

## **Lakewood Homeowners Association – Austin, Texas**

### **Monthly Board of Directors Meeting Minutes**

**October 6, 2025**

Board President Lee Rutledge called the meeting to order at 6:02 p.m. at the Lakewood Clubhouse. All board members were present: Lee Rutledge, Dave Brockman, John Harris, Shawn Jamail and Shasi Wilson. Property Manager Carol Wolf was present.

Guests were community members Beth Brooks, Jim Burns, Pat Caffrey, and Louis and Robin Georgalas.

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

#### Board Minutes:

John moved to approve the minutes of the September 8, 2025 meeting. Dave seconded. Motion passed.

#### Financial Report:

Treasurer Shasi Wilson presented the monthly financial report. The report shows \$144,651 total cash balance as of July 31 and projected net remaining cash balance by year end at \$121,396. Total budgeted expenses for the year now total \$296,323 with the addition of \$12,000 to the pool maintenance contract.

Shasi told the board she will work with Carol to reconcile differences in year-end numbers between her report and those of the HOA office. Shasi noted that the main expenditure for the rest of 2025 will be resurfacing three streets.

#### Manager's Report (Carol Wolf)

Carol reported that lights in the common area have been replaced. She also said the number of delinquent fee payments has dropped drastically. On street paving, Carol said the streets identified earlier for resurfacing are Winecup Hollow, Turkey Hollow and Dogwood Hollow. She noted that streets considered "public" streets at Lakewood by the City of Austin require more expensive "green" asphalt. Decisions will be needed on whether to stripe parking spaces on these cul-de-sacs.

#### Open Issues/Unfinished Business:

Town Square: Lee announced that the online forms on the website have been replaced by new forms on TownSq. The old Google forms remained active on the website for 30 days and were taken down last week.

Topics reported recently on TownSq include property damage, fallen trees and limbs, and issues at the pool. Most have been addressed and closed.

Board Work Sessions: Lee thanked board members for three productive work sessions held recently on separate topics of HOA policies, contracts and next year's budget. A second work session on the new budget will be held.

Security System: Plans for a new security system at the common park area were discussed. Dave was asked to contact the company that expressed interest to clarify what their written submission for the work includes, because certain features the vendor described earlier are not mentioned. A service agreement from the company also needs legal terms.

#### New Business:

Legal Assistance: An additional law firm is needed to address pressing needs. The firm currently used is highly respected but is not consistently responsive to the HOA's requests for assistance. Shawn recommended the Austin law firm of Winstead PC, which she noted has depth in its abilities and has been responsive in her discussions with them. She said their fees are in line with what is customary in Austin. This additional firm will not replace the current firm but will augment the HOA's legal services. Shawn moved the HOA enter into an agreement with Winstead. Shasi seconded. Motion passed.

2026 Budget Preparation: The board asked Carol to produce a written timeline for budget review and approval. Dues statements should go out by December 1.

November Board Date: The November board meeting might be moved to avoid space conflict at the clubhouse since the following day is Election Day.

#### Homeowner comment

Two homeowners spoke to the board about the state of the house next door to them on Wallace Cove that was damaged by fire last year and the failure of that homeowner to make timely repairs. They expressed concern that railroad ties that support the property's foundation had been deteriorating since before the time of the fire.

Board discussion ensued. Shawn Jamail suggested that the discussion be moved to closed session to discuss next steps.

#### Closed Session:

The board entered closed session at 7:20 p.m. to discuss delinquent homeowner fees, the HOA management certificate and homeowner violations. The meeting adjourned at 7:55 p.m. on a motion by John and seconded by Dave. Motion passed.

--Submitted by John Harris