

Lakewood Home Owners Association – Austin, Texas

Monthly Board of Directors Meeting Minutes

March 02, 2026

Board President Lee Rutledge called the meeting to order at 6:07 p.m. at the Lakewood Clubhouse. All board members were present: Lee Rutledge, Dave Brockman, Ami Vaidya, Marty Erhart and Shasi Wilson. Property Manager Carol Wolf was present.

Guests were community members Nancy, Linda, Gail, Marie, Jim, Pat, Beth, John Harris (website/TownSQ), Brett, and others.

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

Board Minutes

Minutes of both the annual meeting and board meeting of February 02, 2026 were approved by unanimous consent.

Open Comment Period – Resident Input

The board listened to various issues brought to their attention, including:

- Clubhouse use for community events.
- 2026 budget feedback.

Manager's Report (Carol Wolf)

Carol's report covered the following: street paving scheduled for the week of March 2nd; getting estimates to resurface the tennis courts; greenbelt debris; our document retention policy; the display of Firewise signs; motorized bikes in the common areas; upcoming community events; and other office keeping topics.

Consideration of Open Issues (Unfinished Business)

Parking Policy Guidance document: A draft is in progress and will be shared with the board when complete.

Pickleball Court Conversion: Cortex will assess what it would cost to convert one court and how many pickleball courts could fit. No vote taken; awaiting Cortex assessment.

Tennis Court Reservation System: The board discussed whether a reservation system (possibly through TownSQ) could be implemented for the tennis courts. No formal action taken; Shasi volunteered to research TownSQ's reservation capabilities.

Gator Swim Team – Pool Use (June 2026): The Great Hills Gator Swim Team requested use of two lap lanes for the month of June (Monday–Thursday, for one hour on Mon/Wed am and for two and 3/4 hours on Tue/Thur pm). Motion to approve – passed unanimously.

Clubhouse Use Policy for Community Events: Extensive discussion took place regarding the proposal to allow free use of the clubhouse for non-profit community-building events. The board voted to move forward with creating a Community Clubhouse Use Policy to be developed in a work session and brought back to the board for approval.

Consideration of New Business

Documentation and Retention Policy A sample state-compliant document retention policy may be adapted rather than drafted from scratch, potentially saving attorney fees. Key retention requirements noted: contracts for 4 years, financial records for 6 years.

Capital Improvement Project Priorities Discussion deferred. The board agreed that until the budget is finalized and major contract RFQs (landscaping, property management) are reviewed, no formal capital improvement prioritization can be established. The pool equipment and tennis courts remain top priorities.

Budget Review – Shasi (Treasurer)

Shasi presented the 2026 budget as a framework, noting that major expenditures (landscaping and property management contracts) are still under RFQ review. The board agreed not to formally vote on the budget until landscaping and property management RFQs are resolved. A work session was proposed to review RFQs as a board before final budget approval.

Shasi, Carol and Ami will meet to explore switching to an accrual-based reporting system for budget-to-actual comparison purposes, while maintaining cash-basis records for tax/audit purposes.

Adjournment and Closed Executive Session

The open session was adjourned at 7:10 p.m.

The board entered closed executive session to discuss community safety and the evacuation planning meeting at St. Thomas More Church; resident debris in common areas; and other topics listed above. The executive session ended at 7:55 p.m. and the meeting was adjourned.

--Submitted by Marty Erhart