

*Draft dje 1/21/25 3pm  
Edited by gp 2/10/25 5:15 pm*

High Gabriel Estates Property Owners Assn. Inc.  
BODs Regularly Scheduled Monthly Meeting  
First Baptist Church, Family Life Center  
10000 RM 2243, Leander, TX

January 13, 2025

Open Forum: New Business from Guests (Non-Membership): None

Forum: 7:42 Jeff Moore, East 2 interested in joining the Board. Inquired in regard to status of Directors & Officers' Insurance (D&O) and significant items. Secretary confirmed D&O coverage, audit was completed enabling implementing accounting features in PayHOA and supplying balance sheets where needed.

### **POA Open Board Meeting**

BOARD MEMBERS Present: Virginia Partain (Secretary, S-#6), Monica Burrage (Parliamentarian S-#2)  
Darla Engh (Resale Certificates S-#3)

Board Members Absent: Misty Baker (S#1) and Veronica Hoffpauir (Admin Asst S-#7)

Quorum established - 3 present

Chairman: Seat Vacant: Monica moved for Virginia to serve Chairman Pro Temp. Darla 2<sup>nd</sup> motion.  
Motion passed 3-0-0

Minutes: Minutes from the Dec. 9, 2024 are not available.

**Chairman's Report:** vacant position. Jeff volunteered for the one-year vacant term seat #4, Monica moved that Jeff be appointed to the board. Darla 2<sup>nd</sup>. Motion passed. Monica nominated Jeff as Chairman. Darla 2<sup>nd</sup>. Motion carried 4-0-0.

**Vice Chair Report:** vacant

#### **Secretary's Report:**

a. Support & Guidance Material: Three items were distributed by the Secretary. HOA Board Member Roles Explained (4 pages), The Truth About Disbanding a Homeowners Association in Texas (2 pages), and can an HOA be Dissolved? (4 pages). Supporting information from Nov. and Dec. meeting.

b. Internal Audit: The CPA felt that the POA wasn't performing the duties of enforcing the Deed Restrictions or collecting past-due invoices, due to lack of board members and or skills...

c. Delinquent Payments: At this time several hundred dollars have been paid. Suggest implementing late fees at Annual Meeting.

d. Dissolution of HGEPOA Board: Idea expressed at the Nov. Mtg. *According to State Law*, there is a requirement for reporting and governing of neighborhoods which have common areas as well as legal documents. A Dissolution requires a board vote and petition of all homeowners with 80% State rule agreeing with estimates as high as \$40K A management company to fulfill the functions that the Board

provides, a Board still required, at a cost of \$ 800 Note: Estimates only used to indicate the need for assessment fee increases and collections.

**Financial Report:** The acting Treasurer distributed report from the PNC Bank detailing the December's income and expenses... A question in regard to the Accts Receivable item on the new Balance Sheet represented overdue amounts from homeowners, was verified. Bank Safety Deposit Box was closed and documents removed.

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

1. Nature Trail: Monica updated forms for the website. Two visit requests approved – one for Nov. 2, 2024 and Dec. 9<sup>th</sup>. . Misty and husband, David will coordinate. Both dates cancelled due to weather.
2. Resale Certificates: No activity for this month.
3. ACC (Architectural Control Committee): no report or activity

### **Business Session**

#### Unfinished and General Business Items:

1. Invoice(s) Approval: None
2. Commercial Development on East 3 Lots – Jeff reported that the City of Leander has agreed to annex both lots off of Riva Ridge that are zoned as commercial. The PUD (Public Utility District) does not want a California company to establish a business in this area. However, if road access is needed, the city will install “crash gates” as a method of control. Heavy construction equipment used for Bryson building has severely damaged the Riva Ridge Street. Leander has proposed a road parallel to Hwy 183 to help alleviate south-to-north traffic is part of the City's 10-Year Plan.

#### New Business:

HGEPOA Annual Meeting: Jeff moved we have the Annual Mtg on March 8<sup>th</sup> at the First Baptist Church, following the WSC's meeting which starts at 1:30 pm. 2<sup>nd</sup> by Monica. Vote: 4-0-0

Jeff will assist Secretary in creating a membership list for Meeting attendance counts for quorum and proxy sign in.

There being no other business, the meeting was adjourned at 9:17 pm.

Virginia Partain, Secretary \_\_\_\_\_ Date approved \_2-14-25

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