

# **Lakewood HOA**

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

### **Meeting Date and Time:**

March 3, 2025  
6:00 PM

### **Meeting Location:**

Lakewood Clubhouse  
7317 Lakewood Dr  
Austin, Texas 78750

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

Michelle Polasek, President  
Lee Rutledge, Secretary  
John Harris  
Dave Brockman  
Shawn Jamail  
Carol Wolf, Property Manager

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

- Review Rules of Order
- Code of Conduct

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

### **III. Review of Financials**

### **IV. Committee Reports (as needed)**

1. Communication Committee - John and Lee (5 min)
  - a. Culdesac Captains
  - b. HOA Spring Newsletter
2. ACC Committee - (Joe Rutledge, consultant) (5 min)
  - a. Dam Repairs Update
  - b. Common Area Maintenance
  - c. Monthly ACC Report
    - i. Number and type of requests
3. Nomination Committee - Lee (5 min)
  - a. Nomination Process
    - i. Dave Brockman - Board Director
    - ii. Thomas Nelms - homeowner
    - iii. Julia Taylor - homeowner
    - iv. Beth Brooks - homeowner

### **V. Manager's Report (Carol Wolf)**

1. Towing Companies
2. Pool decking repairs

### 3. Collecting Assessment Fees

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

1. ARTICLE IV: Section 5 - Action Taken without a Meeting
  - a. Rachel Upshaw resigned (2/3/25)
  - b. John Harris agreed to finish Rachel's term
  - c. HOA Directors agreed unanimously by email vote on 2/15/25

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

1. TownSQ HOA Management Subscription
  - a. Next Steps
2. 2025 Budget
3. Tennis Courts - Michelle

#### **VIII. Opportunity for Homeowner Comment (5 minutes)**

1. Sign in prior to the meeting. Indicate the topic you wish to share with the BOD.
2. One speaker will be recognized at a time and will have 5 minutes to speak.

#### **IX. Time of Next Meeting**

**The next meeting will be held at 6:00 PM on April 7:**

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#### **IX. Closed Session - (immediately following the general meeting)**

1. Contractor Contract reviews
2. Delinquent fees
3. Pool Bids