

Lakewood HOA

Monthly Lakewood Board of Directors Meeting Minutes – Austin, Texas

June 2, 2025

Board President Lee Rutledge called the meeting to order at 6:02 p.m. at the Lakewood Clubhouse. All board members were present. Guests were homeowners Jim Burns and Michelle Polasek.

No potential conflicts of interest on agenda items were noted. Lee reviewed the rules of order for the meeting.

Board officers:

Lee announced that board members had agreed to serve in officer roles, as follows:

- Lee Rutledge, President
- Dave Brockman, Vice President
- Shasi Wilson, Treasurer
- John Harris, Secretary
- Shawn Jamail, Director At-Large

Board minutes:

The minutes of the April 7 and May 12 minutes were approved.

Financial report:

Treasurer Shasi Wilson reviewed the monthly financial statement. Shasi stated the report was preliminary as she awaits clarification of a few items before completion, but added that she had found no red flags in the financials.

The board directed the HOA office to fund \$4,800 for finishing the repairs to the pool deck. This consists of repair to cracks as well as holes under the gate to the children's pool. Lee made a motion to approve, and John seconded. This is not budgeted.

Bids are also needed for new lane dividers, but more research is needed as to what kind of dividers and its material.

Manager's report (Carol Wolf):

Carol gave an update on pool key fobs, restroom keys and other issues. She recommended fees of \$35 to homeowners to replace lost fobs (no charge for fobs that do not work) and \$15 for restroom keys. The board agreed.

The kitchen sink and lower cabinets in the clubhouse meeting room have been replaced at a cost of \$1,000. These were the original fixtures and had deteriorated to the point where they needed to be replaced.

A certificate from Austin Public Health is being issued that states the pool complies with City of Austin code. Carol said the city has approved the certificate but the HOA has not received it yet.

Open issues/unfinished business:

Michelle Polasek, former board member, gave an update on the pool renovation project. The pool reopened on May 20. The problem with fobs was discussed. Some type of message, perhaps a quick video, is needed to explain how to use the fob to enter the pool.

Lee gave an update on TownSq. Subscription forms are still being accepted. So far, 220 residents have subscribed. Signs promoting TownSq have held up in the recent stormy weather, but some might be removed now that the initial announcement has been made.

Lee noted that many of the policies on the HOA website are outdated and should be removed, with new versions to be drafted by the August meeting. These include rules and regulations for pets, vehicle parking, and use of the pool and tennis court.

New business:

The recent passing of Lakewood visionary Robbie Mayfield was noted. A plaque in memory of his importance to Lakewood would be appropriate, all agreed.

Homeowner comment:

Jim Burns advised the board that the question of whether the city is responsible for more streets in Lakewood than had been thought has been settled after he researched the issue with the city. The current understanding of which streets are Lakewood's maintenance responsibility and which are the city's is correct and should not be changed.

Closed session:

A closed session was held immediately following the general meeting to review contractor contracts, delinquent fees, homeowner violations and legal advice regarding pending matters.

Open session:

The board briefly reconvened in open session. Shawn made a motion to turn off the fobs of residents of properties whose owners are more than 60 days delinquent in paying HOA dues. Shasi seconded, and the motion passed.

The meeting was adjourned at 8:15 p.m.

Next meeting:

The next meeting will be held at 6 p.m. July 7 at the clubhouse. John noted that he will be absent for that meeting and the September meeting.