

# LEPOA Board Meeting Minutes

**APPROVED**

Sunday, December 12, 2021 @ 12:30 pm

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

## **Call to Order**

Mike called the meeting to order at 12:35pm. All members were present except Tracy Davidson. Property owner, Anita Bell, attended.

## **Prior Meeting Minutes**

The prior meeting minutes were reviewed including an update regarding termination of the legal agreement with Mr. Fowler.

## **Treasurer's Report**

Tom reported the following:

### **PROFIT & LOSS**

YTD Total Income	\$12,150
YTD Expenses	\$13,832
Loss	\$1,682
Net Loss	\$1,631

### **BALANCE SHEET**

Operating Account	\$3,959
Reserve Account	\$23,051
Total Accounts Receivable	\$375
Total Current Liabilities	0.00
Total Equity	\$26,635
Total Liabilities & Equity	\$26,635

Randall motioned to approve. Kathleen seconded the motion. The report was approved unanimously.

## **Old Business**

### **Emergency Response Exercise**

Mike has been in contact with Chris Clear who will be checking with the fire chief in the near future.

### **Park and Road Work Planning**

Mike reported that some work to fill potholes was completed in the last six weeks. Mike called the Commissioner's office to thank them and encourage additional maintenance. The Commissioner advised the FEMA grant application was progressing and re-pavement of LED continues as an identified project for grant funds.

Park maintenance work has been identified for Point Park and Bramlett Park. Point Park needs gravel and fill dirt behind parts of the bulkhead. Bramlett Park needs the stray concrete rocks moved closer to the bulkhead and secured with wire. Embedded rocks approximately three feet or farther from the bulkhead need to be covered with fill dirt. These improvements will allow improved mowing and increased safety for walkers.

There was additional discussion to have two volunteer teams tackle the project: one for Point Park and one for Bramlett. Each requires some tractor work. There was also discussion about timing. Spring can be wet so maybe January might work if the concrete rocks can be moved and secured.

### **Legal Services – Discuss Work Scope and Approve Engagement Letter**

Attorney Brody Smith of Hagan Law Firm sent the engagement letter for approval and officer notarized signatures. While the engagement letter offers three services, LEPOA will only need his services to assist with accuracy of governing documents and updating documents per changes recently imposed by the state. Along with that, the scope of work will also include preparing an amendment to the Restrictive Covenants to restrict short term rentals, for consideration and vote at the April 2022 Annual Meeting. Kathleen made a motion to approve the engagement letter. Tom seconded the motion and all approved. Peggy Riley was on hand to notarize the officers' signatures. Mike will deliver it Monday, December 13, 2021, along with the retainer.

In addition, Mike will discuss the following with Mr. Smith:

- Transfer fees assessed on new property owners. Can the board raise fees to the maximum commensurate with our type of community? Should fees be assessed per lot or per owner/transaction?
- Consolidating governing document references to Lakeview Estates' three individual sections into a single entity.
- Need for an updated management certificate for the state.
- Approaches to address changes in state law regarding architectural committees.

Mike will emphasize timing and necessary preparations for the annual property owners' meeting.

### **Consideration of Possible New Web Platform & Records Storage**

Randall reported that he viewed several POA/HOA websites and learned that there many companies that offer online content management systems that allow organizations to host and build customizable websites. These sites can include public information, secure information, ecommerce for invoicing and payment receipt and record management. Monthly subscriptions can start at \$25. Randall will investigate further and report back.

### **New Business**

#### **Real Estate Activity**

Cottle's home at 1775 Lakeview Estate Drive sold and the new owners are Diane and Kevin Minor. Kathleen will send a new owner letter.

### **Governance: Architectural Committee Requirements, Board Member Term Length**

Changes to state regulations now disallow board members to be on the Architectural Committee. This is an onerous requirement for LEPOA considering the limited restrictions and small community (63 Owners). Mike will discuss with Mr. Smith how we may address this and advise members at the annual meeting in April.

Mike asked for our input regarding an Owner suggestion to lengthen board members' service from two years to three years. The benefit for continuity and training new members was pointed out. The board generally agreed and discussed how best to transition to a 2-1-2 election cycle, beginning in at the next Annual Meeting. Kathleen and Randall agreed to stay an extra year. Tom, Mike, and Tracy are set to roll off in April 2022 and to

capture the full benefit of improved transition, one would need to stay an extra year. All agreed to consider options and alternatives in preparation for and Owner vote to amend the by-laws in April.

#### **Any Other Business**

Tom reported that we received three property tax bills this year for the parks. In the past, we have only received one. This year the total of the three bills was \$589. The prior single bill was \$108. Tom will contact the tax assessor's office to see what has changed and will report back.

Mike suggested a year-end letter be sent to all owners describing our work with the attorney's office and the necessity to attend the annual meeting to vote on the changes that will be set forth.

He also asked if each of us would call members to see if they received the letter, ensure correct contact information, describe what will be voted on at the annual meeting and encourage their attendance.

Kathleen stated that she will be looking for assistance at the annual meeting.

#### **Review of Action Items**

- Mike will hand deliver the engagement letter and retainer to Mr. Smith, update the legal scope of work and forward to Mr. Smith, and schedule and appointment to discuss next steps as well as cover items listed above. Tom will check with tax assessor's office about the change in park billing.
- Kathleen will send out the new owner letter.
- Randall will do more research on companies who offer website templates for POAs and HOAs.
- Tom will identify 4-5 transfer fee comparables and report back to the board.

#### **Calendar**

Board Meetings: March 5, 2022

Annual Meeting: April 23, 2022

#### **Adjourn**

Tom motioned to adjourn the meeting. Randall seconded the motion. All approved. The meeting ended approximately 2:35pm



Respectfully Submitted:  
Kathleen Knolle, Secretary