

WOODS POA BOARD MEETING
November 7, 2024
Meeting Minutes

I. Roll Call:

Board Members in Attendance:

Michael Cleghorn, Jason Barefield, Mike Groscup, Sherry Robbins, Mark Dahlgren, and Joe Williams (Quorum established)

Absent: Tonya Wheat

Guest: See attached sign in sheet

II. Call to order – President Michael Cleghorn called meeting at 6:00 p.m.

III. Secretary Report (Sherry Robbins)

The meeting minutes for the regular board meeting held on October 3, 2024, were reviewed by email. The Board authorized amendments to the July 25th Meeting Minutes to correct changes at Sara Back's requests. Mr. Dahlgren moved to accept the report. Mr. Barefield 2nd the motion. The motion passed unopposed.

IV. Treasury Report (Joe Williams):

Mr. Williams presented the Treasury's Report. The dredging was paid. There was a reduction in the final cost due to a "free dirt wanted" location nearby. A copy of the Treasury Report is attached. Mr. Groscup moved to approve the Report. Mr. Dahlgren 2nd the motion. The report was approved with no opposition.

V. Lake & Common Grounds (Mike Groscup)

Mr. Groscup presented the Lake & Common Grounds Report. The west and north silt ponds were dredged and alligator grass was removed and/or treated. Mr. Groscup will take bids for consistent spraying of the remaining alligator grass. Recent rains have brought more silt into the silt pond. Mr. Groscup stated that additional dirt had been piled near the tennis courts. The discussion returned to the silt accumulation on the west pond after current week's rain. President Cleghorn had inquired to the City about maintaining waterways and the need to research the Smith CAD on ownership of the property. Future changes to Calloway may make matters worse. Representative Nichols could be contacted again.

In addition, Tony Patricio is to trim trees. Mr. Groscup is to look into lights in entrance flower beds. He intends to replace sprinklers and make adjustments as needed. The Board will consult with WPOA Member, Bud Henderson, to develop policies for care of the spillway gate and winterizing the pump house.

Discussion turned to the bids for spillway and fountain. President Cleghorn stated that no permits or fees are required to complete the work. The third bid was never submitted and is a “no bid.” The first bid was a repair using foam and was the least expensive at \$22,907.41. Harris Excavating provided a two part bid to repair the spillway. The first part of the Harris bid was to repair the wall with rods and concrete and that it may be the better value in the long term at \$28,718.00. Mr. Groscup moved to approve the spillway repair. Mr. Barefield 2nd the motion. The motion was approved unopposed.

The second bid provided by Harris Excavating was to install 24" pipes lakeside as a secondary spillway relief for an additional \$13,540. The additional work would deplete the WPOA funds. Mr. Williams moved to table the lake drainage plan in Harris Excavating's secondary bid until July 2024. Mr. Groscup 2nd the motion. The motion passed unopposed.

President Cleghorn contacted the property insurance company regarding a claim for the fountain. An adjuster reviewed the condition of the fountain. The dam was no longer covered by insurance coverage due to cost. President Cleghorn would review increasing the coverage after repairing the dam and revisit the insurance policy. Additional future goals were the trimming of trees, removal of trip hazards to sidewalks, making the sidewalks ADA accessible. The Motion to accept the report was made by Mr. Barefield and 2nd by Mr. Dahlgren. The motion was unopposed.

VI. Recreation Facilities & Security Report (Mark Dahlgren)

Mr. Dahlgren presented the Recreation Facilities & Security Report. Mr. Dahlgren was working on getting quotes to keep pool in compliance. The rubber sills needed to be replaced which would be costly. President Cleghorn inquired about designated dates the pool would be open such as Memorial Day to open and close after Labor Day. The board can extend the dates. Mr. Groscup moved to amend the opening date to May 1st through to the weekend after Labor Day and the motion was approved. Mr. Dahlgren stated that the owner of Paradise Pools had made recommendations to make sure the pool was compliant. The need for a rail into the pool and to get a quote for chair lift were discussed. Mr. Williams moved to approve the report and Mr. Groscup 2nd. The motion was unopposed.

VII. Architectural Control (Jason Barefield)

Mr. Barefield had nothing to report. It was noted that the amending of the minutes discussed in the October 3rd meeting are to be made to the July 25th Meeting Minutes and marked as “amended.” Approved with no objection

VIII. Social Activities Report (Tonya Wheat)

Mrs. Wheat was absent. President Cleghorn thanked members for participating in Halloween festivities. He noted that Barkwood Circle was blocked off for trunk or treat on behalf of Green Acres Baptist Church. He noted that blocking off streets should be approved through the City of Tyler and notification to the WPOA. In this way the WPOA can assist in addressing any parking issues. Approved without opposition

IX. Old Business:

A Motion to officially approve the 2024/2025 Budget was made by Mr. Barefield and 2nd by Dahlgren. The motion was approved.

X. New Business:

Discussion of a fine policy and updates to the existing Bylaws were made. President Cleghorn stated that no changes were being included that were not already part of state law. He was open to discussion once members had an opportunity to review the revisions. President Cleghorn suggested the proposed drafts be posted for review on the WPOA website until January 2025, then call a special meeting later. A motion was made to put the drafts on the website, take up the matter in March and set up a special meeting after March. Mr. Dahlgren made the motion and Mr. Barefield 2nd the motion. The motion was approved unopposed.

Mr. Barefield made a motion to close the meeting. Mr. Dahlgren 2nd the motion. The motion was unopposed. Meeting Adjourned at ended 7:58 p.m.

NEXT SCHEDULED BOARD MEETING JANUARY 18, 2025, AT 6:00 PM

Prepared by: Sherry Robbins

WPOA Board Meeting

November 7, 2024

MIKE GROSCUP

JASON BAREFIELD

Sara Vennum Back

Randy Back

LEWIS BERGSON

Bud Henderson

Michael Oghord

GARY WHITE

Russell Violette

~~NEW STRUCTURE~~

John Barber

Glenn Price

2024 - 2025 ANNUAL BUDGET PROPOSAL

LAKES & COMMON GROUNDS

| EXPENSE LINE ITEM | BUDGET |
|-------------------------------------|--------------------|
| Monthly Lawn Care | \$27,972.00 |
| Sprinkler System Repairs/Install | \$1,131.96 |
| Tree Removal | \$600.00 |
| Brush/Debris Removal | \$696.00 |
| Flower Bed Maintenance | \$1,065.96 |
| Flowers & Shrubs | \$1,200.00 |
| Dirt, Mulch, Dirt Work | \$1,200.00 |
| Alligator Grass & Weed Control | \$2,496.00 |
| Dredging | \$24,000.00 |
| Seawall & Dam Maintenance | \$26,638.00 |
| Irrigation Pump & Pump House | \$1,440.00 |
| Lake Fountain & Pump | \$300.00 |
| Landscaping Lights Repairs & Maint. | \$300.00 |
| Sidewalk Repairs/Maintenance | \$780.00 |
| Other Expenses | \$300.00 |
| ANNUAL TOTAL: | \$90,119.92 |

RECREATION FACILITIES & SECURITY

| EXPENSE LINE ITEM | BUDGET |
|---------------------------------------|-------------------|
| Monthly Pool Care | \$5,076.00 |
| Emergency Phone Service | \$972.00 |
| Pool & Park Furniture | \$300.00 |
| Pool House & Bathroom Supplies | \$60.00 |
| Pool Pump & Equipment Maintenance | \$180.00 |
| Tennis Court Repairs & Maintenance | \$300.00 |
| Basketball Goal Repairs & Maintenance | \$60.00 |
| Pool/Tennis Court Keys | \$504.00 |
| Fencing Repairs & Maintenance | \$240.00 |
| Lighting Repairs & Maintenance | \$120.00 |
| Signage | \$24.00 |
| Pool Internet & WiFi | \$1,499.88 |
| Other RFS Expenses | \$0.00 |
| ANNUAL TOTAL: | \$9,335.88 |

ARCHITECTURAL CONTROL

| EXPENSE LINE ITEM | BUDGET |
|-----------------------------|-----------------|
| Supplies | \$60.00 |
| Postage & Delivery | \$12.00 |
| Printing & Reproduction | \$36.00 |
| Volunteer Gift Cards | \$156.00 |
| Yard of the Month Gift Card | \$0.00 |
| Other Expenses | \$0.00 |
| ANNUAL TOTAL: | \$264.00 |

SOCIAL ACTIVITIES

| EXPENSE LINE ITEM | BUDGET |
|-------------------------|-------------------|
| Easter Event | \$384.00 |
| Pool Opening Event | \$0.00 |
| Memorial Day Event | \$300.00 |
| 4th of July Event | \$0.00 |
| Halloween Event | \$300.00 |
| Event (6) | \$0.00 |
| Supplies | \$180.00 |
| Printing & Reproduction | \$60.00 |
| Postage & Delivery | \$36.00 |
| Other Expenses | \$0.00 |
| ANNUAL TOTAL: | \$1,260.00 |

POA OPERATIONS

| EXPENSE LINE ITEM | BUDGET |
|---------------------------------------|--------------------|
| Monthly Bookkeeping Services | \$6,600.00 |
| Quart. Statements Postage, Envelopes | \$1,356.00 |
| POA Facilities & Liability Insurance | \$6,000.00 |
| POA Officers Liability Insurance | \$3,396.00 |
| Office Supplies | \$72.00 |
| Postage & Delivery | \$180.00 |
| Printing & Reproduction | \$204.00 |
| Legal/Professional Fees | \$540.00 |
| Website Support | \$720.00 |
| Banking Fees | \$402.00 |
| ACH Chargeback | \$168.00 |
| Transfer to Challenge Savings Account | \$7,275.00 |
| Transfer for Dredging Savings | \$12,000.00 |
| Tax & 1099 Preparation | \$552.00 |
| By-Laws & Covenants | \$0.00 |
| Annual Meeting Expenses | \$300.00 |
| Refunds, HOA prepaid dues | \$0.00 |
| Property Taxes | \$264.00 |
| PO Box Annual Fee | \$180.00 |
| Other Expenses | \$0.00 |
| ANNUAL TOTAL: | \$40,209.00 |

UTILITIES

| EXPENSE LINE ITEM | BUDGET |
|----------------------|--------------------|
| Electric | \$9,840.00 |
| Water | \$2,940.00 |
| Other Expenses | \$0.00 |
| ANNUAL TOTAL: | \$12,780.00 |

TOTAL 2024 - 2025 BUDGET: \$153,968.80

OCTOBER

**WPOA Treasurer's Report
ACCOUNTS SUMMARY (CASH BASIS)
10/31/2024**

Southside Checking Account

| | | |
|--------------------|------------------------------|-------------|
| OCTOBER 1, 2024 | Beginning Balance: | \$27,659.34 |
| OCTOBER 1-31, 2024 | Deposits/Credits: | \$27,308.77 |
| OCTOBER 1-31, 2024 | Disbursements: | \$23,744.74 |
| OCTOBER 1-31, 2024 | Outstanding Checks: | \$0.00 |
| OCTOBER 31, 2024 | Ending Balance (cash basis): | \$31,223.37 |

Southside Challenge Account

| | | |
|------------------|-----------------------------|--------------|
| OCTOBER 1, 2024 | Beginning Balance: | \$62,165.72 |
| OCTOBER 1, 2024 | Challenge Account Transfer: | \$606.25 |
| OCTOBER 1, 2024 | Dredging Account Transfer: | -\$16,300.00 |
| OCTOBER 31, 2024 | Interest: | \$0.00 |
| OCTOBER 31, 2024 | Ending Balance: | \$46,471.97 |
| | Challenge Amount Reserve: | \$35,771.97 |
| | Dredging Amount Reserve: | \$10,700.00 |