

High Gabriel Estates Property Owners Assn. Inc.  
HGEPOA Open Board Meeting Minutes

**May 12, 2025**

**Leander First Baptist Church, Family Life Center  
10000 RM 2243, Leander, Texas, parking behind the Church.**

**Forum format: 7:33 P.M. (Neither Quorum, nor roll call needed)**

**Membership Present: Jan Tuttle, Bill and Rhea Tapie**

**Board Members Present: Jeff Moore, Chairman (S#4), Monica Burrage (S#2),  
Virginia Partain (Secretary, S#6), Darla Engh (Resale Certificates S-#3), Joe  
Silver (Treasurer S#6)**

BOD Absent: Christine Crownover (S#1)

**Forum format: 7:33 P.M. Jan spoke of the historical oak tree in the Arroyo Park  
needing low-hanging branches trimmed, as well as a large branch needs support  
from underneath the branch. Jan requested Jeff's email. Bill and Rhea were just  
observing board process.**

**POA Open Board Meeting**

Established Quorum: 3 Directors (total board of 5 quorums is 3)

Call to Order: 7:45 P.M.

Joe volunteered as Chairman Pro Tem: Jeff volunteered for Chairman, Joe 2<sup>nd</sup>, vote 5-0-0.

**Officer's Reports**

**Chairman's Report:** Jeff Stated he had worked w/Brown & Brown for Liability Insurance of \$1761.91 is now yearly premium and shared with WSC, which was acknowledged by their Treasurer tonight.

\_ Letterhead for Bank Account signatures should be Chair, Treasurer and a third for Ginny; this means that Bylaws need to be modified to have 3 people and also two signatures on a check over \$500.00. Ginny showed certificate of amendment from Secretary of State (SOS) and all requirements for bank account. Jeff moved, seconded by Joe – for drafting a letter. Vote: 5-0-0. This should be ready for signing by all members at the June 9<sup>th</sup> meeting.

**Vice Chair: Vacant** In the past was responsible for ACC requests and property owner complaint. ACC committee was designed in 2023 in compliance with Texas Property Owners Act. Ginny said W1-lot #19 has a physical address of 106 Skyview Terrace, two other mail boxes already installed there because Post Office does not deliver on Private Roads. Monica will do research on installing our own mail box to save money (\$142) annual.

**Transitions:** Ginny provided info to Jeff and Joe for Church access including contact, fees, building use and key fob. Joe was not given a key fob.

**Secretary:** Roles and Duties need to be established, PayHOA system administrator is currently Ginny due to previous board resignations. Division of writing checks and reconciling bank balances. Three people are ideally needed for processing a property owner payment check/duty of a Secretary.

**Treasurer: Joe:** reported the deposits and debits for the April Bank reporting. He will bill WSC for one half ½ of the liability insurance premium. .

## **Directors/Committee Reports**

- 1). **Director: (Visitor Request):** Nature Trail No Report
- 2) **Director: (Resale Certificate Process):** One processed and one pending. New Rate: \$375 was approved in the Organization Meeting of March 31, 2025. Jeff will draft notice of increase for Resale Certificates. Monica said that Courthouse should have a list of approved voters (notes do not indicated the reference for that statement)  
Monica also restated "HB 614 *requires* HOA's to levy fines on deed restriction violations, however there was an exception stating for POA's where deed restrictions do not permit fines, we are not provided with a *fine* rules in our bylaws". Actually, HB614 states "*if an HOA has fines" they must document each restriction violation, its fine and notice processing before legal action*". The POA does have fee capability – for instance 'late fees' etc. on assessment billings.
3. **ACC Chair:** Don Mohler: Requested that they send a reminder notice via email via PayHOA to property Owners to review Deed Restrictions. The ACC meeting room has now changed to the Gym due to facility remodeling for their school.

## **Business Session**

### Unfinished and General Business Items

1. Invoices for Approval:
2. Bank signatures –Currently, only the Secretary has the authorized signature at the bank.

## **New Business**

Ginny suggested continuing the 4<sup>th</sup> of July Parade in the morning on the West side, and an afternoon meal, etc. in the Arroyo Park on the East Side. NO Fireworks. Contact – Ginny  
Chris Crownover, sent word, she'd stay on as Secretary until new person found.  
Jeff suggested an informal meeting during the next two weeks to discuss Roles and Duties as a group. He'll check with members as to apace and time for this.  
Ginny has question on the whereabouts of the Organizational Meeting Minutes. Jeff, has election notes and will create them and distribute.

Storage of documents and Jeff will obtain boxes for physical or Ginny will buy banker boxes. Melissa Silver may be able to help with this task, i.e. labeling files for storage and using county Tax ID "R#", instead of a section, i.e., W1 or E! And lot #. The R# is the legal property tax identification.

There being no other business, the Chair adjourned the meeting at 8:56 P.M.

\_\_\_\_\_ Secretary    Approved: June 9, 2025 \_with corrections 7-24-25