

Lakewood HOA Board Meeting Minutes

Date: April 7, 2025

Time: 6:00 PM - 6:59 PM

Call to Order

The meeting was called to order at 6:00 PM.

Board Members Present

- Michelle Polasek, President
- Dave Brockman, Vice President
- Lee Rutledge, Secretary
- John Harris, Communications
- Shawn Jamail, At Large

Agenda Items

1. Disclosures of Potential Conflicts of Interest

- No conflicts of interest were disclosed by board members.

2. Review of Professional Conduct Guidelines

- Secretary reviewed guidelines for communication, timekeeping, and maintaining positive intentions during meetings.

3. Approval of Previous Minutes

- Shawn moved to approve the minutes and John seconded. Minutes were approved as proposed by unanimous consent.

4. Financial Report

- Current bank account balance: \$291,000 as of 12/28/25.
- Payments to contractor Gib:
 - First payment: \$15,000 (previous week)
 - Second payment: \$3,000 (current day)
 - All payments follow the contract exhibited in Toitt reports.

5. Nominating Committee Report

- Committee met the previous day.

- Three candidates submitted for consideration: Lee Rutledge, Dustin Drawhorn, and Shasi Wilson.
- Clarification provided that these names will be officially listed, but anyone can nominate themselves at the meeting.
- Board will need to collect bios from candidates to include with proxy materials.
- Two board positions are available.

6. Key Fob Policy Discussion

- Approximately five residents have contacted management about non-working key fobs.
- Discussion about replacement policy for malfunctioning fobs.
- Decision:
 - If resident brings in a non-working fob, they will receive a replacement at no charge after testing the fob.
 - Lost fobs will require payment of \$75 for replacement.
 - Bathroom keys are \$25 for replacement.
 - Current cost to HOA: \$30 per fob (when ordered in batches of 50).
- Carol will investigate issues with scanners/gates and research costs to fix persistent problems.
- Tennis court access gate was identified as particularly problematic.

7. Tow Company Update

- Contract in progress with a tow company.
- Will be call-upon service only, not automatic towing.

8. City of Austin Tree Trimming

- City will be trimming trees starting at Lakewood Drive and heading toward the river.
- Work will focus on clearing power lines (within 8 feet).
- One tree may need to be removed; otherwise, focus will be on low-hanging brush.

- Detailed plan from the city is forthcoming.

9. Pool Renovation Update

- Tile installation has begun, delayed by 4-6 days due to rain.
- Perimeter tiling is in progress.
- Grout color was selected to match the tile.
- Contractor (Gib) is checking on work daily.
- Reopening timeline:
 - Completion date dependent on weather.
 - Additional work needed after pool completion: baby gate, pressure washing furniture and rock areas, drain work, and decking.
 - Chemical balancing will be required once pool is filled.
 - Plans to display renovation photos at the annual meeting.

10. Town Square Update

- Second meeting held with Saudia about adding architectural review component.
- Architectural review committee will be labeled as "ARC" (not "ACC").
- Progress on homeowner list: names and addresses of approximately 800 homeowners have been prepared for upload.
- Platform launch planned for April 23.
- Homeowners will need to sign up and provide email addresses.
- Further details on notification and implementation to be discussed in tomorrow's call with Saudia.
- Town Square can be accessed through app or web browser.
- Discussion about preventing anonymous posting on the platform.

11. Spring/Fall Garage Sale Dates

- Spring garage sale: May 17, 2025 (8:00 AM to noon)
- Fall garage sale: October 18, 2025 (8:00 AM to noon)

- Decision to hold garage sales on the third Saturday of May and October each year moving forward.

12. City of Austin Property Profile

- Discussion regarding city-owned vs. HOA-owned streets.
- Jim provided research indicating some streets the HOA has been maintaining are actually city-owned.
- Confusion about responsibility for certain streets (e.g., Big Oak).
- Board will continue to investigate and clarify before the annual meeting to potentially save HOA maintenance costs.

13. Homeowner Comments

- No homeowner comments were submitted in time for the meeting.

14. Annual Meeting Preparation

- Next meeting is May 12 at 6:00 PM (Annual Meeting)
- Need to collect proxies to ensure quorum (approximately 130-160 proxies needed)
- Board will work with street captains to collect proxies
- Will identify which homeowners have not yet submitted proxies

Adjournment

The meeting was adjourned at 6:59 PM.

Minutes prepared by: Lee Rutledge, Secretary