

High Gabriel Estates Property Owners Assn. Inc.
BODs Regularly Scheduled Monthly Meeting
First Baptist Church, Worship Center
10000 RM 2243, Leander, TX
May 13, 2024

Non-Membership:
HGEPOA Members Present: Jeff & Sarah Moore, E-2 (Riva Ridge)

Forum Format: (per agenda) Development on High Gabriel E (street) North to South side of Riva Ridge. Josh stated the members' concern on a proposed subdivision near the East 3 SE edge (E3 lot 6) to Riva Ridge (across from Jeff's property). Even though it is not part of our POA, the proximity of the two lots will have an impact on the E-2 residences. The major issue is drainage with current wet weather water standing on both of the lots. The Design Review presented and meeting statements indicate desire for annexation with the City of Leander for utilities, etc. Virginia stated contact with the County Commissioner regarding this situation. The E3 lot 7 question was resolved with HGEPOA East 3 plat maps showing E3 lot 7 to be behind E3 lot 1. Or alongside to the South on the HI way.

POA Open Board Meeting

BOARD MEMBERS Present: Josh Haug (Chair, S-#5), Helen Trahan (Vice Chair, S-#4), Virginia Partain (Secretary, S-#6), Misty Baker (S-#1), Monica Burrage (Parliamentarian S-#2), Darla Engh (S-#3), and Veronica Hoffpauir (Asst. Adm, S-#7)

Board Members Absent: none

Quorum announced - 7 present - Call to order at 7:35 pm

Chairman's Report: Josh

Minutes approval since the April meeting:

- a. April 15 Mtg Min. were approved by email 5-13-24.
- b. April 17, 2024 – motion for Virginia Partain (former Chair to continue Banking Authority, 6-1-0
- c. April 18, 2024 – Officers received e-mail resignation from Helen Trahan (Vice Chair/Treasurer) stating resignation from Treasurer position only, wishing to remain on BOD as Vice Chairman.

Chair announced Helen Trahan's resignation via email as Treasurer, but desired to remain in her position on POA board position of Vice Chair.

Josh asked if anyone was willing to fill the Treasurer position, no one volunteered. This leaves Virginia with the only access to the PNC Bank financial information. **Discussion was held on this situation and a motion was made and approved that 3 people should be on the PNC Bank Signature Card.**

. Misty moved that she serve as the third person and Helen 2nd. Passed 7-0-0.

Vice Chair: -Helen had nothing to report.

Secretary's Report: Virginia

a. Delinquent Payments: Status has improved; there are only 36 people who are delinquent for the current year. However, there are 46 accounts delinquent for multiple years. YTD collection is \$4,496.

Suggested that after three notices, the Delinquent Payment Plan be offered, no fines or extra fees requires a \$25 set up, approval and documentation fee.

Misty moved that we initiate this method, and Helen 2nd. Passed: 7-0-0

b. Admin./Software Updates – Veronica and Monica have been working on verifying the current mailing address of POA members.

c. Misty has been personally checking with neighbors to see if there had been any change in contact information.

d. Post Office Mail Box – Our yearly \$137 Leander Post Office (PO) is shared with the HGWSC who pays same. Electronic payments through both organizations’ software apps have reduced incoming PO mail and thus no longer needs this size box. PO information states forwarding mail for one year’s time for free with 18 months additional would require a charge, there will also be some key deposit returns (3) . Misty, suggested installing our own mail box on the Skyview common lot, notifying WSC of the planned change.

Misty moved to drop the PO Box after mail box is installed and forwarding addresses sent out. Veronica 2nd, motion passed 7-0-0

e. Bank Lockbox: PNC bank visit revealed the POA did not need the Safety Deposit Box and save our share of which is annually \$47. Being an auto pay account the WSC would need to make different arrangements or the POA bill them for the full amount.

Misty moved that we discontinue the PNC Safety Lock Box service and Helen 2nd motion passed 7-0-0. Virginia would coordinate with WSC on their use or discontinue.

Financial /Report: Due to Treasurer Resignation -Virginia distributed a two-page bank statement detailing the income and expenses for the month. Two checks were presented for payment approval, both budgeted items: reimbursement to Virginia for \$44.42, PEC Signal Hill Entrance Street Lamp. Second Check was for a reimbursement to WSC for POA’s share of Liability Insurance of \$1142.18.

Misty moved that the POA approve the payment of \$1142.18 to WSC. Monica 2nd, motion passed 7-0-0.

Due to Treasurer resignation, the check book from BBVA and past records were requested to be sent to the Secretary in compliance with the 7-year retention Bylaw. Unused checks in the BBVA book to be shredded by PNC. New PNC check book has been in use since 11-1-23.

Board Member / Committee Reports

1. Nature Trail: Nothing new to report, Request form in review
2. Resale Certificates: three (3) Resale Certificate requests were received. Two were completed, with receipts for one of \$100 fee and a \$36 fee due. No Payment received on 2nd request, a recent request in process for the third.
3. ACC (Architectural Control Committee): Open Meetings will be accommodated via the small conference room in same facility as the POA, LFBC. Meeting time at 6:30 pm on the 2nd Monday, as needed to approve documents. These meetings must be posted on the POA Monthly Board Meeting Agenda as required as well as property owner being notified by the ACC Chairman.

There being no other business, the Chair made motion to adjourn. Helen 2nd. Motion passed 7-0-0. Meeting adjourned at 9:05 pm

Virginia Partain, Secretary _____ Date approved __June 10, 2024

