



**Amended** - changes are in *italics*

**High Gabriel Estates Property Owners Assn. Inc.**

**Board of Directors Monthly Meeting**

Cross Tracks Church, 101 Church Street,  
Room #23, Liberty Hill, Texas 78642

**January 08, 2026    Time: 6:30pm**

**This was a regular monthly meeting for the Board which has been rescheduled due to a backlog of items which need to be addressed that were caused by various reasons. This was an open meeting and all members were invited.**

Since this was the first time in this building, a change was made from the ground floor level to a classroom (via Luther being a church member) to provide better lighting & acoustics and resulting in a 6:46pm start time.

**Open Forum / Residents Attending** - Marc Miller, April Berry, Virginia Partain, Helen Trahan, Luther Lucko, Melissa Silver, and Bob Engh

New Business from POA membership: Members are limited to three (3) uninterrupted minutes (or less) to ensure that all members have an opportunity to speak – which wasn't enforced during this meeting as a courtesy.

Helen asked about why the meeting time/date/location were changed. The reply was that the Board didn't have enough time to conduct its business when following the WSC and the expense for the current shared rental space was a little high. The banking item was also questioned. She then presented her concerns on how the South San Gabriel River was cleaned by Tetra Tech. She claimed they had removed trees which were still standing (without approval) and this would cause erosion and drainage problems for our adjoining neighbors to the north, Summerlyn. Joe responded by saying that he had been in touch with the company agent (Sheila) and was told that they had followed the instructions given to them by the State. It was also expressed that no damage was done during the removal of flood debris.

Virginia went over several transition issues such as turning over the key to the smaller Post Office Box which is paid up thru July 2026, and the need to update the Secretary of State document.

Luther suggested that since a lot of the questions posed by the two residents were already on the Agenda that it might be better to switch the "open forum" portion to the end of meeting (in New Business).

### **POA Open Board Meeting**

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

Board Members Absent: none

Quorum established - 3 present

Call to order at 7:05 pm

Minutes: Several additions to the November Minutes were made by Darla, such as meeting location, clarifying that we had a visitor, and details of a reimbursement made to Virginia for her personal expenses.

Darla moved to amend the Minutes as stated; Joe seconded. Vote: 3-0-0

### **Officer's Reports**

**Chairman's Report:** see below Agenda items

**Vice Chair's Report:** position is vacant

**Secretary's Report:** vacant

**Treasurer's Report:** Joe does not have yet have access to financial reports; it's in progress.

### **Director's / Committee Reports**

1. Nature trail visitor request - no requests this month per Darla.
2. Resale Certificates: Darla said West 1 Lot 34 is set to close on 01/24.
3. ACC Report: Don Mohler (final term, *meaning he resigned*) submitted no recent requests. A revised ACC request form was created which is now on our website.

### **Business Session**

#### **Unfinished and General Business Items:**

1. PayHOA test email – Joe said the system tells you when the property owners had their last account activity and it is functioning properly in sending out notices. PayHOA may automatically log you out with no indication of being logged out, but it does have a Bulletin Board, Calendar, Message Center, Voting, etc. and a possibility of creating a website for only property owners.
2. Joe provided update on wedding venue. Williamson County fire protection has to review the wedding venue but the owner has not requested yet. Some issues are road access, getting soil samples, etc. may prevent moving forward with building venue. Per Williamson County guidelines there must be 2 streets for venue - one entrance/ingress and an exit/egress. Also, Darla said her Historical Commission contact said there has to be “destruction of historical significance” to prevent the owner from building on his property – which there isn't.
3. Monica called Department of Infrastructure for Williamson County to find out status of tree trimming on Green Valley Dr. A work ticket was previously submitted without an estimated completion date. A resident said it was completed today (Jan. 8).
4. Bids for Mowing of common and park areas – Darla reminded attendees of time limit on rental of meeting space and so this item was tabled due to that.
5. Tetra Tech cleanup is completed. Helen said they destroyed land. Joe spoke with Shiela, as the company rep, who said according to their State contract, they were to clean the river area up to the easement and put it back to original condition.
6. Joe discussed bank account transition in that several documents and actions are still needed.
7. Secretary of State (SoS) *and other required* documents will be updated to show current information.

New Business:

1. Access to the POA post office mailbox. A Board member needs to meet Ginny at the Leander Post Office to transfer mailbox acct and key since this is a Federal transaction.
2. April Berry volunteered for the HGEPOA Board, Seat #5, with one year remaining. Joe moved that April become a Board member, effective at end of this mtg; Darla seconded. Vote was 3-0-0 *Then Joe moved that April be appointed to the Secretary position which Darla seconded. Vote: 3-0-0*
3. Monica stated that a Texas Property Code required three officers; they are President/Chair, Secretary, and Treasurer. These need to be different people, *so Joe resigned as Chair*. Therefore, Monica said Darla had volunteered be Chairperson to replace Joe with his consent. She then made a motion that Darla be appointed as Chairperson and Joe seconded. Vote: 3-0-0
4. Noise complaint via email was made by a resident on Skyview Terrace some time ago. When asked a few questions, a response was never received. Situation appears to be resolved.
5. Change to future meetings - Location & Time for monthly meeting. A new site was set to allow a more productive meeting place with an earlier start time and lower costs in Liberty Hill. This is a pending issue awaiting further input.
6. Addition to 2026 Insurance coverage to add new meeting site of Cross Tracks Church, 101 Church Street Liberty Hill TX 78642 was moved by Darla and Joe seconded. Vote: 3-0-0
7. Mowing Invoice: Ryan Tuttle mowing for \$300 - was supposed to itemize water track and POA property mowing- did not receive itemized statement. Ginny stated she approved the mowing for Office Tract and Lot #19 due to fire safety.
8. Payment of county taxes: Williamson County tax bill provided to Joe by Virginia. These are due in January.
9. Annual meeting February 7, 2026 - email needs to be sent.
10. Outdated check from title company - faded, looked whitewashed. This was recently given to Darla by Virginia because it was for a resale processed over 5 months ago and the expiration date could not be easily read, so a replacement needs to be requested.
11. Gratuity check for Ted (webmaster): Darla motioned that \$250 be paid for the year's worth of web-site work on the POA's behalf; Joe seconded. Vote: 3-0-0
12. Using zoom for meetings, updating / changing Bylaws and Deed Restrictions, and new projects - need to be addressed during the Annual Meeting. The idea is to have an open mtg along with the addition of internet attendance for more resident involvement.
13. Reimbursement to Edward and Jennifer Brown due to overbill of ~~\$108~~ 144 and processing fee during Whippoorwill resale in July 2025 - Darla moved to pay ~~\$109.67~~ 145.67 total; Joe seconded. Vote: 3-0-0

There being no other business, the Chair adjourned the meeting at 8:00 pm.

April Berry, Secretary

Date approved: via 1/20/26 email

*Amended by 1/27/26 email*

AB/de