

High Gabriel Estates Property Owners Assn. Inc.  
BODs Regularly Scheduled Monthly Meeting November, 14, 2022  
Leander First Baptist Church  
10000 RM 2243, Leander, TX

**Forum Format:**

**POA Membership Present:**

**BOD Members Present:** Virginia Partain (Chairperson #6) Chris Field (Vice Chair #1) Helen Trahan (Treasurer (#4), Whitney Moore (#5) Chas Webb (#7)

**BOD Members Absent:** Darla Engh (#3 ): Bobbi Marquardt (# 2)

**Call to Order:** A quorum present, the Chairperson called meeting to order at 8:30 P.M.

**POA OPEN MEETING**

**Minutes Approval:** Chairperson- asked if there were any issues or corrections to the Oct. 10<sup>th</sup> meeting minutes previously published for review. There being no concerns or corrections the Chair stated the minutes were approved as published.

**Board of Directors Reports:**

**Chairperson Report:** Letter sent to property owners in regard to Nature Trail and posted on website.

Renters have made contact wanting to be added to email lists. Discussion followed in regard to liability insurance. Should owners notify POA in regard to renters. The POA base Gmail hgepoa@gmail.com was somehow being forwarded to the [hgepoa.secretary@gmail.com](mailto:hgepoa.secretary@gmail.com) as a default and not to the base account. Chris said passwords didn't work for any of the Gmail accounts (in PayHOA). The Gmail account with its sub users (labels) has been an issue, and now the ACC is having issues, since being separated from the POA.

The Membership Letter on Software information was well received via email, and published on the website based on responses received by the POA board.

**Vice Chairman Report:** Chris presented POA software updates, also noting PayHOA charged the POA b/c no one physically went in to cancel, however, the rate will go down from the \$74, to \$40, until fully loaded.

Waiting for Bobbi for creation of the csv files for import into PayHOA. Ginny is keeping a file of items that have happened since providing the membership data to Bobbi in October.

Chris volunteered to do the files as it is needed to further test the PayHOA processes.

**Secretarial Report:** Reported about 40 emails were missing from the master file. Recovery and search will be done to update. Presented two bids for work on Nature Trail work since the Posting of closing the trail due to safety and danger and property owner emails regarding the closing.

**Treasurer's Report:** Helen went over financials, remarking on the ACH charges from PayHOA, her not knowing.

**Resale Certificates-Visitor Requests:** No Resale Certificate Request/nor Visitor request

**BUSINESS SESSION:**

**Unfinished Business:**

**Nature Trail issues:** Chris and Helen volunteered to visit the trail, review bids and take pics to get a scope before choosing the bid.

**New Business from Board Members:** Annual meeting dates were discussed: Bylaws state Jan or February.

**Adjourn: Meeting adjourned at 9:20**

**Virginia Partain, Secretary**

**Approved**