

# WPOA BOARD MEETING

REMAX Real Estate Office

December 2, 2019

## MINUTES

Attendees: Board- Jack Balko, Gaylan Braselton, Leland Ferguson, Sandy Haynes, Donna Metke, Aubrey Sharpe & Kelly Wood; and Lake Committee Member- Mike Metke

President Donna Metke introduced Sandy Haynes as the newly elected VP-Social and Recreational Activities. An email ballot of the Board of Directors was taken to elect Sandy.

President Metke then introduced Officer Ryan Caldwell of the Tyler Police Department. Gaylan Braselton and Leland Ferguson had previously met with Officer Caldwell on November 20, 2019 and provided a written report to the board. There have been numerous reports of questionable activities and undesirable conditions at a residence owned by Mr. Philip Snowberger and occupied by renters of the residence. Also, reports of suspicious and illegal activity around the pool and tennis courts were provided to Officer Caldwell.

Officer Caldwell gave a verbal report on his activities to contact the residents of the property. He contacted the owner, the property manager and then went to the residence to talk to the occupants. He found evidence of individuals using drugs but did not positively verify any activity of drug sales. He saw several individuals coming and going at the residence but was told they were coming to obtain pay checks for their work. Officer Caldwell then contacted the owner who committed to evicting the renters. An eviction notice has been given and the renters will be gone within 30 days of the notice. Officer Caldwell stated that the Tyler Police Department would have units on watch intermittently until the renters were out. Officer Caldwell also provided suggestions on how to deal with the activities around the tennis courts and pool and committed to inform the Police Department of the need for patrols of the area. He suggested that anyone seeing improper activities call the Tyler Police at 903-531-1000 to report such activities.

President Metke thanked Officer Caldwell for his time and called the Board Meeting to order at 5:45 PM

### 1. Secretary – Jack Balko

Jack had emailed Minutes of the October 14, 2019 meeting to the board members. All members had read the Minutes and the board approved the Minutes.

### 2. Architectural Control Committee – Leland Ferguson

Leland presented a written report of the activities of his committee. Residents with signs in their yards were contacted regarding our sign policy and the members removed the signs. A new resident at 3305 Shadow Glen inquired about adding a picket fence in their back yard. He was informed his request was within the covenant restrictions. A new resident at 3702 Lake Vista Circle is doing extensive remodeling including replacing fencing on the south side of the residence. Jack Balko and Leland met with the owner to discuss the fencing to assure he understood the covenants and to discuss the fence design. The owner committed to comply and assured us he was simply replacing what was in place when he purchased the property. We also discussed his mail box which consists of a plastic box on a wooden post. When informed that as a minimum, he should have a metal mailbox on an ornamental post, the owner agreed to comply.

Leland referenced terminology in the Covenants regarding mail boxes/construction and suggested we modify the covenants to be more accommodating of design/style. He recommended deferring discussion on the matter until the February meeting. Leland also inquired who on the board should interface with the community response officers. Kelly Wood, VP Recreation and Security should handle the interface activity.

### 3. Recreational Facilities and Security Committee – Kelly Wood

Kelly reported that she has located the supplier of the 911 phone system used at the pool. It has been five years since that provider has serviced our phone system. They will be at the pool Friday, December 6 to check the system and assure it is operational. Gaylan has an invoice from the firm for \$194.95 which represents quarterly billing for the service. The annual cost for this service as provided by the supplier is \$800.00. Kelly also reported that the invoices for Whitehouse Pool Service have been paid. Gaylan stated that he noted on the last check that it is the final payment to be made to the supplier. Also light bulbs at the pool and tennis courts have been replaced as required. This has resulted in reducing unacceptable activities in these areas and litter that had been a problem.

Kelly presented some preliminary budget items and will have final data by next meeting. She expects her area to require no more than \$6,500 for the 2020 budget. She raised questions regarding restrictions of access to our common areas by non-members. They are jogging around lake, using our playground and picnic areas without approval. She suggested following suggestions from the police department to have fences in some areas with a gate for access. It seems that No Trespassing signs on posts are not effective, and indeed, we do not have many of those signs. Having a gate with a No Trespassing sign on it is a stronger deterrent. Kelly recommended adding fencing and a gate at two areas – across the space between the tennis courts and the creek just in front of the parking lot, and a second area across the lake. The gates would not have a latch but would have to be pushed open to pass. She estimated this would cost approximately \$1,200 and asked that we do it now. Additionally, Kelly asked for approval for new signage throughout the areas needing them (some are very old and un-readable) with cost of approximately \$1,000. Unanimous approval by the board on motion by Kelly and seconded by Aubrey Sharpe.

Jack Balko reported that he had researched gate lock systems and video monitoring systems for the pool area. A summary of his findings had been emailed to the board. Additional information and answers to questions were provided. Kelly also reported that she had obtained preliminary information about a new lock system. Jack's system does not require a key or card, only the entry of a unique code assigned to each member. Consensus of the board was that a card or key system is required to reduce abuse or fraudulent use of the pool through easy dissemination of the codes. Jack and Kelly were requested to work together to define a solution and make a presentation to the board.

### 4. Lake and Common Grounds Committee – Aubrey Sharpe

Aubrey reported that all the sprinkler systems are working, which is a good thing in that the systems are very old. He also reported that the City of Tyler came out to check the sink holes. The city brought out loads of red clay to fill the holes. Gaylan confirmed the city's action and questioned if the actions taken were going to be adequate. Aubrey reported that a new lock has been installed on the pump house and that keys were distributed as directed in the last board meeting.

Aubrey had additional information to present which will require board approval for expenditures and deferred those items until hearing the Treasurer's report.

### 6. Treasurer's Report – Gaylan Braselton

Gaylan emailed several reports to the board prior to the meeting to enable careful review by the board prior to the meeting. Included were the October and November Income and Expense reports, a draft 2020 budget and a statement reflecting delinquent member payments status. The Income and Expense Reports are as follows

	October, 2019	November, 2019
Southside Beginning Balance	\$134,833.60	\$138,296.67
Income	\$ 19,392.93*	\$ 7,163.00
Disbursements	- \$ 15,929.86	- \$ 5,843.71
Southside Balance Ending Balance	\$138,296.67	\$139,615.96

\* Includes deposit of \$8,978.93 from closure of BOA CD 10/28/2019

As of November 11, 2019, there are 23 accounts delinquent with a total outstanding balance of \$9,687. This is an improvement from September 30, 2019 of 53 accounts delinquent with a total outstanding balance of \$15,748.

Gaylan reported receipt of an invoice from our bookkeeper. He reported that our bookkeeper, who has served our HOA for several years, has had to do a lot of extra work including additional research into past transactions in various areas of WPOA business dealings for the new board. Gaylan recommended payment of \$400.00 as compensation for the extra work and her willingness to continue overseeing the funds of our HOA. Motion by Donna, second by Leland passed by unanimous vote. Gaylan also referenced an invoice he received to renew the domain name registration for the HOA. By consensus, the board decided to hold off on renewing the registration.

After presenting information on how he evaluated what we should place in CD's for reserves, Gaylan recommended that we designate \$50,000 as a Cash Reserve Account, putting the money into two CDs at Southside Bank. After discussion the motion was tabled for later consideration after the budget requests input from the Vice Presidents scheduled in this meeting and the next. It was noted that there are several major critical expenditures needed by HOA to address deferred maintenance.

The draft 2020 budget was briefly reviewed and discussed. It is based on an income of \$97,000 from dues and reflects expenditures totaling \$97,000. Additional work on defining the 2020 budget is deferred until the January board meeting.

7. Aubrey Sharpe presented information which was deferred earlier in the meeting that identifies immediate needs within the association. These needs have not been dealt with in prior months and now are critical. The items include:
  - a) Planting of trees – 24 on common grounds around lake; (12) of 30-gallon size – colorful foliage; (12) of 10-gallon size. Tree types to include Oak, Maple, and Elm. Total cost of materials approximately \$4,000 with planting to be accomplished with volunteers. This action required since a number of trees are in trouble or quite old.
  - b) Beaver elimination – Cost of \$1,405
  - c) Build seawall from covered bridge out past pump house. This is critical to prevent damage to and possible failure of dam. Project would include dredging for the seawall and installation of seawall materials and reclaiming shoreline that has been lost. Estimated cost of \$30,000 with one bid of \$28,000.
  - d) Dredge both the north and west silt ponds. While dredging the lake is needed, it is felt that getting the silt ponds dredged now will buy some time in dredging the lake. Estimated cost for this is between \$30,000 and \$40,000.

Considerable discussion was held concerning the timing of the payments for projects, effect on the cash balance of the association, what other "major" expenditures were likely next year, the budget for next year and how much should be set aside for reserves. Jack Balko summarized the options and impact on the cash flow by acknowledging that the total of the immediate needs is between \$65,000 and \$75,000. All the items required are carryover from prior year inaction to maintain our properties. Taking this amount out of our current cash balance would reduce the current cash balance to about \$70,000. Since we do not see any other major extraordinary expenses for 2020, the proposed budget for 2020 should yield an additional \$10,000 to \$15,000 directed to reserves, and we would reasonably have a cash reserve at the end of 2020 of about \$80,000 to \$85,000.

Gaylan indicated a preference to defer voting on these items until all budget requests were presented and considered in order to prioritize. The response indicated that there were no additional large amount one time expenditures for the 2020 budget to be added.

After considering these options, Aubrey Sharpe moved and Kelly Wood seconded a motion to approve all items a) through d) and to proceed immediately on all items. Per our standard procedure, bids and quotes will be obtained for all purchases and services. Motion approved by unanimous vote.

Adjournment: There being no further business, the meeting was adjourned at 8:00 PM

Respectfully submitted,  
Jack Balko  
Secretary