

The Woods I & II POA

Board of Directors Meeting Minutes

Date: Thursday, July 24, 2025

Time: 6:00 PM

Location: Crutcher Hartley RE/MAX Office

1) Call to Order

President **Tonya Wheat** called the regular meeting of the Board of Directors to order at **6:00 PM**.

2) Roll Call

Directors Present:

- Tonya Wheat – Acting President / Social Activities
- Joe Williams – Treasurer
- Jason Barefield – Architectural Control
- Mark Dahlgren – Recreation Facilities & Security

Absent / Attempting to Join:

- Mike Groscup – Lakes & Common Grounds (attempted to join by phone)

Quorum: Established.

3) Approval of Prior Meeting Minutes

Minutes from **February 18, 2025, March 27, 2025, and April 16, 2025** were posted on the website and distributed to the Board in advance.

Action: With no corrections offered, the minutes **stand approved as presented**.

4) Treasurer's Report – Joe Williams

May 2025

- Checking ending balance: **\$23,446.48** (includes outstanding check for **\$258.24**)
- Southside Savings ending balance: **\$50,048.92**
 - Challenge Reserve: **\$32,348.92**
 - Dredging Reserve: **\$17,700.00**

June 2025

- Checking ending balance: **\$26,319.50** (same outstanding check)
- Southside Savings ending balance: **\$51,751.37**
 - Challenge Reserve: **\$33,051.37**
 - Dredging Reserve: **\$18,700.00**

Note: The outstanding check pertained to the pool emergency phone; original was lost, payment stopped, and reissued in July.

Report accepted.

5) Lakes & Common Grounds – Mike Groscup

Mike Groscup was unable to connect; no report was delivered.

6) Recreation Facilities & Security – Mark Dahlgren

- **Pool maintenance completed (May 2025):** new deco-seal at cracks; new safety hook and flotation device; updated pool rules sign.
- **Pool closure & compliance:** Sara Back noted that she had notified the health department regarding water safety concerns, based on independent water testing conducted in September 2023. Facility closed following discovery that the operating permit was not on file. Meetings held with Net Health and the City of Tyler; many items may be grandfathered due to original construction date. A Certified Pool Operator (CPO) is engaged.
- **Compliance package:** **Jack Balko** (resident volunteer) is preparing drawings/specifications and an inspection packet for Net Health to expedite reopening.
- **Outstanding items:** skimmer cover replacement; confirm/repair emergency phone service.

7) Architectural Control — Jason Barefield

- **Approvals since last meeting:**
 1. **Dory Strickland** — removal of front-yard trees (no drainage/visibility issues).
 2. **Mike Cleghorn** — exterior updates (paint and minor structural improvements).
- **Street sign: Barkwood Circle** sign missing; quotes to be obtained. Responsibility falls to the POA due to custom signage.

8) Social Activities & Acting President's Update — Tonya Wheat

- **Yard of the Month:** Three awards presented (one recipient declined gift card); a replacement yard sign will be obtained.
- **Back-to-School Bash:** Event will be relocated from the pool; new location **TBD**.

Acting President's Update:

- **Community & Institutional Outreach:** Tonya met with **Dr. Julie Philley (UT Tyler President)** to explore cooperative stewardship for environmental and neighborhood interests.
- **City Engagement & Infrastructure:** Ongoing coordination with **Councilman Lloyd Nichols** and city leadership regarding lake, spillway, drainage, and silt ponds; Councilman Nichols toured the neighborhood with the city manager to review conditions firsthand.
- **Culverts, Sinkholes, and Runoff:** Environmental Control and the City were notified regarding runoff/flooding impacts near Callaway and the lake. City awareness is noted, though direct intervention is limited due to POA/private property status.
- **Pool & Health Compliance:** Continued work with **Mark Dahlgren** and Net Health on compliance steps.
- **Election Committee:** Assisting with the upcoming board election process.

9) Election Committee Report

The Election Committee met **July 22, 2025** to review the timeline and confirm open positions. Legal counsel **Glen Patrick** clarified there will be **four (4)** board seats open. The committee will post its recommended slate by **July 28, 2025**, with bios to follow.

10) Recognition of Councilman Nichols

The Board thanked **Councilman Lloyd Nichols** for attending and for his engagement on drainage, spillway, and compliance issues, including facilitating discussions with city leadership.

11) Volunteer Recognition

The Board recognized and thanked:

- **Gaylan Braselton** – guidance on spillway history; outreach to UT Tyler and conservation groups; environmental stewardship connections.
- **Leland Ferguson** – behind-the-scenes communications support and perspective during a challenging year.
- **Bud Henderson** – communications assistance and support to **Mike Groscup** on lakes/common grounds.
- **Jack Balko** – engineering effort to compile the Net Health compliance package for the pool.

12) Old Business – Spillway Repair Project

- **Bidding environment:** Specialized scope continues to limit bidder participation.
- **Engineering: Goodwin-Lassiter Engineering** proposed preparing engineering drawings/specifications (approx. **\$36,000**; construction not included). Other contractors approached have declined or no-bid.
- **Best-practice recommendations (from resident Robert Poché):** adopt a written **Scope of Work** with defined materials/testing requirements, roles/responsibilities, performance & payment bonds, and insurance verification. Consider design oversight by an engineer-of-record and/or create a small Board **oversight subcommittee** for project controls.

13) New Business

A) Pool Closure – Next Steps

Proceed with Net Health application and documentation; complete skimmer cover; confirm emergency phone; submit drawings/specifications and CPO records; schedule inspection when packet is complete.

B) Clarification on Upcoming Board Elections

Reaffirmed that **four (4)** positions are open in August per counsel's review.

C) Digital Infrastructure Transition

Motion made to adopt the new **POA website**, role-based **board email**, shared calendar, and centralized file repository as the **official communications and document management system**, effective with the next administration following the upcoming election.

Action: Motion carried (seconded and approved).

14) Motions on Reports

Motion to accept **Officers' Reports** as presented. **Seconded. Approved unanimously.**

15) Executive Session

The Board determined **no executive session** was needed.

16) Adjournment

With no further business, the meeting was **adjourned at 8:37 PM.**

Minutes prepared by:

Jason Barefield

Vice President, Architectural Control

The Woods Property Owners Association

Prepared: August 20, 2025