

TRAILS END HOMEOWNER'S ASSOCIATION QUARTERLY MEETING MINUTES

March 12, 2023

6:34 – 8:09 P.M. @ TEHOA Park Pavilion #1

1. Call to Order – 6:34p
2. Pledge of Allegiance – Van noted that flag needs to be replaced, and Don mentioned that the Texas flag also needs to be put up. Lift needed.
3. Roll Call of Officers:
 - a. Don Swayne – President
PRESENT
 - b. Cori Cline – Vice President
PRESENT
 - c. Donna Durham – Treasurer
PRESENT
 - d. Vicki McAninch – Secretary
PRESENT
 - e. Lori Gibbens – Sergeant at Arms
PRESENT
4. House keeping issues
 - a. Reminder – Please observe Robert's Rules of Order
 - b. Request to speak sign up sheet – 3 mins allowed (on order to ensure those that have topics to discuss are permitted sufficient time)
5. Approval of December 12th, 2023 Quarterly Meeting Minutes
Motion to approve – Kathy Jackson
Seconded – Van Keene
Approved by majority - w/ clarifications on Darleen's Landing about \$5k budget and bid received being \$15k will be added to the park improvement survey to be distributed by TEHOA VP (Cori). Additional budget has not been provided and will be discussed at a later time.
6. President's Report:
 - a. Thalle Construction Status – New management in place, and will be providing TEHOA President (Don) regular construction update reports (monthly). The 36" pipeline repair conducted last year continues to fail. Thalle is now under contract to remediate pipeline with temporary parallel 36" pipeline until said time that the major project is completed. All three lines (original 36", temp 36" and 24" lines) will then be replaced by a single pipeline. Completion of major construction scope is anticipated to be completed by memorial day. Work being conducted up the hill on Trails End Rd. is part of the valve and major project scope. Fiber optic is also being installed for valve control.
 - Nicole notes that the trench near water meter past E. Darleen is not properly protected. Don to address with Thalle project management
 - New BCRUA scope despite not being in the original scope does not provide recourse to TEHOA for further compensation
 - Need some type of traffic control for traffic exiting the park to the construction traffic. Stop sign on construction drive or visibility mirror suggested.
 - Need to enforce park rules about boat trucks and trailers blocking the boat ramp.
 - Don to email (Nicole requested) executed copy of contract TEHOA agreed to for the construction use of the park property by Thalle.
 - b. Park Improvements update – Darleen's landing pipe hazard removal
 - Large rock hazard surrounding boat ramp required by LCRA for rip-rap. Thalle will looking into the specific LCRA requirement, and continue to work with TEHOA BoD regarding a solution to mitigate the hazard posed (foot traffic and watercraft during higher lake water levels). Don received a quote from steps contract from previous steps install for 4 ft wide steps to be installed going down 1st tier and 2nd tier. The steps proposal will be included in the park improvement survey to be release prior to the June 2024 meeting (by April 1st, 2024). Approximately \$6k budget for the installation of steps. Suggestion to put crushed aggregate or breaking up the large boulders.

7. Vice President's Report

- a. Change of address from PO Box to mailbox (9803 Trails End Rd. Leander, TX 78641)
- b. Park improvement survey – target distribution of park improvement survey is April 1st, 2024
- c. Thalle payment update – issue w/ late December payment from Thalle due to the change in management. Assurances have been made by Thalle that future payments will be timely.
- d. Knox Box – Bill cannot find the Knox box, as a backup, Cori has contacted ESD to get another one. Gate contractor will install Knox box.
- e. Darleen's landing TCAD and survey – gully property owned by T.L. Smith family. TCAD correction has been completed. Re-survey of all qty (3) three lots. Joe Moore was knowledgeable regarding the gully property. Including the gully property in the surveyed lots would facilitate conveyance of that gully property that has been given to the TEHOA. Re-survey is needed to resolve ongoing disputes regarding the TEHOA properties at Darleen's landing. Motion to approve survey is cost <\$2k (Nicole Miller). Motion seconded by Sebastian. Approved by majority vote.

8. Treasurer's Report

- a. Approval of Treasurer's Report – see Treasurer's Report.
 - Changes made to the distributed copies date year corrected to 2024 from 2023, inclusion of a missing column (2/29/2024 YTD Total). Final and corrected Treasurer's report will be re-distributed w/ BoD approved 3/12/2024 meeting minutes.
 - Motion to approve Treasurer's report, Van Keene. Seconded by Travis Holliman. Approved by majority vote.

9. Sergeant of Arms Report:

- a. Gate system: PAL Cellular, PAL Bluetooth, phone # - PAL system is working great
 - Gate lock cutting incident, yes the BoD is aware and knows who did it. Written warning for the violation will be issued.
 - Security concerns regarding the circumvention of PAL system for gate access. Sebastian has volunteered to investigate weaknesses and report any significant results
 - Topic of cameras came up, and BoD will work to make them more user friendly
 - No further park incidents to report
 - Both systems will be kept up for redundancy
 - Membership parents have been requesting for children to be added to PAL. Discussed not permitting minors under 14 years of age to be added, as they need to be accompanied by parent/adult.

10. Secretary's Report

- a. Approval of minutes - see above approval
- b. June meeting date listed in the email was erroneous, as it was listed on a Tuesday. Typically, June (Annual) meeting will be held on a Saturday to facilitate the BBQ. June 8th annual meeting date approved by majority for meeting at noon and BBQ to following. End time on the annual meeting should target 2hrs versus the typical 1.5 hrs. Motion to approve not to exceed \$2k BBQ budget, seconded by Van Keene, approved by majority vote.
- c. Digitization of remaining documents at fire station – approximately 2 boxes of do not throw away. Some documentation can be shredded (approx. 10-15 boxes). Need quotes for scanning for electronic record (tableted). Kathy Jackson has volunteered to handle the record scanning.

11. Reports of Action Taken by the Board of Directors

- a. Change of address from PO box to mailbox.
- b. Don to use money from \$5k budget to remove the pipe clean up at Darleen's landing

12. Unfinished Business

- a. Volunteers for managing park improvement projects – Van has suggested resurrecting the park improvement committee, Van Keene will volunteer to supervise Electrical work, Sebastian and Juri Miyamoto have volunteered to work on the website. Tom was volunteered by Robin
 - Legislative board . . .
- b. Volunteers for managing TEHOA website

13. New Business

- a. The Nominating committee email address has been established. This year:
 - i. TEHOA President – Van has pointed out that Don has served three consecutive terms (one year he had resigned and did not serve full term).
 - ** BoD note, Following the review of previous meeting minutes (AKA, historical investigation). The term limit was approved at the Annual meeting of 2022. Don Swayne was Secretary 2018-20, Secretary 2020-21 (resigned). Subsequently voted President at Annual Meeting June 2022. Officers' are elected for 2 years of service (term), per TEHOA Bylaws.
 - ii. TEHOA Vice President
 - Secretary will send out email to membership regarding the nominating committee and how to submit candidacy entrants and nominees. Candidates need to be submitted prior to May 8th to the TEHOA President and VP to membership by BoD. Bylaws stipulate nominating committee must present candidates to the board 30 days prior to Annual Meeting (May 8th, 2024). Email absentee voting must be submitted 48 hrs prior to the annual meeting.
 - Nicole Miller has volunteered to be on the nominating committee
 - Kathy recommends that candidates submit a brief bio for provision to the membership. Great suggestion.
 - iii. Motion to establish legislative committee for 2024 Annual Meeting (Van Keene). Seconded by Nicole Miller. Approved qty (3). Against qty (6). Motion denied. Point of order, Nicole Miller raised the concern that the nominating committee is a standing committee, and Van read section ten (X) of the bylaws. Secretary pointed out for record that there are qty (9) nine members in attendance for the record. VP motion for re-vote, seconded by (? Don Swayne). Approve (7) and opposed (2), approved by majority vote.
 - Discussion regarding quorum (i.e. percentage of average attendance, expenditure limits w/o quorum, etc.)
 - Nicole Miller and Van Keene volunteered for the legislative committee.
 - **BoD note: Legislative committee is a **Special Committee**, per the TEHOA bylaws.
 - b. Members who signed up to speak – Nicole Miller and Van Keene.
 - c. Business from the floor – Memorial of Life being held March 23rd at the TEHOA park for Janice at the TEHOA park announcement (1-2p approx.). Bring a dish if you'd like and communicate to BoD to organize.
14. Adjournment (8:09p) – motion to adjourn (Nicole Miller), seconded by (Travis Holliman). Approved by majority vote.