

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

February 10, 2025

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

Forum:

### **POA Open Board Meeting**

BOARD MEMBERS Present: Jeff Moore (Chairperson, S-#4) 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 – 4 members present

Called to order 7:44 PM

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

Minutes from Jan. 13, 2025, Approved via email, Feb. 15, 2025 with changes to voting count

Minutes from Feb. 10, 2025

**Chairman's Report:** Annual Meeting, via Ginny for a larger space at the church due to WSC expecting larger turnout for information on water issues and new well.

**Vice Chair Report:** vacant

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

1. Bank requesting more documents to open second account (Money Market), adding Jeff to account, thus enabling the separation of deposits to appropriate receivables.

2. Internal Audit: Due to lack of board members and duty assignments, self-managed solutions being addressed in Deed Restrictions and Bylaws were not being enforced., for ease in transfer of accounting if going to a management company, Ginny having received info from 2 different companies to satisfy a 2-bid requirement, increase in annual fees by \$100 per property.

c. Dissolution cost expensive, all facts not known for our small organization, need legal help.

d. Delinquent Payments: Suggest implementing late fees at Annual Meeting as provided in the Bylaws.

**Financial Report:** The acting Treasurer distributed report from the PNC Bank detailing the January income and expenses... A question in regard to the Accts Receivable item on the new Balance Sheet represented overdue amounts from homeowners, was verified. Notification Process in PayHOA, was setup informing property owners. Just takes more hands Also, the 2025 billing, was sent twice to property, some paying double with the Acting Treasurer refunding, the \$36 fee and the CC fee on the second payment.

1. Nature Trail: No Report.

2. Resale Certificates: 2 processed

3. ACC (Architectural Control Committee): no report or activity

**Business Session**

Unfinished and General Business Items:

1. Invoice(s) Approval: None, PEC lamp charge going down \$10.00 in March. PO box fee paid and WSC billed for half
2. Commercial Development on East 3 Lots – Jeff explained plans being made for future

New Business:

HGEPOA Annual Meeting: Date moved to Mar. 29<sup>th</sup> -accommodate larger crowd. Notice must be mailed by Mar. 19<sup>th</sup>, including agenda and proxy. Membership registrations/proxy verification to be completed by Jeff and Ginny. Budget for Water and snacks for \$75 made by Jeff, 2<sup>nd</sup> by Monica. Passed 4-0-0

There being no other business, the meeting was adjourned at 8:58 PM.

Virginia Partain, Secretary \_\_\_\_\_ Date approved 3-10-25 \_\_\_\_\_