

WOODS POA BOARD MEETING  
Thursday, January 16, 2025

MEETING MINUTES

I. Roll Call:

Board Members in Attendance:

Michael Cleghorn, Joe Williams, Tonya Wheat, Jason Barefield, Mike Groscup, and Sherry Robbins, (Quorum established)

Absent: Mark Dahlgren

Member Attendees: Randy & Sara Back

II. President Cleghorn called the meeting to order at 6:00 p.m.

III. Speaker – Logan with Arrowhead Pond Restorations - Brief explanation regarding the new fountain installation. Also, Arrowhead Pond Restorations performs lake maintenance and treatment. He will put together a proposed bid and information on treating alligator grass for the Board's future consideration.

IV. Secretary Report (Sherry Robbins): The meeting minutes for the regular board meeting held on November 7, 2024, were reviewed by email. No amendments were made. Additionally, correspondence welcoming new members was sent and real estate agencies selling homes in the WPOA were contacted providing WPOA information. Mrs. Wheat moved to accept the Report. Mr. Groscup 2nd the motion. The motion passed unopposed.

V. Treasury Report (Joe Williams): Mr. Williams presented the Treasury's Report for November and December. Mr. Barefield moved to approve the Report. Mrs. Wheat 2nd the motion. The report was approved unopposed.

VI. Lake & Common Grounds (Mike Groscup): Mr. Groscup presented the Lake & Common Grounds Report including a draft of lake and common ground maintenance guidelines. Lake fountain installed. At the entrance, a light was installed, and Tony Patricio is to replace flowers. A larger heater was added to the pumphouse. Mr. Williams moved to approve the Report. Mr. Barefield 2<sup>nd</sup> the motion. The report was approved.

VII. Recreation Facilities & Security Report (Mark Dahlgren) Mr. Dahlgren was absent. President Cleghorn submitted a report. Paradise Pools and East Texas Pools submitted bids. The Board will verify whether they are CPO certified. Mr. Dahlgren will obtain a third quote. There should be an update at the next meeting and discussion of funding.

Mr. Groscup moved to approve the Report. Mr. Barefield 2<sup>nd</sup> the Motion. The motion passed.

VIII. Architectural Control (Jason Barefield): Mr. Barefield reviewed the renovations at 3305 Shady Cove as to the dumpster and its location. It will be checked every 30 days and will check with neighbors. President Cleghorn requested that limbs hanging over into right away be addressed. Mrs. Wheat moved to approve the Report. Mr. Groscup 2<sup>nd</sup> the motion. The motion passed.

IX. Social and Recreational Activities (Tonya Wheat): Mrs. Wheat presented her report. Lanyards to still be reviewed. Proposed dates for Woods Garage Sale April 11-12; April 25-26; or May 9-10. Proposal to work with REMAX's Easter Egg Hunt and Grinchmas (a Christmas walk). Mr. Barefield moved to approve the Report. Mr. Groscup 2<sup>nd</sup> the motion. The motion passed. Mr. Williams moved to work with REMAX on the Easter Egg Hunt and Christmas walk. Mr. Groscup 2<sup>nd</sup> the motion. Motion passed.

X. Old Business: Published By-law changes and revisions. During the next board meeting the Board will set a date and time in early May for Bylaw changes to be voted on. Member had questions about proposed bylaws changes. Board president asked attorney whether state law requires that an attorney review whatever is in consideration. The Board does not need a second review. Additional questions about WPOA voting or state voting laws and proxy voting. Board may need clarification from the attorney. Mr. Barefield made a motion to set a date to vote for recommended changes 1<sup>st</sup> week of May to be determined by location to hold special meeting to vote. Mrs. Wheat 2<sup>nd</sup> the motion. Motion passed.

XI. New Business: Schedule future meeting with Owen Sanderson with up to three board members. Mr. Groscup made the motion to approve the meeting. Mrs. Wheat 2<sup>nd</sup> the motion. The motion was approved.

Board to determine who will run for reelection before the Annual Meeting in August.

XII. Executive Session

XIII. Meeting Adjourned.

\*\*\*NEXT SECHEDULED BOARD MEETING MARCH 20, 2025, AT 6:00 PM\*\*\*

Prepared by: Sherry Robbins

WOODS I & II  
PROPERTY OWNERS ASSOCIATION

Member Sign in Sheet

Meeting Date: 1/16/2025 Time: 6:00pm Place: REMAX

Name	Address	Phone Number	Email
RANDY BACH	3701 PINE BLUFF CIRCLE	903-312-4411	randybach109@gmail.com
SARA BACH	11	903-981-7777	vhbookkeeper@gmail.com

**NOVEMBER**

**WPOA Treasurer's Report  
ACCOUNTS SUMMARY (CASH BASIS)  
11/30/2024**

	<b>Southside Checking Account</b>	
NOVEMBER 1, 2024	Beginning Balance:	\$31,223.37
NOVEMBER 1-30, 2024	Deposits/Credits:	\$20,332.00
NOVEMBER 1-30, 2024	Disbursements:	\$6,584.60
NOVEMBER 1-30, 2024	Outstanding Checks:	\$250.71
NOVEMBER 30, 2024	Ending Balance (cash basis):	\$45,221.48
	<b>Southside Challenge Account</b>	
NOVEMBER 1, 2024	Beginning Balance:	\$46,471.97
NOVEMBER 1, 2024	Challenge Account Transfer:	\$606.25
NOVEMBER 30, 2024	Dredging Account Transfer:	\$1,000.00
NOVEMBER 30, 2024	Interest:	\$0.00
	Ending Balance:	\$48,078.22
	Challenge Amount Reserve:	\$36,378.22
	Dredging Amount Reserve:	\$11,700.00

**DECEMBER**

**WPOA Treasurer's Report  
ACCOUNTS SUMMARY (CASH BASIS)  
12/31/2024**

	<b>Southside Checking Account</b>	
DECEMBER 1, 2024	Beginning Balance:	\$45,221.48
DECEMBER 1-31, 2024	Deposits/Credits:	\$14,102.00
DECEMBER 1-31, 2024	Disbursements:	\$38,341.09
DECEMBER 1-31, 2024	Outstanding Checks:	\$0.00
DECEMBER 31, 2024	Ending Balance (cash basis):	\$20,982.39
	<b>Southside Challenge Account</b>	
DECEMBER 1, 2024	Beginning Balance:	\$48,078.22
DECEMBER 1, 2024	Challenge Account Transfer:	-\$9,393.75
DECEMBER 31, 2024	Dredging Account Transfer:	\$1,000.00
DECEMBER 31, 2024	Interest:	\$90.69
	Ending Balance:	\$39,775.16
	Challenge Amount Reserve:	\$27,075.16
	Dredging Amount Reserve:	\$12,700.00

Select Month: NOVEMBER

**2024 NOVEMBER CHECK PAYMENTS**

CHECK #	DATE	PAID TO	CHECK MEMO/DESCRIPTION	DEPARTMENT	EXPENSE LINE ITEM 1	AMOUNT 1	EXPENSE LINE ITEM 2	AMOUNT 2	EXPENSE LINE ITEM 3	AMOUNT 3	TOTAL
1882	11/2/2024	Green Grass Lawn	October Lawn Service	LAKES & COMMON GROUNDS	Monthly Lawn Care	\$2,285.00	Sprinkler System Repairs/Install	\$450.00	Dirt, Mulch, Dirt Work	270	\$3,005.00
1883	11/2/2024	Ron Bogenschutz	October Pool Service	RECREATION FACILITIES & SECURITY	Monthly Pool Care	\$224.00		\$0.00		0	\$224.00
1884	11/2/2024	ET Bean Counters	October Bookkeeping	POA OPERATIONS	Monthly Bookkeeping Services	\$550.00		\$0.00		0	\$550.00
1885	11/27/2024	Kinjes III of America	Invoice # 2820144	RECREATION FACILITIES & SECURITY	Emergency Phone Service	\$250.71		\$0.00		0	\$250.71
Monthly Total:											\$4,029.71

**2024 NOVEMBER DRAFT PAYMENTS**

DATE	PAID TO	MEMO/DESCRIPTION	DEPARTMENT	EXPENSE LINE ITEM	TOTAL
11/1/2024	Transfer for Challenge Savings	Transfer to Challenge reserve	POA OPERATIONS	Transfer for Challenge Savings	\$606.25
11/1/2024	Transfer for Dredging Savings	Transfer to dredging reserve	POA OPERATIONS	Transfer for Dredging Savings	\$1,000.00
11/6/2024	City of Tyler	Account 72527-56484	UTILITIES	Water	\$104.43
11/6/2024	City of Tyler	Account 72455-56596	UTILITIES	Water	\$61.13
11/7/2024	Southside Bank Fee	Account Analysis Charge	POA OPERATIONS	Banking Fees	\$45.15
11/20/2024	TXU Energy	Invoice # 055078455545	UTILITIES	Electric	\$737.93
Monthly Total:					\$2,554.89

## 2024 DECEMBER CHECK PAYMENTS

CHECK #	DATE	PAID TO	CHECK MEMO/DESCRIPTION	DEPARTMENT	EXPENSE LINE ITEM 1	AMOUNT 1	EXPENSE LINE ITEM 2	AMOUNT 2	EXPENSE LINE ITEM 3	AMOUNT 3	TOTAL
1886	12/9/2024	ET Bean Counters	Invoice # 02385	POA OPERATIONS	Monthly Bookkeeping Services	\$550.00		\$0.00		\$0.00	\$550.00
1887	12/9/2024	Green Grass Lawn	November/lawn care	LAKES & COMMON GROUNDS	Monthly Lawn Care	\$2,285.00		\$0.00		\$0.00	\$2,285.00
1888	12/3/2024	Green Grass Lawn	Pond Pump Replacement - down payment	LAKES & COMMON GROUNDS	Lake Fountain & Pump	\$5,500.00		\$0.00		\$0.00	\$5,500.00
1889	12/4/2024	Tom Bogenschurz	November pool maintenance	RECREATION FACILITIES & SECURITY	Monthly Pool Care	\$257.00		\$0.00		\$0.00	\$257.00
1890	12/5/2024	Eddie Harris	Draw 1, Proj#16152W	LAKES & COMMON GROUNDS	Seawall & Dam Maintenance	\$16,538.50		\$0.00		\$0.00	\$16,538.50
1891	12/15/2024	Gary B. Barber	150000153915005000	POA OPERATIONS	Property Taxes	\$2,380.00		\$0.00		\$0.00	\$2,380.00
1892	12/15/2024	Gary B. Barber	15000015390009020	POA OPERATIONS	Property Taxes	\$10,480.00		\$0.00		\$0.00	\$10,480.00
1893	12/15/2024	Gary B. Barber	15000015390012020	POA OPERATIONS	Property Taxes	\$286.67		\$0.00		\$0.00	\$286.67
1894	12/20/2024	Eddie Harris	Draw 2, Proj#16152W	LAKES & COMMON GROUNDS	Seawall & Dam Maintenance	\$10,000.00		\$0.00		\$0.00	\$10,000.00
<b>Monthly Total:</b>											\$35,429.98

## 2024 DECEMBER DRAFT PAYMENTS

DATE	PAID TO	MEMO/DESCRIPTION	DEPARTMENT	EXPENSE LINE ITEM	TOTAL
12/1/2024	Transfer for Challenge Savings	Transfer to Challenge reserve	POA OPERATIONS	Transfer for Challenge Savings	\$605.25
12/1/2024	Transfer for Dredging Savings	Transfer to dredging reserve	POA OPERATIONS	Transfer for Dredging Savings	\$1,000.00
12/4/2024	City of Tyler	Account 72327-58484	UTILITIES	Water	\$104.46
12/4/2024	City of Tyler	Account 72455-56596	UTILITIES	Water	\$56.92
12/4/2024	Vexus	Account 064453501	RECREATION FACILITIES & SECURITY	Pool internet & WiFi	\$126.24
12/9/2024	Southside Bank Fee	Account Analysis Charge	POA OPERATIONS	Banking Fees	\$45.90
12/26/2024	TXU ENERGY	Invoice # 094253597802	UTILITIES	Electric	\$721.23
<b>Monthly Total:</b>					\$2,650.40

MIKE

**Attached is a DRAFT of what might be appropriate for including in the WPOA records. It is strictly for consideration, addition, correction, deletion, or ignoring.**

**Please review and discuss, mark it up, and return for changes needed.**

**Checklist for clarifying items of responsibility for Lake & Common Grounds, as of Jan. 1, 2025:**

<b><u>Items</u></b>	<b><u>Notes</u></b>
<b>Lake</b>	<b>Including existing retaining wall panels and shorelines.</b>
<b>Concrete walkways</b>	<b>Includes access sidewalks from Lake Forest Dr., Lazy Creek &amp; Lakepine Cir.</b>
<b>Spillway</b>	<b>Concrete and other materials under the spillway bridge to route water downstream.</b>
<b>Bridge</b>	<b>Wooden bridge over spillway, with steel support beams, roof, walkway, electric and solar lighting.</b>
<b>Fountain</b>	<b>Floating fountain installed 12/24/2024, all run schedules, electric panels &amp; controls in pumphouse.</b>
<b>Gates and fences</b>	<b>Five pedestrian gates with fence extensions, signs restricting access.</b>
<b>Ground signs</b>	<b>Encouraging cleanup from pets and other lakeside activities. Pet waste bag dispensers and collection cans.</b>
<b>Trees</b>	<b>All trees and other vegetation as long as they are within WPOA property boundaries and not inside any owner's lot line.</b>
<b>Silt ponds</b>	<b>North and west silt ponds, drainage, dredging, plant control, etc.</b>
<b>Dam</b>	<b>Integrity, safety</b>
<b>Sprinkler system</b>	<b>All equipment in and around the lake and silt ponds property. Repair and maintenance of all piping, sprinkler heads, pumps and pressure tanks.</b>



**Pumphouse**

**All electrical and mechanical items inside, tools, supplies, door lock, roof.**

**Floodgate valve**

**Opening and closing floodgate as required to maintain safe level of lake, including storm water buildup, dam & spillway repair or maintenance projects. Valve key tool to be kept locked in pumphouse.**

**Entrance walls & plants**

**Brick "The Woods" walls, plantings, and lighting at street entrances on Lake Forest Dr., Lake Vista, and Lazy Creek Dr.**

**Picnic tables**

**Six metal picnic tables for member use, some used in pool area, some near tennis courts or lake locations.**

## **Spillway Flood Gate**

**(Draft Jan. 10, 2025)**

**This lake is a 'constant level' lake due to the many underground springs, both below the lake bottom and under the surrounding homes and ponds, which constantly slowly drain into the lake and result in a normal slow flow over the spillway. The entire lake level is subject to constant changes, naturally by weather and as required by construction, maintenance or repair projects.**

**Severe rainstorms have made it necessary to quickly open the spillway valve to release water around the spillway itself, through an underground ductway and into the creek below. This route was built into the original dam, and the valve was replaced in 2022. A long steel rod with a T handle on one end (the key) is kept inside the pumphouse. The valve is on the down-sloping east side near the bridge.**

**To open the valve, remove the blue cap. Attach the key to the rod inside, using the bolt and nut left on it.**

**To open, turn the T handle counterclockwise (left) approximately 32 complete revolutions, or until it cannot be easily turned more.**

**Do NOT force additional turns when it stops!**

**Water will be seen and heard rushing out of a rectangular opening on one side of the creek, downstream from the spillway.**

**To close, reverse the turns, remove the key rod, and cap the valve cover. Return the key to the pumphouse when appropriate.**

**It is recommended that several WPOA members be capable and willing to do this task when necessary. The VP Lake & Commons Ground board member can select these people and maintain a way to contact them on short notice. This may be any day or night, in any kind of weather. Each person designated should be able to contact the others, recognizing we all travel and have other commitments. Making the judgment on when to open and close the valve is a task for the VP or his designated member**

## Pumphouse Care

(Draft Jan. 10, 2025)

The pumphouse contains piping, plumbing, pumps, motors and electrical equipment which controls the intake and output of water and power to operate the lake sprinkler system, fountain and lighting.

The doors on one side are secured with a small combination lock. The VP can authorize access to the pumphouse by his choice of members, maintenance contractors, or others.

A fresh air vent on the roof provides moderate air circulation during most of the year. However, extreme cold weather conditions that produce long freezing temperatures can damage or crack the plumbing and valves which control pumps and tanks inside. Replacing these in the past has proven expensive. Some wall insulation has helped to some extent. However one or more small electric space heaters should also be kept inside and turned on and off when damaging temperatures are likely.

The fountain control box is mounted on an inside wall. It contains digital timing controls for both the fountain pump and the lights. A separate remote control is provided for light colors variation. Instruction books are inside the control box.

The VP Lake & Common Grounds board member controls all pumphouse operations and can designate others as well.