Approved 10-7-25

For: All
Against: Ø

Bear Creek Oaks Property Owners Association

Board of Directors Meeting Minutes

Friday, September 19, 2025 – 11:00 a.m.

Location: 8501 Bear Creek Dr., Austin, TX 78737

Agenda

1. Establish a quorum - 4 board members of our current 6 board members.
2. Approve minutes from 06/25/25 Open Board Meeting.
3. Old Business
    a. Discuss legality of meeting in past
    b. Update BCOPOA address on website
4. New Business
    a. If 4 directors are present, nominate and vote on Hailee Graham as a board member.
    b. Appoint a Treasurer and discuss bookkeeper potential change
    c. Review most recent financial documents and discuss getting a debit card
    d. Create and approve an agenda for the Annual Meeting on 10-07-25.
    e. Review, edit, and possibly approve post-Annual Meeting Online Voting form.
    f. Discuss Committees
5. Adjourn

Minutes

Meeting called to order at 11:02

1. Board members in attendance are Kathleen Coyle, Quincy Ellis, Matthew Rubino, Jeremy Scardino, Devon Banta, and Denise McGloan in attendance. Quorum established with six of eight directors.
2. Minutes from last open board meeting were adopted
3. Old Business
    a. The Annual Meeting in 2023 meeting was challenged, but Jeremy discovered there was proper and valid notice given, so the meeting was valid.
    b. Address will be corrected
4. New Business
    a. Matt nominated Hailey as a director, Quincy seconded, unanimously approved
    b. Jeremy nominated Matt, Devon seconds, Unanimously approved
    c. Matt gives the account amounts in the 3 BCOPOA funds: as of 7/31/2025: $11,957.33 in the General Operating Fund, $24, 979.05 in the Oak Wilt Fund, and $17,720 in the Special Litigation Fund.
    d. Matt recommends getting a credit card rather than debit to protect against fraud. He will discuss this with Kathryn Rosenthluth

e. Agenda suggestions - look into if the online participants count toward the quorum; look into the nomination process and timing, approval pending these action items
f. Committees
    i. Jeremy drafted a resolution Establishing the Board Compliance and Operational Improvements Committee - shared with attendees; Committees have no power, but will investigate and create proposals for the Board to consider; Jeremy move that we form this committee and adopt the charter, Matt seconds, unanimous approval; Devon, Jeremy, and Matt nominate themselves, Matt seconds these people, unanimous approval of them. Kathleen appoints Jeremy as Committee Chair and Devon vice chair, Matt as a member, Kathleen is Ex Officio member as president
    ii. Nominating Committee - considered but declined by the board at this time
    iii. Bear Creek Oaks Protective Committee: Jeremy proposes we assign an alias to this committee to be called the Architectural Review Committee, but we'll need a written resolution to be discussed at at future board meeting
    iv. Neighborhood Watch was established at a previous meeting - needs members
    v. Landscaping Committee was established at a previous meeting - needs members

Meeting adjourned at 12:03.