

## WOODS POA BOARD MEETING

Crutcher and Hartley Team REMAX Board Room  
3225 University Blvd. – Tyler, Texas  
March 9, 2023

### Meeting Minutes

I. Directors Present:

Owen Sanderson, Melinda Weedon, Sara Back, Tonya Wheat, Joe Williams

Absent: Mark Dahlgren

Households Present:

4 households and 5 total members attended the meeting.

Members Present: Randy Back, Carrol Price, Chuck Armstrong, Gaylan Braselton, John Barber

II. Call to Order:

President Owen Sanderson at 6:03 PM

III. Secretary's Report: (Tonya Wheat):

The meeting minutes of January 19, 2023, regular board meeting were provided via email to board members for review prior to the meeting. Without objection, the previous meeting minutes were approved as presented.

Certified Email Votes;

- New Delinquent Accounts Policy
  - Mr. Sanderson drafted and presented the proposed policy to the Board for Vote taken on 1-25-2023, Motion was made by Mr. Sanderson, seconded by Mr. Williams, Motion passed by a vote of 4-2 with Mrs. Wheat and Mrs. Back voting against.
    - Mrs. Back's noted objection: "Per monthly analysis of late payment data with bookkeeper through the end of Dec. 2022, all but 1.2% of members were caught up by the 9-month late mark so no need to spend time/money on late letters prior to this time"
  - A copy of the approved Policy is attached to these minutes.
- Mr. Henderson (3802 Lakepine Cir) ARC Deck Replacement Project
  - Vote of approval taken on 3-1-2023, project was approved by a vote of 6-0. See Architectural Control Report for details.

IV. Treasurer's Report (Sara Back):

Mrs. Back presented the Treasurer's Report and the association financials for the months of January and February 2023; A copy is attached to the minutes. As part of her report, Mrs. Back noted that we did not budget for the CPA during the current budget cycle because we had previously been paying them in October which would fall in the next budget year. Mrs. Back has prepared the 2022 taxes and sent the documentation to Squyres and Co. to prepare the filing. Mrs. Back motioned to amend the 2023 Budget to include the \$450.00 payment under the CPA category, Mr. Sanderson seconded the motion, and the motion passed without objection 5-0. A copy of the amended budget is attached to these minutes. Mrs. Back audited the 2022 QuickBooks against invoices, check register, and banking with bookkeeper and CPA in preparation for tax filing. The final copy of actual 2022 expenditures as related to the budget is attached to these minutes.

V. Lake and Common Grounds (Joe Williams):

Mr. Williams presented the Lake & Common Grounds Report; A copy is attached to the minutes. Mr. Williams provided an update on the repairs made following the ice storm and general maintenance performed around the Common grounds. Mr. Williams submitted a monthly cost breakdown of the services provided by Green Grass Lawn (Toni Patricio), the current association's L&CG maintenance provider, as compared to Morales Lawn Care. Mr. Sanderson requested that Mr. Williams get an additional comparative quote.

Mr. Sanderson and Mrs. Wheat met with a landscape coordinator to help with replanting the 5 Woods Entrance Flower Beds. The landscape coordinator will get a quote to us soon for shrubs and plants to be planted at entrances into the woods.

VI. Recreation Facilities & Security:

In the absence of Mr. Dahlgren, Mr. Sanderson provided an update on recreation facilities and security. Mr. Dahlgren is working to get pricing together to rework the pool entry gate to include a "crash bar" style opening device on the inside of the gate. Mr. Dahlgren noted that the locksmith would not provide such services and likely the BOD would need to hire someone who repairs or sells gates/fences. The locksmith would later re-key the new gate. Mr. Sanderson requested that Mr. Williams get together with Mr. Dahlgren to see if we could purchase the opening device and fabricate it to the existing gate.

VII. Architectural Control (Melinda Weedon):

Mrs. Weedon provided an update on the Architectural Control request; a copy of her report is attached to these minutes. As a part of her report, Mrs. Weedon reported that Mr. and Mrs. Price have submitted the final documentation (including city inspections) for their new garage addition to the main residence. Mrs. Weedon conducted a walkthrough of the property following the submission of the final documents. Mrs. Weedon motioned that the board approve the modifications as meeting the terms of the Settlement Agreement as set forth in Section V. numbers 1 through 5. Mrs. Back seconded the motion, and without objection, the motion passed 5-0.

VIII. Social Activities Report (Tonya Wheat):

Mrs. Wheat discussed the upcoming Easter Egg Hunt for the HOA. Mrs. Wheat agreed to contact Crutcher and Hartley Team (ReMax) regarding Woods POA sponsoring some of the event's activities and promoting it to our members. Mrs. Wheat will update the BOD and association as soon as she gets more information. The Board also discussed upcoming social events such as the memorial weekend pool party, bringing back yard of the month, and the Woods Community Yard Sale. Dates for the events were not determined.

IX. Old Business:

BOD legal representation;

Mr. Sanderson made a motion to select Mr. Gidden's firm to represent the Woods POA. Mrs. Back seconded the motion, and without objection, the motion passed 5-0.

Discussed the BOD Vacancy:

Mr. Sanderson noted that only one member (Mrs. Carrol Price via Mrs. Back) had been nominated and accepted the nomination to fill the open Board position. Mr. Sanderson confirmed with Mrs. Price that she is willing to accept a position on the BOD and if she would be willing to fill the position of Board Secretary. Mrs. Back made a motion to approve Carol Price to fill the board vacancy, Mr. Sanderson seconded the motion. The vote passed by a count of 2 for (Mr. Sanderson and Mrs. Back), 1 against, and 2 directors abstaining from voting. For clarification: during a vote by "simple majority" an "abstention vote" neither counts as a vote for nor against the motion. The motion was carried by a majority vote of 2-1-2.

The board discussed the implementation Of the New Delinquent Accounts Policy. Mr. Sanderson noted that 3 households were already 11+ months past due and 3 households were 7+ months past due. Mr. Sanderson noted the new policy states that a member will receive a certified letter once their account becomes 7 months in arrears giving them 90 days to bring the account current. Mr. Sanderson recommended sending letters to the accounts 11+ months in arrears giving them 30 days and the remaining overdue accounts would get the full 90 days. Starting in April any new accounts that become 7 months in arrears will receive the standard notification letter giving them 90 days.

X. New Business:

Mr. Sanderson presented 3 quotes for a proposed fence along Calloway Rd. The purpose of the fence would be to deter residents from the new Rosewood facility (or any non-association member) from accessing the west silt pond area, potentially causing a liability to the association. Previously the area had a vegetation barrier that died during the week-long freeze in 2020 and was later cleared out during the dredging of 2022. To fence, the entire boundary line along Calloway Rd. with a 6 feet tall black metal fence (similar in style to the fence at the lake entrances) would cost the association roughly \$15,000. The Board has budgeted \$7,500 for a possible new fence in this area.

Mr. Sanderson also provide a cost breakdown to perform some minor dirt work in the area along Calloway Rd. and to replant the Wax Myrtles which would reform the vegetation barrier. The total estimated cost to perform the dirt work and replant the area is \$3,673.50. The Board has budgeted \$3,000 for the dirt work and replanting vegetation in the area. Following a discussion of the estimated cost, the Board decided to table the decision until they could consult the association's attorney Mr. Giddens whether or not a fence is needed to reduce the association's liability, or if replanting the vegetation and posting no trespassing signs would suffice.

Mr. Sanderson noted that if the Board decides to build the fence or replant the vegetation, that dirt work is needed to level the areas along Calloway Rd. in preparation for either option and proposed we start the work now so that it's complete when a decision is made on the matter. Mrs. Back motion to approve spending \$1,148.50 of the \$3,000 budgeted amount to perform the dirt work. Mrs. Weedon seconded the motion. Without objection, the motion passed 5-0.

XI. Adjourned:

Mr. Williams's Motion to Adjourn, Mrs. Wheat seconded the motion, and without objection, the meeting was adjourned at 8:38 PM. The next board meeting is scheduled for May 18<sup>th</sup>, 2023, at 6:00 pm at the Crutcher and Hartley Team REMAX Board Room.

*It should be noted that all reports and documents attached are for information and documentation purposes only and are not considered a formal action of the Board unless otherwise recorded in the minutes above.*

Respectfully Submitted By:

Tonya Wheat

Woods POA Secretary

Prepared by:

Owen Sanderson and Tonya Wheat

## **Attachments**

**VP Reports**

**Revised 2023 Budget**

**Delinquent Accounts Policy**

**Replanting and Dirt Work Quote (Calloway Rd.)**

# March 9, 2023 Board Meeting

## WPOA Treasurer Report and Concerns Submitted by Sara Back

1. 2022 WPOA QuickBooks audited, cleaned up and W-9s were tracked down for vendors so CPA could file 1099s. Books have been turned over to CPA to complete 2022 taxes.

Special Note: Although it does not appear to be previously handled, please request W-9 Forms from anyone being hired to complete work in excess of \$600.00 for WPOA as we are required by law to file 1099s. This should be handled prior to payment.

2. Attached: Year End WPOA Proposed Budget vs Final Expenditures for 2022 BOD so there is an accurate record of 2021-2022.
3. MOTION: Amend WPOA Budget for January 1, 2023 - September 30, 2023 to include \$450.00 for CPA fees - these were paid late the past two years, end of October, but wanting to complete and pay in timely manner in April.
4. We'd discussed and I thought previously agreed to cap individual BOD member expenditures of over \$500.00 without approval.

MOTION: A single BOD member must obtain approval to spend more than \$500.00 on an item without entire board approval in effort to stay within our the budget all voted to approve.

5. Attached: WPOA Monthly Expenditures for January and February 2023
6. Attached: January and February Profit/Loss and Balance Sheet 2023
7. Attached: Revised invoice form - "Request for Payment or Reimbursement"  
Revision to match updated accounts list on new budget.  
\*\* Please insure correct account category information is included when submitting.
8. BOD Invoice Help: If you need help with a purchase instead of a reimbursement, please submit an invoice with all information filled out so the treasurer can help handle the purchase instead of reimbursement. A friendly reminder: treasurer is not a personal assistant to research, locate and purchase items (IE: sprinkler heads, doggie bags, etc.).
9. Job Descriptions: I've had a significant issue struggling to complete my work as elected WPOA BOD Treasurer without other BOD member's interference. I'd like to discuss if this needs addressing in more detail now or if now there will be an attempt to move forward with the understanding we will all respectfully defer to each other's job descriptions even if we think we could do better? (Ex: budget, delinquency protocol, helping members with bookkeeping questions).

10. Old Business: I unfortunately had to place “Insurance Reduction Research” on hold as I didn’t anticipate work needed for taxes this past 6 wks but will work on it soon and also organizing file system for important documents.
11. Other Concerns I’d like addressed at this meeting outside my treasurer work:
  - Discussion regarding the concern that many on our presently elected BOD voted in email not to share their voting records with our community. This is problematic for me as an elected official. If I don’t let voters know what I’m doing, they cannot decide if I’m working on their behalf.
  - The decision for VP of AC to form an independently appointed AC Committee does not align with our covenants that dictate this job is wholly that of the BOD members. The Covenants and Restriction for The Woods Residential Subdivision, Item 14, AC, address an Architectural Control Committee. *“The Architectural Control Committee, hereinafter referred to as the “Committee”, shall be composed of the Vice President, Architectural Control and the Board of Directors. The Committee shall function as the representative of the owners for the subdivision lots...”* (IE: BOD is the committee). Per our meeting with possible new legal counsel, Mr. Giddens, he agreed that the BOD is the AC Committee, not a group appointed by the VP of AC. Why are we still using this newly formed AC Committee that does not meet our own definition of what that group should look like? We should be the group making the recommendations, not an outside, appointed group. I would like to motion we disband the newly appointed AC committee.
  - Meeting minutes should be entirely composed by the secretary or otherwise accurately address author
  - Only the actual items addressed in meeting and documents handed out, should be included in meeting minutes, nothing added or changed afterward
  - Outdated “Homeowners News” on WPOA Website
  - Request no mass emails by members using BOD list for personal interests, no matter how good the cause. Use homeowner/neighborhood sites instead where members opt in
  - Due to recent realization we don’t know boundary lines of common grounds, is it worth getting an estimate to clarify this issue and think about expenditure next session?
  - Is there a place the WPOA maintains legal documents, surveys and topo maps?

Woods Property Owners Association Inc.			Actual			
Profit & Loss Budget Performance			2022 Expense			
December 31, 2022			Cash Basis			
			Jan - Dec 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense						
Income						
Dues and Assessments			103,588.75	106,980.00	(3,391.25)	106,980.00
Discounts Granted			(1,933.00)	0.00	(1,933.00)	0.00
Transaction Fees			650.00	0.00	650.00	0.00
Interest Income			27.87	22.55	5.32	22.55
Finance Charges			14.18	0.00	14.18	0.00
Keys			200.00	0.00	200.00	0.00
Total Income			102,647.80	107,002.55	(4,454.75)	107,002.55
Expense						
DEPARTMENTS						
Lake & Common Grounds						
Spillway Repair			21,029.28	20,350.00	679.28	20,350.00
Facilities Maintenance			1,224.87	600.00	624.87	600.00
Landscaping			30,428.89	28,920.00	1,508.89	28,920.00
Sprinkler Systems			1,585.56	625.00	960.56	625.00
Tree Removal			1,425.00	2,000.00	(575.00)	2,000.00
Dredging			31,422.83	55,000.00	(23,577.17)	55,000.00
Seawall			0.00	0.00	0.00	0.00
Total Lake & Common Grounds			87,116.43	107,495.00	(20,378.57)	107,495.00
Recreation Facilities/Security						
Pool & Bath House			6,875.47	6,695.00	180.47	6,695.00
Tennis Courts			0.00	0.00	0.00	0.00
Playground			0.00	0.00	0.00	0.00
Fencing			0.00	1,100.00	(1,100.00)	1,100.00
Total Recreation Facilities/Security			6,875.47	7,795.00	(919.53)	7,795.00
Architectural Control						
By-Laws & Covenants			246.09	1,565.00	(1,318.91)	1,565.00
Total Architectural Control			246.09	1,565.00	(1,318.91)	1,565.00
Social Activities						
Activities			499.77	1,250.00	(750.23)	1,250.00
Total Social Activities			499.77	1,250.00	(750.23)	1,250.00
Total DEPARTMENTS			94,737.76	118,105.00	(23,367.24)	118,105.00
OPERATIONS						
Bank Service Charges			551.90	720.00	(168.10)	720.00
Bookkeeping			5,750.00	5,400.00	350.00	5,400.00
Insurance			6,822.00	6,999.00	(177.00)	6,999.00
Office Supplies			420.45	100.00	320.45	100.00
Postage and Delivery			452.00	300.00	152.00	300.00
Printing and Reproduction			530.13	300.00	230.13	300.00
Professional Fees			7,702.30	3,700.00	4,002.30	3,700.00
Website Support			1,915.00	985.00	930.00	985.00
Taxes			0.00	270.00	(270.00)	270.00
Annual Meeting			400.00	550.00	(150.00)	550.00
Total OPERATIONS			24,543.78	19,324.00	5,219.78	19,324.00
UTILITIES						
Electric			6,927.54	6,655.00	272.54	6,655.00
Water			2,502.51	3,000.00	(497.49)	3,000.00
Total UTILITIES			9,430.05	9,655.00	(224.95)	9,655.00
Total Expense			128,711.59	147,084.00	(18,372.41)	147,084.00
Net Ordinary Income			(26,163.79)	(40,081.45)	13,917.66	(40,081.45)
Net Income			(26,163.79)	(40,081.45)	13,917.66	(40,081.45)

\$20,000 has been moved from expense to remove Rosewood prepaid liability

<b>Woods Property Owners Association Inc.</b>							
<b>Balance Sheet 2023</b>							
<b>As of January 31, 2023</b>							<b>Accrual Basis</b>
				<b>Jan 31, 23</b>	<b>Dec 31, 22</b>		<b>\$ Change</b>
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
		Southside Bank - Checking		28,763.41	16,369.44		12,393.97
		Challenge Reserve Account		22,471.19	21,864.94		606.25
		<b>Total Checking/Savings</b>		<b>51,234.60</b>	<b>38,234.38</b>		<b>13,000.22</b>
<b>Accounts Receivable</b>							
		Dues Receivable		10,148.10	7,399.60		2,748.50
		<b>Total Accounts Receivable</b>		<b>10,148.10</b>	<b>7,399.60</b>		<b>2,748.50</b>
		<b>Total Current Assets</b>		<b>61,382.70</b>	<b>45,633.98</b>		<b>15,748.72</b>
<b>Fixed Assets</b>							
		Common Areas		999.89	999.89		0.00
		Fencing		12,325.00	12,325.00		0.00
		Irrigation System		23,200.00	23,200.00		0.00
		Picnic Tables		4,383.46	4,383.46		0.00
		Silt Pond		50,882.23	50,882.23		0.00
		Swimming Pool/Bath House		45,000.00	45,000.00		0.00
		Tennis Courts		30,000.00	30,000.00		0.00
		<b>Total Fixed Assets</b>		<b>166,790.58</b>	<b>166,790.58</b>		<b>0.00</b>
<b>TOTAL ASSETS</b>				<b>228,173.28</b>	<b>212,424.56</b>		<b>15,748.72</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Other Current Liabilities</b>							
		Playground Funds Payable		2,053.81	2,053.81		0.00
		Prepaid Dues		22,055.15	10,421.65		11,633.50
		Prepaid Expenses by Rosewood		20,000.00	20,000.00		0.00
		<b>Total Other Current Liabilities</b>		<b>44,108.96</b>	<b>32,475.46</b>		<b>11,633.50</b>
		<b>Total Current Liabilities</b>		<b>44,108.96</b>	<b>32,475.46</b>		<b>11,633.50</b>
		<b>Total Liabilities</b>		<b>44,108.96</b>	<b>32,475.46</b>		<b>11,633.50</b>
<b>Equity</b>							
		Net Assets		179,949.10	223,469.82		(43,520.72)
		Net Income		4,115.22	(43,520.72)		47,635.94
		<b>Total Equity</b>		<b>184,064.32</b>	<b>179,949.10</b>		<b>4,115.22</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>228,173.28</b>	<b>212,424.56</b>		<b>15,748.72</b>



**Woods Property Owners Association Inc.**

**Profit & Loss Budget Performance**

January 2023

Cash Basis

	Jan 23	Budget	\$ Over Budget	Jan 23	YTD Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Dues and Assessments	9,566.50	8,800.00	766.50	9,566.50	8,800.00	766.50
Discounts Granted	(33.00)	0.00	(33.00)	(33.00)	0.00	(33.00)
Transaction Fees	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>9,533.50</b>	<b>8,800.00</b>	<b>733.50</b>	<b>9,533.50</b>	<b>8,800.00</b>	<b>733.50</b>
<b>Expense</b>						
<b>DEPARTMENTS</b>						
<b>Architectural Control</b>						
AC Legal Fees	0.00	300.00	(300.00)	0.00	300.00	(300.00)
<b>Total Architectural Control</b>	<b>0.00</b>	<b>300.00</b>	<b>(300.00)</b>	<b>0.00</b>	<b>300.00</b>	<b>(300.00)</b>
<b>Lake &amp; Common Grounds</b>						
Electric	542.59	650.00	(107.41)	542.59	650.00	(107.41)
Lake Pump House Repair	0.00	600.00	(600.00)	0.00	600.00	(600.00)
Lawn Care	2,285.00	2,285.00	0.00	2,285.00	2,285.00	0.00
<b>Sprinkler Systems</b>						
Water Acct Ending 6596	42.62	175.00	(132.38)	42.62	175.00	(132.38)
<b>Total Sprinkler Systems</b>	<b>42.62</b>	<b>175.00</b>	<b>(132.38)</b>	<b>42.62</b>	<b>175.00</b>	<b>(132.38)</b>
<b>Total Lake &amp; Common Grounds</b>	<b>2,870.21</b>	<b>3,710.00</b>	<b>(839.79)</b>	<b>2,870.21</b>	<b>3,710.00</b>	<b>(839.79)</b>
<b>Recreational Pool</b>						
Emergency Phone	0.00	71.00	(71.00)	0.00	71.00	(71.00)
<b>General Maintenance</b>						
Maintenance	214.52	0.00	214.52	214.52	0.00	214.52
<b>Total General Maintenance</b>	<b>214.52</b>	<b>0.00</b>	<b>214.52</b>	<b>214.52</b>	<b>0.00</b>	<b>214.52</b>
Treatment	141.00	250.00	(109.00)	141.00	250.00	(109.00)
Water Acct Ending 6484	145.07	120.00	25.07	145.07	120.00	25.07
<b>Total Recreational Pool</b>	<b>500.59</b>	<b>441.00</b>	<b>59.59</b>	<b>500.59</b>	<b>441.00</b>	<b>59.59</b>
<b>Social Activities</b>						
General Fund	0.00	25.00	(25.00)	0.00	25.00	(25.00)
<b>Total Social Activities</b>	<b>0.00</b>	<b>25.00</b>	<b>(25.00)</b>	<b>0.00</b>	<b>25.00</b>	<b>(25.00)</b>
<b>Total DEPARTMENTS</b>	<b>3,370.80</b>	<b>4,476.00</b>	<b>(1,105.20)</b>	<b>3,370.80</b>	<b>4,476.00</b>	<b>(1,105.20)</b>
<b>OPERATIONS</b>						
Bank Service Charges	41.30	42.00	(0.70)	41.30	42.00	(0.70)
Postage and Delivery	0.00	100.00	(100.00)	0.00	100.00	(100.00)
<b>Professional Fees</b>						
Bookkeeping	450.00	550.00	(100.00)	450.00	550.00	(100.00)
General Legal	200.00	0.00	200.00	200.00	0.00	200.00
Website	0.00	370.00	(370.00)	0.00	370.00	(370.00)
<b>Total Professional Fees</b>	<b>650.00</b>	<b>920.00</b>	<b>(270.00)</b>	<b>650.00</b>	<b>920.00</b>	<b>(270.00)</b>
Property Taxes	253.68	275.00	(21.32)	253.68	275.00	(21.32)
<b>Total OPERATIONS</b>	<b>944.98</b>	<b>1,337.00</b>	<b>(392.02)</b>	<b>944.98</b>	<b>1,337.00</b>	<b>(392.02)</b>
<b>Total Expense</b>	<b>4,315.78</b>	<b>5,813.00</b>	<b>(1,497.22)</b>	<b>4,315.78</b>	<b>5,813.00</b>	<b>(1,497.22)</b>
<b>Net Ordinary Income</b>	<b>5,217.72</b>	<b>2,987.00</b>	<b>2,230.72</b>	<b>5,217.72</b>	<b>2,987.00</b>	<b>2,230.72</b>
<b>Net Income</b>	<b>5,217.72</b>	<b>2,987.00</b>	<b>2,230.72</b>	<b>5,217.72</b>	<b>2,987.00</b>	<b>2,230.72</b>

<b>Woods Property Owners Association Inc.</b>						
<b>Balance Sheet</b>						
<b>As of February 28, 2022</b>						<b>Accrual Basis</b>
				<b>Feb 28, 22</b>	<b>Jan 31, 22</b>	<b>\$ Change</b>
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
	Southside Bank - Checking			28,868.32	28,763.41	104.91
<b>Savings Account</b>						
	Dredging Savings			3,000.00	0.00	3,000.00
	Reserve Account 7.5			23,077.44	22,471.19	606.25
	<b>Total Savings Account</b>			<b>26,077.44</b>	<b>22,471.19</b>	<b>3,606.25</b>
	<b>Total Checking/Savings</b>			<b>54,945.76</b>	<b>51,234.60</b>	<b>3,711.16</b>
<b>Accounts Receivable</b>						
	Dues Receivable			11,153.00	10,148.10	1,004.90
	<b>Total Accounts Receivable</b>			<b>11,153.00</b>	<b>10,148.10</b>	<b>1,004.90</b>
	<b>Total Current Assets</b>			<b>66,098.76</b>	<b>61,382.70</b>	<b>4,716.06</b>
<b>Fixed Assets</b>						
	Common Areas			999.89	999.89	0.00
	Fencing			12,325.00	12,325.00	0.00
	Irrigation System			23,200.00	23,200.00	0.00
	Picnic Tables			4,383.46	4,383.46	0.00
	Silt Pond			50,882.23	50,882.23	0.00
	Swimming Pool/Bath House			45,000.00	45,000.00	0.00
	Tennis Courts			30,000.00	30,000.00	0.00
	<b>Total Fixed Assets</b>			<b>166,790.58</b>	<b>166,790.58</b>	<b>0.00</b>
	<b>TOTAL ASSETS</b>			<b>232,889.34</b>	<b>228,173.28</b>	<b>4,716.06</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Other Current Liabilities</b>						
	Playground Funds Payable			2,053.81	2,053.81	0.00
	Prepaid Dues			23,442.05	22,055.15	1,386.90
	<b>Total Other Current Liabilities</b>			<b>25,495.86</b>	<b>24,108.96</b>	<b>1,386.90</b>
	<b>Total Current Liabilities</b>			<b>25,495.86</b>	<b>24,108.96</b>	<b>1,386.90</b>
	<b>Total Liabilities</b>			<b>25,495.86</b>	<b>24,108.96</b>	<b>1,386.90</b>
<b>Equity</b>						
	Net Assets			199,949.10	199,949.10	0.00
	Net Income			7,444.38	4,115.22	3,329.16
	<b>Total Equity</b>			<b>207,393.48</b>	<b>204,064.32</b>	<b>3,329.16</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>			<b>232,889.34</b>	<b>228,173.28</b>	<b>4,716.06</b>

**Woods Property Owners Association Inc.**  
**Profit & Loss Budget Performance**  
 February 2023

	Feb 23	Budget	\$ Over Budget	Jan - Feb 23	YTD Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Dues and Assessments	7,490.10	8,800.00	(1,309.90)	17,056.60	17,600.00	(543.40)
Discounts Granted	(423.00)	0.00	(423.00)	(456.00)	0.00	(456.00)
Transaction Fees	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>7,067.10</b>	<b>8,800.00</b>	<b>(1,732.90)</b>	<b>16,600.60</b>	<b>17,600.00</b>	<b>(999.40)</b>
<b>Expense</b>						
<b>DEPARTMENTS</b>						
<b>Architectural Control</b>						
AC AC Legal Fees	0.00	0.00	0.00	0.00	300.00	(300.00)
AC AC Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
By- By-Laws & Covenants	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Architectural Control</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>(300.00)</b>
<b>Lake &amp; Common Grounds</b>						
Electric	552.56	650.00	(97.44)	1,095.15	1,300.00	(204.85)
Lake Fencing/Gate	0.00	7,500.00	(7,500.00)	0.00	7,500.00	(7,500.00)
General Maintenance	25.09	175.00	(149.91)	25.09	175.00	(149.91)
Lake Pump House Repair	239.57	0.00	239.57	239.57	600.00	(360.43)
<b>Landscaping</b>						
Entry Beds	0.00	0.00	0.00	0.00	0.00	0.00
Misc Planting	0.00	0.00	0.00	0.00	0.00	0.00
West Silt Pond	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Landscaping</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Lawn Care	2,285.00	2,285.00	0.00	4,570.00	4,570.00	0.00
Tree Removal	700.00	0.00	700.00	700.00	0.00	700.00
<b>Sprinkler Systems</b>						
Water Acct Ending 6596	42.62	175.00	(132.38)	85.24	350.00	(264.76)
Sprinkler System Repair	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Lake &amp; Common Grounds</b>	<b>3,844.84</b>	<b>10,785.00</b>	<b>(6,940.16)</b>	<b>6,715.05</b>	<b>14,495.00</b>	<b>(7,779.95)</b>
<b>Recreational Pool</b>						
Emergency Phone	243.39	71.00	172.39	243.39	142.00	101.39
Fencing/Gate	0.00	0.00	0.00	0.00	0.00	0.00
<b>General Maintenance</b>						
Maintenance	0.00	0.00	0.00	214.52	0.00	214.52
Pool House Bathrooms	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total General Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>214.52</b>	<b>0.00</b>	<b>214.52</b>
Treatment	156.00	125.00	31.00	297.00	375.00	(78.00)
Water Acct Ending 6484	\$82.21	\$120.00	(37.79)	\$227.28	\$240.00	(12.72)
<b>Total Recreational Pool</b>	<b>481.60</b>	<b>316.00</b>	<b>165.60</b>	<b>982.19</b>	<b>757.00</b>	<b>225.19</b>
<b>Recreational Tennis</b>						
General Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Lights	0.00	300.00	(300.00)	0.00	300.00	(300.00)
<b>Total Recreational Tennis</b>	<b>0.00</b>	<b>300.00</b>	<b>(300.00)</b>	<b>0.00</b>	<b>300.00</b>	<b>(300.00)</b>
<b>Social Activities</b>						
Social Activity 1	0.00	0.00	0.00	0.00	0.00	0.00
Social Activity 2	0.00	0.00	0.00	0.00	0.00	0.00
Social Activity 3	0.00	0.00	0.00	0.00	0.00	0.00
General Fund	0.00	25.00	(25.00)	0.00	50.00	(50.00)
Best Lawn Awards	0.00	50.00	(50.00)	0.00	50.00	(50.00)
<b>Total Social Activities</b>	<b>0.00</b>	<b>75.00</b>	<b>(75.00)</b>	<b>0.00</b>	<b>100.00</b>	<b>(100.00)</b>
<b>Total DEPARTMENTS</b>	<b>4,326.44</b>	<b>11,476.00</b>	<b>(7,149.56)</b>	<b>7,697.24</b>	<b>15,952.00</b>	<b>(8,254.76)</b>
<b>OPERATIONS</b>						
Annual Meeting	0.00	0.00	0.00	0.00	0.00	0.00
Bank Service Charges	41.40	42.00	(0.60)	82.70	84.00	(1.30)
Insurance Board Members	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Property	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies Secretary	0.00	50.00	(50.00)	0.00	50.00	(50.00)
Post Office Box	0.00	0.00	0.00	0.00	0.00	0.00
Postage and Delivery	0.00	0.00	0.00	0.00	100.00	(100.00)
Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00
<b>Professional Fees</b>						
Bookkeeping	550.00	550.00	0.00	1,000.00	1,100.00	(100.00)
General Legal	0.00	0.00	0.00	200.00	0.00	200.00
Website	355.00	0.00	355.00	355.00	370.00	(15.00)
<b>Total Professional Fees</b>	<b>905.00</b>	<b>550.00</b>	<b>355.00</b>	<b>1,555.00</b>	<b>1,470.00</b>	<b>85.00</b>
Property Taxes	0.00	0.00	0.00	253.68	275.00	(21.32)
<b>Total OPERATIONS</b>	<b>946.40</b>	<b>642.00</b>	<b>304.40</b>	<b>1,891.38</b>	<b>1,979.00</b>	<b>(87.62)</b>
<b>Total Expense</b>	<b>5,272.84</b>	<b>12,118.00</b>	<b>(6,845.16)</b>	<b>9,588.62</b>	<b>17,931.00</b>	<b>(8,342.38)</b>
<b>Net Ordinary Income</b>	<b>1,794.26</b>	<b>(3,318.00)</b>	<b>5,112.26</b>	<b>7,011.98</b>	<b>(331.00)</b>	<b>7,342.98</b>
<b>Net Income</b>	<b>1,794.26</b>	<b>(3,318.00)</b>	<b>5,112.26</b>	<b>7,011.98</b>	<b>(331.00)</b>	<b>7,342.98</b>

# Lakes and Common Grounds Report

March 9, 2023

1. Had the landscaping crew remove and haul off all the ice storm fallen tree limbs around the lake and tennis court area.
2. Had the landscaping crew clean the storm debris that collects near the spillway.



3. Repaired the ice storm falling limb damage to the tennis court fence. Welded and painted broken coupler, straightened bent pipes, straightened fence, reassembled. No costs incurred.



4. Adjusted all of the self closing devices on the walking path gates so that they close without assistance. No cost incurred.
5. Created a map showing the boundry lines of the common areas to define the responsible areas of the landscaping crew. (copy attached)
6. Created a list of the Monthly Contracted Services provided by the landscaping crew.
7. Obtained a competitive quote from Morales Lawn Service to compare against Green Grass Lawn's rates. The Morales quote came in at \$6,500 per month compared to Green Grass Lawn at \$2285. The Morales quote did include all of the additional services in the contract rate but we have never needed the difference of \$50,580 per year in contracted services. (both contracts attached)

### MONTHLY CONTRACTED SERVICES

Included Contract Services	Frequency	Notes/comments
Grass mowing	weekly	during the growing season, other times as needed
Edging (sidewalks, lakes, curbs)	weekly	during the growing season, other times as needed
Weeding (flower beds)	weekly	during the growing season, other times as needed
Blowing	weekly	sidewalks, tennis courts, pool area, street curbs
Leaf blowing/removal	weekly	as needed (primarily fall/winter months)
Prune Crepe Murtles, roses	February	
<b>Flat rate monthly charge:</b>	\$2,285	

Additional Services Offered	Rate	Notes/comments
Tree removal (priced on size)	\$600 - \$1200	includes removal from property
Fallen limb removal (non-storm)	\$65/hr	includes removal from property
Fallen limb removal (storm)	\$350/day	includes removal from property
Rake out trash/debris in lake	\$50/hr	includes removal from property
Remove trash/debris in lawns	\$50/hr	includes removal from property
Sprinkler system repairs	\$75/hr	labor only, materials reimbursed at cost
Planting flowers, shrubs, trees	\$350/day	labor only, materials reimbursed at cost
Dirt work: sink holes, erosion	\$75/hr	labor only, materials reimbursed at cost
Apply pre-emergent around pool	\$65/hr	labor only, materials reimbursed at cost
Fire ant treatment around pool	\$65/hr	labor only, materials reimbursed at cost
Weed & Feed fertilizer	\$65/hr	labor only, materials reimbursed at cost

<b>Company name:</b>	Green Grass Lawn
<b>Owner:</b>	Otoniel Patricio
<b>Phone:</b>	
<b>Cell phone:</b>	903-749-1255
<b>Address:</b>	10111 FM 2767
	Tyler, TX 75708

### MONTHLY CONTRACTED SERVICES

Included Contract Services	Frequency	Notes/comments
Grass mowing	weekly	during the growing season, other times as needed
Edging (sidewalks, lakes, curbs)	weekly	during the growing season, other times as needed
Weeding (flower beds)	weekly	during the growing season, other times as needed
Blowing	weekly	sidewalks, tennis courts, pool area, street curbs
Leaf blowing/removal	weekly	as needed (primarily fall/winter months)
Prune Crepe Murtles, roses	February	
<b>Flat rate monthly charge:</b>	\$6,500	

Additional Services Offered	Rate	Notes/comments
Tree removal (priced on size)	included	includes removal from property
Fallen limb removal (non-storm)	included	includes removal from property
Fallen limb removal (storm)	included	includes removal from property
Rake out trash/debris in lake	included	includes removal from property
Remove trash/debris in lawns	included	includes removal from property
Sprinkler system repairs	included	labor only, materials reimbursed at cost
Planting flowers, shrubs, trees	included	labor only, materials reimbursed at cost
Dirt work: sink holes, erosion	included	labor only, materials reimbursed at cost
Apply pre-emergent around pool	included	labor only, materials reimbursed at cost
Fire ant treatment around pool	included	labor only, materials reimbursed at cost
Weed & Feed fertilizer	included	labor only, materials reimbursed at cost

<b>Company name:</b>	Morales Lawn Service
<b>Owner:</b>	Fernando Tobias Morales
<b>Phone:</b>	
<b>Cell phone:</b>	903-283-7863
<b>Address:</b>	113 Nunn St.
	Whitehouse, TX 75791

# Woods Home Owners Association

## Architectural Control Report

March 9, 2023

### 3208 Lakepine Circle

Bud and Linda Henderson requested approval on replacing their back deck. The Architectural Review Committee approved the replacement. The Woods POA Board approved the replacement via email vote 3/1/23. Below are the parameters agreed upon for approval.

1) The deck will remain within the same dimensions as currently in place.

Length: 40 feet

Width: approx. 16 feet

2) The deck structure will be built with composite wood decking matching in color to the existing deck.

The composite decking will be made with 1"x 6" boards (sample of provided).

Manufacturer: MoistureShield Composite Decking

Product Line: Vantage

Color: Walnut

3) The wood rails will be replaced by black metal rails, powder coated aluminum or steel. Rail height will remain 3' and will match the existing 4' high metal yard fence.

4) The steps will be within the 25-foot setback from the rear property line.

A sample of the deck material was provided to the ARC. Pictures of the deck material were given to the board for approval process. Drawings were not requested for the deck as it is the exact same dimension of the existing deck which had prior board approval. The homeowner will provide the exact length of the steps before construction.

(ARC approval attached.)

### 3702 Pine Bluff Circle

Glenn and Carol Price's enclosed garage and new garage updates:

1. The requirements of the settlement agreement have been met as of 3/7/2023.
2. The Prices have brought the garage enclosure up to city code including all plumbing and electrical.
3. To keep the garage enclosure as a single-family dwelling on the Price's lot, the city requirement to permanently remove the stove has also been met. The former stove area has been replaced by a cabinet. The Prices have provided copies of final city inspections and approvals.
4. **Per city code for single-family dwelling and per the settlement agreement with the Woods POA Board, no rental of the garage enclosure is (nor will be) permitted at any time or in any manner.**

**New Two-Car Garage in Main Residence:**

1. The Prices have met the Woods POA covenant requirement for two car garage by converting a former garage space in the main residence back into a fully-functioning two-car garage. The two-car garage door is a fully-functioning garage door and shall remain so per the settlement agreement.
2. Per city code, a single firewall door has been installed from the garage into the main residence.
3. The newly reconverted garage has met city code and final inspections/approvals.



**The Woods Property Owners Association**  
**Architectural Review Committee**  
**Proposed Project Review and Recommendation**

Date Project Reviewed: Thursday, February 23, 2023

Committee Members Present: John Young, Todd Glass

Proposed Project: Existing Deck Replacement

Home Owner's Name: Bud Henderson

Home Owner's Address: 3208 Lakepine Circle

The homeowner is replacing the surface of the deck and railing. The surface will be a man-made composite deck board similar to Trex<sup>®</sup>. The railing will be upgraded to metal to match the existing fencing adjacent to the common grounds. The overall dimensions of the deck will not change however, the homeowner will increase the run and landing of the existing steps.

The ARC recommends moving forward with the project. See Attached pictures as documentation of the proposed building materials.

## Owen Sanderson

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**From:** Melinda Weedon <melindaweedon2@gmail.com>  
**Sent:** Thursday, March 2, 2023 8:29 AM  
**To:** Bud Henderson  
**Cc:** Owen Sanderson  
**Subject:** Woods POA Board Approval of Deck

Hello Mr. Henderson,

The Woods POA Board has approved the replacement of your back deck with the following parameters as previously discussed:

1) The deck will remain within the same dimensions as currently in place.

Length: 40 feet

Width: approx. 16 feet

2) The deck structure will be built with composite wood decking matching in color to the existing deck.

The composite decking will be made with 1"x 6" boards (sample of provided).

Manufacturer: MoistureShield Composite Decking Product Line: Vantage

Color: Walnut

3) The wood rails will be replaced by black metal rails, powder coated aluminum or steel.

Rail height will remain 3' and will match the existing 4' high metal yard fence.

3) The steps will be within the 25-foot setback from the rear property line.

Please retain a copy of this email as a record of the Woods POA Board approval.

Best wishes on your beautiful new deck!

Sincerely,

Melinda Weedon

VP of Architectural Control

The Woods POA Sent from my iPhone

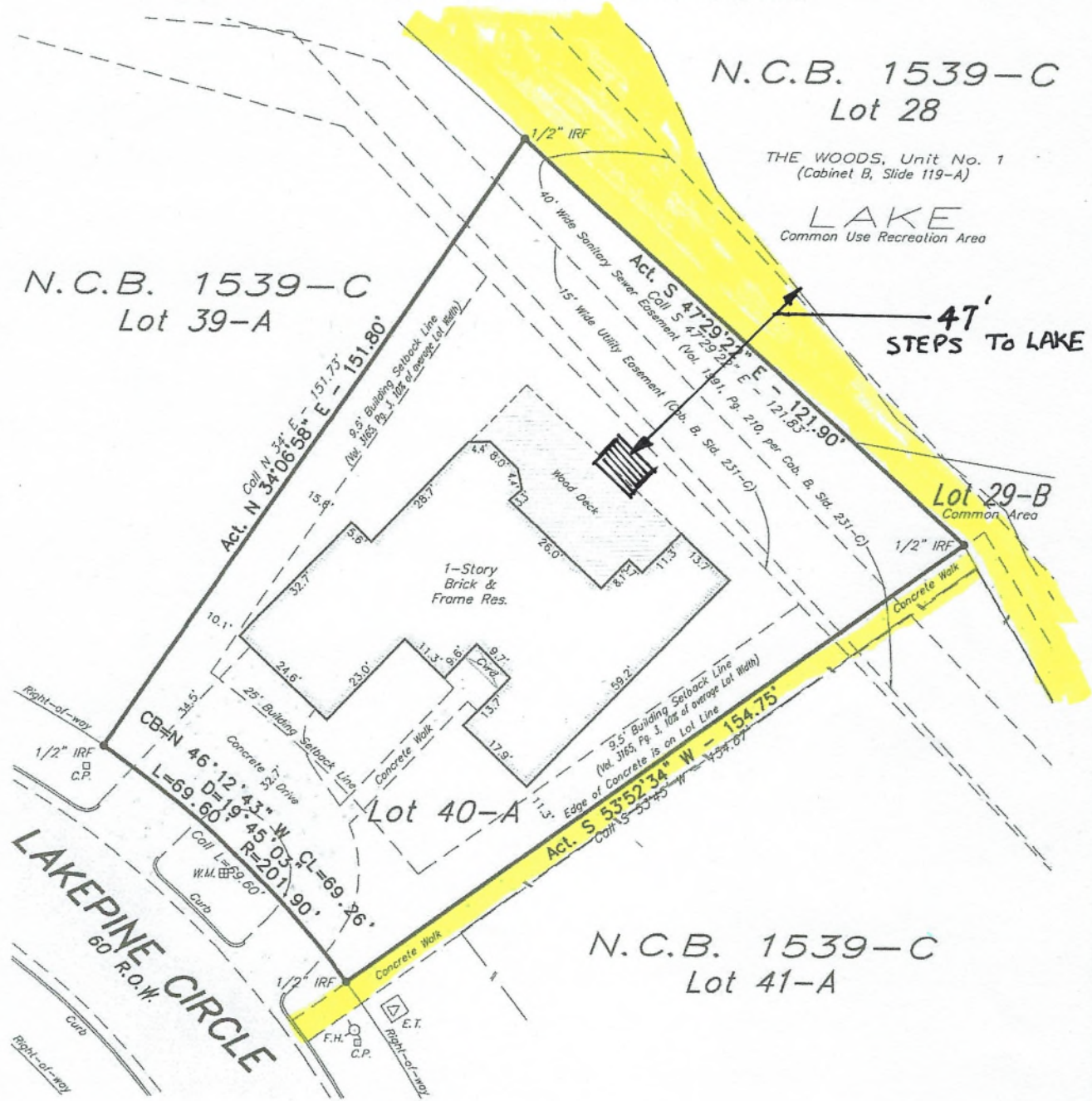


**Figure 1: Proposed Composite Decking**



**Figure 2: Proposed Deck Railing is shown as the fence above**

located at 3208 Lakepine Circle, Tyler, Texas 75707, and being described as follows: Lot No. 40-A, N.C.B. 1539-C  
 RESUBDIVISION PLAT OF LOTS 29 THRU 41, N.C.B. 1539-C, THE WOODS UNIT No. 2 according to the plat of said  
 Addition recorded in Cabinet B on Slide 259-B of the Plat Records of Smith County, Texas.



I/We hereby acknowledge receiving a copy of this survey.

**LEGEND**

- C.M. = Concrete R.O.W. Marker
- IRF = Iron Rod Found
- IPF = Iron Pipe Found
- IRS = Iron Rod Set
- ⊕ TBM = Temporary Bench Mark
- x Spot Elevation
- ⊖ P.P. = Electric Power Pole
- ⊗ L.P. = Light Pole
- ⊠ E.P. = Electric Pedestal

**WOODS I & II**  
**PROPERTY OWNERS ASSOCIATION**  
P.O. Box 130191, Tyler, Texas 75713

**DELINQUENT ACCOUNTS POLICY**

The following policy has been adopted by the WPOA Board of Directions on January 25, 2023. This information will be posted on the WPOA website and language added to the quarterly statements mailed to each homeowner.

Once an account has become 7 months delinquent the property owner will receive a certified letter from the WPOA Board of Directions advising they have 90 days to bring their account current. After 90 days, if the property owner is not in compliance, or has failed to contact the WPOA Board of Directions to set up a repayment schedule, the delinquent account will be turned over to WPOA Board Legal Counsel to place a lien on the delinquent property. If the lien is not cured within 1 year, the WPOA will request a court judgment. All legal expenses associated with the collection of this debt will be incurred by the delinquent property owner. Additionally, per the By-Laws of The Woods Property Association, Inc., Article II, Section 13, property owner rights will be suspended as long as the assessment remains unpaid.

Sincerely,

The Woods POA Board of Directors

**WOODS I & II**  
**PROPERTY OWNERS ASSOCIATION**

P.O. Box 130191, Tyler, Texas 75713

Mr. and Mrs. XXXXX  
XXXXX Lake Vista Drive  
Tyler, Texas 75707

Date: XXXXX

**RE: Woods Property Owners – Delinquent Account Notice**

Mr. and Mrs. XXXXX

The Woods Property Owners Association monthly assessment for your property was last paid XXXXXXXX in the amount of \$XXXXX with check # XXXX.

This property is currently seven (7) months past due in the amount of \$XXXXX.

Per Woods Property Owners Delinquent Account Policy adopted on January XX, 2023. If your account is not brought current within 90 days from the date of this letter, your account will be turned over to WPOA Board Legal Counsel to place a lien on the delinquent property. If the lien is not cured within 1 year, the WPOA with request a court judgment. All legal expenses associated with the collection of this debt will be incurred by the delinquent property owner. Additionally, per the By-Laws of The Woods Property Association, Inc., Article II, Section 13, property owner rights will be suspended as long as the assessment remains unpaid.

If there has been a misunderstanding, you'd like to work out a payment plan or you have any questions, please contact the Board President. For account information and balances please contact Edna Swafford with East Texas Bean Counters. Payment should be mailed to the PO box number listed below.

Sincerely,  
The Woods POA Board of Directors

Woods Property Owners Ass.  
P.O. Box 130191  
Tyler, Texas 75713

BOD – President  
Owen Sanderson  
PH: 903-814-4214  
Email: thewoodspospoa.tyler@gmail.com

ETx Bean Counters  
Edna Swafford  
PH: 903-531-9400  
Email: edna@etbeancounter.com

**Estimate Volume and Price of Soil as Reported By L&L Asphalt**

Length (ft) of Area that needs Soil	Ave. Depth (ft) of Soil Placed	Wight (ft) of Area that needs Soil	Compacted Vol. (cu.yrd) of Soil	
130	2	15	72.0	
Loose Vol. Of Load of Soil (cu.yrd)	Comp. Vol. Of Load of Soil (cu.yrd)	Number of Dump Loads	Soil Price Per Load	Delivery Price Per Load
12	10	7.0	\$ 48.00	\$ 37.50
<b>Total Price to Deliver 7 loads of soil</b>		<b>\$ 598.50</b>		

**Price for Skid Steer (Bob Cat) \$ 550.00**

\*\*Includes Mobilization

\*\* Work Performed by Pewee Dirt Service

**Total Price to Haul and Spread Soil \$ 1,148.50**

< --- Board Approved 3/9/2023

**Estimated Price to Re-seed grass Area \$ 200.00**

Notes: POA to purchase Seed and spread with Spreader, no labor

**Price for Purchasing Wax Myrtles**

Length of Area to plant Wax Myrtles (ft)	244
** from Brick sign to Power pole guyed wire	
Distance apart to plant Wax Myrtles (ft)	7
**Recommended distance is 5 to 10 feet	
Total Number of Wax Myrtles	35
Price per 7 gallon Wax Myrtle (4-6 ft)	\$ 45.00
<b>Total x 35 Wax Myrtle</b>	<b>\$ 1,575.00</b>

Notes:

At full height a wax myrtle will grown 10 to 15 feet tall and 8 to 12 feet wide

Grown rate varies between 2 to 5 feet a year

My estimate that a 7 gallon wax myrtle will fill out the hedge row in 3 to 4 years

**Estimated Price for Toni to Plant \$ 700.00**

\*8 Two Days work at \$350/ day

**Total Project Cost Place Soil, Purchase, and Plant \$ 3,623.50**

**West Silt Pond Budget \$ 3,000.00**

