

Lake Medina Shores Owners Association
Monthly Board Meeting Minutes
Tuesday, October 10, 2023
Held at the Office
7100 Whartons Dock Rd., Bandera TX 78003

Call to Order:

Roll Call: Chair Kenny Hagen called the meeting to order at 6:31 PM. Directors present were Vice Chair, Erin Massey; Treasurer, Lyn Ploeger; Secretary, Andrea Helmer and Member at Large, Leon Wehr

Guests Attending: 7 members present.

Pledge of Allegiance and Prayer.

Minutes: Minutes from Monthly Board Meeting held on September 12, 2023 were read. Motion to accept the minutes as read was made by Erin Massey, it was seconded by Leon Wehr, and passed. Minutes from Executive Closed Session held on September 12, 2023 were read. Motion to accept the minutes as read was made by Erin Massey, it was seconded by Leon Wehr, and passed.

Approval of Agenda: Motion to default to Closed Executive Session, if necessary, on each monthly agenda in addition to, not instead of each monthly board meeting. If we do not need that time we will cancel accordingly, was made by Erin Massey, seconded by Lyn Ploeger, and passed. Motion to add pool back onto unfinished business was made by Erin Massey, seconded by Leon Wehr, and passed. Motion to accept the amended agenda was made by Erin Massey, seconded by Lyn Ploeger, and passed.

Financial Report: Financial report for September 2023 was read. Motion to accept the treasurer report as read was made by Erin Massey, seconded by Leon Wehr, and passed.

Project Manager Report: Report read by Maggie Schneider, Project Manager.

Committee Reports:

Architectural Control Committee Report: We need to have members step up to form a committee. This is a requirement of the deed restrictions. Mike Wolford will reach out to the members who have already expressed interest in forming this.

Road Committee Report: Please keep a watch on the website for road updates and schedules. Fill out our new road form if you have a road repair needed. The new forms can be found at the office.

Successes Since Last Meeting:

1. Rebrand with our new logo. New website up and running. We will continue to update and get our "pay" button working again as well.

Unfinished Business:

1. **Audit Update:** The auditor was held up and is now looking to begin by end of October.

2. **Legal Updates:** Waiting on lawyers to get up to speed with the open lawsuits. If you have any questions about any of the legal issues going on please reach out to the office to make an appointment to discuss as we will not be commenting on anything going on until we have actual information to share.

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3. **Office Tech & Security Update:** We are working with BEC to get internet at the mailroom and pavilion. Cameras are being installed to secure and monitor our properties.
4. **Bathroom Facelift Update:** Project taking a little longer than anticipated due to extra repairs that were necessary. All labor is being donated and we are on budget.
5. **Main Building Update:** Gutters need to be done ASAP on the pool side. We need to work on water drainage issues. Will organize painting inside and out to give a much needed facelift. There has also been much needed cleaning and organizing. Will be looking into updating our windows to become more energy efficient.
6. **Safety/Fire Measures Update:** Smoke alarms being installed in pavilion, office and bathrooms. Also making sure we have fire extinguishers available in all locations as well as our maintenance yard.
7. **Pool Update:** We are needing to get a pressure test on our pipes to make sure that we don't have any more leaks. We will reach out to companies that offer this service and get bids.

New Business:

1. Review and adopt Document Policies:

a. Document Retention Policy: Motion to approve policy as written pending adding pricing, and amending to add "at no time shall any non-board members have unfeathered access or any self-serve access, of any kind, to any LMSOA records. Board members shall have access to all documents needed to do their job barring any conflict of interest", was made by Erin Massey, seconded by Lyn Ploeger, and passed. This policy will be filed with the county.

b. Records Production and Copying Policy: Motion to approve policy as written with exception that we not purge any old recordings until they have been reviewed, was made by Erin Massey, seconded by Lyn Ploeger, and passed.

c. Agenda & Minutes Policy and Procedure: Motion to approve policy with amendment to add "at no time shall any non-board members have unfeathered access or any self-serve access, of any kind, to any LMSOA records. Board members shall have access to all documents needed to do their job barring any conflict of interest" was made by Erin Massey, seconded by Lyn Ploeger, and passed.

2. Review and adopt Office Cleaning Policy & Checklist: Motion to approve policy as written was made by Andrea Helmer, seconded by Leon Wehr, and passed.

3. Review and adopt Incident Reporting Policy & Checklist: Will update and would like to add that there is a process to notify. Will review at next meeting.

4. Restroom Use Policy: Who is using our restroom, and what are they doing? We will review at next meeting.

5. Helipad Repairs/Maintenance: This area is needing to be updated and maintained. There needs to be a discussion with the VFD. We need to find out who is actually responsible for the upkeep of this area in regard to painting and lights being added. Our maintenance department does need to keep up on the grass and trash being cleaned up. Motion to table helipad maintenance to January was made by Erin Massey, seconded by Leon Wehr, and passed.

Adjournment: Motion to adjourn monthly meeting at 7:45 PM and move to a Closed Executive Session was made by Erin Massey, seconded by Lyn Ploeger, and passed.

Andrea Helmer, Secretary
LMSOA Board of Directors
Lake Medina Shores Owners Association

APPROVED

Andrea Helmer DATE 11/14/2023

ORIGINAL

**Lake Medina Shores Owners Association
Closed Executive Session Minutes
Tuesday, October 10, 2023**

Held at the Office
7100 Whartons Dock Rd., Bandera TX 78003

Call to Order:

Roll Call: Chair Kenny Hagen called the meeting to order at 7:50 PM. Directors present were Vice Chair, Erin Massey; Treasurer, Lyn Ploeger; Secretary, Andrea Helmer and Member at Large, Leon Wehr

New Business:

- 1. Land and Foreclosure Processes:** We are looking into what needs to be done with properties that are requiring foreclosure. There is also a certain property that is in foreclosure and will be going up for auction that is currently being maintained by LMSOA. We will look into what needs to be done to obtain that property legally.
- 2. Gutters:** Motion to hire MT Gutters to install gutters and downspouts on the pool side of the main office for \$875, was made by Erin Massey, seconded by Kenny Hagen, and passed.

Adjournment: Motion to adjourn meeting at 8:15 PM was made by Andrea Helmer, seconded by Lyn Ploeger, and passed.

Andrea Helmer, Secretary
LMSOA Board of Directors
Lake Medina Shores Owners Association

APPROVED

By: *Andrea Helmer* DATE: 11/14/2023

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