of the Maintenance Fee fund and the discretionary fund for Resale Certificate Fees, with possible collection from Title company, state and Bylaw rules distributed on when and use of funds, see below TPC 207.003. The Chair will work with the bank.

Desired Scribe (Recorder) meeting notes within 3-5 days to Secretary in digital format for proof reading prior to distribution to all board members providing all board members time to review before a meeting.

Treasurer's Report: Helen Reported the prior month financial data.

Board Member/Committee Reports

Resale Certificate Coordinator: No July Sale Report. Chair passed out docs from Texas Property Code (TPC 207.003) re when fees collected early, etc. and another from the Texas Homeowners Association Law stating fee could not be processed until Certificate delivered.

Maintenance Director: Danny – Spoke of receiving a Visitor request for permission to visit the Dinosaur Tracks, Nov. 4th. No further details available. Darla will backup.

PayHOA Administrators: Virginia / Veronica, Asst. PayHOA. Veronica familiarizing herself with the application. Secretary continues to find new and better features.

Business Session:

Treasurer: Reimbursements and payment requests:

Pre-approved: Monthly LFBC, PEC Lamp, prior work approval for Arroyo Park Mowing as needed.

Reimbursements and Invoices for approval:

Helen made motion to reimburse the Chair for a \$69 Webinar recording re HOA disputes among property owners. (Recording available for all board to review. Chair can send link).

New Business from Board Members:

WSC lots 1&2 need maintenance prior to Nature Trail Visitor visits. WSC has taken responsibility for the maintenance, this is the access from Skyview Terrace cul-de-sac thru the WSC lots to the back privacy fence gate opening to the Pathway to the Nature Trail.

There being no other business the Chair stated the meeting was adjourned.

Adjourn: 9:20

Virginia Partain, Secretary

HGE Property Owners Assn. Inc.

Approved Date: 9-11-2023 _____