

**December 2018 Minutes  
Workshop and Monthly Meeting  
Board of Directors, Meadowlakes Property Owners' Association**

**Workshop, December 3, 2018:** The workshop was called to order at 6:00pm by President Joe Summers.

**Roll Call:** Members present: Joe Summers, Richard Salinas, Jerriall Wafer, Steve Newton and Mel Hazlewood. Absent: Karla Stephens and Jennifer Virdell.

Twelve POA members were also present.

**Minutes:** Mel Hazlewood distributed a draft of the November 2018 Minutes to be considered for adoption at the December 11 regular meeting.

**Scheduled Business:**

**1. City charges for labor pursuant to POA-City contract:** Joe Summers said he would name a steering committee at the December 11 regular meeting to consider the issue. He said Joy Marcou would be one member and that he was also hoping to find a CPA. In addition, he said that Jennifer Virdell and Steve Newton would handle costs for mowing.

**2. Communications between POA board and members:** Joe Summers reported that he discussed joint POA Board-City Council meetings with the mayor and city manager. The board also discussed creating a POA Facebook page and the issue of providing information and input to POA members who do not use a computer.

**3. Drainage issues:** Steve Newton said that the Drainage Committee met on November 29, 2018 and agreed to move ahead with the abatement project along the 2<sup>nd</sup> fairway and to contact a local engineer (Haley and Associates) to discuss the drainage issue as a whole.

**4. Fund set-aside for recreational purposes:** Joe Summers suggested that the board adopt a line item to fund recreational amenities. He said the new item would be funded from fees collected from recreational facility users, except for any money needed for facility operations.

**5. Flood damages:** Steve Newton said that three fence companies had been contacted to bid on the fence repairs and that the city was going to remove flood debris from POA property.

**6. Proposals of Coalition of Concerned Citizens:** The board discussed the several proposals made by the Coalition and agreed to consider them further at the December 11 regular meeting.

**Meeting of Board president with Mayor and City Manager:** Joe Summers said he, the city manager and the mayor discussed the status of the Building Review Committee; a POA newsletter; the POA getting a copy of the City's newsletter email list; and, town hall meetings with the POA Board and City Council.

**Member reports:**

1. **Treasurer:** no report.

2. **Parks and Maintenance:** no report.

3. **Storage Facility:** Steve Newton reported that 34 owners had paid annual fees; that there are waiting lists for covered and uncovered spaces; and, that he would like to designate some spaces for large RVs.

4. **Security Gate:** Jerril Wafer reported on setting the flags at half-mast upon the death of President George H. W. Bush. He also noted the guards were appreciative of their Christmas bonuses; the City would install the Christmas lights on the Guard Shack this year; and, that there had been problems with a vendor entering the city and soliciting subscriptions for the Austin American-Statesman.

5. **Events and Celebrations:** Richard Salinas reported on the Christmas decoration contest and its related voting procedures and awards. He also gave an update on the John Arthur Martinez concert for January 5, 2019. He also said that Sherri Staley would chair the recreation committee.

Sherri Staley noted that her recent Christmas celebration had an attendance of 185 people.

Georgina and Florence reported the Welcoming Committee had delivered all of its prepared baskets and was now getting ready for new residents.

**Citizen Comments:** Ruth Ann Ferguson presented drainage problems of long-standing that affected the use and value of her property. The board agreed this should be considered by the Drainage Committee.

**Agenda for Next Meeting:** The following items were set for the regular monthly meeting agenda:

1. Discussion of appointing a committee to study and report to the Board on POA payments to the City for labor;
2. Board member and POA member communications;
3. Discussion of drainage issues;
4. Consideration of setting aside funds to provide recreational events, equipment and facilities for POA members;
5. Update on repairs or replacement of POA property damaged or destroyed by recent flood; and,
6. Consideration of supporting proposals that the Coalition of Concerned Citizens have made to the City Council and the POA Board.

Steve Newton will lead the pledge. Mel Hazlewood will offer the prayer.

**Adjournment:** Richard Salinas made a motion to adjourn. Mel Hazlewood seconded. Motion was adopted unanimously.

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**December 11, 2018 Monthly Meeting:** President Joe Summers called the meeting to order at 6:05 p.m.

Mel Hazlewood offered a prayer and Steve Newton led the Pledge of Allegiance.

**Roll Call:** Members present: Joe Summers, Mel Hazlewood, Steve Newton, Karla Stephens, Jennifer Virdell, Richard Salinas and Jerriall Wafer. None were absent.

Eleven POA members were also present.

**Minutes:** Mel Hazlewood presented minutes of the November 2018 workshop and monthly meeting.

Jennifer Virdell moved that the minutes be adopted. Karla Stephens seconded. The motion passed unanimously.

### **Board Member Reports:**

**1. Parks and Maintenance:** Jennifer Virdell distributed a cost estimate for drainage improvements along the 2<sup>nd</sup> fairway showing total costs of \$7350. The estimate is in the meeting. Jennifer Virdell moved that the board proceed with the project pursuant to the project costs. Mel Hazlewood seconded. Those in favor: Joe Summers, Steve Newton, Jennifer Virdell, Karla Stephens, Richard Salinas and Mel Hazlewood. No: Jerrial Wafer. Motion adopted 6-1.

Joe Summers announced he was changing the scope of the Drainage Committee to include streets and that, accordingly, its name would be changed to the Streets and Drainage Committee. He said the committee would recommend work to be done to Jennifer Virdell.

The board also discussed problems of potholes on city streets and the possibility of salvaging some of the damaged tables at the lake park so that they could be used again. Jennifer also said that the repairs for electrical damages at the park would not be as high as predicted and that winter rye would be seeded to stabilize the ground and prevent further erosion.

**2. Treasurer:** Karla Stephens laid out the budget analysis for the period ending November 30, 2018. The board discussed the analysis and also possibility of a recreational facility set aside.

**3. Recreational Storage Facility:** Steve Newton reported that about half of the fees have been paid and that he had not received any notices of persons vacating their spot.

**4. Security Gate:** Jerrial Wafer reported that the Christmas lights are installed. He also discussed problems with a subscription solicitor for the Austin American-Statesman.

**5. Events and Celebrations:** Richard Salinas gave updates on voting for the Christmas decoration contest and preparations for the John Arthur Martinez event.

**Old Business:**

**1. POA Board and Member communications:** The Board discussed ideas for improvements including: a POA newsletter; acquiring the City email list; creating a Facebook page; and, providing hard copies of needed information to people without computers.

**2. Recreational facility set aside:** Mel Hazlewood made a motion that: the POA create a recreational purposes set aside fund; the fund be composed of recreational facility use fees less costs of maintaining the facility; the fund be used for equipment, facilities and events; and, that the funds roll over from year-to-year. Karla Stephens seconded. The vote was called. Those in favor: Joe Summers, Jennifer Virdell, Karla Stephens, Mel Hazlewood, Steve Newton and Richard Salinas. No: Jerrial Wafer. Motion adopted, 6-1.

**New Business:**

**1. Costs of labor pursuant to City-POA contract:** Joe Summers said that POA labor costs were now about 42% of total fees collected and that fees might have to be increased at some time because of the escalation in costs. Joe is still considering members who might serve on a committee to study the issue and make recommendations to the board for future actions.

**2. Coalition of Concerned Citizens proposals:** Joe Summers read the proposals and the board briefly discussed them. No action was taken.

**Citizen Comments:** None.

**Agenda for January 7, 2019 workshop:**

1. Appointment of committee to study and make findings and recommendations about the labor costs the POA pays to the City of Meadowlakes;

2. Update on initiatives to improve Board and POA member communications;
3. Update on drainage issues;
4. Update on repairing POA property damaged by flood; and,
5. Discussion of proposals of Coalition of Concerned Citizens.

**Adjournment:** Mel Hazlewood made a motion to adjourn. Karla Stephens seconded. The motion was unanimously adopted.

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Joe Summers, President

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Mel Hazlewood, Secretary