

## **Lakewood Homeowners Association**

Minutes of the Board of Directors Meeting held on September 8, 2025

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

The meeting was called to order by the President, Lee Rutledge at 6:01 p.m.

Attendees:

#### **Board Members:**

Lee Rutledge, President

Dave Brockman – Vice-President

Shasi Wilson - Treasurer

Shawn Jamail – At Large Director

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Absent – John Harris, Secretary (out of town)

#### **Guests:**

Carol Wolf, Property Manager

Jim Burns, Homeowner

Kristen Starnes, Homeowner

Tabitha Schtulmann, Homeowner

Pat Caffery – Homeowner

There were no announced conflicts of interest by board members

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

Dave Brockman moved for approval of the board minutes from the meeting held on August 4, 2025, Shawn Jamail seconded, and the motion passed by consent.

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

Shasi Wilson provided a review of the July financials. She reported that the HOA is about right on target with the budget although there are discrepancies in delinquency reporting due to daily collection updates versus monthly cutoffs. She projects a year end cash balance of (est) \$132,000, subject to adjustment due to the higher pool maintenance contract which was approved after the date the budget

was adopted. She will recommend that the board amend the budget to allow for the higher pool maintenance contract. She highlighted other areas of the budget where actual numbers are higher than budgeted but focused on the line item for common area maintenance. She reported common area maintenance repairs exceed the budgeted amount by \$6,469, but she wants to meet with Carol to make sure she has categorized expenses correctly. Once all numbers are reconciled, a summary report will be posted to TownSq.

IV. Manager's Report

Carol Wolf reported that the orange outdoor drapes hanging from a unit in the Park at Lakewood (violation governed by the condo regime and not the Master HOA) had been removed. She asked whether a decision had been made about replacing the tree that had been removed from the end of Waldon. Shawn Jamail addressed the board about the issue. She said that although she had raised the idea of replacing that tree upon further reflection she allowed that any placement of new trees must be made as part of a community wide project. No action was taken. Carol reported that the sub meter at the pool and the broken valve in the center island of the clubhouse parking lot have both been replaced. Broken lighting in the parking has been replaced. In addition, 19 lights were repaired or replaced in the same area. She also reported that the pothole at Paintbrush and Lakewood has been filled. Finally, Carol reported that collection of assessments is up and delinquencies have declined.

V. Open Issues (Unfinished Business)

1. Lee announced three board workshops have been scheduled.

**Policy Workshop – September 19, 2025 (9-11 a.m.)**

**Contracts Workshop – September 24, 2023 (6-8 p.m.)**

**Budget Workshop – September 26, 2025 (1-3 p.m.)**

Lee discussed several topics for discussion for next year's budget, including upgrades to the pool security system, additional pool equipment to maintain pool temperature and a new pool equipment enclosure.

2. Firewise Celebration - Lee announced a celebration to be held at the Lakewood Clubhouse on November 7, 2025 from 2-4 pm to celebrate Lakewood's recognition by the Austin Fire Department as a Firewise community. This event is sponsored by the Austin Firewise Alliance, an alliance of Firewise communities in Austin. All members of the Lakewood community are invited to attend.

NOTE: THIS MEETING DATE HAS BEEN RESCHEDULED TO NOVEMBER 12, 2025

3. Status of Pool Inspection – Lee provided an update on the annual pool inspection. She reported that she has requested a re-inspection on two occasions with no response from the City of Austin. The two deficiencies identified by the City in its initial inspection have been remedied.
4. Pool Signs – Lee reported that she has compiled a list of required and suggested signs and will present to the board at a later date.
5. Park at Lakewood – Lee reported that she plans to reach out to the president of the Park at Lakewood to encourage better communication between the two groups.

VI. New Business

1. Neighborhood Watch – Shawn Jamail outlined the benefits of participation in the City's Neighborhood Watch Program. In order to participate there must be a high level of interest in the community. This may be a good agenda item for the next Annual Meeting. No action was taken.
2. Cul-de-sac Beautification Contest - Lee brought the contest idea before the board as a possible spring project. No action was taken.

VII. Homeowner Comment

Several homeowners addressed the board regarding community concerns and CCR enforcement. Lee urged all residents to submit any concerns as a "request" on TownSq so that the HOA can timely respond.

- VIII. Adjournment: The Meeting was adjourned at 7:27 p.m. (and the board members went into closed session)

- IX. Closed session: The board reviewed and discussed delinquencies and CCR violations.  
The closed session ended at 7:37 p.m.

These minutes were prepared by Shawn Jamail

