



**Northlake Hills POA Annual Meeting  
City of Jonestown City Council Chambers  
Jonestown, TX 78645  
November 8, 2025**

**Meeting Agenda:**

**1. Call to Order (Bob Bartmess, Board Member and POA President)**

The meeting was called to order at 10:02 am with 17 homeowners representing 12 properties in attendance.

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

The POA Secretary confirmed the receipt of 43 member proxies. This meets the minimum requirement of 40 to establish a quorum. Thank you to all of the members who took the time to submit your proxies.

**3. Introduction of members present at meeting (Bob Bartmess)**

All POA members in attendance introduced themselves

Recognition to POA members serving the community:

- Paul Johnson - City of Jonestown Mayor
- Phil Thompson – City of Jonestown Building Inspector
- Melody Gayeski - City of Jonestown Chair, Planning and Zoning Commission
- Felipe Tutud - City of Jonestown, Commissioner, Planning and Zoning Commission
- 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

Recognition to volunteer members serving as part of the POA Management team:

- Bob Bartmess – President
- Phil Thompson – Vice President
- Sandra Schaffner – ACC Member
- Benjamin Stockard – ACC Member
- Wayne Clendennen – ACC Member
- Stephen McDaniel – Board of Directors
- Dave Nelsen – Board of Directors
- Jim Etherton – Board of Directors
- Melody Gayeski - Secretary
- Jennifer Gardner – Treasurer
- Michael Lawrence – Assistant Treasurer
- Pavel Karoukin – Website Administrator

#### 4. President's Annual Report on maintenance and improvement activities (Bob Bartmess)

- ✓ Update on road repairs and maintenance planned for the next year.
- ✓ Update on April 2025 LCRA inspection which resulted in 14 specific action items which are being bid out to various vendors for cost estimates.
  - Initial bid was about \$126K, decision made to bid by specific action item vs holistic approach
  - Action item bids resulted in significant reductions (after several attempts).
  - Current bids are about \$35-\$40K.
  - No special assessment required, but increased annual dues needed to replenish accruals.
  - Updates to LCRA inspector is allowing for extended time to complete the work in 2026.
- ✓ All 5 street signs were replaced on all of our various intersections.
- ✓ Repaired the sprinkler system on Gate 2.
- ✓ Crack sealed Harbor Drive and Crystal Cove
- ✓ City of Jonestown came out to re-repair the Northlake Circle site where a previous Jonestown Water main leak had been repaired. (no cost to the POA)
- ✓ Planned work on the storm drain systems on Northlake Hills Drive, Crystal Cove & Harbor Drive per LCRA compliance directives will happen over the next few months.
- ✓ Plan to crack seal Northlake Hills Drive in 2026 and seal coat it when the construction wanes
- ✓ Seal coat of Crystal Cove and Harbor Drive early summer
- ✓ Looking to update the Architectural Control related policy to make it easier to use and monitor.
- ✓ City of Jonestown plans to make some resurface repairs on Reed Park Road in the next year.
- ✓ City of Jonestown plans to have it's website renovated to improve citizen communications

#### ***Some additional general updates and/or requests for the POA members:***

- ✓ Reminder: The City of Jonestown Dark Skies (Lighting) Ordinance was implemented in 2021. There is a 10 year grandfather period (thru 2031) to allow home owners and businesses to upgrade their external lights into compliance. Please refer to the Dark Sky Texas website for information and light fixture examples:
  - <https://darkskytexas.org/>
- ✓ For owners who plan to use contractors on new projects, please request a temporary gate code instead of giving out the resident code. Just send in a request via email to the POA secretary for action.
- ✓ POA Member Concerns and/or Complaints: If you have a complaint about a violation of our POA restrictions (CC&Rs), there is a complaint form located on our POA website at: <https://www.northlakehills.com/> (refer to the 'POA Official Docs' page). You can fill out this form and per updated form instructions email it to our POA President email at: [president.nlhpoa@gmail.com](mailto:president.nlhpoa@gmail.com) for review and action as appropriate.
- ✓ 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/or fun to live in.....

#### 5. Officer, Director, and ACC Member Term Renewals

The election was called off this year as there were no races for the expiring ACC Member and Board of Director positions.

Current Director Stephen McDaniel is elected to another 2 year term as Director beginning January 1, 2026

Current Director Jim Etherton is elected to another 2 year term as Director beginning January 1, 2026.

Current ACC Member Sandra Schaffner is elected to another 2 year term as ACC Member beginning January 1, 2026.

Current ACC Member Wayne Clendennen will complete his term ending December 31, 2025 but did not seek re-election. Felipe Tudtud was the lone applicant for this open position and he will begin his 2 year term as ACC Member beginning January 1, 2026.

***We wish to thank Wayne for his many years of exemplary service to the POA!!!***

Reminder: Because we are self-managed, our assessments are very low compared to similar POA/HOA developments. Occasionally there is a need to fill an open board, committee, or officer position and a call for volunteers will go out to the membership. Members who serve benefit from getting to know their neighbors and the opportunity to see how the POA really works. When members serve, it keeps us from having to outsource management of our affairs to a firm with no long term interest in our community. Most positions require only a few hours a month.

#### 6. Treasurer's Report (Jenni Gardner, POA Treasurer)

Jenni reviewed the balance sheet, income statement, and the draft 2026 budget for the POA. These documents are supplied as attachments to these minutes which will be posted to the POA website northlakehills.com

Income Statement: We collected nearly \$54K in income and almost \$44K in expenses through the period Jan 1 – Sep 30 of this year. All annual assessments were collected with one late fee delinquency this year. Annual Assessments account for the most of our yearly income (\$48K) with other income sourced from ACC related fees and interest from our CDs.

Expenses for 2025 were primarily for the maintenance and operation of the roads, gates, and common areas. Inflation negatively impacted everyone including us. Cost for grounds maintenance of our common areas, D&O and liability insurance, and utilities were up year over year due to inflationary pressures. As shared previously, the LCRA inspection and required remediation efforts will result in our Annual Assessments being increased for the next few years.

Balance Sheet: Accounts receivables: All members are in good standing with the exception of one unpaid late fee. Accounts payable are zero as we pay all vendors promptly when services are rendered. We maximize interest income by maintaining a safe managed checking/money market balance for near term expenses while the rest of our assets are invested in laddered CD's. These CDs contain the accruals for road, gate, and water quality maintenance over the medium to long term.

MOTION TO APPROVE THE 2026 BUDGET: Director Stephen McDaniel moved to have the board approve the proposed 2026 POA Budget. The motion was seconded by Director Dave Nelsen and the board voted to approve the budget unanimously.

2026 Budget: ***IMPORTANT: The POA Annual Assessments for 2026 are as follows:***

**Properties behind GATE 1 (Crystal Cove): \$480.**

**Properties behind GATE 2 (Northlake Hills Drive): \$595.**

**Properties on Harbor Drive: \$391.**

**Properties on Reeds Park Drive: \$266.**

2026 Annual Assessments are up this year to account for higher operating costs due to inflation and higher accrual adjustments for road, gate, and water quality maintenance.

Because we are self-managed, we are still able to keep assessments below \$600. Also keep in mind we have managed our accruals in a way that we have not had a Special Assessment for unplanned expenses in our 28 year history. This is impressive considering our average property values in this ~300 ac shoreline development.

***NOTE: Please ensure your current email address and postal mailing address are on file with the POA Secretary. This is how Annual Assessment invoices are sent to POA members. 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.***

5. ACC Report (Sandra Schaffner)

The following is a summary of work done by the (all volunteer) NLHPOA-ACC. This summation does not include all applications that have been submitted or approved in 2025.

ACC Members in 2025: Wayne Clendennen, Ben Stockard and Sandra Schaffner.

2024-2025

- ✓ New Home Applications - 3
- ✓ Fences - 2
- ✓ Landscape Work – 2
- ✓ Docks – 1
- ✓ Generators – 2
- ✓ Front Porch Modification – 1
- ✓ Driveway Modification – 2
- ✓ Stair Extensions to the Lake – 2
- ✓ Cart Paths to the Lake - 2

***Some KEY MESSAGES for all POA members regarding your lot/home improvements:***

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).

- ***ACC IMPORTANT NOTE: The ACC will not be accepting applications over Thanksgiving (Nov 17-27) and Christmas (Dec 22 – Jan 3) 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).***

6. Open discussion – POA member input

- Phil Thompson and Paul Johnson shared an update from the City of Jonestown which is planning to open a "Green Center" for citizens to bring their tree trimmings/branches for chipping and conversion into mulch. Citizens will be able to drop their yard debris and pick up mulch for free once the center is open.
- There was a general discussion about security (be good neighbors and stay alert) and the possibility of getting a gate camera on the Northlake Hills entrance (gate 2) was proposed.
- The board asked that POA members coordinate any bid requests for services or repair/maintenance requests (which are expected to be funded by the POA) through Phil Thompson and/or Bob Bartmess.

7. Adjournment : The meeting was adjourned at 11:07 am

ATTACHMENTS:

- ✓ Multiple PDF files including agenda, financial reports, POA President's Annual Report, etc
- ✓ All documents will be posted to the POA website at [northlakehills.com](http://northlakehills.com)