

Woods POA Board Meeting  
Crutcher and Hartley Team Remax Board Room  
3225 University Blvd, Tyler, Texas

Thursday, September 14, 2023

**Meeting Minutes**

I. Attendees Present:

Sherry Robbins, Tonya Wheat, Sara Back, John Young, Mark Dahlgren, and Tucker Wheat (Delayed)

Absent: Charles Jenkins

II. Call to Order

President Sherry Robins called the meeting to order at 6:12pm

A quorum was present.

Charles Jenkins and Tucker Wheat were not in attendance, but Tucker arrived late.

III. Secretary Report - Mark Dahlgren

The meeting minutes from the August 23, 2023, meeting were reviewed by email. Mr. Dahlgren stated that everyone had a chance to review the minutes by email and had been posted on the website. A motion to approve the minutes was made by Sara Back and seconded by Tonya Wheat. It passed unanimously.

IV. Treasurer Report - Sara Back

Mrs. Back began her presentation by going over the handouts that she provided. The provided documents were

- Balance Sheet by East Texas Bean Counters (ETBC)
- Profit and Loss by ETBC
- Reconciled Banking by ETBC
- Reconciled Savings by ETBC
- Itemized list of checks/drafts by WPOZ Treasurer
- Proposed working budget for 10/2023-9/2024.

Mrs. Back asked if we, as a board, wanted to keep track of what they need to do with the dues when they come in.

We really don't have a checks and balances in place of who has and hasn't paid their dues

Sara stated that she had to go to the bank to find who had paid because there was a mistake.

Can we think about it moving forward?

Pres said that there are new people moving in and out and renting so we need to find a way for us to keep track of that.

- Protocol decided last term for those that are behind that we send them an email when a person is behind at 7 months, 10 months, or something like that.
- Pres there has been some confusion in the email with auto draft and written checks and if we sell how do we reconcile.
- Bean counters is going through transition and is supposed to keep on top of it.
- Edna has changed companies and is willing to do our books and could continue to do a good job for us. Something for us to think about. This topic will be tabled until another meeting. We have a pretty good idea of what we have, who has paid and who has not.

- Sara asked about finalizing the budget for next year.
- Pres with Tucker and Charles absent we may need to talk about the budget for next year.
- We will talk about those budgets for those folks that are here.
  - John stated that he doesn't have any expenses really.
  - Tonya talked about doing 3 events last that were geared for kids and she stated that she wanted to continue with those but wanted to do some events geared for the adults.
- It was decided to stop the treasurer report and move on with the lake and common grounds.
- Recreation and security
- 

#### VI. Recreation Facilities & Security Report – Charles Jenkins

Due to Mr. Jenkins' absence. It was agreed to delay discussions of future goals until Mr. Jenkins was able to attend.

#### VIII. Social Activities Report- Tonya Wheat

Tonya Wheat presented the Social Activities Report and her goals for the upcoming year including a National Night Out. It was suggested to move it to Saturday, September 30, 2023, and move the location to the tennis courts. The alternative was to have people go out and meet their immediate neighbors. In addition, Trunk or Treat would be held the weekend before Halloween. Other events were discussed as hopefully to be done for the next year. The budget for social activities and the Little Library were discussed. A possible fundraiser was discussed allowing homeowners to purchase a custom Christmas sign to put in their yard.

#### VII. Architectural Control Report – John Young

John provided an update on the Architectural Control request for the installation of a pool at 3303 Shady Cove Circle. The request had been initiated prior to John taking over the position. Having reviewed the materials provided by the homeowner and the City of Tyler, John gave the homeowners permission to clear the shrubbery until the Board could review the plans. John stated that there was nothing in the Bylaws prohibiting him from going with the AC committee to review proposed projects. Mark Dahlgren stated that it allows the committee to be impartial if board members are not there. Sherry Robbins said that was based on the recommendations of legal counsel made to the Board in the past. She and John agreed that a goal for AC was to have more members on the committee to make it more effective. John provided the plans for the pool at 3303 Shady Cove Circle. Mark made a motion to approve the pool, Tucker seconded. The motion was passed unanimously.

#### V. Lake & Common Grounds Report – Tucker Wheat

Tucker began his report listing several items which had or needed to be located such as the dog waste bags, and Yard of the Month sign. It was agreed upon that the Yard of the Month could be managed by the Social Activities VP to be awarded a \$50.00 prize every other month and possibly allow neighbors to make nominations. He suggested that he could clean the walking path grates and make arrangements with Toni Patricio, the lawn contractor, to trench drainage from the walking path to the lake. In addition, it was voted and approved that Toni would replace the dead or damaged wax myrtles and amend the soil along Calloway Road.

Tucker would get estimates on repairing the damage to the brick sign at the corner of Calloway and Lazycreek. He would also price the cost of purchasing heavy duty waste bins for the picnic / tennis court area and pool area.

IX. Old Business

X. New Business Pool Installation at 3303 Shady Cove Circle Website email address

XI. Adjourn Meeting - Motion to adjourn made by Tucker second by John

Prepared by: Mark Dahlgren

COPY

DATE RECEIVED BY HOA MANAGEMENT: 08-16-23

DATE RECEIVED BY THE ARCHITECTURAL CONTROL COMMITTEE: 09-14-23

ARCHITECTURAL CONTROL COMMITTEE ACTION:

Approved       Disapproved       Other

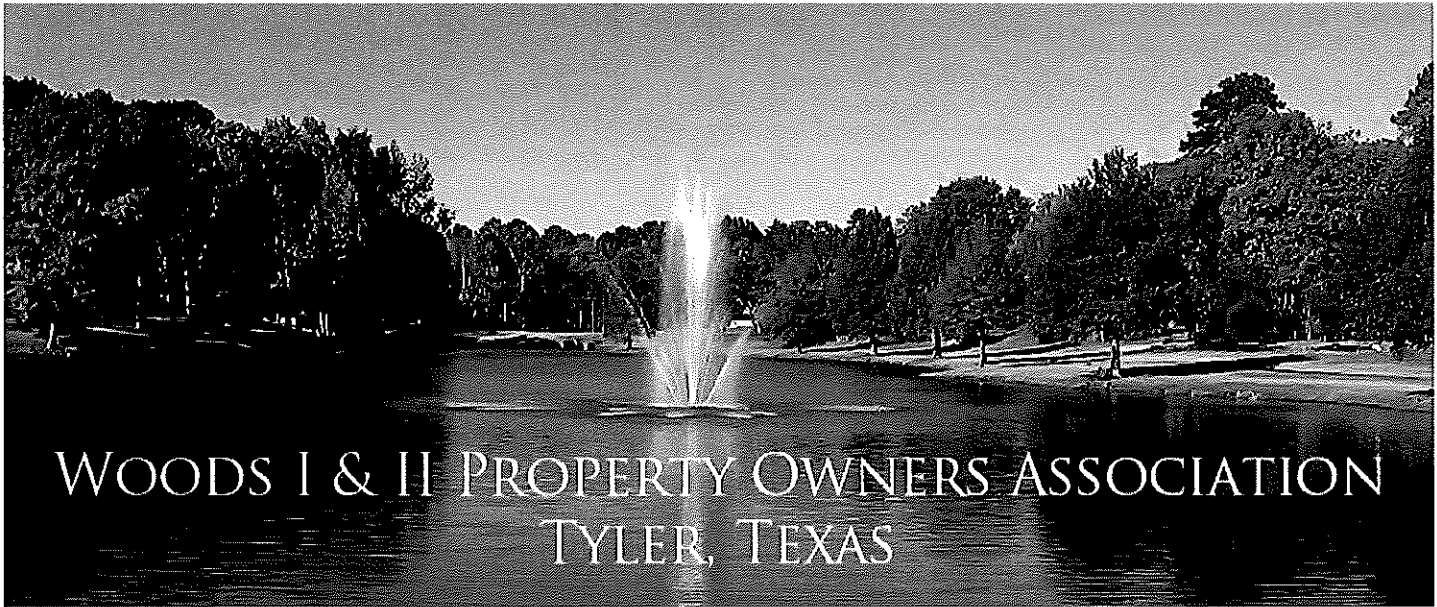
COMMENTS:

THE PLANS SUBMITTED TO THE A.O.C. ARE TOTALLY COMPLIANT WITH OUR GUIDE LINES.

By: *John A. Young*

Date of Action: 09-15-23

THIS APPLICATION HAS BEEN REVIEWED FOR THE LIMITED PURPOSE OF DETERMINING THE AESTHETIC COMPATIBILITY OF DESIGN WITH THE VARIOUS PROVISIONS OF FRISCO/PARK WEST PROPERTY OWNERS ASSOCIATION, INC. DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. NO REVIEW HAS BEEN MADE WITH RESPECT TO FUNCTIONALITY, SAFETY, COMPLIANCE WITH GOVERNMENTAL REGULATION, OR OTHERWISE AND ANY PARTY WITH RESPECT TO ANY SUCH MATTERS SHOULD MAKE NO RELIANCE ON THIS APPROVAL. THE ABOVE SIGNED EXPRESSLY DISCLAIMS LIABILITY OF ANY KIND WITH RESPECT TO THIS REQUEST, THE REVIEW THEREOF, OR ANY STRUCTURES BUILD PURSUANT THERETO. THE ARCHITECTURAL CONTROL COMMITTEE MAKES NO WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, OR ANY OF ITS MEMBERS AND NONE ARE TO BE INFERRED FROM APPROVING OR DISAPPROVING THIS APPLICATION.



<a href="#">Home</a>	<a href="#">POA Information</a>	<a href="#">Homeowners Info</a>	<a href="#">Resources</a>	<a href="#">Contact Us</a>
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## Architectural Control Application for Exterior Home Improvements and Modifications

This application must be completed and submitted for all exterior improvements and modifications. Please complete the application in its entirety by entering the required information in the form below. Upon completion, click on the Submit Application button at the bottom of the form. After submitting the form, if everything was completed correctly, you should see this message appear just above the "Contact Information" heading at the top of the form: *"Thank you! Your application has been sent. You will be contacted following review of your application."* Once you see this message, you should expect to receive a copy of the completed form at the email address you provided in the application. Make sure to check your spam folder if you don't receive the completed form in your email within a few minutes.

Upon receipt of the form, the VP for Architectural Control will review the application in conjunction with the governing documents. The VP will present your request to the Board for review. The Board has up to thirty (30) days to review and respond to each application, but the Board makes a best effort to render a decision sooner. If the application meets approved guidelines, the VP for Architectural Control will notify you of the approval. Should any questions arise, the VP for Architectural Approval will contact the applicant to discuss. The purpose of this process is to ensure the project will not only benefit the applicant, but also comply with acceptable standards for construction and appearance.



### Contact Information

Name

Address

City  State  Zip

Email Address  Phone Number

### Project and Contractor Information

Name of Project

Projected Start Date

Planned Completion Date

Contractor Name (if used)

Contractor Address, City, State

Contractor Office Number (903) 343-5466  
Contractor Cell Number (903) 343-5466  
Contractor Email Address paradisepoolstyler@gmail.com or ryanolh@gmail.com

**Plans / Map / Survey**

**Site Plan or Survey:**

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* Landscaping	* Swimming Pool	* Fence	* Lighting
* Walks	* Drainage	* Drives	* Spas
* Patio	* Retaining Wall	* Tree Removal	* Other

**Additions to Home:**

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The remodeling of a home that changes the elevation or footprint of the home will require the submission of two sets of engineered construction plans with your application.

**Exterior Alterations:**

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Items altering the exterior appearance of the home, yard, or improvements will require the submission of necessary visual tools to represent a true and clear picture of the project. Examples of this change are color of paint, surfaces to be painted, addition of statues or water features, or plans to remove trees.

**Measurements and Dimensions:**

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All projects require exact dimensions including height, length, and width. Please make sure to sketch your project approximately to scale.

**Other Special Maps / Sketches / Renderings:**

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Under certain circumstances, it may be necessary for an owner to create a drawing to represent a project, installation, or alteration. Your detailed presentation to the VP for Architectural Control will expedite your request through the approval process.

**Detailed Written Description of Project**

Describe the project in clear and concise terms. Explain how you or your contractor will complete the project. The VP for Architectural Control is available to assist you during the course of your project and will help ensure the work proceeds on schedule with minimal impact to adjoining properties. Please describe the nature of the project and the intent of the homeowner regarding the completion of the project. Please describe your project in your own words and in enough detail to draw a clear and concise picture of what you are hoping to accomplish.

**Questions Regarding the Project**

The goal of the WPOA Board is to maintain the value and appearance of our properties and community. Please answer the following questions to the best of your ability. You must obtain the necessary approval and required permits from the City of Tyler prior to beginning your project. Additionally, building materials and/or color samples must be submitted with this application for WPOA Board review. Failure to submit material and/or color samples with this application will delay your project.

**TYPE YOUR INITIALS HERE TO ACKNOWLEDGE YOU HAVE READ THIS STATEMENT**

GT

- Will this project meet City of Tyler Ordinances / Codes?  Yes  No  N/A
- Will this project be visible from the street?  Yes  No  N/A
- Will a Building Permit be necessary for this project?  Yes  No  N/A
- If "Yes", have you applied for the permit?  Yes  No  N/A
- If "Yes", have you obtained approval of the permit?  Yes  No  N/A
- Will this project effect neighbors adjacent to your home?  Yes  No  N/A
- Do you have samples of materials / colors ready to submit?  Yes  No  N/A
- Will this project require engineered plans / drawings?  Yes  No  N/A
- Do you have copies of plans prepared for submission to the VP for Architectural Control?  Yes  No  N/A
- Will any trees on your property need to be removed?  Yes  No  N/A
- Will digging in the yard(s) be necessary?  Yes  No  N/A
- If "Yes", who will mark the utilities?

Name Texas811 Phone Number 811

white anti-spam question (this confirms you are a human user): is snow white or black?

**Keep In Touch!**

Please keep the POA updated with your current information. This allows us to communicate with you regarding important information, dates and events. A valid street address in the Woods I & II subdivision is required.

**Name**

Your Name

**Email Address**

email@example.com

**Street Address**

Your Street Address

**Phone Number**

Your Phone Number

Tyler Texas Weather

Tyler Texas Weather  
**91.5°F**  
 Dew Pt: 76.7°F  
 Humidity: 62%  
 Rain Today: 0.00 in  
 Pressure: 29.84 in  
 8/11/23 12:26PM  
 Click for More Info

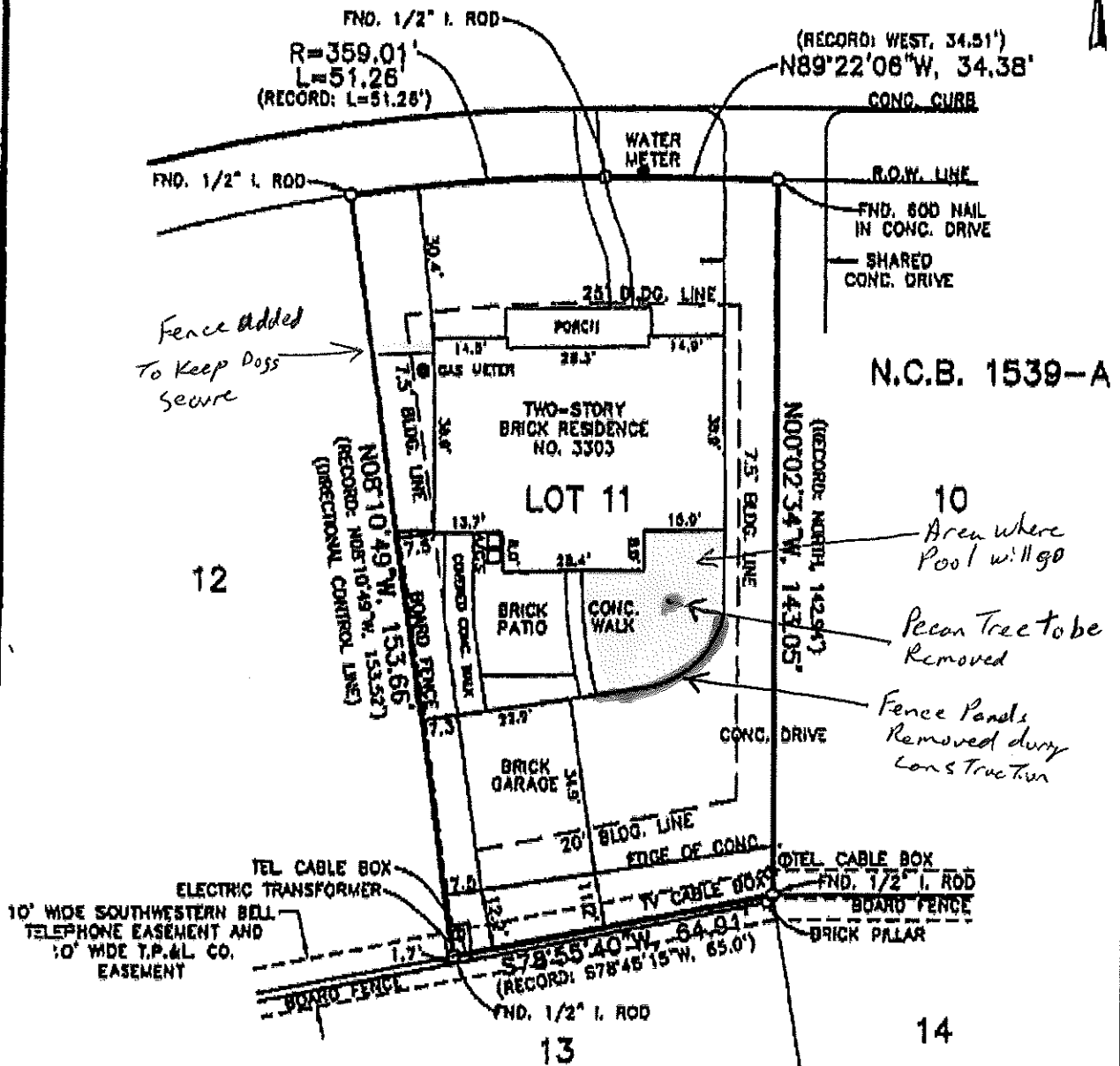
**Upcoming Events**

**WPOA Board Meetings**

- Aug 10 August WPOA Board Meeting
- Aug 17 WPOA Annual Meeting – 6:30PM  
Hilltop Church of the Nazarene  
10818 University Blvd., Tyler

WPOA Board Meetings begin at 6:00PM  
at RE/MAX Properties Board Room  
3225 University Blvd.

# SHADY COVE (60' R.O.W.)



### PLAT OF RESIDENTIAL LOT SURVEY

I hereby certify that this plat was prepared from an actual survey made on the ground under my direction and supervision of property located at 3303 Shady Cove, Tyler, Smith County, Texas, and being further described as follows:

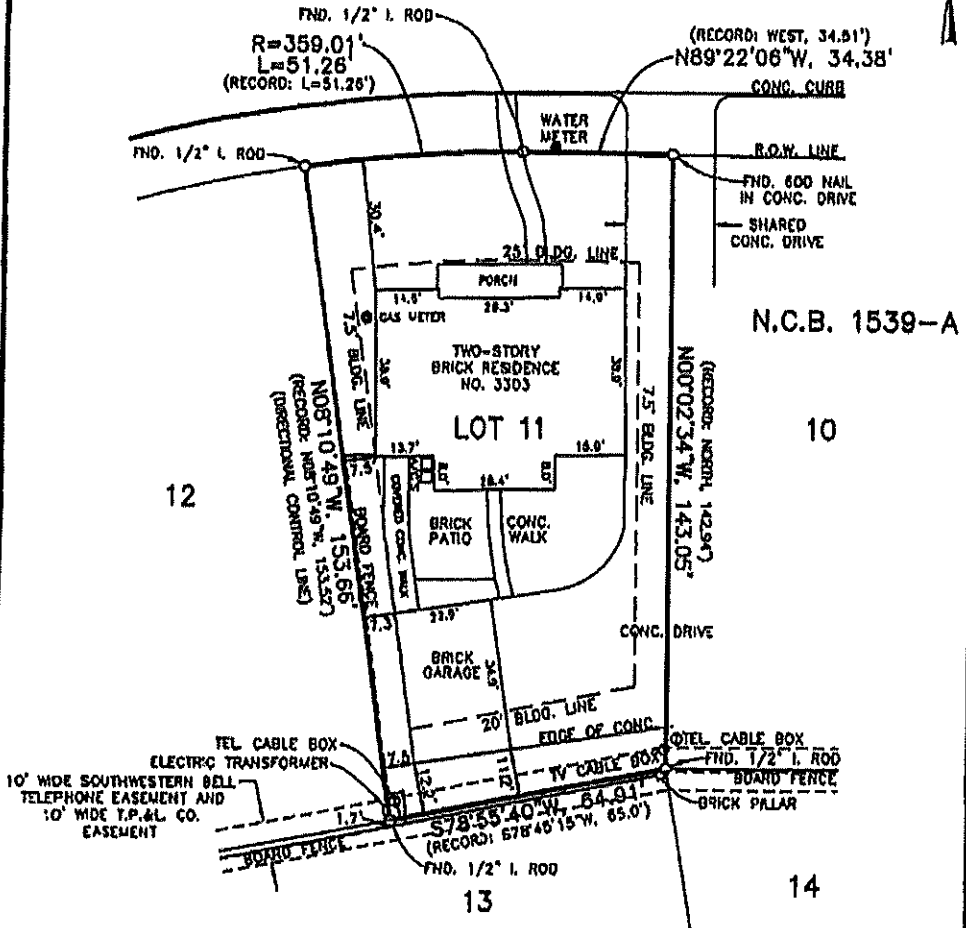
Being all of Lot 11, New City Block 1539-A, THE WOODS UNIT NO. 1, an addition to the City of Tyler, according to the plat of Resubdivision of The Woods Unit No. 1, recorded in Cabinet 'B', Slide 213-B, of the Plat Records of Smith County, Texas.

All improvements are situated within the boundaries of the property surveyed and there are no visible or apparent encroachments, protrusions, or conflicts, except as shown. All easements and/or building setback lines are shown as per recorded plat, and Dead Restrictions recorded in Vol. 2015, Pg. 835; Vol. 2031, Pg. 207; Vol. 2086, Pg. 336; Vol. 2189, Pg. 83; Vol. 3085, Pg. 400, and in Vol. 3185, Pg. 3, S.C.L.R. Evaluation of restrictions and easements has been limited to those provided in Schedule B of the title commitment under the GF number shown hereon.



(R.O.W. & BEARING BASIS PER PLAT, CAB. 'B', SLIDE 213-B, S.C.P.R.)

# SHADY COVE (60' R.O.W.)



### PLAT OF RESIDENTIAL LOT SURVEY

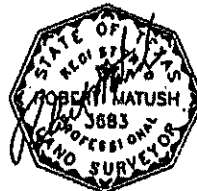
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All improvements are situated within the boundaries of the property surveyed and there are no visible or apparent encroachments, protrusions, or conflicts, except as shown. All easements and/or building setback lines are shown as per recorded plat, and Deed Restrictions recorded in Vol. 2015, Pg. 835; Vol 2031, Pg. 207; Vol. 2086, Pg. 336; Vol. 2189, Pg. 83; Vol. 3086, Pg. 400, and in Vol 3155, Pg. 3, S.C.L.R. Evaluation of restrictions and easements has been limited to those provided in Schedule B of the title commitment under the GF number shown hereon.

(PURCHASER: Jack V. McClurg and Nandini O. McClurg) GF NO 6102557/DL

Robert Malush - R.P.L.S. NO. 3683  
JOB NO. 10-547 22 November 2010 Scale: 1"=30'

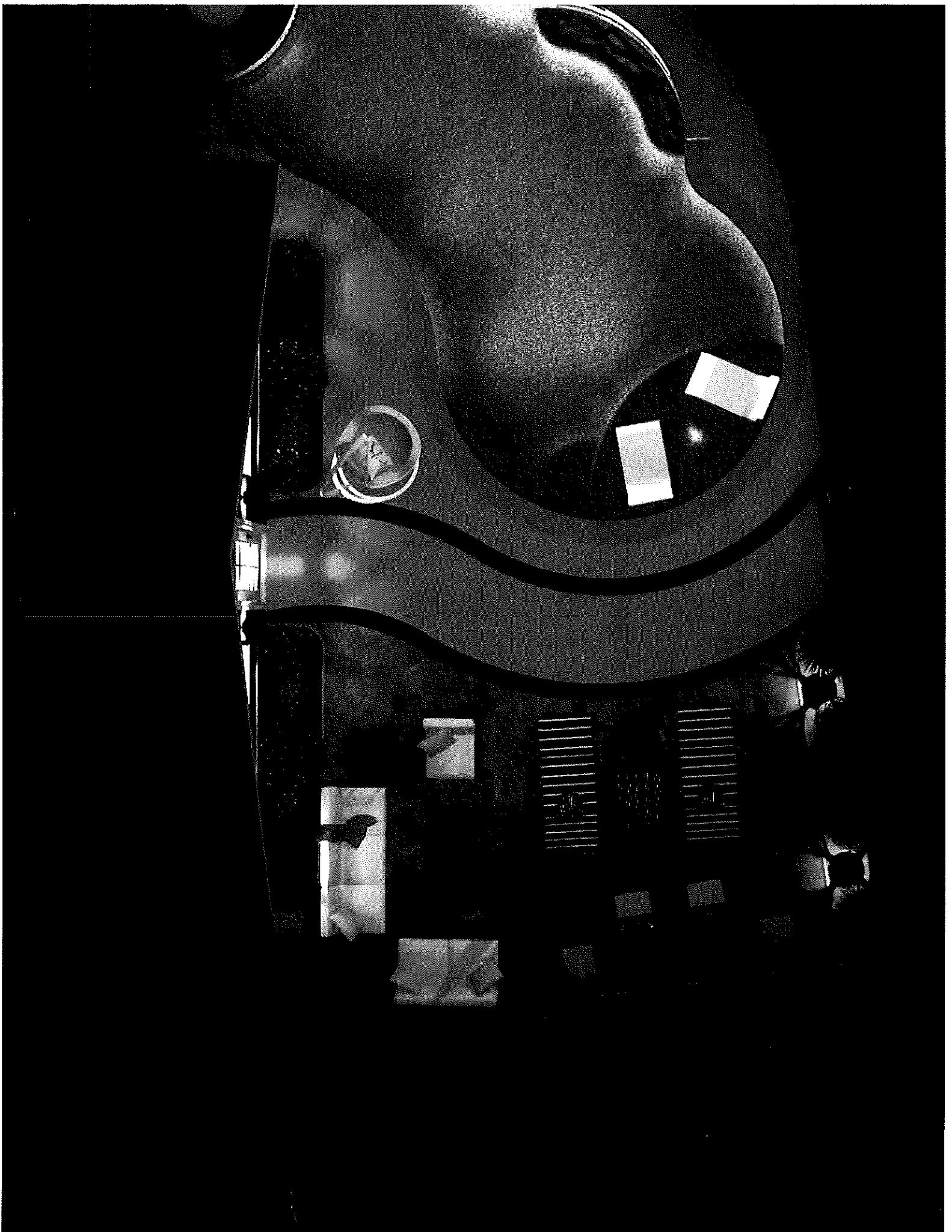


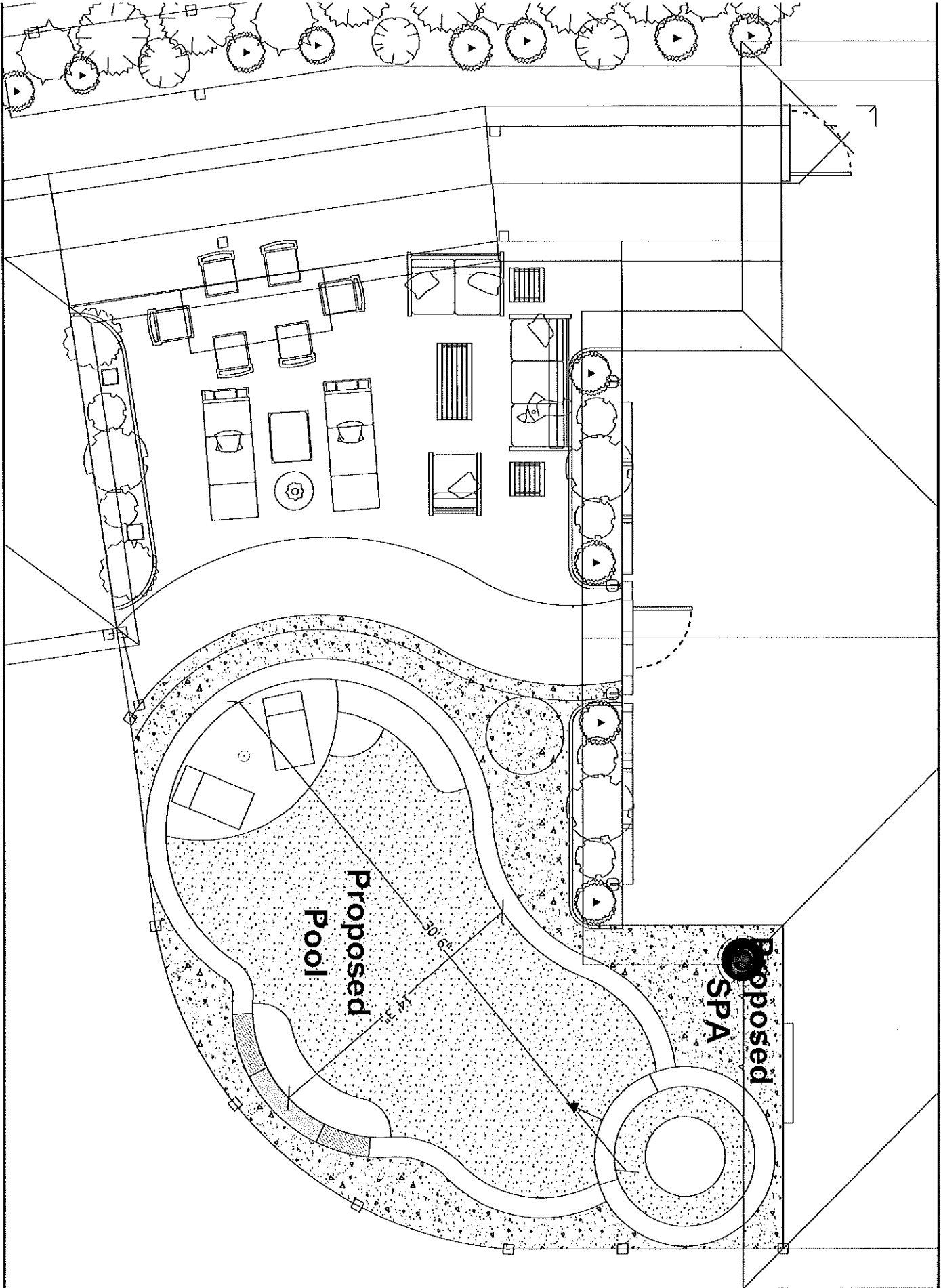
F.B. 10-05, PG. 28

**BOB MATUSH SURVEYING, INC.**

2624 KENSINGTON DRIVE, SUITE 107, TYLER, TEXAS 75703 TEL. (903) 561-7287

JOB NO. 10-547  
DATE: 22 NOVEMBER 2010  
SCALE: 1"=30'





**Proposed SPA**

**Proposed Pool**

30' 6"

14' 3"

**Pool Specs**

Pool Number: 2024-1234  
 Pool Type: In-Ground  
 Pool Size: 14' x 30'  
 Pool Shape: Oval  
 Pool Depth: 30' 6"  
 Pool Material: Fiberglass  
 Pool Color: Blue  
 Pool Finish: Pebble Tech  
 Pool Features: LED Lighting, Waterfalls, Spillover Edge  
 Pool Notes: See Deck Plan for details.

**Spa Specs**

Spa Number: 2024-5678  
 Spa Type: Hot Tub  
 Spa Size: 6' x 6'  
 Spa Shape: Round  
 Spa Depth: 5' 0"  
 Spa Material: Acrylic  
 Spa Color: White  
 Spa Finish: Pebble Tech  
 Spa Features: LED Lighting, Waterfalls, Spillover Edge  
 Spa Notes: See Deck Plan for details.

**Deck Specs**

Deck Number: 2024-9012  
 Deck Type: Composite  
 Deck Material: Trex  
 Deck Color: Gray  
 Deck Finish: Smooth  
 Deck Features: LED Lighting, Spillover Edge  
 Deck Notes: See Deck Plan for details.

**Equipment**

Equipment List:  
 Pool Pump: Hayward W3  
 Pool Filter: Hayward W3  
 Pool Motor: Hayward W3  
 Spa Pump: Hayward W3  
 Spa Filter: Hayward W3  
 Spa Motor: Hayward W3  
 Deck Lights: LED  
 Pool Lights: LED  
 Spa Lights: LED

**Approval**

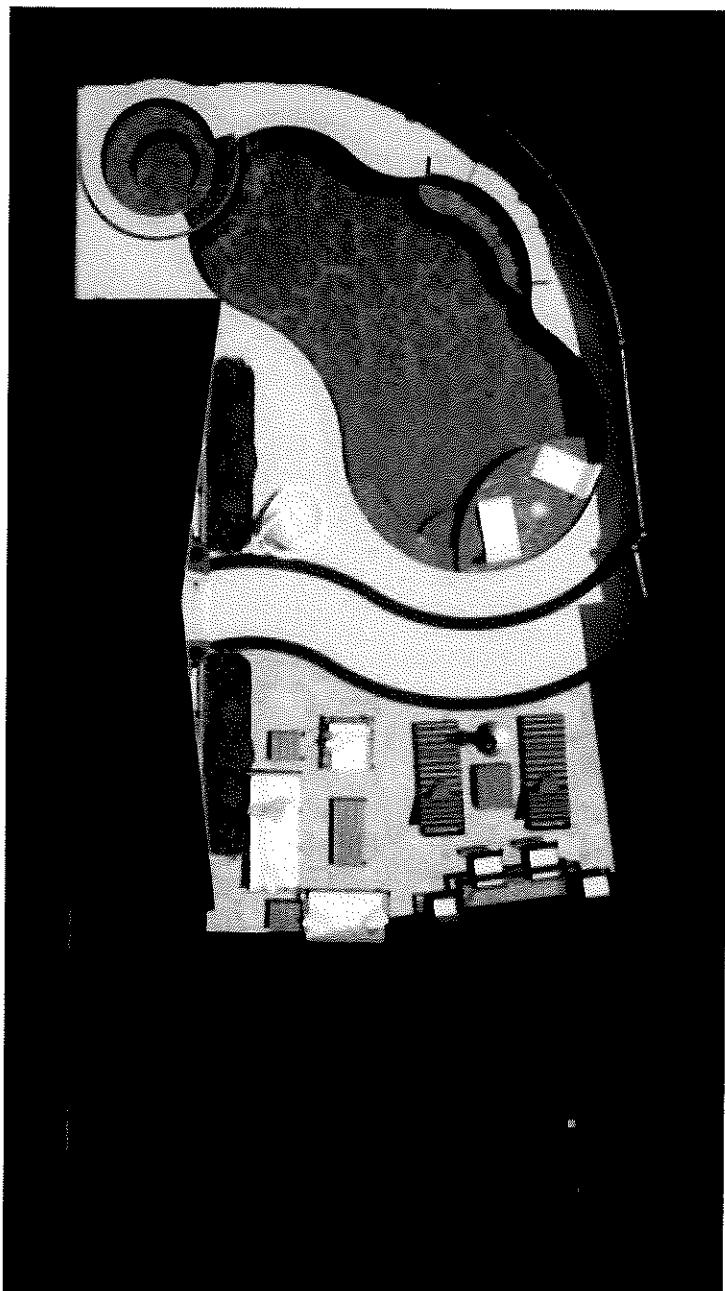
Client Name: \_\_\_\_\_  
 Client Address: \_\_\_\_\_  
 Client Phone: \_\_\_\_\_  
 Client Email: \_\_\_\_\_  
 Designer Name: \_\_\_\_\_  
 Designer Title: \_\_\_\_\_  
 Designer Phone: \_\_\_\_\_  
 Designer Email: \_\_\_\_\_

Double-Click Here To Insert Your Logo

### 3303 Shady Cove Circle Pool with Spa Project

1. Drawings Complete
2. Tile and plaster picked out.
3. Received approval and permit from city of Tyler.
4. Work with The Woods POA to receive approval.
5. After POA approval finalize all paperwork.
6. Set start date to begin digging.
7. Remove Pecan tree prior to start date.
8. Build fence on northwest side of house to secure area for dogs.
9. Remove fence panels day before digging starts.
10. Contractor begins Digging, plumbing and steel work with concrete poured within 7 days. *goal*
11. <sup>once</sup> ~~One~~ big equipment is done put fence panels back up.
12. Allow concrete to slow cure for next 3 weeks
13. Tile work plaster and top deck concrete poured.
14. Allow a week to cure.
15. Clean up around pool area.
16. Fill pool with water and test pump system
17. Clean up soil and surrounding flower beds and any remaining construction trash.
18. Plant new flowers shrubs or other types of plants to complement new pool area.
19. Purchase pool and patio supplies
20. Enjoy the pool with grandkids, family, friends and neighbors.







**Woods POA Board Meeting – September 14, 2023**

**Treasurer's Report**

**Sara Back**

- Financials for August:
  - Balance Sheet by East Texas Bean Counters (ETBC)
  - Profit and Loss by ETBC
  - Reconciled Banking by ETBC
  - Reconciled Savings by ETBC
  - Itemized list of checks/drafts by WPOA Treasurer
- Discuss IF board wants to consider investing time in meeting w/ ETBC to determine best practice protocols on monthly following dues payments
- Discuss IF board wants to consider staying with the bookkeeper at ETBC who has left that company
- Finalize Oct 2023-Sept 2024 Budget of New Board
- Give Handouts and Review Treasurer Forms:
  - Account Categories for Expenditures
  - Invoice Forms
  - W9s on \$600+ Contract Work
- Address Pre-Approval on Spending Outside Budget
- Proposed Reimbursement Policy
- Goals:
  - Assist board in meeting budget needs
  - Assist members in helping with dues needs
  - Develop better protocol for overseeing dues reporting with ETCB
  - Continue advocating for legal advice from an our experienced HOA attorney, Mr. Giddens and getting all suggestions documented in writing to share with membership

Respectfully Submitted,

Sara Back



Woods Property Owners Association Inc.							
Profit & Loss Budget Performance							
August 2023							
	Aug 23	Budget	\$ Over Budget	Jan - Aug 23	YTD Budget	\$ Over Budget	Cash Basis Annual Budget
Ordinary Income/Expense							
Income							
Dues and Assessments	7,797.00	8,800.00	(1,003.00)	72,285.60	70,400.00	1,885.60	78,200.00
Discounts Granted	(253.00)	0.00	(253.00)	(1,473.00)	0.00	(1,473.00)	0.00
Transaction Fees	50.00	0.00	50.00	300.00	0.00	300.00	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
<b>Total Income</b>	<b>7,594.00</b>	<b>8,800.00</b>	<b>(1,206.00)</b>	<b>71,292.72</b>	<b>70,414.00</b>	<b>878.72</b>	<b>79,221.00</b>
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	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
AC Miscellaneous Expense	150.00	0.00	150.00	150.00	0.00	150.00	0.00
<b>Total Architectural Control</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>187.00</b>	<b>1,250.00</b>	<b>(1,063.00)</b>	<b>1,250.00</b>
Lake & Common Grounds							
Electric	858.80	650.00	208.80	4,675.72	6,200.00	(524.28)	6,850.00
Lake Fencing/Gate	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Maintenance	350.00	175.00	175.00	1,914.05	2,725.00	(810.95)	2,900.00
Lake Pump House Repair	0.00	0.00	0.00	239.67	600.00	(360.33)	600.00
Landscaping							
Entry Beds	510.00	0.00	510.00	3,979.45	4,000.00	(20.55)	4,000.00
Misc Planting	0.00	0.00	0.00	100.00	1,000.00	(900.00)	1,000.00
West Silt Pond	323.09	0.00	323.09	3,112.09	3,900.00	(787.91)	3,900.00
<b>Total Landscaping</b>	<b>833.09</b>	<b>0.00</b>	<b>833.09</b>	<b>7,191.54</b>	<b>8,900.00</b>	<b>(1,708.46)</b>	<b>8,900.00</b>
Lawn Care	2,285.00	2,285.00	0.00	18,280.00	18,280.00	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	653.56	1,200.00	(546.44)	1,200.00
Sprinkler Systems							
Water Acct Ending 6598	241.35	175.00	66.35	532.19	1,400.00	(867.81)	1,575.00
Sprinkler System Repair	0.00	175.00	(175.00)	0.00	2,050.00	(2,050.00)	2,225.00
<b>Total Sprinkler System</b>	<b>241.35</b>	<b>350.00</b>	<b>(108.65)</b>	<b>532.19</b>	<b>3,450.00</b>	<b>(2,917.81)</b>	<b>3,800.00</b>
<b>Total Lake &amp; Common Grounds</b>	<b>4,568.24</b>	<b>3,460.00</b>	<b>1,108.24</b>	<b>34,188.63</b>	<b>42,355.00</b>	<b>(8,166.37)</b>	<b>45,815.00</b>
Recreation Pool							
Emergency Phone	0.00	71.00	(71.00)	730.17	568.00	162.17	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	1,600.00	(1,115.94)	1,600.00
Pool House Bathrooms	0.00	0.00	0.00	40.23	150.00	(109.77)	150.00
<b>Total General Maintenance</b>	<b>0.00</b>	<b>250.00</b>	<b>(250.00)</b>	<b>424.29</b>	<b>1,650.00</b>	<b>(1,225.71)</b>	<b>1,650.00</b>
Treatment	735.00	700.00	35.00	3,039.00	2,950.00	89.00	3,600.00
Water Acct Ending 8484	164.42	120.00	44.42	802.75	960.00	(157.25)	1,080.00
<b>Total Recreational Pool</b>	<b>699.42</b>	<b>1,141.00</b>	<b>(441.58)</b>	<b>6,735.64</b>	<b>6,828.00</b>	<b>(89.36)</b>	<b>7,669.00</b>
Recreational Tennis							
General Maintenance	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	1,000.00
Lights	510.65	0.00	510.65	510.65	300.00	210.65	300.00
<b>Total Recreational Tennis</b>	<b>510.65</b>	<b>0.00</b>	<b>510.65</b>	<b>510.65</b>	<b>1,300.00</b>	<b>(789.35)</b>	<b>1,300.00</b>
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	0.00	0.00	0.00	250.00	(250.00)	250.00
General Fund	0.00	25.00	(25.00)	0.00	200.00	(200.00)	225.00
Best Lawn Awards	0.00	50.00	(50.00)	0.00	200.00	(200.00)	200.00
<b>Total Social Activities</b>	<b>0.00</b>	<b>75.00</b>	<b>(75.00)</b>	<b>683.63</b>	<b>1,150.00</b>	<b>(466.37)</b>	<b>1,175.00</b>
<b>Total DEPARTMENTS</b>	<b>6,128.31</b>	<b>4,876.00</b>	<b>1,452.31</b>	<b>41,303.45</b>	<b>62,883.00</b>	<b>(11,579.55)</b>	<b>57,209.00</b>
OPERATIONS							
Annual Meeting	405.84	300.00	105.84	405.84	300.00	105.84	300.00
Bank Service Charges	48.40	42.00	6.40	339.85	336.00	3.85	378.00
Insurance Board Members	3,088.00	0.00	3,088.00	3,088.00	3,100.00	(12.00)	3,100.00
Insurance Property	0.00	0.00	0.00	3,537.00	4,000.00	(463.00)	4,000.00
Office Supplies Secretary	0.00	200.00	(200.00)	0.00	300.00	(300.00)	300.00
Post Office Box	176.00	220.00	(44.00)	176.00	220.00	(44.00)	220.00
Postage and Delivery	0.00	100.00	(100.00)	385.29	600.00	(214.71)	600.00
Printing and Reproduction	0.00	160.00	(160.00)	120.63	300.00	(179.37)	300.00
Professional Fees							
Bookkeeping	550.00	550.00	0.00	4,300.00	4,400.00	(100.00)	4,950.00
CPA	0.00	0.00	0.00	546.60	450.00	96.60	450.00
General Legal	0.00	0.00	0.00	200.00	1,000.00	(800.00)	1,000.00
Website	0.00	210.00	(210.00)	635.00	1,210.00	(575.00)	1,210.00
<b>Total Professional Fees</b>	<b>550.00</b>	<b>760.00</b>	<b>(210.00)</b>	<b>5,681.60</b>	<b>7,060.00</b>	<b>(1,378.40)</b>	<b>7,610.00</b>
Property Taxes	0.00	0.00	0.00	283.68	275.00	8.68	275.00
<b>Total OPERATIONS</b>	<b>4,268.24</b>	<b>1,772.00</b>	<b>2,496.24</b>	<b>13,987.99</b>	<b>16,491.00</b>	<b>(2,503.01)</b>	<b>17,063.00</b>
<b>Total Expense</b>	<b>10,396.55</b>	<b>6,448.00</b>	<b>3,948.55</b>	<b>55,291.44</b>	<b>69,374.00</b>	<b>(14,082.56)</b>	<b>74,292.00</b>
<b>Net Ordinary Income</b>	<b>(2,802.55)</b>	<b>2,352.00</b>	<b>(5,154.55)</b>	<b>16,001.28</b>	<b>1,040.00</b>	<b>14,961.28</b>	<b>4,929.00</b>

Woods Property Owners Association Inc.					
Balance Sheet					
As of August 31, 2023					Accrual Basis
			Aug 31, 23	Jul 31, 23	\$ Change
<b>ASSETS</b>					
<b>Current Assets</b>					
<b>Checking</b>					
		Southside Bank - Checking	24,005.90	31,916.70	(7,910.80)
<b>Savings</b>					
		Dredging Savings	12,000.00	10,500.00	1,500.00
		Challenge Reserve Account	26,795.06	26,188.81	606.25
		<b>Total Checking/Savings</b>	<b>62,800.96</b>	<b>68,605.51</b>	<b>(5,804.55)</b>
<b>Accounts Receivable</b>					
		Dues Receivable	9,309.00	9,046.00	263.00
		<b>Total Accounts Receivable</b>	<b>9,309.00</b>	<b>9,046.00</b>	<b>263.00</b>
<b>Other Current Assets</b>					
		Prepaid Expenses Legal Retainer	1,000.00		1,000.00
		<b>Total Current Assets</b>	<b>73,109.96</b>	<b>77,651.51</b>	<b>(4,541.55)</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>239,900.54</b>	<b>244,442.09</b>	<b>(4,541.55)</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	23,249.95	27,329.95	(4,080.00)
		Prepaid Expenses by Rosewood			0.00
		<b>Total Other Current Liabilities</b>	<b>25,303.76</b>	<b>29,383.76</b>	<b>(4,080.00)</b>
		<b>Total Current Liabilities</b>	<b>25,303.76</b>	<b>29,383.76</b>	<b>(4,080.00)</b>
		<b>Total Liabilities</b>	<b>25,303.76</b>	<b>29,383.76</b>	<b>(4,080.00)</b>
<b>Equity</b>					
		Net Assets	199,949.10	199,949.10	0.00
		Net Income	14,647.68	15,109.23	(461.55)
		<b>Total Equity</b>	<b>214,596.78</b>	<b>215,058.33</b>	<b>(461.55)</b>
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>239,900.54</b>	<b>244,442.09</b>	<b>(4,541.55)</b>

**Woods Property Owners Association Inc.**  
**Reconciliation Detail**  
**Southside Bank - Checking, Period Ending 08/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						31,916.70
<b>Cleared Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Check	08/01/2023	1773	Thompson Hicks	X	(3,088.00)	(3,088.00)
Check	08/01/2023		Swan Electric	X	(1,320.65)	(4,408.65)
Transfer	08/01/2023			X	(606.25)	(5,014.90)
Check	08/01/2023		All Pro Aquatic and ...	X	(350.00)	(5,364.90)
Check	08/02/2023	1777	Green Grass Lawn ...	X	(2,285.00)	(7,649.90)
Transfer	08/02/2023			X	(1,500.00)	(9,149.90)
Check	08/02/2023	1776	East Texas BeanCo...	X	(550.00)	(9,699.90)
Check	08/02/2023		City of Tyler	X	(82.21)	(9,782.11)
Check	08/02/2023		City of Tyler	X	(50.12)	(9,832.23)
Check	08/06/2023	1778	Firefighter Pool Serv...	X	(735.00)	(10,567.23)
Check	08/08/2023			X	(48.40)	(10,615.63)
Check	08/12/2023	1779	Owen Sanderson	X	(323.09)	(10,938.72)
Check	08/17/2023	1780	Hilltop Church of the...	X	(300.00)	(11,238.72)
Check	08/22/2023	1782	Sara Vennuin Back	X	(105.84)	(11,344.56)
Check	08/28/2023		TXU	X	(558.80)	(11,903.36)
Check	08/30/2023		City of Tyler	X	(191.23)	(12,094.59)
Check	08/30/2023		City of Tyler	X	(82.21)	(12,176.80)
<b>Total Checks and Payments</b>					(12,176.80)	(12,176.80)
<b>Deposits and Credits - 7 items</b>						
Deposit	08/03/2023			X	465.00	465.00
Deposit	08/07/2023			X	25.00	490.00
Deposit	08/10/2023			X	1,057.00	1,547.00
Deposit	08/16/2023			X	825.00	2,372.00
Deposit	08/17/2023			X	605.00	2,977.00
Deposit	08/24/2023			X	1,015.00	3,992.00
Deposit	08/31/2023			X	600.00	4,592.00
<b>Total Deposits and Credits</b>					4,592.00	4,592.00
<b>Total Cleared Transactions</b>					(7,584.80)	(7,584.80)
<b>Cleared Balance</b>					(7,584.80)	24,331.90
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	08/20/2023	1781			(150.00)	(150.00)
Check	08/30/2023	1783	Post Office		(176.00)	(326.00)
<b>Total Checks and Payments</b>					(326.00)	(326.00)
<b>Total Uncleared Transactions</b>					(326.00)	(326.00)
<b>Register Balance as of 08/31/2023</b>					(7,910.80)	24,005.90
<b>Ending Balance</b>					(7,910.80)	24,005.90

**Woods Property Owners Association Inc.**  
**Reconciliation Detail**  
**Savings Account, Period Ending 08/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						36,688.81
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Transfer	08/01/2023			X	606.25	606.25
Transfer	08/02/2023			X	1,500.00	2,106.25
<b>Total Deposits and Credits</b>					<u>2,106.25</u>	<u>2,106.25</u>
<b>Total Cleared Transactions</b>					<u>2,106.25</u>	<u>2,106.25</u>
<b>Cleared Balance</b>					<u>2,106.25</u>	<u>38,795.06</u>
<b>Register Balance as of 08/31/2023</b>					<u>2,106.25</u>	<u>38,795.06</u>
<b>Ending Balance</b>					<u><u>2,106.25</u></u>	<u><u>38,795.06</u></u>

# WPOA CHECKS & AUTO DRAFTS – AUGUST 2023

## AUGUST 2023 AUTO DRAFTS

### **8.01.23 Draft / \$1,320.65 to Swan Electric**

\$300.00

Account: Lake & Common Grounds

Sub Account: Electric (Lake Pump \ Fountain)

MEMO: Repair

\$510.00

Account: Lake & Common Grounds

Sub Account: Landscaping Entry Beds

MEMO: Light Installation & Electric Work

\$510.65

Account: Recreational Tennis

Sub Account: Maintenance Lights

MEMO: Repair

### **8.01.23 Draft / \$350.00 to All Pro Aquatic and Weed Control**

Account: Lake & Common Grounds

Sub Account: General Maintenance

MEMO: July Re-Treatment for Alligator Grass

### **8.01.23 Auto draft / \$606.25 to Southside Savings**

Account: Savings Account

Sub Account: Reserve Account 7.5

Memo: July

### **8.02.23 Auto draft / \$1,500.00 to Southside Savings**

Account: Savings Account

Sub Account: Dredging Savings

MEMO: July

**8.02.23 Auto draft / \$82.21 to City of Tyler**

Account: Utilities

Sub Account: Water 6484

MEMO: June/July

**8.02.23 Auto draft / \$50.12 to City of Tyler**

Account: Utilities

Sub Account: Water 6596

MEMO: June/July

**8.08.23 Auto draft / \$48.40 to Southside Bank**

Account: Operations

Sub Account: Bank Service Charges

MEMO: July Account Analysis

**8.28.23 Auto draft /\$558.80 to TXU**

Account: Lake & Common Grounds

Sub Account: Electric

MEMO: July/Aug Fountain, Pump house, Sprinklers

**8.30.23 Auto draft / \$191.23 to City of Tyler**

Account: Utilities

Sub Account: Water 6596

MEMO: July/Aug

**8.30.23 Auto draft / \$82.21 to City of Tyler**

Account: Utilities

Sub Account: Water 6484

MEMO: July/Aug

**AUGUST 2023 CHECKS WRITTEN**

**8.01.23 Check #1773 / \$3,088.00 to Thompson Hicks**

Account: Operations

Sub Account: Insurance WPOA Board of Directors

MEMO: Insurance

**8.02.23 Check #1776 / \$550.00 to East Texas Bean Counters**

Account: Operations

Sub Account: Professional Fees

Sub Sub Account: Bookkeeping

MEMO: July

**8.02.23 Check # 1777 / \$2285.00 to Green Grass Lawn Service**

Account: Lake & Common Grounds

Sub Account: Lawn Care - \$2,285.00

MEMO: July

**8.06.23 Check # 1778 / \$735.00 to Firefighter Pool Services**

Account: Recreation Pool

Sub Account: Treatment

MEMO: July Treatment

**8.12.23 Check #1779 / \$323.09**

Account: LCG: W Silt Pond

MEMO: No Trespassing Signs

**8.17.23 Check # 1780 / \$300.00**

Account: Operations

Sub Account: Annual Meeting

MEMO: Building Fee, Hilltop Church of the Nazarene

**8.20.23 Check # 1781 / \$150.00**

Account: Architectural Control

Sub Account: AC Misc. Expense

MEMO: Thank You Gift Cards for 3 AC Committee Members

**8.22.23 Check # 1782 / \$105.84**

Account: Operations

Sub Account: Annual Meeting

MEMO: Treasurer Reports / Budgets

**8.30.23 Check # 1783 / \$176.00**

Account: Operations

Sub Account: Post Office Box

MEMO: Yearly Box Fee

Ordinary Income/Expense		
<b>Income</b>		
Dues and Assessments		\$105,600.00
Discounts granted		
Transfer fees		
Interest income		\$200.00
Keys		
<b>Total Income</b>		<b>\$105,800.00</b>
<b>Expense</b>		
<b>I DEPARTMENTS</b>		
Architectural Control		
By-Laws & Covenants		
AC Legal Fees		
AC Office Supplies		\$50.00
AC Miscellaneous Expense		
<b>Total Architectural Control</b>		<b>\$50.00</b>
Lake & Common Grounds		
Dredging		
Dredging Lake		
Dredging N Silt Pond		
Dredging W Silt Pond		
Dredging Mobilization Fees		
Dredging Clean Up (soil haul off, erosion rock, mulch)		
<b>Total Dredging</b>		<b>\$0.00</b>
Electric (Pump House, Fount., Lights)		\$7,800.00
Lake Fencing/Gate		
General Maintenance		\$3,000.00
Lake Pump House Repair		
Landscaping		
Entry Beds		\$1,000.00
Misc Planting		
West Silt Pond		\$500.00
<b>Total Landscaping</b>		<b>\$1,500.00</b>
Lawn Care		\$27,420.00
LCG Office Supplies		
Pipe Repair		
Tree Removal		\$2,000.00
Seawall		
Sprinkler System		
Water Acct Ending 6596 (W Silt Pond)		\$1,500.00
Sprinkler System Repair		\$1,500.00
<b>Total Sprinkler System</b>		<b>\$3,000.00</b>
<b>Total Lake &amp; Common Grounds</b>		<b>\$44,720.00</b>
Recreational Pool		
Electric (Pool Pump/House)		\$4,300.00
Emergency Phone		\$1,000.00
Furniture		
Fencing/Gate		
General Maintenance		
Pool Pump		\$1,500.00
Pool Bathrooms		\$250.00
<b>Total General Maintenance</b>		<b>\$1,750.00</b>
Summer Caretaker		
Treatment		\$6,000.00
Water Acct Ending 6484		\$1,500.00
<b>Total Recreational Pool</b>		<b>\$10,250.00</b>
Recreational Tennis		
Basketball Hoop		
Court Repairs		
Fencing/Gate		
General Maintenance		\$1,000.00
Light Repairs		\$300.00
Parking Repairs		
<b>Total Recreational Tennis</b>		<b>\$1,300.00</b>
Social Activities		
Social Activity 1		\$250.00
Social Activity 2		\$250.00
Social Activity 3		\$250.00
General Fund		
Best Lawn Awards		
<b>Total Social Activities</b>		<b>\$750.00</b>
<b>Total Departments Expense</b>		<b>\$57,070.00</b>
<b>II OPERATIONS</b>		
Annual Meeting		\$300.00
Bank Service Charges		\$500.00
Insurance Board Members		\$3,300.00
Insurance Property		\$6,500.00
Office Supplies Pres.		
Office Supplies Secretary		\$300.00
Office Supplies Treasurer		
Post Office Box		\$220.00
Postage and Delivery		\$900.00
Printing & Reproduction		\$300.00
Professional Fees		
Bookkeeping		\$6,600.00
CPA		\$600.00
General Legal		\$1,000.00
Website		\$1,300.00
<b>Total Professional Fees</b>		<b>\$9,500.00</b>
Property Taxes		\$300.00
<b>Total Operations Expense</b>		<b>\$22,120.00</b>
<b>Total Expenses</b>		<b>\$79,190.00</b>
<b>Net Ordinary Income</b>		<b>\$26,610.00</b>
<b>Net Income</b>		<b>\$26,610.00</b>
Savings Account 7.5%	Beginning Balance	\$40,989.81

John

Robert

Charles

Tanya

Mark

Steve K.

might also want to plant trees around w

might consider purchasing new pool furn  
might consider painting pool fence for e

additionally, possible repair/replace pun

powerwashing court and repairing net fc

DISCOUNTS 4 21 20

100 20

500 20

100 20

100 20



**Woods Property Owners Association**  
**Request for Payment or Reimbursement**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

<u>Date</u>	<u>Description of Service</u>	<u>Account Category</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total	_____

SIGNATURE \_\_\_\_\_

- \* Bill invoices to Woods POA, P.O. Box 130191, Tyler, Texas, 75713
- \* Attach all original receipts for purchase reimbursements
- \* Complete W-9 if vendor providing services
- \* President/Board advanced approval if over \$500 or over budget

Date Recv \_\_\_\_\_

Date Paid \_\_\_\_\_

Check # \_\_\_\_\_

Amount \_\_\_\_\_

## ACCOUNT CATEGORIES

### ARCHITECTURAL CONTROL

- By-Laws and Covenants
- AC Legal Fees
- AC Office Supplies
- AC Miscellaneous Expenses

### LAKE & COMMON GROUNDS

- Dredging Lake
- Dredging N Silt Pond
- Dredging W Silt Pond
- Dredging Mobilization Fees
- Dredging Clean up (soil haul off, erosion rock, mulch)
- Electric TXU (Lake Pump/Fountain)
- Lake Fencing/Gate
- General Maintenances
- Lake Pump House Repair
- Landscaping Entry Flower Beds
- Landscaping Misc Planting
- Landscaping W Silt Pond
- Lawn Care
- LCG Office Supplies
- Pipe Repair
- Tree Removal
- Seawall
- Sprinkler Water Account Ending 6596
- Sprinkler System Repair

### RECREATIONAL POOL

- Electric TXU (Pool Pump/Bathrooms)
- Emergency Phone
- Furniture
- Fencing/Gate
- Maintenance General
- Maintenance Pool House Bathrooms
- Summer Caretaker
- Treatment
- Water Account Ending 6484

### RECREATIONAL TENNIS

- Basketball Hoop
- Court Repairs
- Fencing/Gate
- Maintenance General
- Maintenance Lights
- Maintenance Parking

### SOCIAL ACTIVITIES

- Halloween Event
- Easter Event
- Summer Event
- Mailbox Lending Library

### OPERATIONS

- Annual Meeting
- Bank Service Charges
- Insurance Board Members
- Insurance Property
- Office Supplies President
- Office Supplies Secretary
- Office Supplies Treasurer
- Post Office Box
- Postage and Delivery
- Printing and Reproduction
- Professional Fees - Bookkeeper
- Professional Fees - CPA
- Professional Fees - Legal
- Professional Fees - Website
- Property Taxes

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above</p>	
	<p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC    <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><i>(Applies to accounts maintained outside the U.S.)</i></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
	-		-						
<b>OR</b>									
<b>Employer identification number</b>									
	-		-						

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Woods Property Owners Association

Request for Payment or Reimbursement

DATE: 9.14.23

NAME: Sara Back

COMPANY: \_\_\_\_\_

ADDRESS: 3701 Pine Bluff Cr.

PHONE: 903.981.7777

EMAIL: vhbookkeeper@gmail.com

<u>Date</u>	<u>Description of Service</u>	<u>Account Category</u>	<u>Amount</u>
<u>9.14.23</u>	<u>Tape for envelopes</u>	<u>Operations: Postage &amp; Delivery</u>	<u>3.44</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total	<u>3.44</u>

SIGNATURE Sara Van Back

- \* Bill invoices to Woods POA, P.O. Box 130191, Tyler, Texas, 75713
- \* Attach all original receipts for purchase reimbursements
- \* Complete W-9 if vendor providing services
- \* President/Board advanced approval if over \$500 or over budget

Date Recv \_\_\_\_\_  
Date Paid \_\_\_\_\_  
Check # \_\_\_\_\_  
Amount \_\_\_\_\_

## ACCOUNT CATAGORIES

### ARCHITECTURAL CONTROL

- By-Laws and Covenants
- AC Legal Fees
- AC Office Supplies
- AC Miscellaneous Expenses

### LAKE & COMMON GROUNDS

- Dredging Lake
- Dredging N Silt Pond
- Dredging W Silt Pond
- Dredging Mobilization Fees
- Dredging Clean up (soil haul off, erosion rock, mulch)
- Electric TXU (Lake Pump/Fountain)
- Lake Fencing/Gate
- General Maintenances
- Lake Pump House Repair
- Landscaping Entry Flower Beds
- Landscaping Misc Planting
- Landscaping W Silt Pond
- Lawn Care
- LCG Office Supplies
- Pipe Repair
- Tree Removal
- Seawall
- Sprinkler Water Account Ending 6596
- Sprinkler System Repair

### RECREATIONAL POOL

- Electric TXU (Pool Pump/Bathrooms)
- Emergency Phone
- Furniture
- Fencing/Gate
- Maintenance General
- Maintenance Pool House Bathrooms
- Summer Caretaker
- Treatment
- Water Account Ending 6484

### RECREATIONAL TENNIS

- Basketball Hoop
- Court Repairs
- Fencing/Gate
- Maintenance General
- Maintenance Lights
- Maintenance Parking

### SOCIAL ACTIVITIES

- Halloween Event
- Easter Event
- Summer Event
- Mailbox Lending Library

### OPERATIONS

- Annual Meeting
- Bank Service Charges
- Insurance Board Members
- Insurance Property
- Office Supplies President
- Office Supplies Secretary
- Office Supplies Treasurer
- Post Office Box
- Postage and Delivery
- Printing and Reproduction
- Professional Fees - Bookkeeper
- Professional Fees - CPA
- Professional Fees - Legal
- Professional Fees - Website
- Property Taxes

# Super 1 Foods

Your Cashier Is: SCO Lane 4

3828 TROUP HWY.

TYLER, TEXAS PHONE 581-8185

PHARMACY PHONE 903-581-9666

EZ START PACKAG TAPE 3.18 TD

SUBTOTAL	3.18
TAX DUE	.26
TOTAL	<u>3.44</u>

CASH	20.00
CASH CHG	16.56

NUMBER OF ITEMS 1

T 4 X28 S605 Opr#154 09/14/23 12:06:07

\*\*\*\*\*

Have a question or comment?  
1-888-WE-RESPOND or [super1foods.com](http://super1foods.com)

\*\*\*\*\*

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## DRAFT

# WOODS PROPERTY OWNERS ASSOCIATION BOARD MEMBER REIMBURSEMENT PROTOCOL

## PAYMENT POLICIES

Polices fall under two categories:

- (1) **VENDOR** - Expenses WPOA Board Members submit on behalf of a vendor are paid directly to the vendor, by the treasurer, within five business days. If a board member supplies the treasurer an email copy of an invoice as the quickest method of submission, the board member is then also responsible for also getting the original invoice to the treasurer within one week by one of the following methods:
  - hand delivery to treasurer's mailbox after alerting them with a text message
  - hand delivery to treasurer at a scheduled board meeting
  - mailed to WPOA PO Box 130191, Tyler, TX 75713.
  
- (2) **BOARD MEMBER** - Expenses that are paid reimbursements to WPOA Board members are to follow the policy detailed below.

## EXPENSE REIMBURSEMENT POLICY FOR BOARD MEMBERS:

All WPOA expenses incurred by a WPOA Board Member should obtain appropriate approval from WPOA Board President and Board before incurring the expenses if the item is over their department budget. Additionally, all requests for reimbursement are to be submitted to the WPOA Treasurer on a completed and signed Request for Payment or Reimbursement Form

## PROCEDURE FOR REQUESTING REIMBURSEMENT:

### STEP ONE: Fill out a Reimbursement Form

- "Description of Service" details purchased item

- "Account Category" notes where in the budget the expenditure should be debited. The list of categories is found on the back of the form. Each WPOA Board VP should be familiar with their budget account categories and able to notate this information on the form. Contact the treasurer if help is needed.
- Per ETBC, don't use more than four different "account categories" on one expense form. Fill out another form.
- Ensure the date of the expense is accurate
- Ensure the date on the reimbursement form is the actual date submitted.

### **STEP TWO: Attach Receipts**

- Submit appropriate supporting documentation: itemized receipts.
- Only WPOA expenses approved for reimbursement should appear on a receipt submission. Personal expense items should not be included on a WPOA receipt for reimbursement, but instead, purchased separately.
- Credit card and debit card payment notices are not considered original receipts. Photos of items for sale are not considered receipts.
- In a rare case an original receipt isn't obtainable or too difficult to obtain, submit copy
- If a board member cannot print their own receipts, email a limit of two pages, clear and legible copies. Use an office supply store to assist with more detailed items.
- When it is not possible to submit a receipt, in lieu of receipt, a written explanation must be provided and approved by the WPOA President prior to submitting reimbursement and being accepted.

### **STEP THREE: \*Submit Reimbursement to WPOA Treasurer**

Once a completed "Request for Payment or Reimbursement Form" is filled out and receipts attached, deliver to WPOA Treasurer in one of three manners:

- Mail information to the WPOA Post Office Box 130191, Tyler, TX 75713.
- Place the form and receipts in WPOA Treasurer's mailbox after alerting the treasurer.
- Deliver information at a meeting.

Please submit claims directly and promptly, no later than 30 days after the date of which the expense was incurred.

Incomplete claims will be returned



#### **STEP FOUR: Receiving Reimbursement Check**

Within \*\*five business days after reimbursement form is received, a check will be issued to the WPOA Board Member submitting the reimbursement request. At the time of submission, WPOA Board Member should advise the treasurer their preference below:

- Mailed to home address on reimbursement form
- Pick up in WPOA Treasurer's Mailbox
- Pick up at next BOD meeting

WPOA Treasurer will maintain original forms and receipts and records for verification and audit purposes.

*\*Submission date may or may not coincide with the date written at the top of the reimbursement form. Instead, it is the date received.*

- *If reimbursement information is mailed, date received in post office box is considered submission date*
- *If reimbursement information is hand delivered in mailbox, date received is considered submission date*
- *If reimbursement information is turned over at a meeting, that date is considered submission date*

*\*\*Being a volunteer, from time to time items such as vacations, real world work load, and emergencies may adversely affect WPOA Treasurer's target timeline of a five day reimbursement turnaround.*