

**MINUTES OF REGULAR MEETING**  
**BOARD OF DIRECTORS**

**LOST CREEK LIMITED DISTRICT**  
Travis County, Texas

**April 17, 2017**

The Board of Directors of Lost Creek Limited District of Travis County, Texas, convened in a regular meeting at the Lost Creek Limited District administrative office located at 1305 Quaker Ridge Drive, Austin, Travis County, Texas, on Monday, April 17, 2017. Lawful and proper notice of the time, place and the subject of the meeting was posted at the place and time required by law.

Directors: Leah Stewart  
Eric Castro  
Chuck McCormick  
Andy Bitner  
Madeleine Connor

District Attorneys: Tony Corbett

Bookkeeper/Manager/Deed  
Restriction Enforcement Officer: Jim Emmons (Pinnacle Texas Management Services)

Residents and guests: See Attached Sign-in Sheet

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1. **Board Convenes, and Roll Call (Agenda Item 1)**

Director McCormick called the meeting to order at 6:30 p.m. All directors were present, thus constituting a quorum.

2. **Citizen Communications (Agenda Item 2)**

Paul Schumann announced the availability of software that allows interested persons to identify all permits issued by the City of Austin in a specific neighborhood. He also announced that the City of Austin was scheduled to release new zoning maps under CodeNext on April 18, 2017.

Debbie Castro provided public comment regarding the International Dark Skies Festival she attended. She noted that Lost Creek was the first neighborhood in Austin, and second in the State of Texas, to receive distinction. She also provided information about recommended lighting.

3. **Audit Matters (Agenda Item 4)**

Ashlee Martin of McCall Gibson Swedlund Barfoot PLLC presented the District's audit report for the fiscal year ending September 30, 2016. She described changes incorporated into the audit report since the original draft. She reported that the audit firm had issued an unmodified "clean" opinion, which is highest form of opinion available.

After discussion, Director Castro moved that the Board approve the Fiscal Year 2016 annual financial audit report. Director Bitner seconded the motion, which carried unanimously.

4. **District Firewise Program (Agenda Item 9(a))**

Paul Schumann made a presentation regarding the conversion of a "Firewise Community" into a "Fire Adapted Community." He noted that the approach concentrates on plans and activities that reduce risk before a wildfire occurs, rather than protection of communities through fire suppression activities after a wildfire starts. He discussed the need for training and educational programs in the Lost Creek community. The Board requested that the General Manager contact the Westlake Fire Department to investigate the availability of resources for the community, including inspections to evaluate fire risk.

5. **Consent Agenda (Agenda Item 5)**

Director Stewart moved that the Board approve the Consent Agenda. Director Castro seconded the motion, which carried unanimously.

6. **Deed Restriction Enforcement (Agenda Item No. 6)**

Mr. Emmons presented his monthly deed restriction enforcement officer. In addition to identifying potential violations, he noted that the owners of 1734 Ben Crenshaw had removed the concrete slab constructed within the set back area in violation of the ACC approval requirement.

With respect to 1904 Georgia Landing and 1404 Quaker Ridge Drive, Mr. Emmons noted that construction activities had commenced without ACC authorization. The Board requested that he refer the matter to special litigation counsel for immediate enforcement action so that a cease and desist letter may be sent before construction progresses.

The Board discussed including an item on its next meeting agenda to formally delegate to the General Manager authority to direct litigation counsel to send cease and desist letters for unauthorized construction activities for which immediate action is required.

With respect to Agenda Item 6(c), the Board concurred that it desired the General Manager to schedule a joint meeting with the LCNA to discuss deed restriction procedures.

7. **Financial Affairs and Budget Matters (Agenda Item 7(a))**

Director Bitner presented a report regarding the financial affairs of the District. He focused upon the District's reserve fund structure.

8. **Evaluation of Employees and Management Company (Agenda Item 7(b))**

The Board tabled consideration of this matter.

9. **Communications (Agenda Item 7(c))**

The Board discussed preparation of a newsletter to District residents. The Board directed Pinnacle to prepare a draft for consideration by the Board at the next meeting. The Board discussed potential topics, including the budget planning process, deed restrictions, dark skies initiatives, neighborhood vandalism and potential capital improvements.

10. **Agenda Structure and Organization (Agenda Item 7(d))**

Director Stewart proposed that action items be separately identified on the meeting agenda and not included within the Goals and Priorities section of the agenda, or in the alternative, that Agenda Item 9 (goals and priorities) be removed. After discussion, Director Stewart moved that the District goals and priorities section of the agenda be removed, but that the list of goals be furnished to board members with the draft meeting agenda so that individual directors could add any specific agenda items that they desire. Director Bitner seconded the motion, which carried unanimously.

11. **General Manager's Report (Agenda Item 8)**

Mr. Emmons presented his General Manager's Report. Among other items, he reported on the chipper service and bulky item pickup; that the City repaired an access road; and the status of the City's water tank improvement project.

12. **Goals and Priorities (Agenda Item 9)**

The Board discussed the status of implementation of the District goals and priorities identified on the meeting agenda.

Under Agenda Item 9(b), the Board reviewed alternative schematics for potential accessibility improvements to the District's office building. The Board requested that Mr. Emmons secure cost estimates from the project architect for option nos. 1 and 2, and potential bathroom improvements, and that the architect consider the feasibility of making the side building entrance accessible.

Under Item 9(e), the Board requested the General Manager to post the community's recognition as a Dark Skies community on the District's website.

Under Item 9(f)(ii), the Board reviewed a proposal from MRB Gray to secure a Site Plan for Boulder Trail Park, and to outline the approvals that would be required for the construction of restrooms on the site. After discussion, Director Connor moved that the Board approve the

proposal at a cost not to exceed \$1,650 provided that: (i) the engineer's report also will identify significant technical, regulatory or financial constraints applicable to the project; and (ii) the report will identify the estimated costs for securing regulatory approvals. Director Bitner seconded the motion, which carried 4-1, with Director Stewart voting against the motion.

Under Agenda Item 9(f)(iii), the Board considered proposals for landscaping improvements at Boulevard Park. The Board discussed concerns relating to the proposals included in the packet. The Board requested Mr. Emmons to obtain an estimate for the installation of artificial grass in the area where the District's dog watering station is currently located; to authorize mulch for the playground area; and to secure an alternative proposal for landscaping improvements from Perfect Lawns.

Under Agenda Item 9(f)(v), the Board discussed scheduling the Barton Creek Greenbelt cleanup. The Board also discussed conducting the event as an Eagle Scout project or working with other community youth groups for the project. The Board concurred that the event should be scheduled in the month of May, if possible, with not less than two weeks' advance notice to the community.

Under Agenda Item 9(f)(vi), Mr. Emmons noted that the City had agreed to install a sign at the end of the District's greenbelt property notifying users of the end of public access, and a sign at the creek crossing. The Board gave the General Manager authorization to install a sign identifying the District's trails at the kiosk.

Under Agenda Item 9(i), Mr. Emmons presented proposed dates and costs for greenbelt security patrols. The Board directed the General Manager to proceed with scheduling patrols as presented through the 4<sup>th</sup> of July provided an additional patrol is scheduled for the weekend prior to Memorial Day weekend.

**13. Meeting Dates (Agenda Item 11)**

The Board rescheduled its May meeting for May 24, 2017 and scheduled the June meeting for June 28, 2017.

**14. Adjournment (Agenda Item 12)**

Upon a motion by Director Stewart, the Board adjourned the meeting at 9:25 p.m.



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Secretary



BOARD OF DIRECTORS MEETING  
LOST CREEK LIMITED DISTRICT

April 17, 2017

SPEAKER SIGN IN SHEET

	NAME (Please Print)	ADDRESS	TELEPHONE / EMAIL / CONTACT INFORMATION
1	<i>Ernie Schu...</i>	<i>1200 E. ...</i>	<i>512-222-5785</i>
2	<i>Debbie Castro</i>	<i>5800 Suby Blvd Dr</i>	<i>512-625-9591</i>
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**BOARD OF DIRECTORS MEETING**  
**LOST CREEK LIMITED DISTRICT**

April 17, 2017

**SIGN IN SHEET**

	NAME (Please Print)	ADDRESS (optional)	TELEPHONE (optional)
1	Paul Schwenker	1405 Thaddeus Dr	512-927-5714
2	Carla Doane		
3	Megan Marks	1213 Quaker Ridge	
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