

**Onion Creek Homeowners Association
APRIL 21, 2026 Minutes
Board of Directors Meeting
Onion Creek Club**

Board Members Present:

Dick Perrone, Kathy Lahaye, Lori Steiner, Judy Carter, Carolina Talley, Tammy Brown, Carolyn Dyer, Nydia Castellanos, Jessica Zylker

Board Members Absent:

Elliot Tuttle, Liz Jones

Staff Present:

Nancy Neuse, Jane Redding

Guests Present:

Karen Wilkerson, Frank Hendrix, Trevon Woodson, Michele & Fred Blood, Jerry Patterson, BT Taylor

I. Call to Order:

President, Kathy Lahaye, called the meeting to order at 6:04 p.m. A quorum was established.

II. Introduction of Guests:

- BT Taylor was introduced as the new General Manager of the Onion Creek Club
- Frank Hendrix and Trevon Woodson from Enforce Security were introduced. Frank discussed issues the Enforce officers observe in the neighborhood.
- Sargent Edwards and Officer Jason Castillo from the Travis County Constables Office were introduced and spoke briefly of their experience patrolling the neighborhood since being hired to patrol the neighborhood for traffic violations. They have observed speeding, rolling thru and not stopping at stop signs, cars passing school buses while loading and unloading.

III. Approval of Minutes:

February minutes were presented to approve. This was tabled.

IV. Financial Report:

Lori Steiner, Treasurer, reviewed the financials. See Attachment A. Steiner also reported the organization's commercial insurance has been renewed for one year. A representative from Watkins Insurance has been invited to make a presentation regarding coverages during the May meeting. Information was given about the project to update the credit card processing software to include a

courtesy fee to be paid by users. The work began April 6, as scheduled and is nearly complete. It should be ready for testing at the end of April.

V. Office Report:

Nancy Neuse, Office Manager, gave the report on delinquent accounts. See Attachment B for full report. Kathy Lahaye informed the board there has been a lawsuit filed against the Board by Darcy DePena.

VI. Committee Reports:

A. Security:

Nydia Castellanos had no report.

B. Website:

Carolina Talley read the report. See Attachment C. A discussion about Branding followed.

C. Newsletter:

Tammy Brown gave the report. See Attachment D.

D. Rules & Enforcement:

Jessica Zylker had no written report. Violations were discussed. Jessica mentioned she will recruit volunteers to help with inspections for violations.

E. Government Affairs:

Judy Carter read the report. See Attachment E.

F. Events/FB Page/Communications:

Liz Jones submitted a report. See Attachment F.

G. Architectural Control:

Andrew Brown submitted a report to be included in the record. See Attachment G.

H. Development & Infrastructure:

No report.

I. Traffic Control:

Dick Perrone discussed the state of the surrounding road construction.

J. Landscape/Parks:

Dick Perrone read the report. See attachment H.

K. Speed Management Committee:

Dick Perrone read the report. See Attachment I. Dick reminded to group May 15 is the ending date for the Constables' contract.

L. Legal Affairs:

No report.

VII. OLD BUSINESS:

A. Protocol for reimbursements, sponsorships and donations.

Lori Steiner introduced an Expense Reimbursement Policy for Board Members and Staff. See Attachments J and K.

MOTION: Lori Steiner moved to accept the new Expense Reimbursement Policy; Judy Carter seconded. Motion passed.

MOTION: Lori Steiner moved to approve the expense reimbursement request from Nancy Neuse; Carolyn Dyer seconded. Motion passed.

VIII. NEW BUSINESS:

A. Committee formation for branding and logo.

Tammy Brown informed the group of the need to create a committee to develop a strategy for branding. Initially the committee will include board members Tammy Brown, Carolina Talley and Carolyn Dyer. They will look for three neighborhood volunteers to also serve on the committee.

MOTION: Tammy Brown moved to create an ad hoc committee to develop a branding strategy; Carolyn Dyer seconded. Motion Passed.

B. STRs and CCRs for the Onion Creek Homeowners Association

President, Kathy Lahaye, tabled this discussion to a later date.

IX. ADJOURN REGULAR MEETING

Kathy Lahaye adjourned the meeting at 8:33 p.m.

The next meeting will be held Tuesday, May 19, 2026 at 6 pm at the Onion Creek Club.

Recording Secretary: Jane Redding

Approved:  May 19, 2026
Lori Steiner, Secretary-Treasurer

ATTACHMENT A FINANCIAL REPORT

ONION CREEK HOA FINANCIAL REPORT, LORI STEINER APRIL 21, 2026

OVERALL

Total YTD revenue thru 3/31/26 was \$284,330 which is \$2600 under budget
HOA Dues appear to be slow coming in, with a significant number of delinquent accounts

Total Operating Expenses YTD were \$152,840 which is \$7850 over budget

Significant Variances include the following:

- Resale Certificate Fees
 - Slightly ahead of budget. The monthly spread for 2026 monthly budgets were in accordance with how the income and expense actually occurred in 2025. It appears more houses were sold in the first three months of 2026 than were sold in the first three months of 2025.
- Landscape – Other
 - YTD spend is \$11,560 on a budget of \$10,134. Expenses include tree trimming and common area maintenance as well as power washing. Porta potties were also ordered for the park for the spring/summer season.
- Security Services
 - Budget YTD is \$61,690 and we've spent just under \$67,340
 - Enforce Invoices received for February services were paid in March
 - Service from the Constables were projected to be \$7000/month, they came in at \$6000 for March
 - Enforce security was projected to be \$3250 per week, the invoices we are receiving average \$4700 per week. This could be prior to cutting back their hours.
- Website Expense
 - The total budget for the year was \$250. At the time the budget was created November/December 2025 the final invoice was to have been received before the end of the year. We also have paid Pixel Lighthouse one half of their contract price, remainder to be paid upon completion of project and monthly fees to Wix were paid.

CASH BALANCES

Operating		Reserve	
3/31/26	\$199,224	3/31/26	\$188,090
3/31/25	\$153,785	3/31/25	\$173,914

ATTACHMENT B OFFICE REPORT

APRIL 2026 OFFICE REPORT, NANCY NEUSE

Since our last meeting we have had 5 homes close and 9 that are currently under contract.

As of April 20, the total amount of delinquencies stands at \$83,554.67, affecting 225 homes in the community. Within this group:

145 homes have outstanding balances of \$300 or less, which generally represents one assessment plus accrued interest.

39 homes owe amounts greater than \$300 but less than \$600.

21 homes are delinquent with balances exceeding \$600 but less than \$900.

We are currently working with our HOA attorney on a Chapter 13 bankruptcy filing. We filed a lien in July of 2025 in the amount of \$1,362.40 that included the outstanding assessments, interest, and attorney and filing fees. We received notification of Chapter 13 on February 19, 2026. Due to the ongoing and relentless requests for data from a former board member under the Texas Open Records Act, this notice was not addressed until April 3, 2026. The attorney has filed the necessary paperwork but has also indicated it is unlikely we will recover much, if any of the lien. HOAs are typically at the lower end of the totem pole when it comes to bankruptcy and this particular individual has in excess of \$1,000,000 of creditors claiming some compensation.

ATTACHMENT C WEBSITE

WEBSITE COMMITTEE REPORT MARCH – APRIL CAROLINA TALLEY

- Website is up to date with Board of Directors contact info
- Events are currently up to date
- Met with Newsletter, Social Media and Rules & Enforcement chairladies to create a new branding for the HOA.
- Creation of Office templates for the HOA to use across all platforms

ATTACHMENT D NEWSLETTER

APRIL NEWSLETTER, TAMMY BROWN

The April newsletter went out on Wednesday, March 25. It was delivered to 1291 email addresses. Seven hundred and seventy eight recipients opened the email (62%). Thirty-six% clicked on newsletter links. The next newsletter will come out for June. It's not too soon to let me know what you as a board member might want to see in the next edition.

Informal communications committee report

Carolina, Jessica, Liz and I met to discuss branding and logos and continued discussion after the meeting. We would like to update the logo and create a consistent brand. One logo was presented to the board by email with little response but the responses we did get were mixed. As I have explored the technical and creative aspects of creating a logo and a brand, I have realized we have an important opportunity to have an impact on how we are perceived by the community.

I think the process needs to be driven by an overall vision. We should discuss what we want to communicate about Onion Creek and how we want to present ourselves as a board. Our image is a bit tarnished after public attacks by former board member, Justin and board-member-for-a-minute, Dago. The phrase I hear the most in the community is "board drama." Second, I hear appreciation and support. This is a chance to create an identity that represents us as an integral part of the neighborhood, and reflects professionalism as well as warmth.

As we will discuss in New Business, I think a committee of three board members and three community members should be formed to develop ideas to present to the board.

ATTACHMENT E GOVERNMENTAL AFFAIRS

APRIL 2026 GOVERNMENTAL AFFAIRS, JUDY CARTER

I have reached out to Districts 2 (Vanessa Fuentes) and 5 (Ryan Alter) offices and have been placed on their communication distribution lists and on their HOA contact list.

I have also reached out to Lee Nicholes, Senior Specialist in the Public Information office for the Transportation & Public Works Department, City of Austin, for an update on the status of the Bradshaw Road situation. I also asked about the status of the previously approved funding for a traffic study of that same area.

<https://www.austintexas.gov/boards-commissions/board/bond-election-advisory-task-force-2026>

ATTACHMENT F EVENTS/FB PAGE/COMMUNICATIONS

APRIL 2026 EVENTS REPORT, LIZ JONES

The Easter event was a great success with approximately 200 attendees. A big thank you to our sponsors: Eggs Up Grill (breakfast tacos and donuts), Peach Perfect ATX (specialty coffee and tea), Jeremy Garza McHaney and Bridgeway Hospice (Easter eggs), Hays Primary Care (Easter bags), Cathy Miller (prizes), the Constables (information and prize booth), Crunch Fitness Kids Club (children's crafts), and Foamista (foam party). Due to the weather, we adjusted the timeline, and while communication could have been clearer, everyone was understanding and still had a wonderful time. There are no events planned for May at this time, though a Mother's Day pop-up is a possibility if we can organize something simple like crafts and cookies. Social media continues to grow, with the new HOA Facebook group reaching 170+ members, the HOA Facebook page at 740+, and Instagram at 79—please continue sharing with neighbors. Board and community members are encouraged to send in useful content or post directly in the official neighborhood Facebook group.

ATTACHMENT G ARCHITECTURAL CONTROL COMMITTEE

APRIL 2026 ACC REPORT, ANDREW BROWN

- 1) **Members** - Current members are Andrew Brown (Chair as of 7/25)
- 2) **Purpose** – The purpose of the Architectural Control Committee is outlined in the Declaration of Restrictions dated July 9, 1973. *“The land is encumbered by the covenants, conditions, restrictions, reservations, and charges set forth herein to insure the best and highest use and most appropriate development of the property; to protect lot owners against improper use of surrounding lots; to preserve so far as practicable, the natural beauty of the property; to guard against the erection of poorly designed or proportioned structures of improper or unsuitable materials; to encourage and secure the erection of attractive improvements on each lot with appropriate locations; to prevent haphazard and inharmonious improvement of lots; to secure and maintain proper setbacks from streets and adequate free space; and in general to provide for development of the highest quality to enhance the value of investments made by lot owners.”*
- 3) **Responsibilities** – The ACC is responsible for reviewing modification requests as follows (Also from the Declaration of Restrictions dated July 9, 1973). *“No building, garage, storage house, wall, fence, driveway, sidewalk, parking area or other improvements shall be erected, placed altered or maintained upon any lot nor shall any exterior additions to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location*

shall have been submitted to and approved in writing (considering, among other matters, the harmony of external design and location in relation to surrounding structures and topography) by the Architectural Committee, which approval will not be unreasonably withheld."

- 4) **Modification Requests (Forms are available online at <https://www.onioncreekhoa.org/form-architectural-request>)**
- a) Pending – Fence Replacement Request (1)
 - b) Granted for March-April period
 - i) 23 Total requests
 - ii) 23 Approvals - majority of approvals granted without modification
 - iii) 1 Variance Granted
 - iv) Types of requests consist of: landscape, fencing, paint, patio slabs, pergolas
- 5) Variances
- a) Pending - none
 - b) Granted - one

Questions and Suggestions are always welcome.

ACC Chair – Andrew Brown, email asbboston@gmail.com, 781-844-2621

ATTACHMENT H LANDSCAPE/PARKS

APRIL 2026 LANDSCAPE REPORT, DICK PERRONE

We spent March preparing Sullivan Park for the Easter egg hunt on April 4th. The Playscape and basketball court were power washed and the basketball goals were painted. A broken plastic piece of the playscape was removed and replaced with metal bars, set 3 1/2" on center. Also, a 3ft. x 2ft. aluminum sheet on the playscape that had been heavily scratched was replaced. (See pictures) The cost for power washing, painting, and repairing broken items was \$1,685.00. A porta potty was placed in the park and will remain there through July. New signs were ordered for the Easter outing including Easter notification signs, age deferential signs, no parking signs and frames. The total cost for all signs was \$370.00.

ATTACHMENT I SPEED MANAGEMENT COMMITTEE

APRIL 2026 SPEED MANAGEMENT, DICK PERRONE

This is the seventh week we have used the Constables of Travis County, Pct 4 for traffic control on Pinehurst, River Plantation and La Costa. According to many individuals living on these streets, the speed has slowed down significantly. Remember, 1,000 vehicles travel these roads every 24 hours. A total of 135 stops have occurred, 130 warnings have been issued and 33 citations have been issued. In my opinion, the

Constables' activity in the neighborhood has demonstrated to drivers on these streets to be aware of their driving habits. We have the month of May to complete the trial use of these officers.

ATTACHMENT J EXPENSE REIMBURSEMENT POLICY

ONION CREEK HOMEOWNERS ASSOCIATION (OCHOA) EXPENSE REIMBURSEMENT POLICY FOR BOARD MEMBERS AND STAFF

Purpose

To establish clear, consistent and transparent guidelines for the reimbursement of reasonable expenses incurred on behalf of the Homeowners Association by Onion Creek Homeowners Association (OCHOA) Board Members and OCHOA Staff.

Policy

Whenever possible, Board Members and staff should request vendors bill the Association directly.

If direct billing is not feasible, expenses submitted for reimbursement must:

- Be documented using a completed Reimbursement Request form (see Attachment A), and
- Include appropriate supporting documentation.

All reimbursable expenses must be reasonable, necessary, and directly related to the operation, maintenance or governance of the Association.

Definitions

Reasonable Expenses

Expenses that are necessary and appropriate for conducting the business of the Association.

Reimbursement Request

The required form (see Attachment A) used to request reimbursement. The form is maintained on the OCHOA Google Drive.

Supporting Documentation

Itemized receipts or other proof of purchase that clearly show the items purchased, date of purchase, and amount paid.

Procedure

1. Submission

The individual requesting reimbursement must complete the Reimbursement

Request form, include a description of the purpose of the expense and attach all required supporting documentation. Submit request to the Association Treasurer.

2. **Review**

The Treasurer will review the request for accuracy and completeness, verify the supporting documentation agrees to the amount requested and confirm the expense is within the approved Association budget.

3. **Approval**

The Treasurer will present the reimbursement request as part of the Finance Report at the next OCHOA Board meeting and request Board approval.

ATTACHMENT J
EXPENSE REIMBURSEMENT REQUEST



OCHOA Expense Reimbursement Form

Expense Period

Volunteer Name:

Nancy Neuse

From:

31-Mar-26

Committee:

office

To:

31-Mar-26

Business Purpose:

Filing Registered Agent Change Form (Form 401) with the Secretary of State's office

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST
31-Mar-26	Expedited Form 401		\$65.00
	please note: I got to the SOS and even though		
	I will attach the receipt tomorrow and forward to		

SUBTOTAL \$65.00

Less Cash Advance

TOTAL REIMBURSEMENT \$65.00

Don't forget to attach receipts!

Nancy Neuse

4/2/2026

Volunteer Signature

Date

Approval Signature

Date

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Jane Nelson
Secretary of State

Office of the Secretary of State

Cash Receipt

March 31, 2026

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Onion Creek Homeowners Association
10816 Crown Colony
Suite 105
Austin TX 78747

RE: Onion Creek Homeowners Association
Batch Number: 157255604
Payor ID: 1572556040001
Payment Amount: \$65.00

This will acknowledge our receipt of the above referenced payment amount. If you have any questions regarding the status of this transaction, please call (512)4752814.

Sincerely,

Corporations Section
Statutory Filings Division

Come visit us on the Internet @ <https://www.sos.texas.gov/>

(512) 463-5555

FAX (512) 463-5709

TTY 7-1-1