

**Lakewood Homeowners Association – Austin, Texas**  
**Monthly Board of Directors Meeting Minutes**  
**January 5, 2026**

Board President Lee Rutledge called the meeting to order at 6:01 p.m. at the Lakewood Clubhouse. Board members present were Lee Rutledge, Dave Brockman, John Harris and Shawn Jamail. Shasi Wilson was absent due to illness. Property Manager Carol Wolf was present.

Guests were community members Jim Burns, Pat Caffrey, Marty Erhart, Richard Hall and Marie McKenzie.

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

**Board Minutes**

The minutes of the December 1, 2025, meeting were approved by unanimous consent.

**Financial Report**

No report was received because of the absence of Treasurer Shasi Wilson.

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

Street work: Carol reported on the status of seal coating that had been tentatively scheduled for December 10-12, weather permitting. Office personnel posted signs on doors and cars on the four streets scheduled for the work that notified residents of the possible start date; they later posted updates to announce it had been canceled because of the weather. Seal coating requires three consecutive days with temperatures of at least 50 degrees before the start. The streets are Gardenridge Hollow, Dogwood Hollow, Turkey Hollow and Winecup Hollow. Carol will remain in touch with Lone Star, the street contractor, about setting a new project date.

Carol's office also prepared and mailed yearly notices of HOA dues for 2026.

Copier: The copier in the office has broken down. It was noted that the existing printer can handle office needs.

TownSquare: Carol stated that 82 requests have been received and 61 have been closed. Also, last weekend a woman was reported missing from her home in Lakewood. Alerts from 311 and 911 were posted on TownSquare, Facebook and the HOA website. Police issued texts and reverse-911 robocalls to the community. She was found soon afterward.

John suggested contacting the city about its procedures for making emergency texts and calls, to learn more about possible future coordination between Lakewood and the city during wildfire emergencies. He agreed to attempt the initial contact.

Tennis court: A gate at the tennis court is broken and needs repair. A resident has asked the HOA office about possible plans for resurfacing the tennis court. The board asked Carol to obtain three bids for the resurfacing.

### **Consideration of Open Issues (Unfinished Business)**

Security system: Lee reported that the new security system has been installed and works satisfactorily.

Rules and policy changes: The revised pet rules and swimming pool rules, which were approved at the December board meeting, are ready for posting online. The revised rules for tennis and sports court use, which were discussed at the December meeting, was approved by unanimous consent.

The revised parking policy is awaiting legal review.

Work sessions will be scheduled for the review of HOA contracts.

### **Consideration of New Business**

Traffic issues were discussed. Someone apparently has removed “slow down” signs on Wallace Drive. Lee showed examples of more secure and durable signs. The possibility of painting “calming lines” near the curbs, to protect pedestrians, also was discussed but no action taken.

The sign on Gardenridge Hollow warning of towing enforcement for illegal parking was discussed. A motion to move the sign to the clubhouse/park parking lot passed by unanimous consent.

Document retention policy: A proposed policy on document retention, production and copying will be prepared and sent to legal counsel. The policy should include how long records are kept, procedures for requesting records, copying fees, etc. Motion passed.

The annual meeting has been scheduled for 6 p.m. February 2 at the Lakewood Clubhouse. The annual meeting will be held first, followed by the regular monthly board meeting.

### **Opportunity for Homeowner Comment**

Richard Hall asked for an update on paving. Lee explained the reason as described earlier.

Pat Caffrey told board members he spoke to the owner of the fire-damaged house on Wallace Cove and apparently there is no permit for repair from the City of Austin, and no application has been made to the HOA. Wallace Cove is a public street subject to city regulations.

Jim Burns suggested that homeowner comments and closed executive sessions be moved to the start of board meetings. The board agreed to move homeowner comments to the top of the monthly board agenda from now on. He also said a recent historical summary of HOA financials might be incomplete.

Marty Erhart noted confusing language in the annual dues invoices that were mailed to homeowners by Truist for credit card payment. The invoices state that payment is due on January 1, but in fact they are due starting January 1 and may be paid by January 31.

### **Adjournment and Closed Executive Session**

The open session was adjourned at 7:09 p.m.

The board entered executive session at 7:10 p.m. to discuss delinquent payments, advice from legal counsel and the status of nominations for board candidates for 2026. The session adjourned at 7:24 p.m.

--Submitted by John Harris