

WPOA BOARD MEETING

REMAX Real Estate Office

October 14, 2019

MINUTES

Attendees: Board- Jack Balko, Gaylan Braselton, Leland Ferguson, Donna Metke, Aubrey Sharpe & Kelly Wood;
Lake Committee Members- Mike Metke; Woods POA Bookkeeper Mary Russel

Meeting called to order by President Donna Metke at 5:33 PM

1. Donna Metke reported that Jack Balko was elected unanimously by the board via email ballot to serve as secretary for the association.

2. Secretary – Jack Balko

Presented copies of the Minutes of the September 12, 2019 meeting. Minutes were approved. The schedule for producing the next Newsletter was discussed and board members were requested to provide input to Jack by Thursday, October 17th. Newsletter will be distributed by Tuesday, October 22nd.

3. Treasurer's Report – Gaylan Braselton Copy of Treasurer's Report is attached

Gaylan introduced Mary Russell, our bookkeeper and complimented her for her work. Mary reported that we have 168 properties and that 29 members had submitted email addresses as requested in the quarterly mailing of account status to the membership.

Gaylan reviewed the Treasurer's report and a summary of data current as September 30th follows:

9/1/2019	Southside Beginning Balance	\$131,496.25
9/1-9/30/2019	Income	\$ 7,360.00
9/1-9/30/2019	Disbursements	- \$ 4,022.65
9/30/2019	Southside Balance Ending Balance	\$134,833.60

Outstanding Invoices – Whitehouse Pool Service (2) \$1,648.13 (Awaiting clarification on billing and W9 forms)

The CD at BOA with a current value of \$8,978.32 matures 10/27/2019. Gaylan recommended moving the cash from the CD to the Southside account until we know more on our budget and upcoming "one time" expenses over the next few months. Then we may choose to move this or a different/larger amount to a CD.

Some delinquent accounts have been collected and the balance of delinquent accounts is expected shortly. Some accounts are delinquent for up to three months because members pay quarterly upon receipt of the quarterly statement. A draft budget for 2020 was presented for review and input. No action taken to approve budget pending review and updating input data. Treasurer's report approved by common consent.

4. Architectural Control, Research and Distribution Committee – Leland Ferguson

Leland reported that he is continuing to monitor the property at 3210 Lake Pine Circle. This property is a rental and has had complaints about vehicles parking on the grass and for lack of lawn maintenance. A question was raised about how to deal with a property manager who is responsible for the rental of property on behalf of a property owner. The property owner is still and ultimately responsible to the Association for proper maintenance of the property. ETex Property Management has been advised that we will not need their accounting service and we will continue to evaluate the need for their property management services.

A discussion was held regarding signage on properties within the association. Several type signs have/are displayed in yards in violation of the Bylaws and Covenants. For Sale and political signs are approved as are signs by vendors who have done work recently at the property. However, the vendor signs should not be left for more than a few days after the work has been completed at a property.

5. Recreational Facilities and Security Committee – Kelly Wood

Kelly reported that she has been unable to locate the account number for the 911 phone at the swimming pool. The company who provided that phone installation and service does not have a record. Gaylan will research prior invoicing to assist in securing the account number. Kelly also reported that keys for the pool area were purchased in 2017 and that the lock company will not produce more keys without prior purchase/account records. It was suggested that a new lock system utilizing a card be investigated to determine cost and process required to implement the card system. New signage is required for the pool and parking around the lake. Better wording should be used to indicate private property and no trespassing or use of our facilities by non-owners in Woods I and II. Kelly requested funds for the new signage and was asked to obtain estimates for the signage.

We have a proposal for new pool service from Firefighter Pool Services of East Texas. Their proposal provided for weekly service during swimming season and bi-weekly visits during off season. A picture of the pool will be taken at every visit and submitted via email along with a detailed service report. The firm will install the pool cover within the week. Kelly is waiting to receive a signed W-9 from the vendor before signing the agreement for services. She also stated we need six new lounges for the pool area at a cost of approximately \$125 each.

6. Lake and Common Grounds Committee – Aubrey Sharpe

Aubrey reported that Richard Clark has done a splendid job with the sprinkler system. Approximately \$1,000 remains to be spent on the project and the total cost is expected to not exceed \$3,500. Pump repairs have been completed. The pump for the fountain has been operating on manual setting. Several people have been turning the pump on/off and it was noted that the sprinkler system and fountain pump cannot be operated at the same time. The fountain pump is running too much and needs to be operated on a set, automatic schedule. A lock needs to be placed on the pump house door to control access. It was decided to program the fountain pump operation for the period each day from 11:00 AM until 5:00 PM. Keys to the pump house lock will be given to Mike Metke, Bill Wood and Aubrey Sharpe.

Treatment of alligator weed has been on-going and it is under control. Work on the sea wall is being held off until prior vendor is available. It needs to be replaced around the pump house and around the north slit pond where water discharges into the pond. The shoreline on the north end of the lake needs to be restored with dirt and sod. Erosion beneath the retaining wall will be addressed by the addition of broken concrete available from other construction sites. HGR Construction has material that can be allocated to our project at a cost of \$250 per dump truck load. Bids for dredging the lake are still being sought.

Four bids based on a Lawn Service Contract with a Scope of Services have been obtained for lawn care. All bids are in the \$2,000/month range. Aubrey Sharpe moved and Kelly Wood seconded that the Green Grass Lawn Service be hired at \$1,985 per month. This contract can be terminated with a 30-day notice required. Of special note is instructions that flower beds are to have flowers planted at the spring and fall seasons to make the areas attractive for our property owners and visitors. Kelly Wood provided a diagram with two walking trails, (1 mile length and 2.1 mile lengths). Copy attached.

New Business: Thursday, October 24th we will have the yearly Potluck dinner at the tennis courts from 5:00 PM to 7:00 PM. Pizza and water will be provided and everyone is asked to bring a dish to pass. Police Officer Scott Behrend will be there to speak and answer questions.

Adjournment: There being no further business, the meeting was adjourned at 7:08 PM

Respectfully submitted,

Jack Balko
Secretary