

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

August 11, 2025

Open Forum: no other Members present, discussion started at 7:55 pm due to delay of quorum arriving. Virginia outlined all PNC Bank requirements for making changes to the current account. The SoS / Secretary of State's office said they recognized 106 Skyview Terrace for HGEPOA.

POA Open Board Meeting

BOARD MEMBERS Present: Joe Silver (Chairman & Treasurer, S#4), Virginia Partain (interim Secretary, S-#6), and Darla Engh (Resale Certificates, S-#3)

Board Members Absent: Monica Rolan Burrage (Parliamentarian, S-#2)

Board Member Status: Christine Crownover (S#1) sent her resignation via her 8/10/25 email
Virginia Partain handed in her resignation at the mtg, S-#6, effective Aug 21, 2025.

Quorum established - 3 present

Call to order was at 8:10 pm

Minutes: Because of time restrictions on several members, the monthly Minutes weren't available.

Officer's Reports

Chairman's Report: Joe stated that he has requested an EIN which needs a physical address to complete the IRS processing.

Vice Chair Report: vacant

Secretary's Report: Position is still vacant. Virginia said she would continue being an interface by picking up the mail at the Post Office and distributing it, updating payments, and sending out meeting notices until other board members assumed these duties.

Virginia also asked that official documents be removed from her house, once they were boxed up and labeled but several calls from members has delayed this process. There are 18 yrs of records but only the last 7 yrs are mandatory to keep. Time also needs to be dedicated to sorting out the confidential material.

Joe suggested the need to modernize and possibly hire a secretary for the POA. Ginny said that a Mgmt Co'y (for \$1500/month) provides all software, a mtg place, storage, and legal requirements. However, this wouldn't be feasible because of the cost and our Bylaws do not allow increasing the property owner's annual fee without a membership vote. It was then stated that Veronica Hoffpauir had volunteered to help with the PayHOA system for administrative functions and that the Chairman had "view only" ability and would get full access via a transfer by Ginny.

Other items: Some of the lesser-used Gmail accounts are currently fouled up.

The smaller PO Box / #1152 is paid thru July of 2026 and has two keys.

Treasurer's Report: A summary of the month's income and expenses was not available.

Director's / Committe Reports

1. **Nature Trail:** Darla will be the point of contact and escort for a Sep 27th geological visit.
2. **Resale Certificates:** Payment for two July resales *is pending*, and the new rate of \$375 (approved on March 31) was discussed as well as adding a \$100 Transfer Fee to our POA documents – which needs to be filed with the County and then TREC.
3. **ACC (Architectural Control Committee):** No report was sent by ACC Chairman to Virginia via email.

Business Session

Unfinished and General Business Items:

1. Bank Account: Virginia would draft a document for Board Members to sign per PNC Bank's requirement. A new checking account needs to be established and a Money Mkt acct for Resale fees. Additionally, a look into "PositivePay" feature so that a second signature isn't required on checks.
2. Board Member status: There was a suggestion that several members fill the vacant positions of Secretary and also the Vice Chairman which oversees the ACC. No action was taken. Joe did say he was working on a letter for recruiting neighbors to join.
3. Invoice(s) Approval: Two routine expenses of \$90 for church/meeting place rental and the contracted rate of \$200 for the mowing of Lot 19 and the Office Tract were presented, which do not require a vote.

There being no other business, the Chair adjourned the meeting at 9:25 pm.

Joe Silver, Chairman

Date approved: via 11/10/25 email *

* **delay** is due to several health emergencies and prioritizing the need for publishing the Special Mtg Minutes for transparency reasons.

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Majority Vote was used due to the absence of one member at the mtg. and another member who retired/resigned eff. 8/21/25.