

# **Lakewood HOA**

## **Monthly Lakewood Board of Directors Meeting Agenda**

### **Meeting Date and Time**

**Date of Meeting:** November 4, 2024

**Time of Meeting:** 7:00 PM

### **Meeting Location**

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

### **Attendees Present at the Meeting:**

#### **Board Members:**

-Michelle Polasek, President  
-Lee Rutledge, Secretary  
-Rachel Upshaw, Treasurer  
-Dave Brockman  
-Shawn Jamail

#### **Homeowners:**

-Beth Brooks  
-Nancy Miller  
-Pat Caffery  
-Jim Burns  
-Joe Rutledge  
-John Harris  
-Kristen Starnes

## **I. Meeting Called to Order**

The regular meeting of the Lakewood Board of Directors of Lakewood HOA was called to order on November 4, 2024, at Lakewood Clubhouse @ 7:01pm by Michelle Polasek.

## **II. Approval of Previous Minutes**

The minutes of October 7, 2024, meeting were reviewed and approved by unanimous consent.

## **III. Review of Financials**

The financial statements were reviewed. Rachel reported:

- Balance Sheet is \$105,000 as of 9/30. Expenditures of \$8000.

## **IV. Committee Reports**

### **1. Communication Committee (John Harris, Lee Rutledge, Rachel Upshaw)**

- Newsletter in the works this month.
- Culdesac Captains at 14 so far. We need to find more.
- John shared the Role of the Culdesac captains. John will add Role Description and a call to action in the Newsletter.
  - Nancy Miller on Lakewood Hollow
  - Maya Patel on Hideaway Hollow

2. **ACC Committee Report** (Mark White, Ham Richards, Keith McGill with consultation from Joe Rutledge)
  - Working on a process during a work session in the next few weeks.
  - 6205 Turkey Hollow has requested a small area in front of his house to be artificial turf. Shared a sample with the BOD.
3. **CC & Rs Committee** (Jim Burns (chair), Mark Fisette, Joann Richards, Nancy Miller, Beth Brooks, Shasi Wilson)
  - Jim Burns and Mark Fisette met with Lakewood attorney to get clarification on the CC&Rs. Our current document does not permit fines.
  - Committee working on a draft for the Compliance and Enforcement policy.
  - The committee wants to send out a survey to the homeowners to gather community input.
    - Suggestion: **create signs** to post in the neighborhood with a QR code that takes the community member directly to the survey online.
  - CC&Rs do permit penalties to be assigned to infractions on the “common area” in Lakewood.

#### **V. Manager’s Report** (Carol Wolf, read into the minutes by Michelle)

- Ordered – Towing sign at front and No Soliciting sign.
- Asked Noah to bend back the metal plate where someone bent it so it would NOT lock on the tennis courts.
- Spoke with Kiera McDaniel about dam repairs. Carol followed up again with her on Monday 10/28 at 12 pm and Tuesday 10/29 at 4 pm, October 31 at noon. November 3<sup>rd</sup> at 9:30 am.
- Booked clubhouse for Zerorez cleaning on December 13<sup>th</sup> from 8:30-10:30.
- Carol spoke to Vincent DeBrock with Heritage Tree. He said the tree in question is NOT top heavy. There are a few larger dead limbs that can be removed but no other trimming should be considered. This is a tree located at Wallace and Wallace Cove that was marked to trim. He will send over a bid. The work will be done around Thanksgiving.

#### **VI. Consideration of Open Issues (Unfinished Business)**

- Pool & No Soliciting Signs-Pending
- HOA Meetings added to online calendar.
  - Dave is working on the calendar on the website to show BOD events.
  - Dave is setting up the group emails for the BOD and ACC committee.
- Notice of Town Hall Meeting on November 12
  - Mail notification was sent out at the end of October.
  - Michelle will speak to the community regarding the pool and street maintenance
- Dam Repairs at Wallace - City will be taking care of this. Contact will be made this week.
- Check in with Carol/Jose regarding completing the tree removal behind Ridge Hollow.
- Discussion Of Crosswalk at Wallace & Lakewood - Pending city approval.
  - Shawn has a bid on digitizing one set of maps to share with the board. Recommend continuing this project with the remaining maps. Maps include Lakewood infrastructure engineering details.

#### **VII. Consideration of New Business**

- Kristin Starnes, homeowner, asked if BOD had a review process in place for the management company contracts on a regular basis.
- Last review was done in 2020.

### **VIII. Next Meeting**

The next meeting will be held at 7:00 PM on December 2, 2024 at:

Lakewood Clubhouse

7317 Lakewood Dr

Austin, Texas 78750

A motion was made to adjourn the meeting by Michelle and seconded by Lee.  
The meeting was adjourned at 8:35 PM.

Minutes submitted by: Lee Rutledge, Secretary

## **IX. Closed Session**

- 6205 Turkey Hollow galvanized/corrugated metal awning over the front entrance.
  - The homeowner commenced unauthorized installation of this improvement to his property. Subsequently, the homeowner submitted his request to the ACC Committee. ACC committee met with the homeowner regarding necessary changes to this request to support approval.
  - Other projects are still pending at this same location.
    - Artificial grass, replacing and painting siding.
- Consider reviewing the Lakewood HOA existing management and maintenance contracts.
- Consider HOA BOD meetings starting at 6pm.

A motion was made to adjourn the meeting by Michelle and seconded by Rachel. Meeting adjourned at 9:00 pm.