

WOODS POA BOARD MEETING

Crutcher and Hartley Team REMAX Board Room
3225 University Blvd. – Tyler, Texas
July 20, 2023

Meeting Minutes

I. Directors Present:

Owen Sanderson, Melinda Weedon, Joe Williams, Tonya Wheat, Mark Dahlgren
Not Present: Sara Back (Called in via phone)

Households Present:

1 Household, 2 additional members present (Glen and Carol Price)

II. Call to Order:

President Owen Sanderson at 6:07 PM

III. Secretary's Report (Tonya Wheat):

The meeting minutes of the May 18th, 2023, regular board meeting were provided via email to board directors for review prior to the meeting. Mrs. Weedon motioned to approve the minutes as written, and Mr. Dahlgren seconded the motion. Without objection, the minutes were approved 6-0

IV. Treasurer's Report (Sara Back):

Mrs. Back presented the Treasurer's Report and the association's financials for the months of May and June. A copy is attached to the minutes.

V. Lake and Common Grounds (Joe Williams):

Mr. Williams and Mr. Sanderson provided an update on the Lake & Common Grounds. A formal report was not provided. Below is a list of completed projects, items discussed, and current action items.

1. Mr. Sanderson provided an update on the previously approved projects. The west silt pond, entry flower bed, and new shrub projects are near completion and are currently under budget. The last project is to repair and replace sprinkler heads at the west silt pond and to replace the entry flower bed lights. Mr. Sanderson noted he will hire an electrician to replace the entry flower bed flood lights.
2. The installation of silt fencing near the new residential construction damaged the irrigation control wiring causing the east side of the lake and along Lazy Creek Drive to not operate. A repair service came out on July 20th and located the damage and repaired various other leaks in the systems.
3. Due to the sprinkler system being down for several days the entry flower beds are being manually watered. Some plants have heat-related damage and may need to be replaced later in the summer.

VI. Recreation Facilities & Security:

Mr. Dahlgren and Mr. Sanderson provided an update on recreation facilities and security.

A formal report was not provided. Below is a list of completed projects, items discussed, and current action items.

1. Members are using items to hold the pool gate open creating a security issue. Board members have removed such items several times. Association members should be aware that the pool gate shall remain shut and locked at all times.
2. Pool cleanliness and color were affected by weather events in late June and early July.
3. Mr. Dahlgren will check the tennis court light and timer and if need be, call an electrician to repair it.
4. Someone had turned the sprinkler timer off those services the swimming pool area causing the grass to wilt. Mr. Sanderson turned it on and there is one zone that is not working and a line break in another zone. Mr. Sanderson notified Toni and he will repair the system in the coming week. The Board likely needs to replace the controller box with one that can be locked.

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. The resident of 3307 Lakepine Cir. Submitted an architectural control request to replace the siding on their house. Mr. Dahlgren motioned to approve the request as submitted, Mr. Williams seconded the motion, and without objection, the motion was approved 6-0.

VIII. Social Activities Report (Tonya Wheat):

Mrs. Wheat provided an update on the May Splash Party at the pool. Currently, there are no planned social events for the remainder of the Board term. Mr. Sanderson recommended possibly providing drinks and snacks at the annual meeting. Mr. Sanderson will check with Hill Tops Church if this is possible.

IX. Old Business:

Due to damage caused by a beaver, a repair was made to the west silt pond sea wall that maintains the silt pond water level. Since the repair additional beaver damage has occurred to an area that was not a part of the original repair. Mr. Sanderson noted that the beaver chewed a hole in the weathered lumber and replacing it with a creosote-treated railroad tie (same as the first repair) would deter further beaver damage. However, if the problem persists the board should consider hiring a trapper to remove beavers from the silt pond and lake. Toni provided an estimate of \$350 to complete the additional repair. Mrs. Back Motioned to approve the additional repair, Mrs. Weedon seconded the motion, and without objection, the motion was approved 6-0.

The alligator grass has come back and is spreading. Mr. Sanderson recommends monthly treatments through August at \$350/ month.

X. New Business:

Association Insurance

Mr. Sanderson and Mrs. Back had previously met with Bobby Hicks with Thompson-Hicks Insurance group to discuss our general liability and commercial property insurance coverage. In previous years the board had only maintained insurance on the pool house and restroom structure for a cost of \$1,703. Mr. Sanderson recommended that the board increase their coverage to include the following schedule:

<u>Structure</u>	<u>Replacement Value</u>
Pool House and Restrooms	\$65,000
Pool Pump and Equipment	\$5,000
Pumphouse, pump, and irrigation equipment	\$25,000
Bridge	\$25,000
Tennis Court Fences	\$30,000

Based on the above schedule the total premium would be increased by \$2,947 for a total of \$4,650. With the addition of the general liability policy (\$1,834), the new total cost is \$6,484.

Mrs. Weedon Motioned to approve the policy increase, and Mrs. Wheat seconded the motion. Without objection, the motion was approved 6-0.

Nominations and Absentee Ballot Review

Prior to the discussion, Mr. Sanderson informed the Board of his resignation at the end of this board term ending August 18th, 2023. His board position will be filled during the election to be held at the Annual meeting on August 17th, 2023. Please find his official letter of resignation attached to these minutes.

A relative of Mrs. Wheat is a candidate for the board of directors' election. He is a homeowner and voting member of the association. The association Bylaws nor the State Property Code prohibit relatives who own and live in separate residences from serving on the same board.

Mr. Sanderson presented a draft copy of the absentee ballot and revised election instructions for board review. After further discussion, it was agreed that the absentee ballots should not be delivered directly to the Interim Board Secretary Mrs. Wheat. To remove any conflicts of interest related to Mrs. Wheat handling ballots, the board has elected to reassign the secretary's duties for the remainder of this board term to Mrs. Weedon. All absentee ballots should be post-mailed to the association's PO box or delivered to the Interim Secretary Mrs. Weedon by the 14th of August. Mrs. Weedon will also still serve as the VP of Architectural Control Until the end of her term.

Executive Session

Following the completion of the new business, the board met in an executive session to discuss covenant violations.

XI. Adjourned:

Mrs. Weedon motioned to Adjourn, Mr. Williams seconded the motion, and without objection, the meeting was adjourned at 8:20 PM. The next board meeting is scheduled for August 10th, 2023, at 6:00 pm at the Crutcher and Hartley Team REMAX Board Room. The annual meeting is scheduled for August 17th, 2023, at 6:30 PM located at the Hill Top Church on University Blvd.

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

Attachments

VP Reports

Revised Election Instructions

July 20, 2023 Board Meeting

WPOA Treasurer Information Submitted by Sara Back

- Submit Treasurer Reports for May and June
- Discuss Changing Property Insurance Coverage
- Discuss Annual Meeting Financials

Woods Property Owners Association Inc.						
Balance Sheet						
As of May 31, 2023						Accrual Basis
				May 31, 23	Apr 30, 23	\$ Change
ASSETS						
Current Assets						
Checking/Savings						
		Southside Bank - Checking		34,988.56	35,103.87	(115.31)
		Savings Account				
		Dredging Savings		7,500.00	6,000.00	1,500.00
		Reserve Account 7.5		24,959.28	24,321.63	637.65
		Total Savings Account		32,459.28	30,321.63	2,137.65
		Total Checking/Savings		67,447.84	65,425.50	2,022.34
Accounts Receivable						
		Dues Receivable		8,923.00	10,694.00	(1,771.00)
		Total Accounts Receivable		8,923.00	10,694.00	(1,771.00)
		Total Current Assets		76,370.84	76,119.50	251.34
Fixed Assets						
		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
		Total Fixed Assets		166,790.58	166,790.58	0.00
		TOTAL ASSETS		243,161.42	242,910.08	251.34
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Other Current Liabilities						
		Playground Funds Payable		2,053.81	2,053.81	0.00
		Prepaid Dues		23,756.05	25,533.05	(1,777.00)
		Total Other Current Liabilities		25,809.86	27,586.86	(1,777.00)
		Total Current Liabilities		25,809.86	27,586.86	(1,777.00)
		Total Liabilities		25,809.86	27,586.86	(1,777.00)
Equity						
		Net Assets		199,949.10	199,949.10	0.00
		Net Income		17,402.46	15,374.12	2,028.34
		Total Equity		217,351.56	215,323.22	2,028.34
		TOTAL LIABILITIES & EQUITY		243,161.42	242,910.08	251.34

Woods Property Owners Association Inc.
Profit & Loss Budget Performance

May 2023

Cash Basis

	May 23	Budget	\$ Over Budget	Jan - May 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Dues and Assessments	10,046.00	8,800.00	1,246.00	46,286.60	44,000.00	2,286.60	79,200.00
Discounts Granted	(251.35)	0.00	(251.35)	(1,009.35)	0.00	(1,009.35)	0.00
Transaction Fees	50.00	0.00	50.00	150.00		150.00	0.00
Interest Income	31.40	0.00	31.40	63.09	7.00	56.09	21.00
Keys	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	9,876.05	8,800.00	1,076.05	45,490.34	44,007.00	1,483.34	79,221.00
Expense							
DEPARTMENTS							
Architectural Control							
By-Laws & Covenants	0.00	0.00	0.00	37.00	0.00	37.00	0.00
AC Legal Fees	0.00	300.00	(300.00)	0.00	900.00	(900.00)	1,200.00
AV Office Supplies	0.00	0.00	0.00	0.00	60.00	(60.00)	60.00
Total Architectural Control	0.00	300.00	(300.00)	37.00	960.00	(913.00)	1,260.00
Lake & Common Grounds							
Electric	513.72	650.00	(136.28)	2,650.50	3,250.00	(599.50)	5,850.00
Lake Fencing/Gate	0.00	0.00	0.00	0.00	7,500.00	(7,500.00)	7,500.00
General Maintenance	38.96	175.00	(136.04)	64.05	700.00	(635.95)	1,400.00
Lake Pump House Repair	0.00	0.00	0.00	239.57	600.00	(360.43)	600.00
Landscaping							625.00
Entry Beds	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	2,000.00
Misc Planting	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
West Silt Pond	1,414.75	0.00	1,414.75	1,414.75	3,000.00	(1,585.25)	3,000.00
Total Landscaping	1,414.75	0.00	1,414.75	1,414.75	6,000.00	(4,585.25)	6,000.00
Lawncare	2,285.00	2,285.00	0.00	11,425.00	11,425.00	0.00	20,565.00
Tree Removal	0.00	1,000.00	(1,000.00)	700.00	2,000.00	(1,300.00)	2,000.00
Sprinkler System							
Water Acct Ending 6596	85.24	175.00	(89.76)	251.97	875.00	(623.03)	1,575.00
Sprinkler System Repair	0.00	175.00	(175.00)	0.00	525.00	(525.00)	1,225.00
Total Sprinkler System	85.24	350.00	(264.76)	251.97	1,400.00	(1,148.03)	2,800.00
Total Lake & Common Grounds	4,337.67	4,460.00	(122.33)	16,745.84	32,875.00	(16,129.16)	46,715.00
Recreational Pool							
Emergency Phone	0.00	71.00	(71.00)	486.78	355.00	131.78	639.00
Fencing/Gate	685.33	0.00	685.33	685.33	700.00	(14.67)	700.00
General Maintenance							
Maintenance	50.00	250.00	(200.00)	384.06	750.00	(365.94)	1,500.00
Pool House Bathrooms	40.23	150.00	(109.77)	40.23	150.00	(109.77)	150.00
Total General Maintenance	90.23	400.00	(309.77)	424.29	900.00	(475.71)	1,650.00
Treatment	508.00	500.00	8.00	1,148.00	1,125.00	23.00	3,600.00
Water Acct Ending 6484	164.42	120.00	44.42	566.12	600.00	(43.88)	1,080.00
Total Recreational Pool	1,447.98	1,091.00	356.98	3,300.52	3,680.00	(379.48)	7,669.00
Recreational Tennis							
General Maintenance	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	1,000.00
Lights	0.00	0.00	0.00	0.00	300.00	(300.00)	300.00
Total Recreational Tennis	0.00	1,000.00	(1,000.00)	0.00	1,300.00	(1,300.00)	1,300.00
Social Activities							
Social Activity 1	391.80	0.00	391.80	391.80	250.00	141.80	250.00
Social Activity 2	0.00	250.00	(250.00)	0.00	250.00	(250.00)	250.00
Social Activity 3	0.00	0.00	0.00	0.00	0.00	0.00	250.00
General Fund	0.00	25.00	(25.00)	0.00	125.00	(125.00)	225.00
Best Lawn Awards	0.00	0.00	0.00	0.00	100.00	(100.00)	200.00
Total Social Activities	391.80	275.00	116.80	391.80	725.00	(333.20)	1,175.00
Total DEPARTMENTS	6,177.45	7,126.00	(948.55)	20,475.16	39,530.00	(19,054.84)	58,109.00
OPERATIONS							
Annual Meeting	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Bank Service Charges	41.40	42.00	(0.60)	206.90	210.00	(3.10)	378.00
Insurance Board Members	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00
Insurance Property	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Office Supplies Secretary	0.00	50.00	(50.00)	0.00	100.00	(100.00)	300.00
Post Office Box	0.00	0.00	0.00	0.00	0.00	0.00	220.00
Postage and Delivery	45.21	0.00	45.21	181.29	200.00	(18.71)	600.00
Printing and Reproduction	0.00	0.00	0.00	19.00	0.00	19.00	300.00
Professional Fees							
Bookkeeping	550.00	550.00	0.00	2,650.00	2,750.00	(100.00)	4,950.00
CPA	0.00	0.00	0.00	546.60	0.00	546.60	450.00
General Legal	0.00	0.00	0.00	1,200.00	500.00	700.00	1,000.00
Website	0.00	210.00	(210.00)	495.00	790.00	(295.00)	1,210.00
Total Professional Fees	550.00	760.00	(210.00)	4,891.60	4,040.00	851.60	7,610.00
Property Taxes	0.00	0.00	0.00	253.68	275.00	(21.32)	275.00
Total OPERATIONS	636.61	852.00	(215.39)	5,552.47	4,825.00	727.47	17,083.00
Total Expense	6,814.06	7,978.00	(1,163.94)	26,027.63	44,355.00	(18,327.37)	75,192.00
Net Ordinary Income	3,061.99	822.00	2,239.99	19,462.71	(348.00)	19,810.71	4,029.00
Net Income	3,061.99	822.00	2,239.99	19,462.71	(348.00)	19,810.71	4,029.00

Woods Property Owners Association Inc.
Reconciliation Detail
Southside Bank - Checking, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,243.87
Cleared Transactions						
Checks and Payments - 19 items						
Check	04/12/2023	1745	Steve Fitzgerald	X	(140.00)	(140.00)
Check	05/01/2023	Transfer	Southside Bank	X	(606.25)	(746.25)
Check	05/02/2023	1746	Green Grass Lawn ...	X	(2,285.00)	(3,031.25)
Check	05/03/2023		Southside Bank	X	(1,500.00)	(4,531.25)
Check	05/03/2023	1748	The Keyman	X	(414.85)	(4,946.10)
Check	05/03/2023		City of Tyler	X	(82.21)	(5,028.31)
Check	05/03/2023		City of Tyler	X	(42.62)	(5,070.93)
Check	05/04/2023	1747	Firefighter Pool Serv...	X	(508.00)	(5,578.93)
Check	05/08/2023		Southside Bank	X	(41.40)	(5,620.33)
Check	05/11/2023	1752	East Texas BeanCo...	X	(550.00)	(6,170.33)
Check	05/11/2023	1750	Joe Williams	X	(309.44)	(6,479.77)
Check	05/11/2023	1751	Mark Dahlgren	X	(40.23)	(6,520.00)
Check	05/13/2023	1753	The Keyman	X	(50.00)	(6,570.00)
Check	05/19/2023	1756	L & L Asphalt	X	(647.88)	(7,217.88)
Check	05/19/2023	1755	Bailey's Land Service	X	(600.00)	(7,817.88)
Check	05/19/2023	1754	Owen Sanderson	X	(212.08)	(8,029.96)
Check	05/26/2023		TXU	X	(513.72)	(8,543.68)
Check	05/31/2023		City of Tyler	X	(82.21)	(8,625.89)
Check	05/31/2023		City of Tyler	X	(42.62)	(8,668.51)
Total Checks and Payments					(8,668.51)	(8,668.51)
Deposits and Credits - 6 items						
Deposit	05/08/2023			X	3,021.00	3,021.00
Deposit	05/11/2023			X	930.00	3,951.00
Deposit	05/15/2023			X	1,210.00	5,161.00
Deposit	05/16/2023			X	770.00	5,931.00
Deposit	05/18/2023			X	2,489.00	8,420.00
Deposit	05/25/2023			X	385.00	8,805.00
Total Deposits and Credits					8,805.00	8,805.00
Total Cleared Transactions					136.49	136.49
Cleared Balance					136.49	35,380.36
Uncleared Transactions						
Checks and Payments - 1 item						
Check	05/31/2023	1757	Tonya Wheat		(391.80)	(391.80)
Total Checks and Payments					(391.80)	(391.80)
Total Uncleared Transactions					(391.80)	(391.80)
Register Balance as of 05/31/2023					(255.31)	34,988.56
New Transactions						
Checks and Payments - 1 item						
Check	06/01/2023	Transfer	Southside Bank		(606.25)	(606.25)
Total Checks and Payments					(606.25)	(606.25)
Deposits and Credits - 1 item						
Deposit	06/02/2023				3,091.00	3,091.00
Total Deposits and Credits					3,091.00	3,091.00
Total New Transactions					2,484.75	2,484.75
Ending Balance					2,229.44	37,473.31

WPOA CHECKS & AUTO DRAFTS – MAY 2023

MAY 2023 AUTO DRAFTS

5.01.23 Auto draft / \$606.25 to Southside Savings

Account: Savings Account

Sub Account: Reserve Account 7.5

Memo: May

5.02.23 Auto draft / \$1,500.00 to Southside Savings

Account: Savings Account

Sub Account: Dredging Savings

MEMO: May

5.08.23 Auto draft / \$41.40 to Southside Bank

Account: Operations

Sub Account: Bank Service Charges

MEMO: May Account Analysis

5.30.23 Auto draft / \$513.72

Account: Lake & Common Grounds

Sub Account: Electric

MEMO: April Fountain, Pump house, Sprinklers

5.31.23 Auto draft / \$82.21 to City of Tyler

Account: Utilities

Sub Account: Water 6484

MEMO: April

5.31.23 Auto draft / \$42.62 to City of Tyler

Account: Utilities

Sub Account: Water 6596

MEMO: April

MAY 2023 CHECKS WRITTEN

5.02.23 Check # 1746 / \$2285.00 to Green Grass Lawn Service

Account: Lake & Common Grounds

Sub Account: Lawn Care - \$2,285.00

MEMO: April

5.04.23 Check # 1747 / \$508.00 to Firefighter Pool Services

Account: Recreation Pool

Sub Account: Treatment

MEMO: April Treatment

5.03.23 Check # 1748 / \$414.85 to The Keyman

Account : Recreational Pool

Sub Account: Fencing/Gate

MEMO Convert to No Key Access from Interior

Check #1749 VOIDED

5.11.23 Check # 1750 / \$309.44 to Joe Williams

\$270.48

Account: Recreational Pool

Sub Account: Fencing Gate

MEMO: Supplies to Convert to No Key Access from Interior

\$38.96

Account: Lake and Common Grounds

Sub Account: General

MEMO: Doggie Doo Bags

5.11.23 Check # 1751 / \$40.23 to Mark Dahlgren

Account: Recreational Pool

Sub Account: Maintenance Pool House Bath

MEMO: Cleaning Supplies

5.11.23 Check #1752 / \$550.00 to East Texas Bean Counters

Account: Operations

Sub Account: Professional Fees

Sub Sub Account: Bookkeeping

MEMO: April

5.13.23 Check #1753 / \$50.00 to The Keyman

Account: Recreational Pool

Sub Account: Maintenance General

MEMO: Duplicate Pool Keys

5.19.23 Check #1754 / \$212.08 to Owen Sanderson

\$166.87

Account: Lake & Common Grounds

Sub Account: Landscaping W Silt Pond

MEMO: Grass Seed

\$45.21

Account: Operations

Sub Account: Postage and Delivery

MEMO: Cert Letters to Homeowners w/ Late Dues

5.19.23 Check #1755 / \$600.00 to Bailey's Land Service

Account: Lake & Common Grounds

Sub Account: Landscaping W Silt Pond

MEMO: Spread/Level 7/8 Loads Red Dirt - Prep for Wax Myrtles

5.19.23 Check #1756 / \$647.88 to L & L Asphalt

Account: Lake & Common Grounds

Sub Account: Landscaping W Silt Pond

MEMO: Delivery of 8 Loads Red Dirt – Prep for Wax Myrtles

5.31.23 Check #1757 / \$391.80 to Tonya Wheat

Account: Social Activities

Sub Account: Social Activities 1

MEMO: Easter Gathering w/ REMAX

MAY 2023 DEPOSITS

5.31.23 Interest Deposit / \$31.40 to Southside Bank Challenge Reserve

Account: Income

Sub Acct: Interest Income

Memo: April and May

Woods Property Owners Association Inc.						
Balance Sheet						
As of June 30, 2023						Accrual Basis
				Jun 30, 23	May 31, 23	\$ Change
ASSETS						
Current Assets						
Checking						
		Southside Bank - Checking		31,838.04	34,988.56	(3,150.52)
Savings						
		Dredging Savings		9,000.00	7,500.00	1,500.00
		Challenge Reserve Account		25,565.53	24,959.28	606.25
		Total Checking/Savings		66,403.57	67,447.84	(1,044.27)
Accounts Receivable						
		Dues Receivable		9,333.00	8,923.00	410.00
		Total Accounts Receivable		9,333.00	8,923.00	410.00
		Total Current Assets		75,736.57	76,370.84	(634.27)
Fixed Assets						
		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
		Total Fixed Assets		166,790.58	166,790.58	0.00
TOTAL ASSETS				242,527.15	243,161.42	(634.27)
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Other Current Liabilities						
		Playground funds payable		2,053.81	2,053.81	0.00
		Prepaid Dues		24,318.05	23,756.05	562.00
		Prepaid Expenses by Rosewood				0.00
		Total Other Current Liabilities		26,371.86	25,809.86	562.00
		Total Current Liabilities		26,371.86	25,809.86	562.00
		Total Liabilities		26,371.86	25,809.86	562.00
Equity						
		Net Assets		199,949.10	199,949.10	0.00
		Net Income		16,206.19	17,402.46	(1,196.27)
		Total Equity		216,155.29	217,351.56	(1,196.27)
TOTAL LIABILITIES & EQUITY				242,527.15	243,161.42	(634.27)

Woods Property Owners Association Inc.

Profit & Loss Budget Performance

June 2022

Cash Basis

	Jun 23	Budget	\$ Over Budget	Jan - Jun 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Dues and Assessments	8,485.00	8,800.00	(315.00)	54,771.60	52,800.00	1,971.60	79,200.00
Discounts Granted	(192.65)	0.00	(192.65)	(1,202.00)	0.00	(1,202.00)	0.00
Transaction Fees	100.00	0.00	100.00	250.00	0.00	250.00	0.00
Interest Income	17.03	7.00	10.03	80.12	14.00	66.12	21.00
Keys	100.00	0.00	100.00	100.00	0.00	100.00	0.00
Total Income	8,509.38	8,807.00	(297.62)	53,999.72	52,814.00	1,185.72	79,221.00
Expense							
DEPARTMENTS							
Architectural Control							
By-Laws & Covenants	0.00	0.00	0.00	37.00	0.00	37.00	0.00
AC Legal fees	0.00	0.00	0.00	0.00	900.00	(900.00)	1,200.00
AC Office Supplies	0.00	0.00	0.00	0.00	50.00	(50.00)	50.00
Total Architectural Control	0.00	0.00	0.00	37.00	950.00	(913.00)	1,250.00
Lake & Common Grounds							
Electric	548.11	650.00	(101.89)	3,198.61	3,900.00	(701.39)	5,850.00
Lake Fencing/Gate	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Maintenance	1,500.00	175.00	1,325.00	1,564.05	2,375.00	(810.95)	2,900.00
Lake Pump House Repair	0.00	0.00	0.00	239.57	600.00	(360.43)	600.00
Landscaping							
Entry Beds	2,972.83	0.00	2,972.83	2,972.83	4,000.00	(1,027.17)	4,000.00
Misc Planting	100.00	0.00	100.00	100.00	1,000.00	(900.00)	1,000.00
West Silt Pond	1,324.25	0.00	1,324.25	2,739.00	3,900.00	(1,161.00)	3,900.00
Total Landscaping	4,397.08	0.00	4,397.08	5,811.83	8,900.00	(3,088.17)	8,900.00
Lawncare	2,285.00	2,285.00	0.00	13,710.00	13,710.00	0.00	20,565.00
Tree Removal	0.00	0.00	0.00	700.00	2,000.00	(1,300.00)	2,000.00
Seawalls	0.00	0.00	0.00	0.00	1,200.00	(1,200.00)	1,200.00
Sprinkler Systems							
Water Acct Ending 8598	0.00	175.00	(175.00)	251.97	1,050.00	(798.03)	1,575.00
Sprinkler System Repair	0.00	175.00	(175.00)	0.00	1,700.00	(1,700.00)	2,225.00
Total Sprinkler System	0.00	350.00	(350.00)	251.97	2,750.00	(2,498.03)	3,800.00
Total Lake & Common Grounds	8,730.19	3,460.00	5,270.19	25,476.03	35,435.00	(9,958.97)	45,815.00
Recreation Pool							
Emergency Phone	0.00	71.00	(71.00)	486.78	426.00	60.78	639.00
Fencing/Gate	0.00	0.00	0.00	685.33	700.00	(14.67)	700.00
General Maintenance							
Maintenance	0.00	250.00	(250.00)	384.06	1,000.00	(615.94)	1,500.00
Pool House Bathrooms	0.00	0.00	0.00	40.23	150.00	(109.77)	150.00
Total General Maintenance	0.00	250.00	(250.00)	424.29	1,150.00	(725.71)	1,650.00
Treatment	543.00	525.00	18.00	1,691.00	1,650.00	41.00	3,600.00
Water Acct Ending 8484	0.00	120.00	(120.00)	556.12	720.00	(163.88)	1,080.00
Total Recreation Pool	543.00	966.00	(423.00)	3,843.62	4,646.00	(802.48)	7,669.00
Recreational Tennis							
General Maintenance	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
Lights	0.00	0.00	0.00	0.00	300.00	(300.00)	300.00
Total Recreation Tennis	0.00	0.00	0.00	0.00	1,300.00	(1,300.00)	1,300.00
Social Activities							
Social Activity 1	0.00	0.00	0.00	391.80	250.00	141.80	250.00
Social Activity 2	291.83	0.00	291.83	291.83	250.00	41.83	250.00
Social Activity 3	0.00	0.00	0.00	0.00	0.00	0.00	250.00
General Fund	0.00	25.00	(25.00)	0.00	150.00	(150.00)	225.00
Best Lawn Awards	0.00	50.00	(50.00)	0.00	150.00	(150.00)	200.00
Total Social Activities	291.83	75.00	216.83	683.63	800.00	(116.37)	1,175.00
Total DEPARTMENTS	9,565.02	4,501.00	5,064.02	30,040.18	43,131.00	(13,090.82)	57,209.00
OPERATIONS							
Annual Meeting	0.00	0.00	0.00	0.00	0.00	0.00	300.00
Bank Service Charges	42.25	42.00	0.25	249.15	252.00	(2.85)	378.00
Insurance Board Members	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00
Insurance Property	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Office Supplies Secretary	0.00	0.00	0.00	0.00	100.00	(100.00)	300.00
Post Office Box	0.00	0.00	0.00	0.00	0.00	0.00	220.00
Postage and Delivery	0.00	100.00	(100.00)	181.29	300.00	(118.71)	600.00
Printing and Reproduction	0.00	0.00	0.00	19.00	0.00	19.00	300.00
Professional Fees							
Bookkeeping	550.00	550.00	0.00	3,200.00	3,300.00	(100.00)	4,950.00
CPA	0.00	0.00	0.00	546.00	450.00	96.00	450.00
General Legal	0.00	0.00	0.00	1,200.00	500.00	700.00	1,000.00
Website	0.00	0.00	0.00	495.00	790.00	(295.00)	1,210.00
Total Professional Fees	550.00	550.00	0.00	5,441.00	5,040.00	401.00	7,610.00
Property Taxes	0.00	0.00	0.00	253.68	275.00	(21.32)	275.00
Total OPERATIONS	592.25	692.00	(99.75)	6,144.12	5,967.00	177.12	17,083.00
Total Expense	10,157.27	5,193.00	4,964.27	36,184.30	49,098.00	(12,913.70)	74,292.00
Net Ordinary Income	(1,647.89)	3,614.00	(5,261.89)	17,815.42	3,716.00	14,099.42	4,929.00
Net Income	(1,647.89)	3,614.00	(5,261.89)	17,815.42	3,716.00	14,099.42	4,929.00

Woods Property Owners Association Inc.
Reconciliation Detail
Southside Bank - Checking, Period Ending 07/02/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						35,380.36
Cleared Transactions						
Checks and Payments - 12 items						
Check	05/31/2023	1757	Tonya Wheat	X	(391.80)	(391.80)
Check	06/01/2023	1758	Green Grass Lawn ...	X	(2,285.00)	(2,676.80)
Check	06/01/2023	Transfer	Southside Bank	X	(606.25)	(3,283.05)
Transfer	06/02/2023			X	(1,500.00)	(4,783.05)
Check	06/06/2023	1760	East Texas BeanCo...	X	(550.00)	(5,333.05)
Check	06/06/2023	1759	Firefighter Pool Serv...	X	(543.00)	(5,876.05)
Check	06/08/2023		Southside Bank	X	(42.25)	(5,918.30)
Check	06/12/2023	1761	The Butterfly Bus	X	(3,947.08)	(9,865.38)
Check	06/12/2023	1762	Allpro Aquatic	X	(1,500.00)	(11,365.38)
Check	06/14/2023	1763	Tonya Wheat	X	(291.83)	(11,657.21)
Check	06/17/2023	1764	Green Grass Lawn ...	X	(450.00)	(12,107.21)
Check	06/26/2023		TXU	X	(548.11)	(12,655.32)
Total Checks and Payments					(12,655.32)	(12,655.32)
Deposits and Credits - 11 items						
Deposit	06/02/2023			X	3,091.00	3,091.00
Deposit	06/08/2023			X	915.00	4,006.00
Deposit	06/09/2023			X	575.00	4,581.00
Deposit	06/16/2023			X	765.00	5,346.00
Deposit	06/16/2023			X	825.00	6,171.00
Deposit	06/19/2023			X	25.00	6,196.00
Deposit	06/19/2023			X	25.00	6,221.00
Deposit	06/22/2023			X	1,440.00	7,661.00
Deposit	06/29/2023			X	25.00	7,686.00
Deposit	06/29/2023			X	25.00	7,711.00
Deposit	06/30/2023			X	1,402.00	9,113.00
Total Deposits and Credits					9,113.00	9,113.00
Total Cleared Transactions					(3,542.32)	(3,542.32)
Cleared Balance					(3,542.32)	31,838.04
Register Balance as of 07/02/2023					(3,542.32)	31,838.04
New Transactions						
Checks and Payments - 2 items						
Check	07/05/2023		City of Tyler		(82.21)	(82.21)
Check	07/05/2023		City of Tyler		(38.87)	(121.08)
Total Checks and Payments					(121.08)	(121.08)
Deposits and Credits - 1 item						
Deposit	07/06/2023				870.00	870.00
Total Deposits and Credits					870.00	870.00
Total New Transactions					748.92	748.92
Ending Balance					(2,793.40)	32,586.96

WPOA CHECKS & AUTO DRAFTS – JUNE 2023

JUNE 2023 AUTO DRAFTS

6.01.23 Auto draft / \$606.25 to Southside Savings

Account: Savings Account

Sub Account: Reserve Account 7.5

Memo: June

6.02.23 Auto draft / \$1,500.00 to Southside Savings

Account: Savings Account

Sub Account: Dredging Savings

MEMO: June

6.08.23 Auto draft / \$42.25 to Southside Bank

Account: Operations

Sub Account: Bank Service Charges

MEMO: June Account Analysis

6.12.23 Auto draft - check #1762 / \$1,500.00 to Allpro Aquatic and Weed Control

Account: Lake & Common Grounds

Sub Account: General Maintenance

MEMO: Alligator Grass Treatment

6.26.23 Auto draft /\$548.11 to TXU

Account: Lake & Common Grounds

Sub Account: Electric

MEMO: June Fountain, Pump House, Sprinklers

JUNE 2023 CHECKS WRITTEN

6.01.23 Check # 1758 / \$2285.00 to Green Grass Lawn Service

Account: Lake & Common Grounds
Sub Account: Lawn Care - \$2,285.00
MEMO: May

6.06.23 Check # 1759 / \$543.00 to Firefighter Pool Services

Account: Recreation Pool
Sub Account: Treatment
MEMO: May Treatment

6.06.23 Check #1760 / \$550.00 to East Texas Bean Counters

Account: Operations
Sub Account: Professional Fees
Sub Sub Account: Bookkeeping
MEMO: May

6.12.23 Check #1761 / \$3947.08 to The Butterfly Bus

\$163.99
Account: Lake & Common Grounds
Sub Account: Landscaping Entry Beds
MEMO: Soil and Fertilizer

\$749.09
Account: Lake & Common Grounds
Sub Account: Landscaping Entry Beds
MEMO: Labor for planting entry beds

\$2059.75
Account: Lake & Common Grounds
Sub Account: Landscaping Entry Beds
MEMO: Plants, design and mulch

\$974.25
Account: Lake & Common Grounds
Sub Account: Landscaping W Silt Pond
MEMO: Wax Myrtles

6.14.23 Check #1763 / \$291.83 to Tonya Wheat

Account: Social Activities

Sub Account: Social Activities 2

MEMO: Memorial Day Pool Party

6.17.23 Check # 1764 / \$450.00 to Green Grass Lawn Service

\$100.00

Account: Lake & Common Grounds

Sub Account: Landscaping Misc. Planting

MEMO: Replanting at Pump House Plants Removed from Beds

\$350.00

Account: Lake & Common Grounds

Sub Account: Landscaping West Silt Pond

MEMO: Planting Wax Myrtles

JUNE 2023 DEPOSITS

6.19.23 Check # 1070 / \$25.00 from Jason Barefield (3309 Shady Cove)

Account: Income

Sub Account: Keys

MEMO: Key Deposit

6.19.23 Cash / \$25.00 from Mark Christenson (3710 Lake Vista)

Account: Income

Sub Account: Keys

MEMO : Key Deposit

6.29.23 Check # 1051 / \$25.00 from Jesse Laird (3825 Lazy Creek Drive)

Account: Income

Sub Account: Keys

MEMO: Key Deposit

6.29.23 Check # 12732 / \$25.00 from Michael Kelly (3404 Pinecreek Drive)

Account: Income

Sub Account: Keys

MEMO: Key Deposit

6.30.23 Interest Payment / \$17.03 to Southside Challenge Reserve

Account: Income

Sub Account: Interest Income

MEMO: June

**Woods Home Owners Association
Architectural Control Report
July 20, 2023**

3307 Lakepine Circle

Todd Glass

Mr. Glass needs to replace the Masonite siding on his home. It is the original siding; as it is basically pressed cardboard, it has rotted beyond repair. This siding is also no longer made to match the width of the original siding.

Mr. Glass would like to replace this siding with board and bat Hardie board material. The new siding will be painted in the same grey color paint that is on the home now.

The Woods POA Board has previously approved the exact board and bat siding for a patio enclosure on Mr. Glass's home. Pictures of the existing and proposed siding have been provided.

The Architectural Review Committee has approved this project:

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

Date Project Reviewed: 7/7/2023

Committee Members Present: Jason Barefield, John Young

Proposed Project: Complete replacement of all siding using the same previously approved board and bat.

Homeowner's Name: Todd Glass

Homeowner's Address: 3707 Lake Pine Circle, Tyler, TX

Does the proposed project follow the covenants? Yes

Additional comments:

The ARC APPROVES the project.

3108 Lake Forest Drive
Shannon Griffin

The Griffins submitted a plan to replace a failing wood retaining wall that was installed when the home was built. The wall will be replaced with an engineer-approved stone wall and will be the exact height (6 foot) as the original wall. (This wall is to the right of the home from the street view.)

This wall is still awaiting any city engineering specs and permit required due to the height of the one 6-foot retaining wall.

An additional new stone retaining wall is to be built on the left side of the home (from street view) to prevent further erosion from water flow. The wall will be level with the neighbor's driveway (no higher than the driveway) beginning at about 2 feet tall and to about 4 feet tall as the hill tapers down. The side yard up to the edge of the neighbor's driveway belongs to the Griffins.

Further Proposal information below:

- Name of Project: Retaining Walls

Projected Start Date: Aug 2023

Planned Completion Date: Aug 2023

Contractor Name (if used): Salcido / Wilhite - Joshua Shepard

Contractor Address, City, State: 12549 State Hwy 64 W, Tyler, TX, 75704

Contractor Office Number: 9035935975

Contractor Cell Number:

Contractor Email Address: jshepard@salcidolawn.com

Detailed Written Description of Project

- Retaining Wall Creation- Phase 1 On right side of home create retaining wall. Build drainage into system to run water away from home. Use heavy machinery to remove soil and add gravel in the base of retaining wall using neighbor's driveway where needed. Build wall to approximately 3.5 feet tall, and add topsoil and compact it to retaining wall standards. Place cap blocks to finish wall. Add approximately 5 yards of red select soil and compact soil to solidify area. Add river rock to top and bottom areas of wall to help with drainage of water. Insert 10 feet of metal edging to hold rock in area next to grass. Regrade remaining area and add approximately 2 pallets of Bermuda sod to finish Phase 1. Drainage Installation-
- Phase 2 Install drainage system in central part of home. Hand dig trench approximately 50 feet long, laying grass on the side to be placed back when completed. Lead gutter downspout underground and into 4-inch PVC Pipe that will run the length of the trench to the road. Do a curb cut to finish pipe system and use concrete mix to patch curb back.

Place grass back on top of trench line to complete Phase 2. Retaining Wall Repair- Phase 3 On left side of home repair retaining wall. Remove all old timbers in front left side of property to the fence and haul off site for disposal. Excavate wall with heavy machinery using neighbor's driveway where needed. Build drainage into system to run water away from home. Build wall to approximately 6 feet in total height. At approximately 4 feet in height lay geo-grid to give wall added stability. Add topsoil and compact it to retaining wall standards. Add approximately 12 yards of red select soil and approximately one pallet of Bermuda sod on top of soil. Place cap blocks to finish wall to end phase

Questions Regarding the Project

- Homeowners Initials: SLG
- Will this project meet City of Tyler Ordinances / Codes?: Yes
- Will this project be visible from the street?: Yes
- Will a Building Permit be necessary for this project?: No
- If Yes, have you applied for the permit?: No
- If Yes, have you obtained approval of the permit?: No
- Will this project effect neighbors adjacent to your home?: Yes
- Do you have samples of materials / colors ready to submit?: No
- Will this project require engineered plans / drawings?: Yes
- Do you have copies of plans prepared for submission to WPOA Board?: No
- Will any trees on your property need to be removed?: No
- Will digging in the yard(s) be necessary?: Yes
- If Yes, who will mark the utilities?:
 - Name: Salcido Lawn / Wilhite Landscaping
 - Phone Number: 9035935975

Pictures provided of proposed rock and site plan.

3700 Lake Vista Circle

Vidyasagar Gurram Reddy, owner

Board to review and send a notification to the homeowner regarding previously documented issues.

WOODS I & II
PROPERTY OWNERS ASSOCIATION

P.O. Box 130191, Tyler, Texas 75713

July 28, 2023

Board of Directors
Woods Property Owners Association

Dear Board Members,

In order to pursue new opportunities within my professional career, please accept this letter of resignation effective August 18th, 2023. Per the Bylaws my board position will be filled at the annual meeting election held on August 17th, 2023. I will accumulate all documents, digital files, folders, and notebooks pertaining to the WPOA in my possession and turn them over to the association treasurer following the completion of the annual meeting.

I plan to stay active in the association by supporting the association in other ways such as the Lake and Common Grounds and/or the architectural review committees. I will help support the new Board in any way requested. I wish you all the best in your continued service to the Association.

Sincerely,



The Woods POA President

Owen Sanderson