



Northlake Hills POA Annual Meeting  
City of Jonestown City Council Chambers  
Jonestown, TX 78645  
November 12, 2022

**Meeting Agenda:**

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

Rod Schaffner called the meeting to order at 10:07am  
27 homeowners were in attendance and introduced themselves

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

Secretary, Melody Gayeski confirmed the receipt of 40 email proxies. This meets 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)

***Activities and accomplishments this year!***

- ✓ Repaired damaged fencing and gates at Northlake Hills Drive (Gate 2). Costs were reimbursed by the responsible contractor's insurance policy.
- ✓ Repaired damaged gate at Crystal Cove (Gate 1). Costs were reimbursed by the responsible contractor's insurance policy.
- ✓ Installed cellular based gate hardware and software at both gate control boxes and terminated the costly land line contract.
- ✓ Terminated our storage unit lease now that our files are all electronic. Most of the ACC related docs were returned to the original applicants. The Christmas decorations for the two gates found homes with volunteers so there is no current need for a storage unit.
- ✓ Performed minor construction related asphalt street repairs. As everyone can see, we have a lot of new homes builds going on and we can plan to act quickly whenever maintenance is needed. Overall, our 3 streets are in good shape and their condition is in line with our budgeted maintenance accruals.

***Some additional comments and/or requests for the POA members:***

- For owners who plan to use contractors on new projects, please request a temporary gate code instead of giving out the resident code.

- We now have extra cluster mailboxes at both gates but please make sure you check your mail regularly, especially during the holiday season when USPS handles a spike in parcel shipments. This helps keep residents from having to travel to the Lago Vista post office for pickups.

In general, the POA has very few issues not easily resolved. It is well run, financially stable, and our assessments are a small fraction of what similar development's issue. This is primarily due to the diligent efforts of the entire 'all volunteer member' management team. Developments run by 3<sup>rd</sup> party management teams aren't nearly as cost effective and fun to live in.....

***Recognition to POA members serving the community:***

- ✓ Paul Johnson - City of Jonestown Mayor
- ✓ Melody Gayeski - City of Jonestown Chair, Planning and Zoning Commission
- ✓ Rod Schaffner - City of Jonestown Alderman Place 5
- ✓ Dave Nelsen - City of Jonestown Alderman Place 4
- ✓ Jim Etherton - City of Jonestown Member of Board of Adjustments
- ✓ Patti Johnson - City of Jonestown Dark Skies Committee
- ✓ David Morley - City of Jonestown Dark Skies Committee
- ✓ Anne Morley - City of Jonestown Dark Skies Committee
- ✓ Laura Spiers - Lago Vista Education Foundation

5. Election Results - Melody Gayeski. POA Secretary

There was no election this year as all of the current POA Board/ACC member openings were filled when the incumbents agreed to continue in their volunteer roles for another year and/or volunteered to fill an open position.

- ✓ Dave Nelsen is reelected as Director
- ✓ Patti Johnson is reelected as ACC member

***The POA would like to thank all of our volunteers who serve on the ACC, as officers and/or on the Board.***

6. Treasurer and Assistant Treasurer Appointments – Dave Nelsen, Director

Dave Nelsen shared that a call went out to the neighborhood owners to see if anyone was interested in being our POA Treasurer as Maria Clendennen was going to retire after 5 years of service. There were four members who expressed an interest. Ultimately, after interviews and a due diligence process, Shelly McDaniel was appointed as Treasurer and Mindy Martin will be the newly assigned Assistance Treasurer. The change in Treasurer will take effect on November 12<sup>th</sup> (after the POA annual meeting).

Relative to the POA's bank accounts, Shelly McDaniel and Mindy Martin will be added to the POA's bank accounts and Maria Clendennen and Terri Smith will be removed from the POA's bank accounts.

***THANK YOU to Maria Clendennen for five years of stellar service! Much appreciation to Shelly McDaniel and Mindy Martin as our new Treasury Team!!***

7. Treasurer's Report (Maria Clendennen, POA Treasurer / Dave Nelsen reporting)

- ✓ Financial reports – see attached
- ✓ 2023 Approved Budget – see attached

Dave reviewed the balance sheet for the POA. We collected annual dues in January 2022 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 2023 were primarily those expected in order to maintain the gate and other common areas. The most significant expense is for the common area Maintenance with North by Northwest. Terri Smith led a renegotiation with North by Northwest a year ago and we will rebid the services again when the current contract expires. Dave also reviewed the 2023 proposed budget and reviewed the 2023 (per lot) POA assessments (see attached).

***The new annual POA assessments for 2023 are as follows:***

**Homes behind GATE 1 (Crystal Cove): \$335;**

**Homes behind GATE 2 (Northlake Hills Drive): \$333;**

**Homes on Harbor Drive: \$335;**

**Homes on Reeds Park Drive: \$210.**

***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 for additional details

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 or major renovations 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).

Ann reviewed a summary of the activities and reviews conducted by the ACC in the last year. There was a detailed discussion about the newly updated City of Jonestown Lighting Ordinance. For clarity, if significant lighting updates/changes are being made the ACC would like to be involved. The City of Jonestown does not require pre-approval unless permits are required as part of the updates, however, it is expected that residents will comply with the current ordinance. There is a 10-year grandfather clause for any pre-existing lighting (as of the ordinance signing in 2020) until replacements are made, then compliance is required. We've attached a copy of the City Ordinance that refers to lighting for your reference.

- **ACC IMPORTANT NOTE:** *The ACC will not be accepting applications over Thanksgiving (Nov 18-27) and Christmas (Dec 16 – Jan 2) holidays this year. The committee strongly suggests a pre-construction meeting which you can request by sending the committee an email at: [acc.nlhpoa@gmail.com](mailto:acc.nlhpoa@gmail.com).*

8. Open discussion – POA member input

Questions from the members:

**Question:** With regards to damage to our roads/ribbon curbing, who do we call to report it and get it fixed? Two spots in particular were raised – the ‘sink hole’ near the Reimert property and the ribbon curbing damage at the entrance of Northlake Hills Circle Drive.

**Answer:** Please send any concerns to the POA email at: [secretary.nlhpoa@gmail.com](mailto:secretary.nlhpoa@gmail.com) and our secretary will get it to the appropriate director for action. Dave Nelsen agreed to follow up on the needed repairs for the ‘sink hole’ and the damaged ribbon curbing.

**Question:** With regards to the small common area on Northlake Hills Circle, what is the process for getting it cleaned up and enhanced?

**Answer:** The board (Terri Smith) will direct the maintenance company to clean up the area. After that, the residents behind Gate 2 can determine if additional enhancements are needed or desired.

**Question:** Are we getting reimbursed for damage to our gates by various parties?

**Answer:** We have successfully obtained reimbursement for some of the gate repairs. We have looked at camera systems in the past but the quality of the images at a reasonable price hasn’t yet been found.

**Question:** Concerns about the Lake Travis Lake levels were expressed.

**Answer:** KVUE has an article that was submitted by LCRA that speaks to a new Arbuckle Reservoir that should be completed by 2024. The article is available on the KVUE website.

9. Adjournment : The meeting was adjourned at 11:10:am

ATTACHMENTS:

- ✓ Multiple PDF files including agenda, financial reports, POA Treasurer, City of Jonestown Lighting Ordinance and further ACC details