

Lakewood HOA

Monthly Lakewood Board of Directors Meeting Minutes

Meeting Date and Time

Date of Meeting: October 7, 2024

Time of Meeting: 7:00 PM

Meeting Location

Location of Meeting: Lakewood Clubhouse
7317 Lakewood Dr
Austin, Texas 78750

Meeting Attendees Present at the Meeting:

Michelle Polasek, President (Virtual)

Lee Rutledge, Secretary

Rachel Upshaw, Treasurer (Virtual)

Dave Brockman (Virtual)

Shawn Jamail

Carol Wolf, Property Manager (Virtual)

Jim Burns, CC&R Committee Chair

The regular meeting of the Lakewood Board of Directors of Lakewood HOA was called to order on October 7, 2024, at Lakewood Clubhouse by 7pm Lee, seconded by Shawn, Rachel.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the September 9, 2024, meeting were reviewed and approved by Shawn seconded by Rachel.

III. Review of Financials

The financial statements were reviewed. Rachel reported:

- Balance Sheet is at \$90,233.00 as of Oct. 5th.

IV. Committee Reports

- 1. Communication Committee** (John Harris, Lee Rutledge, Rachel Upshaw)
 - a. Shared map of Block Captains to ensure coverage - **Lee**
- 2. ACC Committee Report** (Mark White, Ham Richards, Keith McGill with consultation from Joe Rutledge)
 - a. Nothing submitted.
- 3. CC & Rs Committee (Jim Burns (chair), Mark Fisette, Joann Richards, Nancy Miller, Beth Brooks, Shasi Wilson)**
 - a. Emails were collected at the NNO on Oct. 2nd

- b. Committee is working on a plan to educate the neighbors about the current CC&Rs
- c. Provide recommendations to the BOD regarding changes to the document
- d. Prepare a document to share with neighbors regarding the process we currently use to enforce issues brought to the BOD
- e. Provide specific articles to the community through the newsletter to educate homeowners about our policies.
- f. Consider a mailing info to the community to get more coverage
 - i. Determine cost of mailing
 - ii. Consider when this is needed
- g. Jim and Mark F. to meet with Cagel regarding questions – Oct. 9th

V. Consideration of Open Issues (Unfinished Business)

- 1. Dam Repairs at Wallace - **Carol Wolf-Property Manager**
 - a. Watershed will inspect and report back to BOD.
- 2. Discussion Of Crosswalk at Wallace & Lakewood - **Carol & Michelle**
 - a. Still pending city approval.
- 3. Pool & No Soliciting Signs - **Carol**
 - a. Pending
 - b. Move the Soliciting Sign at the Lakewood Entrance - **Carol**
- 4. HOA Calendar posted on the Website – **Carol/Lori**
 - a. Fix the calendar to show BOD meetings - **Dave**
- 5. Contact Postmaster regarding a single master key for Lakewood Mailboxes – **Carol**
 - a. Postmaster has not contacted Carol regarding this request.
- 6. Communication with Homeowner regarding pruning trees – **Carol**
 - a. Carol sent email to the homeowner

VI. Consideration of New Business

- 1. Digitize Maps- **Shawn & Lee**
 - a. Start the process with the neighborhood PHASE maps (5).
 - b. Watershed maps
 - c. Determine the cost of digitizing Lakewood maps
 - d. Take a phone pic for the time being
- 2. Tree removal/trimming – **Shawn**
 - a. Homeowner Trees – homeowners are responsible for maintaining their own trees
 - i. Next contact the city to get their support in getting the work done
 - b. Common area trees – **Carol** called the attorney regarding HOA responsibility
 - i. HOA is responsible for trees that are in danger of damaging homes – not if people are walking through the common areas that have no designated walkway
- 3. Point 360 Condos – **Joe**
 - a. Joe contacted the leasing agent regarding the rotting fence
 - b. The HOA agent has invited Joe to walk the property to review the status of the fence

4. Provide ZOOM link to homeowners – Lee
 - a. Carol will provide the ZOOM link to homeowners who ask to attend via Zoom

VII. Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on November 04, 2024 at:
Lakewood Clubhouse
7317 Lakewood Dr
Austin, Texas 78750

The meeting was adjourned at 8:04 PM by Shawn and seconded by Lee

Minutes submitted by: Lee Rutledge, Secretary