



Northlake Hills POA Annual Meeting  
City of Jonestown City Council Chambers  
Jonestown, TX 78645  
November 11, 2023

**Meeting Agenda:**

1. Call to Order (Stephen McDaniel, Board Member and POA President)

The meeting was called to order at 10:05 am with 17 homeowners representing 14 families in attendance.

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

Secretary, Melody Gayeski confirmed the receipt of 45 email proxies. This meets the minimum requirement of 39 to establish a quorum.

3. Introduction of members present at meeting (Stephen McDaniel)

All POA members in attendance introduced themselves

4. President's Annual Report on maintenance and improvement activities (Stephen McDaniel)

**A special acknowledgement of service to the POA by Rod Schaffner and Anne Morley**

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

- ✓ Paul Johnson - City of Jonestown Mayor
- ✓ Melody Gayeski - City of Jonestown Chair, 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

***A narrative of Stephen's report is attached to these minutes. Highlights included...***

- Update on road repairs and maintenance planned for the future
- Gate updates related to damage, repairs and the possibility of a new camera system
- Acknowledgement of the many neighbors who assisted in tree damage removal after a winter freeze
- Planned work on the storm drain system on Northlake Hills Drive per LCRA compliance directives

***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. Just send in a request via email to the POA secretary for action.
- 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 Appointments – Dave Nelsen. POA Director

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 with the exception of Anne Morley who decided not to run and subsequently resigned. Her position was filled by Sandra Schaffner.

- ✓ Stephen McDaniel was appointed as POA Board member and POA President
- ✓ Jim Etherton is re-confirmed as Director
- ✓ Wayne Clendennen is re-confirmed 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's Report (Mindy Martin, POA Assistant Treasurer)

- ✓ Financial reports – see attached
- ✓ 2024 Approved Budget – see attached

Mindy reviewed the balance sheet for the POA. We collected annual dues in January 2023 for all lots (no delinquencies for this year). All bills have been paid. 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 2 years ago and we will rebid the services again when the current contract expires. Mindy also reviewed the 2024 proposed budget and reviewed the 2024 (per lot) POA assessments (see attached).

**IMPORTANT: The new annual POA assessments for 2024 are as follows:**

**Homes behind GATE 1 (Crystal Cove): \$369;**

**Homes behind GATE 2 (Northlake Hills Drive): \$370;**

**Homes on Harbor Drive: \$360;**

**Homes on Reeds Park Drive: \$235.**

**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.**

5. ACC Report (Stephen McDaniel on behalf of the ACC)

The following is a summary of work done by the (all volunteer) NLHPOA-ACC. This summation does not include all applications that has been summited or approved in 2023.

2022-2023

- 4 New Home applications,
- 4 Homes currently under construction
- 1 Homes completed and landscaped.
- 2 Fences
- 3 Landscaping
- 2 Generators

2	Fountains
1	Docks
2	Tree Trimming
4	Pools
2	Solar Panel
3	Lighting
1	Pool House
2	Remodels
6	Pre-Construction Meetings

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).**

**Guest Speakers: Mark Grossman and Meshell Counterman presented some insights into the Jonestown Night Sky Advocacy Committee. (Handouts are attached).**

The City of Jonestown is in the process of applying for a Dark Skies Certification. There are 38 cities certified around the world of which 7 cities are in Texas.

There was a detailed discussion about the recently updated City of Jonestown Lighting Ordinance. For clarity, if significant lighting updates/changes are being made the Northlake Hills POA ACC would like to be involved. The City of Jonestown does not require pre-approval unless city permits are required as part of the updates, however, it is expected that residents will comply with the current ordinance whenever any routine updates are made to your outside lighting.

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 Jonestown City Ordinance that refers to lighting for your reference.

## 6. Open discussion – POA member input

Questions from the members:

**Question:** Does the ACC have enough members given the workload? Does the POA really need to look at things that the city has to inspect and/or permit anyway?

**Answer:** Perhaps we should look at ways for POA members to participate when workloads are too high for the existing committee members. Anyone who wants to assist the ACC should contact the POA secretary so additional volunteers can be engaged as needed.

**Question:** Can 'what' the ACC needs to review be looked at to allow members more empowerment without the need to have things pre-reviewed (e.g. simple landscaping, etc.).

**Answer:** The ACC will review the current ACC Guidelines document in order to streamline processes and look for ways for property owners to implement minor improvements such as simple landscaping without the need for an ACC permit.

**Question:** What does the North by Northwest contract say about how far into a lot they clear?

**Answer:** Language says that they clear where their equipment can safely go – within the public access set back/utility area.

**Question:** Can we (POA) speak to the city about ways to clear our streets when there is a freeze?

**Answer:** A discussion ensued about what ice clearing capabilities might be available, however, the POA would be responsible for our private streets and the City doesn't have anything other than 'sand'. TxDot is responsible for roads like FM 1431.

**Question:** Could the POA consider putting in a sports/pickle ball court on the Northlake Hills circle common area?

**Answer:** There was discussion about how to fund this through assessments. If the POA members want this, a special project team would need to be convened. Construction costs, liability insurance, maintenance, etc. would need to be identified as a total budget. It would then have to go to a vote of the POA members to gain approval for the special assessment (financial).

**Question:** Gate codes don't seem to change very often – we'd like to see the codes change (perhaps annually)?

**Answer:** The board will contact the Gate 2 coordinators to see if we can update the codes more often.

**Question:** What is the process for making updates and/or changes to the POA CC&Rs? Especially addressing the current apartments over garages and/or casitas for long term lease/rent as short term rentals are prohibited by the City of Jonestown and the POA.

**Answer:**

- 1) Short term rentals (less than 30 days) in most of the city, including Northlake Hills, are prohibited by the City of Jonestown Code of Ordinances.
- 2) All sections of Northlake Hills are zoned R1 Single Family Residential District by the City of Jonestown. A detached casita or garage apartment is classified as an Accessory Dwelling Unit. Per the City of Jonestown Code of Ordinances (Sec 14.02.03), Accessory Dwelling Units in R1 zoning cannot be rented separately from the entire property.
- 3) Any amendments to the CC&Rs would have to be approved by 80% of the POA through a written vote via a special meeting. Even if the POA changed the CCR's, the POA does not have the power to override the City's authority in these matters.

7. Adjournment : The meeting was adjourned at 11:45am

#### ATTACHMENTS:

- ✓ Multiple PDF files including agenda, financial reports, POA President's Annual Report, Dark Skies materials.