

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

September 9, 2024

Forum Format:

Membership in attendance: Jeff Moore from East 2

BOARD MEMBERS Present: Virginia Partain (Secretary, S-#6), Misty Baker (Contacts/Newsletter S-#1), Monica Burrage (Parliamentarian S-#2), Darla Engh (Resale Certificates S-#3), and Veronica Hoffpaur (Admin Asst S-#7)

Board Members Absent: none,

Pro Temp Chairman: Monica moved that Virginia Partain act as Chairman for this meeting and Misty seconded the motion. Vote was 5-0-0

POA Open Board Meeting

Quorum established - 5 present

Call to order at 7:40 pm

Minutes: Email minutes from the Aug. 12 meeting minutes approved 9/3/24 Unanimous

Email Minutes to approve a \$2,000 budget for D&O insurance 9/3/24 Unanimous

Chairman's Report: Chairman resignation effective 9-9-24

Vice Chair: Board Unanimous decision to remove from HGEPOA board of Directors following April 18, 2024 resignation but remaining on the board, failing to turn over documents.

Secretary's Report: Several members have responded to the request for new Board Members and one has even submitted a personal profile. However, no one actually volunteered for a position/seat.

a. Delinquent Payments: 90 Day Delinquent Billing to Property Owner Mail address resulted in \$803 received. The financial software (PayHOA) reflects \$10K still delinquent.

Request was made as to any specific plans for using the funds. Items were: clean and or improve common areas: Arroyo and or picnic area. Another option: to acquire or build an office or meeting place.

b. Admin./Software Updates – Veronica updated two lots/properties changes.

Financial Report: Virginia, (acting Treasurer), distributed a bank statement indicating the month's income and expenses. There were 18 deposits and 4 deductions in Aug.

Director's / Committee Reports

1. **Nature Trail:** Monica has updated the forms to be posted on the website. Two requests are pending—one for Nov. 2 and one for Dec. 7th. Misty volunteered as Coordinator of Nature Trail Visits. There were request above the stated times, number of cars and participant. After discussion, Misty made a motion

to approve arrival at 9:30 am with a total of 33 people carpooling in 20 vehicles or a bus. Darla seconded. Vote was 5-0-0. Virginia will do paperwork and Misty's husband, David Grafe, will be the contact Visitor contact in Misty's planned absence. . A December 7 request has been received and handled by Misty.

2. Resale Certificates: no report submitted / no activity
3. ACC (Architectural Control Committee): no report

Business Session

Unfinished and General Business Items:

1, Invoice(s) Approval: Two were received during the month. Lot #19 and Office Tract mowing for May and Aug for \$200 was presented by the Secretary. Darla made a motion to approve, motion 2nd by Misty, Motion carried 5-0-0.

The second for \$200 a bill for the relocation of the planters on the Office Tract. Monica made motion to approve, seconded by Misty., motion carried 5-0-0.

2, Directors' & Officers' (D&O) Insurance –It was stated that our policy 'Tail policy' is not adequate covering past three years when insurance was in force, but expiring in Oct.

3. Bank Signatures –Due to vacancy of the Chair position. only the Secretary has the authorized signature at the Bank.

4. Outstanding Financial Material: It was stated via email that an impartial witness should be present when the documents are given to an HGEPOA Board Member, a list of items to be signed by both sides of the transfer. Transfer scheduled for Monday, Sep 16th, at 6pm was set. Bank Statements are stored for 7 years and available if necessary for auditing, etc.

New Business:

Jeff Moore said he was interested in becoming a Board Member, pending his company and family approval. He has leadership skills, an engineering background, is "tech savvy" and familiar with Robert's Rules.

There being no other business, the Pro Temp Chair adjourned the meeting at 8:57 pm.

Virginia Partain, Secretary _____ Date approved _____