

LAKEWOOD HOA

Board of Directors Meeting Monthly Minutes

June 1, 2026 • 6:00 PM • Lakewood Clubhouse

Attendance & Meeting Opening

The board convened at the Lakewood Clubhouse. Lee Rutledge (President) called the meeting to order at 6:04pm, confirmed no conflicts of interest, and reviewed rules of order. A question arose regarding the wording in the May 11, 2026 minutes about displaying the Robbie Mayfield Memorial. The board clarified that the framed piece will be displayed in the HOA office, with a paper copy placed in the public cabinet area of the clubhouse. Minutes were approved as clarified.

Board members present: Lee Rutledge (President), Dave Brockman (Vice President), Marty Erhart (Secretary), Shasi Wilson (Treasurer), Ami Vaidya (At-Large Member), Carol Wolf (Property Manager).
Home owners present: Pat C., Beth B., and David W.

Opportunity for Homeowner Comment

No homeowners presented questions or concerns during the public comment period.

Treasurer's Report (May 2026 — Shasi Wilson)

- Total cash balance: approximately \$259,000 (including approximately \$60,000 in reserves)
- Monthly operating expenses: budgeted at approximately \$22,000/month; currently averaging approximately \$20,000/month — a favorable \$2,000/month variance
- Delinquencies: approximately \$40,000 remains outstanding. Shasi flagged this discrepancy from expected dues income and indicated she is working with Carol to reconcile
- Savings have been realized through consolidation of internet services and reduced G&A expenditures

Shasi noted she wants to nail down the delinquency picture before committing to capital expenditure planning for the balance of the year. A question was raised about whether second-half operating expenses historically run higher; the board agreed that major line items (management contract, landscaping, pool) are relatively fixed, though utility costs may vary seasonally.

Manager's Report (Carol Wolf)

Street Seal Coating — Lone Star Paving Bid

Carol and Lee drove the next seven streets scheduled for seal coating. Streets identified: Firewheel, Maury, Big Cat, Deer, Grass, Quail, and Flamingsworth Hollow. Observation: seal coat is worn away (gray color showing through) but no major damage or potholes. A bid of \$22,174.41 was received from Lone Star Paving for all seven streets.

- The bid is within the \$25,000 annually budgeted for streets and represents strong value
- The board discussed timing, agreeing not to schedule work in August heat. Carol will coordinate with Lone Star on optimal timing (fall window preferred)
- Homeowner notification strategy: the board agreed to send a general notice that the streets will be treated and a specific notice closer to the scheduled date, to avoid issues with cars parked on the street (risk of towing)

Delinquency Collections

Letters have been sent to delinquent homeowners. Several have responded and paid, including late charges. The next step for non-responsive homeowners is referral to the HOA attorney at an additional cost of \$450 per account.

Pickleball Court Inquiry

Carol sent letters to the five homeowners adjacent to the upper basketball/sport court to gauge interest in adding pickleball. At the time of the meeting, one email response was received opposing pickleball, citing noise concerns (reportedly 70 decibels, comparable to freeway traffic). The board discussed the existing court dimensions and the practicality of adding pickleball lines and a portable net to the court without displacing basketball.

- Full court redo bids: two contractors came in at approximately \$125,000 per court; the lower courts are reportedly too deteriorated to patch
- Key issue: the lower courts have drainage problems that must be resolved before any surface work is done; contractors have declined to patch without addressing drainage first
- Drainage solution must precede any court investment
- Tennis court players near the courts offered to help raise funds via special assessment if needed

No decision was made; the board agreed to wait for formal written bids before further deliberation.

Clubhouse Key Fob / Card Reader Issue

The card reader at one of the clubhouse gates has been malfunctioning — working intermittently, particularly when the unit overheats in direct sun. Carol noted the other reader continues to function reliably. The board discussed a broader review of the access control system and whether to transition to a keypad-based system.

- Carol will contact Chris (Lakeway Security, the HOA's security contractor) to assess and recommend a weatherproof solution
- The board noted the current fob-based system allows the HOA to deactivate individual keys remotely

Open Issues (Unfinished Business)

Parking Policy Variance Guidelines

Lee presented the finalized Parking Policy Variance Guidelines document, incorporating language revisions requested by board member Dave at the prior meeting. In addition, Lee created a Parking Variance Request Form available in two formats:

- Google Form (online submission)
- Paper form (available in Carol's office for walk-in requests)

The form includes a liability notice and homeowner agreement language. Lee also created a dedicated space on TownSQ to house these documents. The board noted that each variance request will be reviewed independently, as parking constraints differ by street.

Parking Policy Enforcement — 30-Day Homeowner Notice

Marty prepared a homeowner notice to be included in the upcoming newsletter advising residents that the parking policy will be enforced in 30 days. The notice addresses expired registrations and the

process for reporting non-compliant vehicles. The board agreed to add a specific date (June 1, 2026) to the notice.

Tennis & Sport Courts Redo

See Manager's Report above. No formal vote taken; the board is awaiting written bids and a drainage assessment before proceeding.

Pool Deck Repair

Joe provided an on-site assessment with a mason contractor (Eugene). Key findings:

- The wall between the tennis courts and pool area has visible cracking and a lean, caused by hydraulic pressure from water accumulating at the footing
- The pool deck itself (above the wall) does not currently show corresponding cracks along the back edge near the tennis courts
- The corner area near the pool equipment is more concerning, with a visible dip in the deck surface

Proposed approach (Eugene's estimate: \$3,300):

- Chip and point major cracks in the wall; fill to full rock depth
- Drill weep holes (approximately 1" diameter, every 4 feet) along the base of the wall to relieve hydraulic pressure
- Remove an 8-foot by 2-foot section of the stone veneer on the equipment-side wall to inspect the pool deck edge, check for voids, and assess whether flowable fill or jacking is needed

The board agreed this exploratory approach is preferable to cosmetic patching, which has been done at least twice before. Joe will seek a quote for flowable fill from the pool contractor and report back before work is authorized. No vote taken at this time.

Change of Name — Community Events

Nancy (community event organizer) requested that the two approved community events (Game Night and Book Club) be renamed from "Lakewood Homeowners Community Events" to a more inclusive title. The board discussed options and agreed on "Lakewood Residents Community Events" to include tenants and renters.

Addendum B — Tenant Clubhouse Use Policy

A first-time situation arose when a tenant (not the property owner) attempted to reserve the clubhouse. Lee presented Addendum B to the clubhouse rental policy, outlining that:

- Only dues-paying members (homeowners) are eligible to reserve the clubhouse
- Tenants are not eligible to reserve independently; owner sponsorship is required
- The original draft required the sponsoring owner to be physically present

After discussion, the board agreed to modify the language so that the homeowner is not required to be physically present but is legally liable for any damages or violations caused by their tenant. A homeowner signature of liability will be added to the rental form, alongside the tenant's signature.

The board also agreed that until the policy is finalized and reviewed by legal counsel (Alex at Winstead), the answer to any tenant requesting the clubhouse is "no" pending legal review.

New Business

Pool Equipment Enclosure Concept Plan (Joe Rutledge)

Joe presented preliminary concept drawings for a new pool equipment enclosure to replace the existing deteriorated fence structure. Two design options were discussed:

- Plan A (Building): A framed structure with Hardy board siding, screened louvers at the top for ventilation, composition shingle roof, and a covered gate area for trash cans. Designed to match the architectural style of the clubhouse (hip/gable roof). Includes space for pumps, sand filter, chlorinator, chemicals, and trash cans. Estimated footprint: approximately 12 feet wide.
- Plan B (Pole Barn/Fence): A simpler post-and-fence structure with an 8-foot plate height, similar roof, but open above the fence line (approximately 1–1.5 feet open). Lower cost; less secure and less weather-resistant.

Key discussion points:

- The primary purpose of the enclosure is protection from weathering, sun, animals, and debris — not heat retention (though winter freeze protection was also discussed)
- Joe would like to explore flipping the pump orientation to allow front-access to the motors from within the enclosure
- The board expressed a preference for Plan A (closed building) with potential for a decorative rooftop terrace/deck visible from the pool area to avoid the appearance of a utility building
- The tree near the equipment area should be preserved if possible; Joe will assess pipe routing to determine feasibility
- This project requires a building permit and formal plans; it will follow the pool deck repair work

No vote taken; Joe will refine the concept based on board feedback, and Eugene will provide a written estimate.

Closed Session

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

- Homeowner violations
- Removal of hackberry tree
- RFQ/Contracts: Management & Landscaping

Next Meeting

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