

## **Meadowlakes POA Minutes**

### **February 8, 2022 Meeting**

#### **6pm at Totten Hall**

Meeting called to order at 6:01 PM by Steve Nash

Pledge of Allegiance led by Don Wheeler

Present: Dottie Stueckroth, Mike Shaw, Bill Raman, Steve Newton, Kathy Kasperek Nicholl, Steve Nash, Don Wheeler

Absent: None

Minutes: Mike Shaw moved for the approval of the Minutes for the January 11, 2022, and December 14, 2021 meetings. The motion was seconded by Dottie Stueckroth, and it passed unanimously.

Welcoming Committee: The Committee completed another 25 visits with new residents. The new residents included 11 children. The Committee received the names of additional new residents from the City of Meadowlakes, and have approximately 40 more visits to complete.

Member Comments: None

#### Board Reports:

Streets and Parks: Mike Shaw – Work on the Turkey Run drainage project has been substantially completed. Removal of asphalt on Meadowlakes near Columbine that has been sliding has begun. Mike Shaw submitted an application for grant funds from the LCRA for the retaining wall at Lakeside Park. Based upon the suggestion of the LCRA representative, the request was for less than the maximum amount. It was represented that requesting a lesser amount increased the likelihood of receiving a grant. Work on the retaining wall project at Lakeside Park is therefore delayed pending consideration of that application.

A check was submitted on behalf of Jim Woods for a Memorial tree - - making his tree officially the first tree of the Memorial Program. Four others have expressed interest in participating in the program.

Suggestions have been made that there be no charge for resident use of the swimming pool. Given the administrative costs and the amount that has been budgeted, such an approach does not appear to be feasible this year. It will be considered again in the future, but may be feasible only with increased dues.

Treasurer: Dottie Stueckroth – Comments on the financial reports (attached) were provided.

RV Storage: – Steve Newton – Steve Newton met with Johnnie Thompson concerning use of land around the water treatment plant for temporary storage of RVs while the construction of the covers

is ongoing. The construction is scheduled to begin on February 21. Steve Newton has talked with all having use agreements for spaces affected by the construction, and all are cooperating with the plans for temporary storage and construction. A question was raised about adding electricity to the affected spaces, but the additional cost was not included in this year's budget,

Gate Security: Don Wheeler – Nothing new to report.

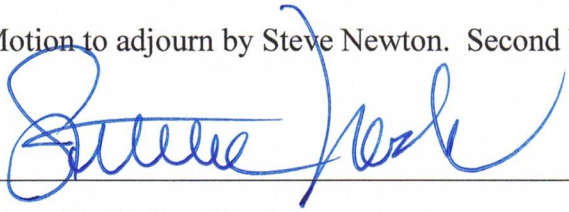
Events and Celebrations: Kathy Kasperek Nicholl – A meeting is scheduled for February 9 to discuss the events for the year and implement plans relating to the same. It was discussed that the traditional POA events are the Memorial Day Picnic at Lakeside Park, the Fourth of July Parade culminating at Lakeside Park, and the Christmas Yard Decoration event. An Easter Egg Hunt has also been sponsored in some years, as well as other events depending upon the circumstances. The Events and Celebrations Chairman has discretion within the budget upon the events to be held.

New Business: Don Wheeler observed that Dottie Stueckroth had graciously assumed accounting and administrative responsibilities above and beyond that generally assumed by the treasurer, and that the cost to the POA of those assumed activities had been as much as approximately \$40,000 annually in the past. He therefore suggested that the POA needed to be mindful of this additional expense in future budgets should Dottie retire from the Board. This discussion highlighted that certain contracts with the City of Meadowlakes were expiring soon, and that consideration of issues related to related negotiations should begin within the next two to three months.

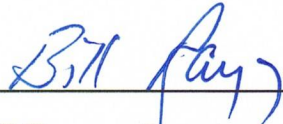
In response to a recent request for documents, the attorney for the Meadowlakes POA conducted a search in the Burnet County records for the Meadowlakes POA document production policy (if any) and found none. The Burnet County clerk was then requested to locate the document (if it existed) and, again, none was found. Accordingly, a new Records Production and Copying Policy (attached) and a new Document Retention Policy (attached) were prepared for consideration by the Board. Bill Raman moved for adoption of the policies contingent upon an investigation of copying costs charged by the City of Meadowlakes and possible revision of the documents in response to that investigation. Kathy Nicholl seconded the motion and it passed unanimously. The subsequent investigation into copying costs discovered that document production and record retention policies had been adopted in 2011 and recorded with Burnet County. Further investigation into why these documents could not be located in the Burnet County records revealed that Burnet County had mis-named the documents in a manner that would preclude their discovery except through luck or having the actual document number. Burnet County has been requested to rename the documents in their files.



Motion to adjourn by Steve Newton. Second by Don Wheeler. Unanimous.

A handwritten signature in blue ink, appearing to read "Steve Nash", written over a horizontal line.

**Steve Nash, President**

A handwritten signature in blue ink, appearing to read "Bill Raman", written over a horizontal line.

**Bill Raman, Secretary**

**Those in Attendance:**

Georgina Christy

Florence Schulman

Barbara Bluhm

Jim Haggart

Roxanne Morgan

Meadowlakes POA Monthly Report  
As of January, 31, 2022

	<u>Month</u>	<u>YTD</u>
Income	\$ 5754	\$417,400
Expenses	\$ 111,228	\$ 265,649
Total Checking/Savings	\$ 549,946	

Income vs Expenses January < \$105,474 >

83.99% Budgeted Income Received	5 of 12 Mo
43.71% Budgeted Expenses Paid	5 of 12 Mo

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*Dottie Stueckroth*

Dottie Stueckroth  
Treasurer  
2/8/22 Meeting

**POA 2021-22 BUDGET BY MONTH**

[Fiscal Year Sept - Aug]	2021-22 BUDGET	As of JAN 2022	%	JAN 2022
<b>INCOME</b>				
4000 Association Fees	\$425,000.00	\$399,139.16	93.92%	\$4,195.25
4010 Lot Mowing Fee	\$6,600.00	\$7,700.00	116.67%	\$150.00
4020 Late Payment Penalty	\$10,000.00	\$5,317.50	53.18%	\$735.00
4021 Lien Filing Charge	\$100.00	\$115.00	115.00%	
4050 RV Park Fees	\$30,910.00	\$260.00	0.84%	\$25.00
4055 Pool Income	\$8,000.00	\$202.00	2.53%	\$10.00
4060 Miscellaneous Income	\$6,000.00	\$1,935.00	32.25%	\$460.00
4080 Park Revenue	\$300.00	\$50.00	16.67%	\$25.00
4090 Road Impact Fees	\$2,000.00	\$1,050.00	52.50%	
<b>4500 Interest Income</b>				
First United Checking	\$15.00	\$8.83	58.87%	\$2.25
First United MM	\$8,000.00	\$1,621.99	20.27%	\$151.18
Other				
4500 Return Check Charge	\$50.00	\$0.00	0.00%	
<b>TOTAL INCOME</b>	<b>\$496,975.00</b>	<b>\$417,399.48</b>	<b>83.99%</b>	<b>\$5,753.68</b>
<b>EXPENSES</b>				
<b>Maintenance / Repairs</b>				
5105 LS Park Maintenance	\$70,000.00	\$1,757.95	2.51%	\$336.17
5115 WD Park Maintenance	\$2,500.00	\$1,237.41	49.50%	\$168.95
5118 Veterans \$ 1st RSP Park	\$6,000.00	\$6,956.60	115.94%	\$26.65
5119 Firestone Park Maintenance	\$500.00	\$1,235.20	247.04%	\$123.35
5120 Supplies/Small Equipment	\$1,000.00		0.00%	
5135 Fence Repair	\$32,000.00	\$32,690.00	102.16%	
5140 Weed Control	\$500.00	\$312.52	62.50%	\$312.52
5150 Tree Spraying	\$600.00		0.00%	
5151 Tree Trimming	\$6,000.00	\$3,915.98	65.27%	
5155 PWD Contract (MUD)	\$64,000.00	\$28,061.36	43.85%	\$5,645.32
<b>Total Grounds Maintenance</b>	<b>\$183,100.00</b>	<b>\$76,167.02</b>	<b>41.60%</b>	<b>\$6,612.96</b>
<b>Insurance</b>				
5200 Worker's Comp	\$3,100.00	\$2,767.00	89.26%	
5210 Liability	\$8,000.00	\$7,627.00	95.34%	
5225 D & O Liability	\$3,900.00	\$0.00	0.00%	
<b>Total Insurance</b>	<b>\$15,000.00</b>	<b>\$10,394.00</b>	<b>69.29%</b>	<b>\$0.00</b>
<b>RV Storage Facilities</b>				
5320 Maintenance	\$1,300.00	\$293.24	22.56%	\$236.97
5340 Utilities	\$1,500.00	\$349.09	23.27%	\$83.05
5350 RV Covers	\$40,000.00			
<b>Total Storage Facilities</b>	<b>\$42,800.00</b>	<b>\$642.33</b>	<b>1.50%</b>	<b>\$320.02</b>



	2020-21 BUDGET	As of JAN 2022	%	JAN 2022
<b>Operating</b>				
5400 Acct/Mgmt Services	\$40,000.00	\$17,798.63	44.50%	\$3,550.51
5405 Annual Meeting	\$1,000.00		0.00%	
5410 Audit	\$3,500.00		0.00%	
5420-01 Welcome	\$1,000.00	\$212.00	21.20%	
5420-02 Picnic/Celebrations	\$7,000.00	\$296.66	4.24%	
5420-03 Recreation	\$2,500.00		0.00%	
5425 Legal	\$5,000.00	\$286.00	5.72%	
5430 Pool Expense	\$9,000.00	\$2,052.49	22.81%	
5440 Office Supplies	\$2,500.00	\$644.73	25.79%	\$350.18
5445 Other Operating Expense	\$2,300.00	\$889.71	38.68%	\$107.74
5450 Communications				
<b>Total Operating</b>	<b>\$73,800.00</b>	<b>\$22,180.22</b>	<b>30.05%</b>	<b>\$4,008.43</b>
<b>Security</b>				
5500 Wages	\$135,650.00	\$59,302.48	43.72%	\$10,826.29
5510 Payroll Taxes	\$15,048.00	\$4,779.86	31.76%	\$926.73
5515 Maintenance	\$2,400.00	\$1,295.81	53.99%	\$111.03
5530 Supplies / Small Eq	\$5,350.00	\$1,208.14	22.58%	\$389.75
5540 Telephone	\$1,380.00	\$632.68	45.85%	\$210.27
5550 Utilities	\$3,360.00	\$1,212.65	36.09%	\$235.52
5560 Misc - Tags, Uniforms	\$1,280.00			
<b>Total Security</b>	<b>\$164,468.00</b>	<b>\$68,431.62</b>	<b>41.61%</b>	<b>\$12,699.59</b>
<b>Streets</b>				
5600 Repair/Reseal/Maint.	\$30,000.00	\$175.89	0.59%	
5605 Drainage	\$95,000.00	\$84,497.33	88.94%	\$84,497.33
5620 Signs	\$500.00	\$92.50		
<b>Total Streets</b>	<b>\$125,500.00</b>	<b>\$84,765.72</b>	<b>67.54%</b>	<b>\$84,497.33</b>
<b>Taxes</b>				
5700 Property Taxes	\$3,150.00	\$3,081.82	97.84%	\$3,081.82
<b>Total Taxes</b>	<b>\$3,150.00</b>	<b>\$3,081.82</b>	<b>97.84%</b>	<b>\$3,081.82</b>
<b>7009 Bank Service Charge</b>		<b>-\$14.00</b>		<b>\$8.00</b>
<b>TOTAL EXPENSES</b>	<b>\$607,818.00</b>	<b>\$265,648.73</b>	<b>43.71%</b>	<b>\$111,228.15</b>
<b>Total Income</b>	<b>\$496,975.00</b>	<b>\$417,399.48</b>		<b>\$5,753.68</b>
<b>Income - Expenses</b>	<b>(\$110,843.00)</b>	<b>\$265,648.73</b>		<b>\$111,228.15</b>
		<b>\$151,750.75</b>		<b>-\$105,474.47</b>
<b>From Reserves For:</b>				
Maintenance-Streets-Rv Covers	\$ 110,843.00			
	<b>\$ 607,818.00</b>			
EX-POA 2021-22 Budget by mo				
Approved 8/10/21				

**RECORDS PRODUCTION AND COPYING POLICY**  
**of**  
**MEADOWLAKES PROPERTY OWNERS ASSOCIATION, INC.**

STATE OF TEXAS                   §  
  §                   KNOW ALL PERSONS BY THESE PRESENTS:  
COUNTY OF BURNET           §

WHEREAS, the Meadowlakes Property Owners Association, Inc., ("Association" herein) is charged with certain responsibilities, rights, and powers as contained in the Articles or Certificate of Incorporation and Bylaws of the Association, and

WHEREAS, Chapter 209 of the Texas Property Code was amended effective January 1, 2012, to amend Section 209.005 ("Section 209.005") thereto regarding owner access to Association documents and records ("Records"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for records production consistent with Section 209.005 and to provide clear and definitive guidance to property owners.

NOW, THEREFORE, the Board has duly adopted the following *Records Production and Copying Policy*.

1. Association Records shall be reasonably available to every owner. An owner may also provide access to Records to any other person (such as an attorney, CPA, real estate or other agent) they designate in writing as their proxy for this purpose. To ensure a written proxy is actually from the owner, if anything is sought that is of a private nature relating to that owner, the Association may require to owner to include a copy of his/her photo ID or have the proxy notarized.
2. An owner, or their proxy as described in section 1, must submit a written request for access to or copies of Records. The letter must:
  - a. be sent by certified mail to the Association's address as reflected in its most recent Management Certificate filed in the County public records, or emailed or hand-delivered to the President of the Association with a copy thereof to the Secretary; and
  - b. contain sufficient detail to identify the specific Records being requested; and
  - c. indicate whether the owner or the owner's proxy would like to inspect the Records before possibly obtaining copies or if the specified Records should be forwarded. If forwarded, the letter or email must indicate the format, delivery method and address:
    - (1) format, electronic files, compact disk or paper copies
    - (2) delivery method: email, certified mail or pick-up
3. Within ten (10) business days of receipt of the request specified in section 2 above, the Association shall provide:
  - a. the requested Records, if copies were requested and any required advance payment had been made; or



- b. a written notice that the Records are available and offer dates and times when the Records may be inspected by the owner or their proxy during normal business hours at the office of the Association; or
  - c. a written notice that the requested Records are available for delivery once a payment of the cost to produce the records is made and stating the cost thereof; or
  - d. a written notice that a request for delivery does not contain sufficient information to specify the Records desired, the format, the delivery method and the delivery address; or
  - e. a written notice that the requested Records cannot be produced within ten (10) business days but will be available within fifteen (15) additional business days from the date of the notice and payment of the cost to produce the records is made and stating the cost thereof.
- 4. The following Association Records are not available for inspection by owners or their proxies;
  - a. the financial records of an individual owner;
  - b. personnel records of the Association's employed staff;
  - c. personal information, including contact information other than an address for an individual owner;
  - d. attorney files and records in the possession of the attorney; and
  - e. attorney-client privileged information in the possession of the Association.
  - f. The information in a and c above will be released if the Association receives express written approval from the owner whose records are the subject of the request for inspection.
- 5. Association Records may be maintained in paper format or in an electronic format. If a request is made to inspect Records and certain Records are maintained in electronic format, the owner or their proxy will be given access to equipment to view the electronic records. Association shall not be required to transfer such electronic records to paper format unless the owner or their proxy agrees to pay the cost of producing such copies.
- 6. If an owner or their proxy inspecting Records requests copies of certain Records during the inspection, Association shall provide them promptly, if possible, but no later than ten (10) business days after the inspection or payment of costs, whichever is later.
- 7. The owner is responsible for all costs associated with a request under this Policy, including but not limited to copies, postage, supplies, labor, overhead and third party fees (such as archive document retrieval fees from off-site storage locations). The costs shall be the then-prevailing costs for the items listed below, which costs, at the time of adoption of this policy, are as follows.
  - a. black and white 8 1/2" x 11" single sided copies...\$0.20 each;
  - b. black and white 8 1/2" x 11" double sided copies...\$0.20 each;
  - c. color 8 1/2" x 11" single sided copies...\$0.50 each;
  - d. color 8 1/2" x 11" double sided copies...\$ 1.00 each;
  - e. PDF images of documents...\$0.10 per page;
  - f. compact disk...\$ 1.00 each;



- g. labor ...\$ 18.00 per hour;
  - h. mailing supplies...\$ 1.00 per mailing;
  - i. postage...at cost;
  - j. other supplies...at cost; and
  - k. third party fees... at cost.
8. Payment. Any costs associated with a Records request must be paid in advance of delivery of documents to the owner or his/her proxy. An owner or proxy who makes a request for Records and subsequently declines to accept delivery will be liable for payment of all costs under this Policy. The Association may require advance payment of the estimated charges addressed by this Policy; if payment is made in advance on estimated charges, within 30 business days after delivering the requested information, the Association will provide the owner with an invoice of the actual costs. If the actual costs are less than the prepaid estimated charges, the Association will refund the difference to the owner within 30 business days after sending the invoice. If the actual costs are greater than the prepaid estimated charges, the difference is due and payable to the Association by the owner within 30 business days after the invoice is sent to the owner, after which time the Association may add the unpaid amount to the owner's assessment account.
9. On a case-by-case basis, in the absolute discretion of the Association, and with concurrence of the owner, the Association may agree to invoice the cost of the Records request to the owner's account. Owner agrees to pay the total amount invoiced within thirty (30) days after the date a statement is mailed to the Owner. Any unpaid balance will accrue interest as an assessment as allowed under the Declarations.
10. On a case-by-case basis, where an owner request for Records is deemed by the Association's staff to be minimal, the Association or its managing agent reserves the right to waive notice under section 2 and/or fees under section 4.
11. All costs associated with fulfilling the request under this Policy will be made payable to the Association and tendered to the President or Treasurer of the Association or any representative of the Association set forth in the Management Certificate on file for the Association.

This Policy is effective upon recordation in the Public Records of Burnet County and supersedes any policy regarding document production that may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations, or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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President  
Meadowlakes Property Owners Association, Inc.

STATE OF TEXAS           §  
   §  
COUNTY OF BURNET       §

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, President of Meadowlakes Property Owners Association, Inc. a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that he/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated after the Board of Directors for said Association approved same.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Notary Public, State of Texas

[Notarial Seal]

\_\_\_\_\_  
Printed Name

My commission expires: \_\_\_\_\_



**MEADOWLAKES PROPERTY OWNERS ASSOCIATION, INC.**  
**DOCUMENT RETENTION POLICY**

STATE OF TEXAS                   §  
  §       KNOW ALL PERSONS BY THESE PRESENTS:  
COUNTY OF BURNET           §

WHEREAS, the Meadowlakes Property Owners Association, Inc. ("Association") is charged with administering and enforcing those certain covenants, conditions and restrictions contained in the recorded Declarations for the various sections of the community (referred to collectively as "Declarations"); and

WHEREAS, chapter 209 of the Texas Property Code was amended effective January 1, 2012, to add Section 209.005(m) ("Section 209.005") thereto regarding retention of Association documents and records ("Documents"); and

WHEREAS, the Board of Directors of the Association ("Board") desires to establish a policy for Document retention consistent with Section 209.005 and to provide clear and definitive guidance to owners.

NOW, THEREFORE, the Board has duly adopted the following *Document Retention Policy*.

1. Association Documents may be maintained in paper format or in an electronic format that can be readily transferred to paper.
2. Association Documents shall be retained for the durations listed below;
  - a. certificate of formation or articles of incorporation, bylaws, restrictive covenants, other dedicatory instruments and any amendments to same shall be retained permanently; and
  - b. financial books and records, including annual budgets, reserve studies, monthly financial statements and bank statements, shall be retained for seven (7) years (for example the July 2020 financial statements shall be retained until July 31, 2027); and
  - c. account records of current owners shall be retained for five (5) years (for example, invoice, payment and adjustment records on an owner's account with a transaction date of 08/15/2020 will be retained until 08/15/2025 subject to section (d) below); and
  - d. accounts records of former owners shall be retained as a courtesy to that former owner for one (1) year after they no longer have an ownership interest in the property; and
  - e. contracts with a term of one year or more shall be retained for four (4) years after the expiration of the contract term (for example, a contract expiring on 06/30/2020 and not extended by amendment must be retained until 06/30/2024; and

- f. minutes of meetings of the owners and the Board shall be retained for seven (7) years after the date of the meeting (for example, minutes from a 07/20/2020 board meeting must be retained until 07/20/2027); and
  - g. tax returns and CPA audit records shall be retained for seven (7) years after the last date of the return or audit year (for example, a tax return for the calendar year 2020 shall be retained until 12/31/2027); and
  - h. decisions of the Architectural Control Committee or Board regarding applications, variances, waivers or related matters associated with individual properties shall be retained for seven (7) years from the decision date (for example, an application for a swimming pool approved on 10/31/2020 must be retained until 10/31/2027).
- 3. Any Documents not described above may be retained for the duration deemed to be useful to the purpose of the Association, in the discretion of the Board, its attorney or its managing agent.
  - 4. Except as provided by Section 209.005(1) and to the extent the information is provided in the meeting minutes, the Association is not required to release or allow inspection of any books or records that identify the dedicatory instrument violation history of an individual owner of an association; an owner's personal financial information, including records of payment or nonpayment of amounts due the association, an owner's contact information, other than the owner's address; or information related to an employee of the association, including personnel files. Information may be released in an aggregate or summary manner that would not identify an individual property owner.
  - 5. Upon expiration of the retention period listed above, the Documents shall no longer be considered Association records and may be destroyed, discarded, deleted, purged or otherwise eliminated.

This Policy is effective upon recordation in the Public Records of Burnet County and supersedes any policy regarding document retention which may have previously been in effect. Except as affected by Section 209.005 and/or by this Policy, all other provisions contained in the Declarations or any other dedicatory instruments of the Association shall remain in full force and effect.

Approved and adopted by the Board on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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Name: Steve Nash  
President  
Meadowlakes Property Owners Association, Inc.



STATE OF TEXAS           §  
                                     §  
COUNTY OF BURNET       §

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, president of Meadowlakes Property Owners Association, Inc., a Texas non-profit corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that the/she had executed the same as the act of said corporation for the purpose and consideration therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Notary Public, State of Texas

[Notarial Seal]

\_\_\_\_\_  
Printed Name

My commission expires: \_\_\_\_\_