

# LAKWOOD HOA

## Board of Directors Meeting Summary

May 11, 2026 • 6:00 PM • Lakewood Clubhouse

### Attendance & Meeting Opening

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The board convened at the Lakewood Clubhouse. Lee Rutledge (President) called the meeting to order at 6:02pm, confirmed no conflicts of interest, and reviewed rules of order. April 2026 minutes were motioned, seconded, and approved.

Board members present: Lee Rutledge (President), Dave Brockman (Vice-President), Marty Erhart (Secretary / Good Neighbor), Shasi Wilson (Treasurer), Carol Wolf (Property Manager). Homeowners present: John Harris, Pat Caffrey, Beth B., Annette Perine, Shawn Jamail and Jim B.

### Good Neighbor Tips Powerpoint Presentation

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President Rutledge and Marty presented a series of community 'Good Neighbor' tip graphics intended for rolling publication on TownSQ and the Lakewood website. Tips address five recurring issues:

- **Trash & recycling bins** — stow after Thursday pickup, not visible from street
- **Political signage** — remove within 10 days after an election per Texas recommendation
- **Lawn & ground cover** — keep trimmed to avoid overgrowth
- **Greenbelt dumping** — do not dump trimmed branches or clippings in common areas; bundle/bag for bulk pickup or face HOA removal charges
- **Architectural modifications** — any exterior change (including yard) requires an ARC submittal via TownSQ or HOA office before work begins

A sixth tip was proposed by the board: Clarifying that TownSQ violation reports are confidential and not visible to other homeowners. TownSQ will mark its first anniversary in May 2026. Homeowner adoption remains a priority; a Q&A session before a future board meeting was suggested.

### Parking Policy & Variance Guidelines (Open Issue)

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#### Policy Background

The board adopted a revised Parking Policy in January 2026, updating a 1996 policy with current Texas law references. The policy governs all private streets, cul-de-sacs, and the clubhouse parking lot. Public streets remain the city's jurisdiction (report violations to 311).

#### Private Street Inventory

Lee and Shawn conducted a full physical survey of Lakewood's private streets and cul-de-sacs, cross-referencing all plats (now complete and posted on TownSQ). Key findings:

- **Section 1** homes (zero-lot-line) have the greatest parking pressure — roughly one common-area space per household, with driveways often too small for modern vehicles.
- **Sections 2–5** generally have larger driveways; some streets have no common-area parking at all.
- Garden Ridge Hollow: 24 homes, maximum ~21 common-area spaces — the most constrained private street.
- Some streets have defined parking (concrete stops or striping); others will need striping to maximize capacity.
- Public streets (e.g., Wallace, Walden, Wallace Cove and Ridge Hollow) are available for overflow and not subject to HOA policy.

## Variance Requirement

Any homeowner who parks a vehicle in a common area or private street for more than 7 consecutive days must obtain a written variance approved by the board. Key rules:

- Vehicles in driveways or garages: No variance needed.
- Guest vehicles: Permitted up to 7 consecutive days without a variance; beyond that, a variance is required.
- Recreational vehicles / trailers: Have a 48-hour window for loading/unloading; longer stays require a variance.
- Stored vehicles (unregistered, not moved, 7+ days): Are in violation; subject to warning sticker and towing process.
- Variances are temporary, board-approved in writing, and will expire on a specified date. Renewal periods and exact durations are still being finalized by the board.

## Enforcement Process

Texas law (parking facility rules) governs the towing process. The board confirmed it will not tow without prior notice. The three-step enforcement sequence:

- **Step 1:** Towing company signage already posted at each entrance and clubhouse. ✓ Complete
- **Step 2:** Warning sticker placed on vehicle (documented with photo in TownSQ, noting date/time/license plate). Time frame for compliance included on sticker.
- **Step 3:** Certified mail notice to vehicle owner — 15 days to resolve before towing.

As of the meeting, 21 parking violations were observed during a spot check (expired/no registration, stored vehicles). No “parking police” will patrol; homeowners are encouraged to report violations through TownSQ.

## Submission Methods for Variance Requests

Requests may be submitted via: Google Form (linked from TownSQ and website), downloadable/printable form, in-office pickup, snail mail, email, or TownSQ message.

## Rollout Timeline

The board discussed a ~60-day community rollout, potentially including a dedicated homeowner meeting. Signage, door flyers, email, website and TownSQ communications are planned. A board vote on the final variance guidelines is expected before or at the June 1 meeting.

## Treasurer’s Report (Q1 2026 — Shasi Wilson)

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- Cash on hand as of March 31: approximately \$275,000 (reflects front-loaded annual dues collection).
- Q1 actual operating expenses: ~\$56,900 vs. Q1 budget of ~\$66,000 — tracking favorably.
- Street seal-coating costs excluded from Q1 operating comparison (capital item).
- Estimated operating reserve target: \$60,000 (~20% of annual expenses).
- Estimated funds available for special projects in 2026: ~\$33,000 (after reserves), subject to staying within budget.

### Identified near-term capital expenditure priorities:

- Covered structure for pool equipment
- Resurfacing of lower tennis court and lower basketball court (not full reconstruction)
- Possible pickleball conversion of one court (net + markings)

### Long-term capital needs (multi-year budgeting required):

- Full tennis/basketball court foundation reconstruction — estimated \$100,000 per court

- Clubhouse roof and exterior maintenance
- Scheduled pool equipment replacement
- Upper tennis and basketball court resurfacing

## Manager's Report (Carol Wolf)

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- Pool key-card readers: The newly replaced reader near the clubhouse is not functioning; the repaired reader on the other side now works after a technician visit. Technician to return this week to apply the same fix to the new unit.
- Tennis/sport court bids: Four companies contacted; two have declined to bid on the lower tennis court resurfacing (condition requires full reconstruction). All four are providing comprehensive bids. Pool wall cracks along the tennis-court side must be addressed before any resurfacing proceeds.
- Clubhouse reservations: Homeowners are booking but not paying. New policy: 5-day deadline for deposit (\$200) and rental fee (\$65) after confirmation, or reservation is cancelled. Late cancellations (last-minute illness, etc.) do not receive refunds.
- Street seal-coating: Lee and Carol surveyed streets; 7 streets identified as needing seal coat. Bids to be obtained from Kevin's contractor.
- Clubhouse floor cleaning: Floor steam-cleaning requested by users; estimated cost \$375–\$400. Board informally approved; Carol to schedule.
- Clubhouse painting project: Proposed by two residents; no follow-through or plan submitted. On hold.

## Open Issues (Unfinished Business)

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### Tennis & Sport Courts

Bids still being collected. Board discussion confirmed a phased approach: address pool wall drainage/cracks first, then prioritize lower court resurfacing or reconstruction. Upper courts are in better condition and can likely be resurfaced for 3–4 more years. Pickleball conversion of one court is under active consideration; homeowner notification required before decision.

### Clubhouse Use Policy & Checklist

The board voted at the prior meeting to approve a Clubhouse Rules and Checklist — a pre- and post-use document that renters complete to verify the condition of the facility. This checklist, along with Clubhouse Use Guidelines, will be posted on TownSq and the website so renters know expectations upfront. Additionally, the Book Club and Game Night Events were approved through TownSq.

### Parking Variance Guidelines

See Parking Policy section above. Final board vote deferred to June 1 or prior.

## New Business

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### Pool Deck Repair

An unexpected repair bid came in substantially higher than the initial estimate (\$3,200, per discussion). The board requested a second bid. Additional concern: significant cracking along the retaining wall on the tennis-court side of the pool (previously filled with injection concrete, now re-separating). The board agreed this wall must be assessed and repaired before pool deck resurfacing begins, to avoid wasting the deck investment.

## **Document Retention, Production & Copying Policy**

Two policies (Document Retention and Document Copying) were presented with updated content (removed obsolete media formats, updated copy costs to current market rates: \$0.25/page standard; labor at \$25/hour + 20% overhead; no specific dollar amounts for media to prevent future obsolescence). Motion to adopt both policies was made, seconded, and passed unanimously. Signing and notarization to occur Wednesday, May 13, when Lori is in office.

## **Robbie Mayfield Memorial**

A framed memorial honoring Lakewood's founder, Robbie Mayfield, has been designed (photo sourced from family). Board agreed to display the framed piece in the HOA office (secure, visible during official visits) with a paper copy in the public area of the clubhouse. Final sizing and installation to be coordinated.

## **Firewise Certification Signs**

Two Firewise Certified signs are on hand and need to be displayed. Placement location to be determined; board to discuss via TownSQ.

## **Title Company / Sale Inquiry (6415 Wallace Cove Burnt House)**

A homeowner left a voicemail indicating a title company sent a document to Lakewood HOA for signature related to a pending sale; 10 days had passed with no HOA response. No document has been received at the HOA office. Lee will attempt to contact Ditto this week to clarify what is needed.

Open session meeting was closed at 7:38pm

## **Closed Session**

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The board moved into closed session immediately following the open meeting to address:

- Delinquencies and collections
- Homeowner violations
- Legal counsel advice
- RFQ/Contracts: Management & Landscaping

## **Next Meeting**

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Monday, June 1, 2026 at 6:00 PM — Lakewood Clubhouse, 7317 Lakewood Dr, Austin, TX 78750

## Action Items Summary

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| #  | Action Item   | Owner            | Deadline       |
|----|---|------------------|----------------|
| 1  | Finalize parking variance guidelines (sticker/tag details, renewal periods, enforcement steps) and bring to a board vote  | Board / Lee      | Before June 1  |
| 2  | Develop a community rollout plan for parking policy (dedicated meeting, door flyers, TownSQ announcement)   | Lee, Marty, John | ~60 days       |
| 3  | Create a TownSQ tip post on how to submit parking variance requests; link Google Form and PDF version to TownSQ and website   | Lee / Carol      | ASAP           |
| 4  | Add a 'Good Neighbor' tip about TownSQ privacy — clarify that violation reports are not visible to other homeowners   | Marty            | Next issue     |
| 5  | Post remaining Good Neighbor tips series to TownSQ and website on rolling schedule  | Marty            | Ongoing        |
| 6  | Send letter to homeowners on streets adjacent to proposed pickleball court(s) to solicit feedback before board decision   | Carol            | Before June 1  |
| 7  | Collect all remaining tennis/sport court bids (including pickleball option and drainage/wall repair scope)  | Carol            | Before June 1  |
| 8  | Investigate pool deck wall cracks along tennis-court side; identify contractor who did prior injection repair; obtain separate bid before proceeding with pool deck resurfacing | Carol / Lee      | Before June 1  |
| 9  | Obtain second bid on pool deck repair; do not proceed until wall/drainage issues are scoped   | Carol            | Before June 1  |
| 10 | Sign and notarize adopted Document Retention, Production & Copying Policy (Lori + Marty/Secretary)  | Marty / Lori     | Wednesday 5/13 |
| 11 | Upload finalized Document Retention & Copying Policy to TownSQ documents and website  | Carol / Lee      | After signing  |
| 12 | Post clubhouse reservation checklist (pre- and post-use) and Clubhouse Use Policy to TownSQ reservation module and website  | Lee / Carol      | Before June 1  |
| 13 | Enforce clubhouse reservation payment policy: 5-day deadline for deposit + fee after booking, or reservation is cancelled   | Carol            | Immediate      |
| 14 | Schedule professional floor cleaning of clubhouse (steam clean; budget ~\$375–\$400; use coupon if available)   | Carol            | Soon           |
| 15 | Obtain street seal-coat bids for 6 identified streets; present cost to board  | Carol / Kevin    | Before June 1  |
| 16 | Determine placement and install Firewise Certified signs at appropriate community location(s); announce on TownSQ   | Board / Carol    | TBD            |

|    |  |               |           |
|----|--|---------------|-----------|
| 17 | Frame Robbie Mayfield memorial and install in HOA office; place paper copy in public display area of clubhouse       | Marty / Carol | TBD       |
| 18 | Follow up with homeowner Ditto (Apt. sale / title company document) to determine if HOA signature is still required  | Lee           | This week |
| 19 | Continue delinquency/collections process for two owners already referred to attorney; monitor third owner due in May | Carol / Greg  | Ongoing   |
| 20 | Fix non-functioning pool key-card reader (new unit); request same technician who repaired adjacent reader            | Carol         | This week |

*Meeting adjourned at 7:19 PM*

*Minutes approved pending signature. Approved minutes posted on TownSQ and the Lakewood HOA website.*