

High Gabriel Estates Property Owners Assn. Inc.
 BODs Special Meeting
 Perky Beans Café
 2080 N US Hwy 183 #210
 Leander, TX 78641

September 28, 2025

POA Open Board Meeting

Board Members Present: Joe Silver (Treasurer, S#4), Darla Engh (Resale Certificates, S-#3) and Monica Burrage (Parliamentarian, S-#2)

Board Members Absent: None

Quorum established - 3 present

Call to order at 3:09 pm

Minutes: Due of time restrictions on several members, the monthly Minutes weren't available.

Chairman's Report: N/A

Vice Chair Report: Vacant

Secretary's Report: Vacant

Treasurer's Report: Joe did not have a summary of the month's income and expenses to discuss.

Director's / Committe Reports

1. Nature Trail: there was a September 27th visit scheduled and Darla was the escort. All waivers were completed. The group cleaned the Nature Trail some as they walked it due to overgrowth and a tree down.
2. Resale Certificates: None processed
3. ACC (Architectural Control Committee): Don Mohler sent an email to the HGE-POA email address that no Board members have access to. It was forwarded and he expressed his concern in regard to Monica inquiring about placing a shipping container at 106 Skyview Terrance for the purpose of POA documentation storage and to satisfy the postal service requirements for a structure to obtain a mailbox. He stated he requested a formal application, but only Property Owners can submit an application, and that this lot is dedicated park land and using it for another purpose may be illegal.

Business Session

Unfinished and General Business Items:

1. Bank Account: Joe is working on opening a new Money Market and Checking account at the local PNC bank, with both Darla and Monica as signers.

2. Park Tree: State funding approval is still pending for the care of the Heritage Oak Tree. Joe will reach out to the Arborist to check the status.

3. PO Box: The Leander Post Office was provided a picture, and the agent stated a shipping container with a walk in door and one window on each side of the door (for a total of 2 windows) would satisfy the Post Office requirement for a permanent structure and they would be able to deliver mail to a mailbox on Lot 19 / 106 Skyview Terrace.

4. IRS Status: the HGEPOA is now a 501 non-profit organization.

New Business:

1. No current board members have access to the HGEPOA email accounts. The current email accounts are through Gmail. Joe is going to contact PayHOA to find out if email is a provided service that is included in the services that we currently have, and if the emails are encrypted for security purposes. He will also inquire about document storage.

2. A social media website is being considered only for HGEPOA members - - exploring the different platforms to determine which is best.

3. D&O Insurance renewal is \$1,628 annually. The due date of October 4 mandated that action needed to be taken prior to the regular monthly meeting. Joe requested a motion to approve payment, Monica 2nd. Unanimous vote 3-0-0. Motion passed.

4. On Sunday, September 21 a man claiming to be with Tetra Tech, contracted through the state, requested property owners on the San Gabriel to sign waivers to clean the waters that fronted their properties. This included Arroyo park. No board member signed a waiver. The following week, it was determined this is a legitimate company who does have a contract with the state to clean up along the affected flood areas.

5. LegalShield is an attorney service with business plans ranging from \$49 to \$169 monthly. Monica will find out more information regarding this service.

6. Board member "welcome" package - a summary of how to navigate through board duties should be constructed to assist members

The Chair adjourned the meeting at 5:47 pm.

Minutes approved on 10/23/25 via email