

LEPOA Board Meeting Minutes

Saturday, March 5, 2022 @10:30am

FINAL

Mike Crews' Residence
1253 Lakeview Estates Dr.
Coldspring, TX

Current Board Members Present

Mike Crews, President
Randall Walker, VP
Kathleen Knolle, Secretary
Tom Patton, Treasurer
Tracy Davidson, Director at Large

CALL TO ORDER

Mike called the meeting to order at 10:30am. All members were present via Zoom virtual conferencing.

PRIOR MEETING MINUTES

The prior meeting minutes, approved previously and distributed to Owners, were reviewed with an emphasis on finalizing governing documents and planning the annual meeting.

TREASURER' REPORT

Tom reported the following (cash basis):

PROFIT & LOSS 12/9/2021 -03/04/2022

YTD Total Income	\$ 7,162
YTD Expenses	\$ 3,977
Loss	\$ 0
Net Income	\$ 2,811

BALANCE SHEET

Operating Account	\$ 5,769
Reserve Account	\$27,053
Total Accounts Receivable	\$ 0
Total Current Liabilities	\$ 0
Total Equity	\$32,822
Total Liabilities & Equity	\$32,822

To date, dues have been received from approximately 60% of the property owners. Randall motioned to approve. Kathleen seconded the motion. The report was approved unanimously.

OLD BUSINESS

Emergency Response Exercise

Nothing to report

Park and Road Work Planning

Mike reported that initial work on the bulkhead at Bramlett Park has been completed thanks to the donation by Norm Young who provided labor. The area has been stabilized and some touch up remains and then top dressing with soil.

Precinct 4 County Commissioner, Mark Nettuno, won the primary election. The Board will extend an invitation for Mr. Nettuno to participate in the Annual Meeting.

Legal Services

Two meetings (January 27, 2022, and March 1, 2022) were held with attorney Brody Smith of Hagan Law to review our current governing documents and update documents as necessary to meet current legislative Code requirements.

Per those two meetings the following are required to satisfy current Code requirements:

- The Board is required to mail ballots (USPS) to property owners for the annual meetings.
- Our Management Certificate was completed, filed at the courthouse, and posted on our website.
- The following documentation will require Board approval:
 - Architectural Control Committee
 - Collection Policy and Payment Plan Guidelines
 - Resolution Concerning Books and Records
 - Records Production and Copying Policy

The above four items of documentation were discussed, and input collected for follow-up with the attorney prior to Board final review and approval. All of these documents are to be completed prior to the Annual Meeting.

The LEPOA website has been reviewed and once the four items above are complete, the website will satisfy current Code requirements.

Bylaw Items

The Board renewed the prior Board Meeting discussion regarding the potential Bylaw change to increase Board member term to three years from two currently. The benefits of this change would be improved Board member transition, training, and handover. If approved by Owners, the Annual Meeting will vote to extend two current Board Members' terms by one year (Randall and Kathleen), elect two new Board Members for a three-year term and one new Board Member to a one-year term. Mike made the motion the Board approve the term length change, Randall seconded and all approved. This change to the Bylaws will be presented for approval at the annual meeting.

New Web Platform & Records Storage

The Board offered Randall the following guidelines for a new website:

- Identify a web solution that will meet the minimum requirements and be user/administrator friendly.
- Minimum requirements include capabilities to provide the public with required documents, provide the owners with proprietary information, and offer a cloud-based record keeping function.
- A link to bill pay in QuickBooks would be a nice to have.

Annual Meeting Planning

Mike offered a general outline for the annual meeting that will include voting on amendments to the by-laws and restrictive covenants and concluding with Board member elections.

The amendments to by-laws will include:

- 1) "Housekeeping" changes to address items inconsistent with existing legislative Code
- 2) Amendment to extend Board Member term length to 3 years (currently 2 years)

The amendments to the Restrictive Covenants will include:

- 1) "Housekeeping" changes to address items inconsistent with existing legislative Code
- 2) Amendment to restrict Short Term Rentals – this follows through on 2021 Annual Meeting commitment

In addition, new owners will be introduced. (Riddle family and Minor family)

Mike will be leading the Nominating Committee for three Board member vacancies. He will contact prior Committee members and others to ascertain their interests. The committee consists of one Board Member and two Owners.

NEW BUSINESS

Real Estate Activity

No activity.

ANY OTHER BUSINESS

The Board discussed inquiries from property owners who have questions about modifications to their homes. Board members are encouraged to share the details of the Restrictive Covenants and refer any additional questions to the Secretary who will forward to the ACC and advise the Board.

Mike reported that Bron Clear went to the Courthouse and secured a clean, and complete, copy of Section I plat. Randall will scan for our permanent records.

A single Plat illustrating all three Sections has been located; this too will be scanned for the permanent record.

The Board decided to formally thank Maaiké Hamel for hosting the Holiday Open House in December. A formal thank-you will be made with a card and announcement at the annual meeting.

Review of Action Items

- Tom will check into the property tax increase for the three parks and report back.
- Mike will contact the attorney regarding clarification on quorum definition, and also eligibility to vote as it relates to payment of dues by the meeting. (Bylaws Article III, Section 6 & Article V, Section 2; Restrictive Covenants Article IV, Section 6 & Article XI, Section 5)
- Mike will contact our attorney to finalize the short-term leasing language per the memberships' instruction at the annual meeting April 2021.
- Kathleen will send sample ballot, proxy, and meeting agenda to Mike for the April owners' meeting.
- Mike will prepare a briefing paper for owners describing the rationale and justification for proposed amendments.
- Kathleen will send owner directory to Randall to enlarge for meeting sign in and contact information updates.
- Tom will provide two tables for the annual meeting.
- Randall will provide one table for the annual meeting.
- Kathleen will provide supplies, tablecloths, etc. for the meeting.
- Mike will contact the property owners who hosted our meetings in the past.
- Mike will check with the attorney regarding a 5-year restriction for changes to the Restrictive Covenants. Earlier notes with the attorney suggest that Texas Code supersedes this provision allowing more frequent changes.

- Mike will send Kathleen updates and changes to the Index of Plats and Governing Documents.
- Kathleen will send a formal thank you to Maaïke Hamel for hosting the Holiday Open House.
- Mike will review with the attorney the Board's input on draft documents requiring Board approval.
 - Architectural Control Committee
 - Collection Policy and Payment Plan Guidelines
 - Resolution Concerning Books and Records
 - Records Production and Copying Policy

Calendar

Annual Meeting: April 23, 2022

Adjourn

Tracy motioned to adjourn the meeting. Tom seconded the motion. All approved. The meeting ended at approximately 12:30pm

A handwritten signature in cursive script that reads "Kathleen Knolle". The signature is written in dark ink on a light-colored, slightly textured background.

Respectfully Submitted:
Kathleen Knolle, Secretary