

Lakewood Homeowners Association – Austin, Texas
Monthly Board of Directors Meeting Minutes
August 4, 2025

Board President Lee Rutledge called the meeting to order at 6:04 p.m. at the Lakewood Clubhouse. All board members were present except for Shasi Wilson, who was traveling. Lee was present via Zoom. Property Manager Carol Wolf was on vacation.

Guests were community members Jim Burns and David Wiesner.

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

Board Minutes:

Dave Brockman moved to approve the minutes of the July 7, 2025 meeting. Shawn Jamail seconded. Motion passed. John, who is board secretary, noted that Shawn has volunteered to take minutes of board meetings in his absence from now on.

Financial Report:

Treasurer Shasi Wilson is traveling out of the country and will present the latest financial report at the September board meeting. The most recent report is posted on TownSq.

Manager's Report (Carol Wolf)

Carol is on vacation, as noted above. The first item on the manager's report was the pool reinspection by the City of Austin. The HOA has paid for a reinspection after two issues were identified by the previous inspection: testing records for the children's pool must be on-site and made available to the city inspector, and the suction entrapment avoidance box on the adult pool is non-compliant and must be replaced. The testing records are now kept in a locked container at the pool equipment area.

The other item was an update on the status of requests for ARC submissions on TownSq and was taken up during the open issues/unfinished business portion of the meeting.

Open Issues/Unfinished Business:

TownSq: The link to submit Architectural Control Committee, or ACC, requests on a Google form on the website is being replaced with a new form on TownSq. The Google form will remain active on the website for 30 days and will be discontinued by the end of September. Alternative arrangements will be made for homeowners not interested in using TownSq. John moved and Shawn seconded a motion to move ahead with this plan. Motion passed.

Lee reported that TownSq now has about 250 subscribers. Non-users will be identified and cul-de-sac/street captains will be asked to reach out to them about registering.

Board work sessions: Lee is scheduling three separate work sessions for September – on the 2026 budget, policy reviews and contract reviews.

New Business:

HOA office computer backup: The extent of the backup of the office computer was discussed. Office records are only accessible on the computer and not a network. Dave will follow up with Carol for a needs assessment about how to address this.

Neighboring HOA boards: A motion passed to set up a meeting with board members The Park at Lakewood to build relationships and clarify jurisdictions; the board president will be invited to the Lakewood HOA meeting each month as well.

Recent Actions Taken via Email:.

- Two sets of 75-foot pool safety rope with floats, Pool Web Pool and Spa Supplies, \$607. Passed June 18.
- Solid Group for final payment on pool replastering, \$7,500.
- TBuck Pool and Spa Service and Repair for monthly service, \$3,200. Passed April 18.
- TBuck automated dechlorinator, \$2,918 deposit. Passed April 18.
- Clarke Kent Plumbing for hydro jet pool floor drain, \$950. Passed April 16.

Homeowner Comments:

Jim Burns, chair of the ad hoc CCR Committee, spoke to the board about the status of its work and said he had expected more discussion about its findings and recommendations. Lee noted that although the board considers the committee's work to be finished, the board plans to review the recommendations and provide feedback. The strategy to seek voluntary compliance with CCR requirements also was discussed.

Closed Session:

The board entered closed session to discuss delinquent fees and homeowner violations.

The meeting adjourned at 7:58 p.m.