



Northlake Hills POA Annual Meeting  
Conducted via ZOOM Video Conferencing  
Jonestown, TX 78645  
November 7, 2020

**Meeting Agenda:**

1. Call to Order (Rod Schaffner, POA President)

Rod Schaffner called the meeting to order at 10:00am  
25 homeowners were in attendance via ZOOM Video Conferencing.

2. Confirmation of quorum (Melody Gayeski, POA Secretary)

Secretary, Melody Gayeski confirmed the receipt of 46 email proxies. This exceeds the minimum requirement of 40 to establish a quorum.

3. Introduction of members present at meeting (Rod Schaffner)

All POA members in attendance introduced themselves

4. Report on maintenance and improvement activities (Rod Schaffner)

**Northlake Hills 2020 Activity Report – see attached**

- a. Repainted the entire gate, fence, and lighting fixtures at Northlake Hills Drive (gate 2)
- b. Repainted the entire gate, fence, and lighting fixtures at Crystal Cove (gate 1)
- c. Performed double seal coat and crack seal of the entire length of Northlake Hills Dr
- d. Performed double seal coat the entire length of Crystal Cove
- e. Fortified the column at the Gate 1 entry gate with reinforced concrete and repaired both gate
- f. Upgraded the exit gate at Gate 1 with heavy duty King Kong brand hinges
- g. Currently working at Gate 2 to implement a new landscaping project to include new plantings and repair/resizing of sprinkler system

**Helpful Reminders:**

- To help prevent accidents with the gates, please make sure you proceed through the gates promptly; especially if you are pulling a trailer. Be sure to stay in your lane so the magnetic sensors in each lane can pick up the vehicle. It's always safest to not tailgate behind another car and enter as a single vehicle.

Helpful Reminders (continued):

- With the increased use of online shopping, the USPS parcel locker boxes fill up quickly. Please check your mail and empty the parcel locker promptly so others don't have to go to the post office for package pick up. You can sign up with USPS Informed Delivery by opening a USPS account online. USPS Informed Delivery will let you know via email when a package is to be delivered that day.

5. Election Results - Melody Gayeski. POA Secretary

There was no election this year as all of the current POA Board/ACC members agreed to continue in their volunteer roles for another year.

The POA would like to thank all of our volunteers who serve on the ACC and Board.

6. Treasurer's Report (Maria Clendennen, POA Treasurer)

1. Financial reports – see attached
2. 2021 Approved Budget – see attached

Maria reviewed the balance sheet for the POA. We collected annual dues in January 2020 for all lots (no delinquencies for this year). All bills have been paid. Some of our POA money has been invested in CDs to earn some interest for the POA. A review of the profit and loss statement was also completed.

Expenses for 2020 were primarily those expected in order to maintain the gate and other common areas. Nothing unexpected occurred of significance. Maria also reviewed the 2021 proposed budget.

***The new annual assessments for 2021 are as follows (all decreased from 2020 rates):***

**Homes behind GATE 1 (Crystal Cove): \$292;**

**Homes behind GATE 2 (Northlake Hills Drive): \$310;**

**Homes on Harbor Drive: \$310;**

**Homes on Reeds Park Drive: \$122.**

***NOTE: Please look for your invoice from our POA treasurer via email and/or USPS in late December or early January. Please pay your invoice by the due date as there is a 20% late charge if you don't pay on time.***

7. ACC Report (Anne Morley, ACC Member) – see attached

Applications are required if you are making **any changes** to the natural/current state of your property or home (buildings and landscaping). There are no application charges for changes and you can use the 'short form' which is available on the website.

New home builds do require the longer application form and a fee (which goes to offset some of the architectural review charges the POA pays to have the application reviewed professionally).

- The ACC will not be accepting applications over Thanksgiving and Christmas holidays this year. The committee strongly suggests a pre-construction meeting (via ZOOM due to the pandemic).

8. Open discussion – POA member input

Questions from the members:

- Can we have solar panels on our homes?  
Answer: Yes, please refer to the CC&R's for details on requirements

9. Adjournment : The meeting was adjourned at 10:45am

ATTACHMENTS:

1 PDF File including agenda, project updates, financials and ACC details