

# High Gabriel Estates Property Owners Assn. Inc. HGEPOA Open Board Meeting Minutes

**April 14, 2025**

**Leander First Baptist Church, Family Life Center  
10000 RM 2243, Leander, Texas, parking behind the Church.**

**Forum format: 7:45 P.M.**

**Membership Present: Melissa Silver, Liz Engelke, Aron Kloesel, Darla Engh**

**Virginia passes out several documents for discussion and review:**

**HGEPOA Bylaws,**

**Terms and Conditions – preparing for your role as a HGEPOA Director**

**Roles and Suggested Duties**

**Suggestions from visitors that perhaps, the membership is not seeing the email messages we are sending.**

Call to Order: 8:30 P.M. Quorum Format

BOD Absent: Jeff Moore (S#4), Monica Burrage, (S#2)

BOD Attendees: Christine Crownover (#1) (Joseph Silver (#6), Virginia (Ginny) Partain,

1). Established Quorum: 3 Directors (total board of 5 quorums is 3)

2). Minutes: March 29<sup>th</sup> Meeting Minutes, having been published were approved with corrections.

## OFFICERS REPORTS

1). **Chairman:** Absent (elect pro-temp) – Ginny acted as pro temp Chairman

Passed out Meeting Agenda, and the March 2025 Bank Statement

- Assessed current problems:
  1. Unpaid POA bills from residents
  2. Lack of board members
  3. Disinterest of homeowners to participate
- Discussed the frequency of mailing out delinquent POA invoices, these were sent this month, April, and can be sent monthly.
- Joe volunteered as Chairman pro temp
- Jeff will be the building (meeting location) access person and will get the key.

2). **Vice Chair:** Seat Vacant (None)

3). **Secretary:**

- Christine Crownover volunteered to be Secretary and was appointed. Will pick up the Mail on Wednesday and Saturday.

Joe Silver volunteered as Treasurer and was appointed.

4). **Financial Report:: (Acting Treasurer) Virginia**

- The building room use is block fee donation of \$90 a month, a shared cost with WSC.
- POA pays fee on even months, WSC pays on odd month.
- Virginia presented receipts of \$92.92 reimbursement was approved.

5). **Treasurer: Joe**

- Only expenses and income are reported, report is not approved but 'filed' for audit
- Members can printout their own balances/payments
- PNC Bank keeps 7 years of records

**Directors/Committee Reports**

1). Director: (Visitor Request): No Report

2) Director: (Resale Certificate Process): PayHOA application for the total Resale Certificate Process at no cost to the POA was mentioned. PayHOA was contacted of POA interest, but due to our already collecting fees, to be explored.

- Darla volunteered to do the following:
  - Continue resale certificates
  - Enter new Ownership data in PayHOA
  - Give new homeowners HOA contact information
  - Due to legal requirements, the Resale documents must be signed by a board member.
  - **Darla Engh** volunteered to return to board. Appointment was approved.
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3. ACC Chair: Don Mohler: Two (2) ACC request in rework- no report

ADJOURN: Joe moved to end the meeting and Christine seconded.

Meeting Adjourned at 9:12 P.M.

Virginia Partain, Secretary\_\_\_\_\_ Date Approved: June 1, 2015