

WOODS POA BOARD MEETING

Crutcher and Hartley Team REMAX Board Room

3225 University Blvd. – Tyler, Texas

August 10, 2023

Meeting Minutes

I. Directors Present:

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

Households Present:

1 Household, 2 additional members present (Glen Price & Randy Back)

II. Call to Order:

President Owen Sanderson at 6:03 PM

III. Secretary's Report (Tonya Wheat):

The meeting minutes of the July 20, 2023, regular board meeting were provided via email to board directors for review prior to the meeting. Mrs. Back motioned to correct July 20, 2023 Architectural Control Report to remove the last paragraph so that it aligns with the WPOA Board President's decision made prior to the July meeting, in which it was decided a member's information and covenant issues on their home should be removed from the report. The matter should first be addressed in an executive session and with the member directly prior to posting publicly. That decision was disregarded and the member information is still showing in the July 20, 2023 Architectural Control Report, which is a violation of what was agreed upon as a professional, neighborly board. The motion did not receive a second. Mr. Dahlgren motioned to approve the minutes as written, and Mrs. Weedon seconded the motion. 1 objection from Mrs. Back, the minutes were approved as drafted 5-1.

IV. Treasurer's Report (Sara Back):

Mrs. Back presented the Treasurer's Report and the association's financials for the month of July. 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 had Swan Electric install the new entry flower bed lights.
2. The irrigation zone #10 along Lazy Creek Drive needed a control valve replaced and did not water for more than a week causing more heat damage to the entry flower beds. The valve was replaced, and the zone is working. Recommended new board look in to replace damaged plants.
3. There is a broken irrigation line and control valve on the system that services the pool area. Mr. Sanderson instructed Toni to repair/replace it.

4. The alligator grass regenerated following the wet June. Mr. Sanderson ordered a re-treatment with our prior board approval for the month of July and one additional treatment for the month of August. Each treatment cost \$350. Mr. Sanderson motioned to approve the funds spent in July and the treatment scheduled for August. Mrs. Weedon seconded the motion. The motion passed without objection, 6-0.

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. Mr. Williams reported that he repaired the pool gate.
2. Mr. Sanderson reported that the timer that controls the tennis court light had to be replaced by Swan Electric.
3. Mr. Sanderson ordered no trespassing signs to be placed at the west silt pond.

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 3108 Lake Forest Drive provided additional information regarding the retaining wall replacement project. The committee is still waiting to review the project and receive city permitting. Mrs. Weedon motioned to give a \$50 thank-you gift card each to the 3 architectural review committee volunteers for their service this year, Mr. Dahlgren seconded the motion, and without objection the motion passed, 6-0.

VIII. Social Activities Report (Tonya Wheat):

Mrs. Wheat will check with Hill Tops Church about providing drinks and snacks at the annual meeting.

IX. Old Business:

None

X. New Business:

The Board discussed sending a letter to Rosewoods Villas senior living notifying them that we are a private association, and the use of the lake and common grounds is for members and the combined guest only.

The Board discussed the annual meeting outline, VP reports, and election protocol.

Executive Session

Following the completion of the new business, the board met in an executive session to discuss possible covenant violations. The Board voted 5-1, (with Mrs. Back objecting) to send a letter to the homeowner for previously documented issues. The Board voted 6-0, to send a letter to the homeowner regarding unapproved projects.

XI. Adjourned:

Mrs. Weedon motioned to adjourn. Mrs. Wheat seconded the motion; and without objection, the meeting was adjourned at 8:05 PM. The annual meeting is scheduled for August 17th, 2023, at 6:30 PM located at the Hill Top Church of the Nazarene, 10818 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:

Melinda Weedon

Woods POA Interim Secretary

Prepared by:

Owen Sanderson

Woods POA Board President

Attachments

VP Reports

WPOA BOARD MEETING - AUGUST 10, 2023

TREASURER REPORT SUBMITTED BY SARA BACK

- July Financials
- Discuss New East Texas Bean Counters – No Rate Discount & Potential Slower Timeline
- Discuss Budget Presentation for Annual Meeting (Jan-Dec 2022 / Jan-Aug 2023)
Inquire About PowerPoint Format Options
- Discuss Past Budgeted LCG Bed Landscaping Expenditures vs Future (no high maintenance annuals but hearty, perineal bushes, similar to previous beds, that require low maintenance)
- Discuss Rough Draft for Oct 2023 - Sept 2024 Budget to Assist New BOD w/out Much Experience in this Area
- Vote on Weed Control Expenditures (Per Owen)

Woods Property Owners Association Inc.						
Balance Sheet						
As of July 31, 2023						Accrual Basis
				Jul 31, 23	Jun 30, 23	\$ Change
ASSETS						
Current Assets						
Checking						
		Southside Bank - Checking		31,916.70	31,838.04	78.66
Savings						
		Dredging Savings		10,500.00	9,000.00	1,500.00
		Challenge Reserve Account		26,188.81	25,582.56	606.25
		Total Checking/Savings		68,605.51	66,420.60	2,184.91
Accounts Receivable						
		Dues Receivable		9,046.00	9,333.00	(287.00)
		Total Accounts Receivable		9,046.00	9,333.00	(287.00)
		Total Current Assets		77,651.51	75,753.60	1,897.91
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				244,442.09	242,544.18	1,897.91
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Other Current Liabilities						
		Playground funds payable		2,053.81	2,053.81	0.00
		Prepaid Dues		27,329.95	24,318.05	3,011.90
		Prepaid Expenses by Rosewood				0.00
		Total Other Current Liabilities		29,383.76	26,371.86	3,011.90
		Total Current Liabilities		29,383.76	26,371.86	3,011.90
		Total Liabilities		29,383.76	26,371.86	3,011.90
Equity						
		Net Assets		199,949.10	199,949.10	0.00
		Net Income		15,109.23	16,223.22	(1,113.99)
		Total Equity		215,058.33	216,172.32	(1,113.99)
TOTAL LIABILITIES & EQUITY				244,442.09	242,544.18	1,897.91

Woods Property Owners Association Inc.
Profit & Loss Budget Performance

July 2023		Jul 23	Budget	\$ Over Budget	Jan - Jul 23	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense								
Income								
Dues and Assessments		10,027.00	8,800.00	1,227.00	64,488.60	61,600.00	2,888.60	79,200.00
Discounts Granted		(18.00)	0.00	(18.00)	(1,220.00)	0.00	(1,220.00)	0.00
Transaction Fees		0.00	0.00	0.00	250.00	0.00	250.00	0.00
Interest Income		0.00	0.00	0.00	80.12	14.00	66.12	21.00
Keys		0.00	0.00	0.00	100.00	0.00	100.00	0.00
Total Income		10,009.00	8,800.00	1,209.00	63,698.72	61,614.00	2,084.72	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	300.00	(300.00)	0.00	1,200.00	(1,200.00)	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	300.00	(300.00)	37.00	1,250.00	(1,213.00)	1,260.00
Lake & Common Grounds								
Electric	618.31	650.00	(31.69)	3,816.92	4,550.00	(733.08)	5,850.00	
Lake Fencing/Gate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
General Maintenance	0.00	175.00	(175.00)	1,564.05	2,550.00	(985.95)	2,900.00	
Lake Pump House Repair	0.00	0.00	0.00	239.57	600.00	(360.43)	600.00	
Landscaping								
Entry Beds	496.62	0.00	496.62	3,469.45	4,000.00	(530.55)	4,000.00	
Misc Planting	0.00	0.00	0.00	100.00	1,000.00	(900.00)	1,000.00	
West Silt Pond	50.00	0.00	50.00	2,789.00	3,900.00	(1,111.00)	3,900.00	
Total Landscaping	546.62	0.00	546.62	6,358.45	8,900.00	(2,541.55)	8,900.00	
Lawncare	2,285.00	2,285.00	0.00	15,995.00	15,995.00	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	653.56	0.00	653.56	653.56	1,200.00	(546.44)	1,200.00	
Sprinkler Systems								
Water Acct Ending 6596	38.87	175.00	(136.13)	290.84	1,225.00	(934.16)	1,575.00	
Sprinkler System Repair	0.00	175.00	(175.00)	0.00	1,875.00	(1,875.00)	2,225.00	
Total Sprinkler System	38.87	350.00	(311.13)	290.84	3,100.00	(2,809.16)	3,800.00	
Total Lake & Common Grounds	4,142.36	3,460.00	682.36	29,618.39	38,895.00	(9,276.61)	45,815.00	
Recreation Pool								
Emergency Phone	243.39	71.00	172.39	730.17	497.00	233.17	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	1,250.00	(865.94)	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	1,400.00	(975.71)	1,650.00	
Treatment	667.00	600.00	67.00	2,358.00	2,250.00	108.00	3,600.00	
Water Acct Ending 6484	82.21	120.00	(37.79)	638.33	840.00	(201.67)	1,080.00	
Total Recreational Pool	992.60	1,041.00	(48.40)	4,836.12	5,687.00	(850.88)	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	0.00	0.00	0.00	291.83	250.00	41.83	250.00	
Social Activity 3	0.00	250.00	(250.00)	0.00	250.00	(250.00)	250.00	
General Fund	0.00	25.00	(25.00)	0.00	175.00	(175.00)	225.00	
Best Lawn Awards	0.00	0.00	0.00	0.00	150.00	(150.00)	200.00	
Total Social Activities	0.00	275.00	(275.00)	683.63	1,075.00	(391.37)	1,175.00	
Total DEPARTMENTS	5,134.96	5,076.00	58.96	35,175.14	48,207.00	(13,031.86)	57,209.00	
OPERATIONS								
Annual Meeting	0.00	0.00	0.00	0.00	0.00	0.00	300.00	
Bank Service Charges	42.40	42.00	0.40	291.55	294.00	(2.45)	378.00	
Insurance Board Members	0.00	3,100.00	(3,100.00)	0.00	3,100.00	(3,100.00)	3,100.00	
Insurance Property	3,537.00	4,000.00	(463.00)	3,537.00	4,000.00	(463.00)	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	204.00	200.00	4.00	385.29	500.00	(114.71)	600.00	
Printing and Reproduction	101.63	150.00	(48.37)	120.63	150.00	(29.37)	300.00	
Professional Fees								
Bookkeeping	550.00	650.00	(100.00)	3,750.00	3,850.00	(100.00)	4,950.00	
CPA	0.00	0.00	0.00	546.60	450.00	96.60	450.00	
General Legal	0.00	500.00	(500.00)	1,200.00	1,000.00	200.00	1,000.00	
Website	140.00	210.00	(70.00)	635.00	1,000.00	(365.00)	1,210.00	
Total Professional Fees	690.00	1,260.00	(570.00)	6,131.60	6,300.00	(168.40)	7,610.00	
Property Taxes	0.00	0.00	0.00	253.68	275.00	(21.32)	275.00	
Total OPERATIONS	4,575.03	8,752.00	(4,176.97)	10,719.75	14,719.00	(3,999.25)	17,083.00	
Total Expense	9,709.99	13,828.00	(4,118.01)	45,894.89	62,926.00	(17,031.11)	74,292.00	
Net Ordinary Income	299.01	(5,028.00)	5,327.01	17,803.83	(1,312.00)	19,115.83	4,929.00	

WPOA CHECKS & AUTO DRAFTS – JULY 2023

JULY 2023 AUTO DRAFTS

7.03.23 Auto draft / \$606.25 to Southside Savings

Account: Savings Account

Sub Account: Reserve Account

Memo: July

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

Account: Savings Account

Sub Account: Dredging Savings

MEMO: July

7.03.23 Auto draft / \$3,537.00 to Philadelphia Insurance

Account: Operations

Sub Account: Insurance Property

7.05.23 Auto draft / \$82.21 to City of Tyler

Account: Utilities

Sub Account: Water 6484

MEMO: June/July

7.05.23 Auto draft / \$38.87 to City of Tyler

Account: Utilities

Sub Account: Water 6596

MEMO: June/July

7.11.23 Auto draft / \$42.40 to Southside Bank

Account: Operations

Sub Account: Bank Service Charges

MEMO: July Account Analysis

7.28.23 Auto draft /\$618.31 to TXU

Account: Lake & Common Grounds

Sub Account: Electric

MEMO: June/July Fountain, Pump house, Sprinklers

JULY 2023 CHECKS WRITTEN

7.02.23 Check # 1765 / \$2285.00 to Green Grass Lawn Service

Account: Lake & Common Grounds

Sub Account: Lawn Care - \$2,285.00

MEMO: June

7.05.23 Check # 1766 / \$667.00 to Firefighter Pool Services

Account: Recreation Pool

Sub Account: Treatment

MEMO: June Treatment

7.06.23 Check # 1768 / \$243.39 to Kings III

Account: Recreational Pool

Sub Account: Emergency Phone

MEMO: July, Aug, September

7.10.23 Check #1769 / \$550.00 to East Texas Bean Counters

Account: Operations

Sub Account: Professional Fees

Sub Sub Account: Bookkeeping

MEMO: June

7.24.23 Check # 1770 / \$140.00 to Steve Fitzgerald

Account: Operations

Sub Account: Professional Fees – Website

MEMO: April, May, June (2 hrs, \$70 each)

7.24.23 Check #1771 / \$703.56 to Toni Patricio/Green Grass Lawn

\$50.00

Account: Lake & Common Grounds

Sub Account: Landscaping W Silt Pond

MEMO Cleanup after planting

\$653.56

Account: Lake & Common Grounds

Sub Account: Seawall

MEMO: Repair work on railroad ties

7.24.23 Check #1772 / \$802.25 to Owen Sanderson

\$496.62

Account: LCG

Subaccount: Landscaping Entry Beds

MEMO: Lighting

\$101.63

Account: Operations

Subaccount: Printing

MEMO: Envelopes and Labels for Annual Meeting

\$204.00

Account: Operations

Subaccount: Postage

MEMO: Stamps for Annual Meeting

Woods Home Owners Association
Architectural Control Report
Aug. 10, 2023

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.)

The Griffins submitted the engineering specs today for the 6-foot wall and are awaiting the city permit. The Architectural Review Committee will be onsite to review the project. Pending the AC report and city permit, if possible, a prompt board review would be helpful so the project is not delayed with board transition.

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.

Gift Cards for Architectural Review Committee