



Northlake Hills POA Annual Meeting  
City of Jonestown City Council Chambers  
Jonestown, TX 78645  
November 9, 2024

**Meeting Agenda:**

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

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

2. Confirmation of quorum (Dave Nelsen, POA Board member)

Dave Nelsen confirmed the receipt of 44 member 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)

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

- Paul Johnson - City of Jonestown Mayor
- Melody Gayeski - City of Jonestown Chair, Planning and Zoning Commission
- Felipe Tudtud - 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
- Terri Smith – 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
- Mindy Martin – Asst Treasurer
- Shelly McDaniel - Treasurer
- Pavel Karoukin – Website Administrator

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

- ✓ Update on road repairs and maintenance planned for the future
- ✓ 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:***

- ✓ 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 email it to our POA email at: [secretarynlhpoa@gmail.com](mailto:secretarynlhpoa@gmail.com) so it can be given to our president for review and action.
- ✓ 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 Member Positions

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

ACC Member Benjamin Stockard is currently serving the unexpired portion of Patti Johnson's term which ends December 31, 2024. Benjamin will serve another 2 year term which begins January 1, 2025.

The Board of Director position currently held by Dave Nelsen expires on December 31, 2024 and Dave will begin another 2 year term beginning January 1, 2025.

Bob Bartmess was appointed as the POA's President in a Board meeting held on November 5, 2024. Bob replaces Stephen McDaniel as President. Stephen was doing double duty as Board Member and President and he remains as a member of the Board of Directors.

The POA is actively looking for a volunteer to fill the Vice President position held by Terri Smith. Terri and her husband Steven are planning to move outside of Northlake Hills. We thank Terri for her 20+ years of valued service to the POA and we will miss them as part of our neighborhood family.

The POA is actively looking for a volunteer to fill the Treasurer position held by Shelly McDaniel. Shelly will be stepping down to focus on her health and we all wish her Godspeed. Also our Assistant Treasurer, Mindy Martin, indicated she wishes to step down at the same time so she can pursue other volunteer work in the local area. Together Shelly and Mindy have done a great job with the treasury function for which we are very grateful.

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 (Dave Nelsen, POA Board Member)

Dave reviewed the balance sheet, income statement, and the approved 2025 budget for the POA. These documents are supplied as attachments to these minutes which will be posted to the POA website [northlakehills.com](http://northlakehills.com)

Income Statement: We collected \$44K in income and \$37K in expenses through the period Jan 1 – Sep 30 of this year. All annual assessments were collected with no delinquencies this year. Annual Assessments account for the most of our yearly income (\$40K) with other income sourced from ACC related fees and interest from our CDs.

Expenses for 2024 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 approximately 8% year over year due to inflationary pressures.

Balance Sheet: Accounts receivables are zero and all members are in good standing. 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.

2025 Budget: ***IMPORTANT: The new annual POA Annual Assessments for 2025 are as follows:***

**Properties behind GATE 1 (Crystal Cove): \$442**

**Properties behind GATE 2 (Northlake Hills Drive): \$473**

**Properties on Harbor Drive: \$349**

**Properties on Reeds Park Drive: \$255**

2025 Annual Assessments are up slightly this year to account for higher operating costs due to inflation and slightly higher accrual adjustments for road, gate, and water quality maintenance.

Significant work planned for 2025: We plan to clean the hillside concrete swales on Northlake Hills Dr. This includes cleaning out the Stormceptor systems as required by LCRA. Other water quality maintenance will be conducted in the retention ponds along Harbor Dr and Crystal Cove.

We began the process of collecting bids for road crack seal and seal coat from local providers. We plan to crack seal Harbor Drive, Crystal Cove, and Northlake Hills Drive this year. However, we plan to delay seal coat on these roads until new home construction slows down.

Relative to our most significant annual expense, common area grounds maintenance, our VP Terri Smith, led a competitive bid process won by North by Northwest 3 years ago and we plan to rebid these services again this year.

Because we are self managed, we are still able to keep assessments below \$500. 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 27 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 2024.

2023-2024

- ✓ New Home Applications - 3
- ✓ Homes Under Construction - 4
- ✓ Homes Completed and Landscaped - 1
- ✓ Fences - 2
- ✓ Landscape Work – 4
- ✓ Pools – 2
- ✓ Generators – 1
- ✓ Outdoor Lighting – 2

- ✓ Exterior Painting – 2
- ✓ New Roof – 1
- ✓ Pre-Construction Meetings - 4

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

Questions from the members:

**Question:** John Self asked for an update to the 'Panoramic Hills' development across 1431 from E. Reed Parks Road.

**Answer:** Dave Nelsen explained that this project is still trying to work out ingress/egress with Lago Vista on the 'west' end of the development.

**Question:** John Self asked a general question about property tax increases.

**Answer:** There was a general discussion on protest strategies and which companies others use for protests.

#### 7. Adjournment : The meeting was adjourned at 11:15 am

ATTACHMENTS:

- ✓ Multiple PDF files including agenda, financial reports, POA President's Annual Report, etc