

High Gabriel Estates Property Owners Assn. Inc.
 BODs Regularly Scheduled Monthly Meeting
 First Baptist Church, Family Life Center
 Aug. 12, 2024

Non-Membership Present:
 HGEPOA Members Present:

Forum Format: (per agenda when required): None

POA Open Board Meeting

BOARD MEMBERS Present: Helen Trahan (Vice Chair, S-#4), Virginia Partain (Secretary, S-#6), Monica Burrage (Parliamentarian S-#2), and Veronica Hoffpauir (Asst. Adm, S-#7)
 Board Members Absent, Misty Baker (S-#1), Darla Engh, (S-#3), Josh Haug (Chair, S-#5),
 Quorum present - 4 - Call to order at 8:05 pm Vice Chair – Helen Trahan, Acting Chair

OFFICERS REPORTS

Chairman's Report: Minutes from the July 8, 2024 Previously Approved Via Email, July 30, 2024.

Vice Chair: -Helen No Report

Secretary's Report: Financial Records due to Resignation of Treasurer on 4-18-24 not received.to date. Checkbook to be taken to Ginny (secretary). Property Owner billing – done July 14, 2024, including a property owner personal information form for mailing address, included 62 on demand mail accounts, eighteen (18) had responded with payments as of meeting date, 8-12-24.

Asst. Adm. Veronica reported having added one new property to the POA records and updated to existing property owner, changing property owner records for two (2) sales 107 High Gabriel, and 109 Signal Hill Two pending county record updates.

Financial /Report: Bank Statement: showed Resale receipt of \$150, and \$733 collected from last on demand mail billing, with up-to-date balance.

DIRECTORS/COMMITTEE REPORTS

1. Nature Trail: Two Scholastic Organization Requests, new one for Nov. pending
2. Resale Certificates: No Report
- 3 ACC (Architectural Control Committee): D&O insurance concerns, no activity- suggestion of home addition.

Business Session

Unfinished Business Items and General Business

1. **Invoices to pay:** (non contracts): requiring motions: None
2. **Delivery** of HGEPOA **Financial Data for the '7-year retention period'** required by Texas Property Code (TPC) and HGEPOA Bylaws still not received, but needed to support an audit. Seeking a new Treasurer and D&O insurance questions.

3. Countersignatures on checks? Monica moved that there be 2 signatures on checks over \$500. Veronica 2nd, motion passed, 3-1-0. Helen opposed.
4. Resale Certificate request procedures to require email address, copies to Secretary and Asst. Adm. for follow up of closing date on County Records, to update owner of record in PayHOA.

New Business from Board:

1. Secretary suggested using Robert's Rules of Order (for Idiot's) to supplement details of activity and or duties assigned in the Bylaws. Secretary will find copies for each board member.

2. First quote received for D&O insurance is \$3226, due to precarious situations and inclusion of various options, not desired.

Actions: Look into D&O Insurance, seek updates to original documents, eliminate options arbitrarily included. Helen stated she'd ask her company's Insurance Agent: suggests copies of the documents be sent to all board members, for others to seek quotes. The Secretary to supply details not known or unavailable to the other board members. Delivered on 8-14-24.

Meeting was adjourned at 9:09 pm due to time by Acting Chair.

Virginia Partain, _____ Approved