

LAKEWOOD HOA

Board of Directors Meeting Monthly Minutes

Date: July 6, 2026, 6:00 PM **Location:** Lakewood Clubhouse, 7317 Lakewood Dr, Austin, TX 78750 **Next Meeting:** August 3, 2026, 6:00 PM, Lakewood Clubhouse

Call to Order & Approval of Minutes

The meeting was called to order at 6:07 PM and the June 1, 2026 minutes were approved by the board. Approved minutes will be posted this week on TownSQ and the Lakewood HOA website.

Board members present: Lee Rutledge (President), Dave Brockman (Vice President), Marty Erhart (Secretary), Shasi Wilson (Treasurer), Ami Vaidya (At-Large Member). Home owners present: Jim B., Tabitha S., Beth B., Kristen S., Nancy M., and Cathy N.

Homeowner Comment Period

Pickleball opposition. Three homeowners whose properties adjoin the tennis courts spoke in strong opposition to pickleball, citing the sharp, high-frequency noise of the ball strike, which carries through double-pane glass. One homeowner requested signage on each tennis court and volunteered to help produce it. The board acknowledged the comments and noted the topic was on the evening's agenda.

Wallace Cove property. A homeowner asked about the burned house on Wallace Cove that recently sold, noting a city notice had been posted on the garage and later removed. The board had no additional information and could not comment.

Dangerous limb. A homeowner reported a hazardous tree limb; a maintenance request has already been submitted.

RFQ/Bid Committee proposal (Jim). Jim presented a draft committee charter for a Request for Quotation (bid) committee to formalize how the HOA solicits competitive bids on large contracts, beginning with the landscaping contract. Key points: a formal board-chartered committee gives volunteer participants director & officer liability protection; digital mapping tools (Google Maps-based) can define mow areas, beds, natural areas, and Firewise zones so bidders can calculate square footage without site measurement and can provide photo-based verification that work was completed. No vote was taken. The board agreed the next step is a work session after summer vacations; Lee will coordinate a date.

Treasurer's Report (Shasi Wilson)

- Cash balance was approximately \$237,000 as of May 31, with about 86% of annual dues collected. Carol is following up on outstanding accounts.
- Expenses are running roughly \$1,000/month under budget.

- Target operating reserve is \$60,000 (about 20% of the operating budget), leaving approximately \$32,000 available for special projects.
- The proposed budget shows net income of about \$44,000 before street work, \$225,000 set aside for streets (seven streets budgeted this year), and a planned net of approximately -\$10,596 after special projects — leaving the \$60,000 operating reserve intact.
- **Motion passed:** The board voted to approve the 2026 budget as presented. Lee will confirm the final version with Shasi before posting for the community.
- The board acknowledged that no funds are currently being set aside for future capital expenditures (e.g., tennis court replacement) and discussed the eventual need for a special assessment. A dedicated work session on 5–10 year budget and capital planning will be scheduled.

Manager's Report (Carol Wolf — presented by Lee; Carol on vacation)

- **Street work (Lone Star):** Waiting on suitable (dry) conditions; contractor will notify the HOA when scheduled.
- **Pool cooling pump:** Purchased for approximately \$1,800 (through Tom Buck, pool maintenance). It lowers pool temperature 5–6 degrees and cools the surrounding air. It runs only at night due to its strong jet stream and must be rolled back to the corner and secured each morning. With Lee and Michelle both traveling soon, a rotation schedule is needed; a board member volunteered and Michelle will provide training.
- **Pool chemicals:** Extra chemicals were required in June due to the Gators' use of the pool. The cost is not being passed on this year, but the data is now recorded for future consideration.
- **Fobs and doors:** Cothran's repaired both pool doors; new fobs have been ordered. Many homeowners still have not exchanged old fobs.
- **Security system bid:** Chris provided a bid for a phone-based entry system (no fobs; photographs entrants at the door, logs entries/exits, can extend to tennis courts, and captures license plates at entrances). Camera footage already produced evidence of a person jumping the pool fence on June 30, with entrance cameras identifying associated vehicles. Additional bids are pending (including from Cothran's). Estimated cost is roughly \$15,000; the project was deferred and will go through the bid committee process after landscaping.

Open Issues

Tennis & Sport Courts — Pickleball

The board reviewed the history (summarized from prior minutes): pickleball was voted down by a previous board in 2024, and the topic resurfaces at each annual meeting. Board members noted that public pickleball courts are available nearby in Jester (atop the parking garage in the shopping center).

Jim noted that, given the noise impact described, pickleball could reasonably be treated as a nuisance under the CC&Rs, which supports the board's position without any rule change.

Motion passed: The board voted not to allow pickleball on the courts and to post "No Pickleball" signage on the courts/gates. Signage and a TownSQ "good neighbor" announcement will note the Jester courts as a nearby alternative. Enforcement will rely on resident reports and camera footage at the pool gate, with violation letters as needed.

Pool Deck Repair

Two bids are in hand: one (via Eugene) for the wall between the tennis court and back wall — weep holes and concrete work, now approximately \$2,700 (down from ~\$3,400) — and one from Cortex to raise the sinking back corner of the deck using foam/silicone injection (similar to the method previously used on the tennis courts), which would avoid removing a section of the wall. The crumbling retaining wall repair (~\$3,200) should be completed first. No decision was made; these projects will be weighed in the budget prioritization discussion. Joe can provide additional detail.

Firewise Signs

Two Firewise community signs are available (metal, on posts). Marty proposed one near the clubhouse entrance and one near the Lakewood entrance (adjacent to the existing "No Soliciting" sign at Creek Bluff). Several members raised concerns about sign clutter and the potential appearance issues; there was general support for one sign at the clubhouse/community center area, possibly on the brick wall outside the office. Considerations include the easement at the street (check with Joe), safety of a metal-edged sign, and the possible AISD bus stop out front. **Decision: paused — to be revisited next month.**

Parking Variance Launch

Materials are ready: a quick-reference cheat sheet with QR code linking to the guidance document, an application form feeding a Google Sheet, hanging tags, and stickers. Key decisions made:

- **Launch/cutoff:** In order to avoid confusion, the Board has decided the Variance Requests will pause until **September 1**. The grace period ends **December 15, 2026**; after that date, vehicles parked on private streets without a required variance face consequences (notice/towing process — certified letter plus 15 days).
- **Sticker placement:** Lower corner of the windshield opposite the registration sticker. Hanging tags remain an option; lost tags/stickers must be replaced at the owner's cost.
- **Approvals:** Board members will be notified by automatic email when applications are submitted and should review every week or two; approval requires a majority (3 of 5). Variances are case-by-case, tied to a specific vehicle and current registration, and expire when the registration expires. Vehicles must actually be in use — variances do not legitimize storage.

- **Capacity:** Variances issued per street will not exceed available spaces (e.g., 24 spots = 24 variances); excess requests go on a waiting list, with rotation over time if demand exceeds supply. A variance does not guarantee a specific spot.
- **Guest/temporary permits:** Guests staying beyond 7 days need a Guest Parking Permit sign to be displayed on the car's dashboard. Carol and Lori may issue guest permits for up to one month at a time without board involvement, renewable to a maximum of three consecutive months. Longer situations require board review. The same variance framework applies to trailers, campers, boats, storage pods, and dumpsters placed on private streets.

AI SD Bus Stop (Lakewood Drive)

Resolved. The HOA cannot and need not grant permission for AI SD to place a stop; granting permission would have required a contract and created liability. The HOA may need to post "Private Property" signs on Lakewood streets.

Surveillance / No Trespassing Signage

Lee proposed signs informing visitors that the pool and clubhouse areas are under audio and video surveillance, prompted by the June 30 fence-jumping incident and other camera-documented behavior. The board leaned toward "No Trespassing" signage that also references video surveillance (a deterrent framing rather than a safety guarantee), placed at the pool gate and key camera-covered areas, while avoiding over-signing. **The wording will be run by the HOA's attorneys before posting**, given liability concerns about implying security or complete camera coverage.

New Business

Candidate Forum: A candidate forum will be held at the clubhouse on **September 13, 3:00–5:00 PM**, coordinated by Joanne Richards. The HOA is only providing the clubhouse (at no charge) and will help advertise; the HOA is not organizing the event.

Open portion of meeting adjourned at 7:51 PM.