

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

October 14, 2024

Forum Format: (per agenda when required): No others in attendance

BOARD MEMBERS Present: Virginia Partain (Secretary, S-#6), Monica Burrage (Parliamentarian S-#2), Darla Eng (Resale Certificates S-#3), and Veronica Hoffpauir (Admin Asst S-#7)

Board Members Absent: Misty Baker, S#1

Pro Temp Chairman: Monica moved that Virginia Partain act as Chairman for this meeting and Veronica seconded the motion. Vote was 4-0-0

POA Open Board Meeting

Quorum established - 4 present

Call to order at 7:35 pm

Minutes: Due to Gmail difficulties, the normal distribution wasn't made and will be approved via email.

Email Actions: 9/12/24 - approved a \$2,000 budget for D&O insurance
10/3/24 – formation of audit committee was approved

Chairman's Report: vacant position

Vice Chair: vacant position

Secretary's Report:

a. **Board Vacancies:** Interest has been shown by several members to the request for new Board Members but no one has actually volunteered for a position/seat.

Note: Unanimous voting is still required due to lack of having a chairman, as is establishing a Pro Temp at the beginning of each meeting.

b. **Support & Guidance Material:** Virginia handed out copies of The Complete Idiot's Guide to Robert's Rules which she had purchased from The Thrift Shop on the internet – six copies were bought.

c. **Directors & Officers' Insurance:** After much research and comparison, we now have a policy for this coming year for \$1,600 with a \$1,000 deductible if a claim is made. It is with our existing carrier. This was a tedious process due to filling out several long and very detailed applications, and it does place an additional burden on our strained budget/resources.

d. **Internal Audit:** We have a CPA (Certified Public Accountant) who is reviewing our financial status and is concerned because there has not been a Balance Sheet. This arrangement was made between an HGE property owner and the Secretary/Acting Treasurer. Working on the HGEPOA, using documents from financial records received on 9/16/24 from the previous Treasurer. Some bank statements which were not included in the packet received had to be searched and printed. The auditor is also asking about

more details on owners with multiple properties and how this is handled in our PayHOA system. Past-due invoices are also being reviewed. Any unclear or missing pieces will be resolved by him and updated accordingly in our software.

e. Admin./Software Updates – at this time our Gmail accounts are not functioning properly, so email distribution is not reliable due to some security password changes.

Financial Report: Virginia, as acting Treasurer, distributed a report from the PNC Bank detailing the month's expenses. There was a total of zero deposits and 7 deductions in Sep.

Director's / Committee Reports

1. Nature Trail: Both requestors have written back in regard to compliance with HGEPOA guidelines, and Virginia has notified the two adjoining neighbors of the proposed visits via email – one for Nov. 2 and one for Dec. 7th.
2. Resale Certificates: One “rush” request was received and processed for the owner of E2-22.
3. ACC (Architectural Control Committee): no report from Don Mohler



Business Session

Unfinished and General Business Items:

1. Invoice(s) Approval: Several receipts were presented by Virginia for three items during the month. They were: \$174.28 for Office Materials, ~~\$206.92~~ \$32.64 for Mileage connected with obtaining D&O Insurance, and \$22.26 for the PEC Lamp. Monica made a motion for payment of \$229.18 total, and Darla seconded it. Vote was 4-0-0 / unanimous.

2. Bank Signatures – No change in status; the Secretary has the authorized signature on our account at the PNC Bank in Leander and is the acting Treasurer.

There being no other business, the Pro Temp Chair adjourned the meeting at 9:15 pm.

Virginia Partain, Secretary _____ Date approved _11-11-24_____