

Lakewood Homeowners Association – Austin, Texas

Monthly Board of Directors Meeting Minutes

November 17, 2025

Board President Lee Rutledge called the meeting to order at 6 p.m. at the Lakewood Clubhouse. All board members were present: Lee Rutledge, Dave Brockman, John Harris, Shawn Jamail and Shasi Wilson. (John has to leave about 7 p.m.) Property Manager Carol Wolf was present.

Guests were community members Beth Brooks, Nancy Budde, Jim Burns, Pat Caffrey and Mark Fisette.

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

Board Minutes:

Shawn moved to approve the minutes of the October 6, 2025 meeting. Dave seconded. Motion passed.

Financial Report:

Treasurer Shasi Wilson presented the monthly financial report. The report shows a \$118,535 total cash balance as of September 30.

The proposed 2026 budget projects \$336,043 in income, which includes a 5% anticipated increase in regular annual dues, and expenses of \$299,717.

Manager's Report (Carol Wolf):

Carol reported that delinquencies in payment of HOA dues have been decreased by \$1,950 as of October 29. Current delinquencies including late fees total \$9,000. A property owner on a significantly delinquent account has committed to full payment within a week to 10 days.

The light switch problem at the clubhouse has been resolved, and lights now function properly at the pool and porch.

Open Issues/Unfinished Business:

TownSquare: 286 residents have signed up. Currently there are 24 open homeowner issues and 37 closed, and 11 ACC/architectural issues and 17 closed.

Board Minutes on Website and TownSquare: The online publication of board meeting minutes was discussed. Shawn suggested posting the minutes only on TownSquare, which requires a log-in, instead of the HOA website, which does not. The minutes are currently posted on both and on the bulletin board at the clubhouse outside the office. She noted that people's names and other sensitive information are found in minutes. John noted that not everyone will sign up for TownSquare, that the website is easier to access and that no sensitive information is included in the minutes. The question was paused to allow time for research into what state government requires and how other HOAs publish minutes online.

Revised Security Agreements: After an extensive discussion on the status of a proposal, Shawn moved and Dave seconded that Dave seek further clarifications to questions about a proposal from a company for security equipment at the common park area. Questions remain about equipment, warranty coverage, service fees and other issues. Motion passed.

Revised HOA Calendar: The board reviewed a new HOA calendar, which extends through 2026 and into 2027. Board members were asked to place the dates on their personal calendars. Board meetings will continue to be held on the first Monday of the month.

New Business:

ACC Call for Volunteers: The need to revise applications to serve on the Architectural Control Committee and the Board of Directors was discussed. Shawn will lead the process and help fill the committee with property owners who will seek ACC and board candidates. The annual meeting should be held earlier in 2026, rather than in May. A mailout to property owners should go out in December with information about dues, the annual meeting and volunteering.

Paving Private Streets: A few questions remain on two proposals received for sealcoating four private streets this year in Lakewood. The proposals are from Lone Star Paving and Stripe It Up. Dave will seek clarification on scope of work, mobilization definitions and warranty terms. The board will then consider action on this matter via email because the work needs to be completed this year before the arrival of inclement winter weather. The private streets are Gardenridge, Turkey, Winecup and Dogwood.

New ACC Guidelines (Rebuilds): The Winstead law firm has proposed additional guidelines for rebuilds that the current guidelines do not address.. A decision on the new proposed guidelines for rebuilds was postponed to allow time to review them.

Dues for 2026: As mentioned during the financial report, a 5% increase in dues is built into the proposed budget for 2026. Lakewood dues remain low compared with other HOAs of similar size in the Austin area, even with the increase. The board approved the 5% increase in dues.

Homeowner Comment:

Lakewood resident Mark Fisette spoke to the board with concerns about the architectural control process in Lakewood. He said he has observed inconsistent enforcement of the architectural guidelines and told the board the guidelines no longer reflect current building standards and practices. He also voiced concern about potential erosion risks in the greenbelts.

Closed Session:

The board entered closed session to discuss delinquencies and collections and homeowner violations. The closed session ended at 8:01p.m. and the board adjourned.

--Submitted by John Harris

ADDENDUM:

On November 25, board members voted via email to award the pavement contract to Lone Star Paving, after the contractor agreed to reduce the \$22,466.77 fee amount by \$1,000.