

The Woods POA 2024 Annual Meeting Minutes

Hilltop Church of the Nazarene, 10818 University Blvd., Tyler, TX

Aug. 29, 2024

Start time: 6:45 p.m.

Mark Dahlgren led in prayer.

Households present: 40 Attendance: 45

No floor nominations for board of directors.

Members cast their board of directors' votes. Association members Bud Henderson and Butch Hall counted the votes including ballots from members in attendance and absentee ballots.

Sara Back, homeowner, questioned whether the September 2023 minutes would be posted on the website. Board President Sherry Robbins said they would be posted in total including Back's reports.

Treasurer's Report: Joe Williams

Discussion held on costs of dredging the silt ponds and lake, reserve funds and usage of those for repair of spillway, as well as adding the budget item of pool water testing device added to the budget.

Phyllis Viken, homeowner, requested clarification on budgets, interests accrued on accounts and whether multiple bids were received for the items that need to be corrected on the lake and pool.

Sara Back wants continuation of line-item details included in the treasury report.

Lake and Common Grounds: Mike Groscup' written report; Joe Williams gave the report as Mike was not able to make the meeting.

Bids are being taken for the following repairs and issues:

- 1) The fountain pump burned its coils out, so a completely new pump and fountain is needed.
- 2) The silt ponds need dredging.
- 3) The alligator grass in the lake needs spraying.
- 4) The entrance lights need repairing. Working to get Vexus to repair the electrical line they broke to the entrance lights.

Michael Cleghorn, homeowner, recommended visiting with city officials because of their recent work that is causing the filling in of the silt ponds.

The goal of the silt ponds is to collect silt before it gets to the main lake, so they are doing their job. But due to recent city repair work, they are filling in fast with heavy silt bars.

The spillway has water eroding the concrete as well as tree roots that are jeopardizing the dam. This is a critical and mandatory repair issue to keep the lake and not have flooding in the neighborhood below The Woods.

Expanding foam is one option for repair, but not a solid permanent solution. The board is looking for other options to repair the spillway where the concrete wall has separated from the dam.

To have a new fountain in the lake, a special assessment may be needed to pay for it.

Phyllis Viken, homeowner, questioned whether the assisted living facility could be held liable for removing the silt in the silt pond due to runoff from their property.

Joe Williams stated that the \$20,000 payment from their construction dirt runoff has been used. That payment was not ongoing. The board is looking into whether the Rosewood Assisted Living facility and Grace Community School could be potentially liable to help with the dredging of the west silt pod as it is the dirt from their properties that runs off during heavy rains into the west silt pond.

Sara Back, homeowner, stated a former board attorney stated the association may be able to get out of the contract with the Rosewood Assisted Living and go back to them for additional financial help on the silt ponds.

Art Mullen, homeowner, said Adams Engineering might be a good source for helping with a solution for the spillway repair.

Recreational Facilities and Security: Mark Dahlgren

The board has installed a daily monitoring system for the pool which is required by the state of Texas. WIFI is now at the pool for this monitoring system, however, it is not strong enough for any other uses.

Sara Back, homeowner, questioned why the board continues to have Ron Bogenschutz monitor the pool as he is not insured and whether the pool will be opened next season if all state compliance issues are not completed.

Mr. Dahlgren stated the board is working to get the pool in compliance.

Architectural Control: Melinda Weedon

In February 2024, I was asked to return to the board to help with Architectural Control. The board has approved 6 requests by homeowners for exterior changes. Those requests included items such as paint and trim colors for exterior of homes, roof and deck stain color changes and siding.

The issue of the exterior maintenance for the house at 3700 Lake Vista Circle continues to be addressed including the improper filling in of a pool without city permits or board approval. The condition of the pool at 3210 Lakepine Circle is also being addressed. The property faces the lake and is vacant; the condition of the pool has become a safety and health hazard.

For all of the association, we have updated the commonly asked questions on THEWOODSPOA.com website. It addresses topics that are frequently asked such as cutting down trees, approval for painting the exterior of the house, can you have a shed, how to submit a request to the board, etc. This is a very helpful tool and explains covenant questions in a brief and easy manner.

Joshua and Stephanie Jones
3410 Pinecreek Drive

The Architectural Review Committee and The Woods POA Board (via email vote) approved the request for the following exterior changes:

Deck improvements:

Installing a new gate at the top of the stairs on the back porch leading down to the deck.

Installing new posts, railing, gate and stairs on the lower deck area

Installing new 1x6 slats on exterior of deck

Repainting the deck in the same color and matching that color to the balcony railing

Roof color:

Change from pewter asphalt shingles to Atlas Pinnacle Black asphalt shingles.

I would like to thank the Todd Glass and Jason Barefield for their ongoing help in serving on the architectural review committee. They go out to review every request and meet with the homeowner. They make sure it's in accordance with the covenants and give a report to the board, and the board greatly appreciates their time and service.

This board has been a great group of people to work with this past 9 months. They are incredibly hardworking and have worked as a team. It's been a true pleasure to serve with them.

Social and Recreational Activities: Tonya Wheat

The entrance brick wall on Calloway has several cracks jeopardizing the wall's structure. It is patched but it is not a solid structure at this point.

The board is looking into lanyards for homeowners to wear when fishing to help identify who belongs to the association and who is trespassing.

Michael Cleghorn, homeowner, said the POA is private property, and they must file criminal trespassing charges to actually keep people from trespassing, and most homeowner associations do not want to do that.

Board President: Sherry Robbins

New Board Members: Jason Barefield, Michael Cleghorn, Mark Dahlgren, Mike Groscup, Tonya Wheat, Joe Williams

New members announced: The Reeses and the Floyds

After much discussion, the revised bylaw from 2023 annual meeting was rescinded. The proposed new bylaw was not passed as a 2/3 vote was not reached - 13/10 vote. Sherry Robbins motioned for the proposed new bylaw to be tabled for further review and discussion. Leland Ferguson, homeowner, seconded the motion.

Meeting adjourned: 8:20 p.m.

Prepared by: Melinda Weedon

WOODS I & II
PROPERTY OWNERS ASSOCIATION
PO BOX 130191, Tyler, Texas 75713
Website: www.thewoodspoa.com
Email: wpoaboard@thewoodspoa.com

ANNUAL MEETING - AGENDA
August 14, 2024
Hilltop Nazarene Church

- I. Call to order - President Sherry Robbins 6:30 PM
- Invocation - Mark Dahlgren
 - Welcome new members
 - Special announcements
 - Verify quorum for the meeting
- II. 2024 Election and Ballot Collection
- III. Secretary (Interim) - Sherry Robbins
- Approval of August 2023 Annual Meeting Minutes
 - Certify board email votes on Architectural Control Requests since the last Regular Board Meeting
- IV. Treasurer - Joe Williams
- Financial Reports
 - Budget Year Ending
 - Proposed Budget for October 2024 - September 2025
- V. VP Lake & Common Grounds - Mike Groscup
- Lake & Common Grounds Report
- VI. VP Recreation Facilities & Security - Mark Dahlgren
- Recreation Facilities & Security Report
- VII. VP Architectural Control - Melinda Weedon
- Architectural Control Report
- VIII. VP Social Activities - Tonya Wheat
- Social Activities Report
- IX. President's Report - Sherry Robbins
- Report on Conditions of Existing Facilities and Further Budget Planning
- X. Report of Election results and 2024 - 2025 Board of Directors
- XI. Old Business
- Propose Rescinding 2023 Amendment to Bylaws
- XI. New Business
- Discuss Amending Bylaws (Attorney draft and removal of duplications)
- XII. Meeting Adjournment

Woods POA 2024 Annual Meeting
Secretary's Report
Sherry Robbins

The Woods Association Board of Directors had a total of 8 meetings throughout the year 2023 - 2024. These include the following:

- 08/23/23 Post Annual Meeting Board Organization Meeting
- 09/14/23 Regular scheduled meeting
- 10/12/23 Regular scheduled meeting
- 11/16/23 Regular scheduled meeting
- 02/07/24 Postponed meeting from 01/18/24
- 03/21/24 Regular scheduled meeting
- 05/15/24 Regular meeting bumped from 05/16/24
- 07/25/24 Regular Scheduled meeting

In addition to In-person meetings, multiple email chains on various issues were conducted throughout the year between regular board meetings. In some cases, the email chain of communications and discussions resulted in votes being taken. All actions taken via emails and/or texting have been ratified and confirmed by the full board at a regularly scheduled meeting of the board and recorded in the minutes.

Respectfully submitted,
Sherry Robbins
Interim Secretary

Woods POA 2024 Annual Meeting
Treasurer's Report
Joe Williams

See Attachment.

Respectfully submitted,

Joe Williams

2023 - 2024 BUDGET

2023 - 2024 ESTIMATED ANNUAL INCOME (1): **\$101,040.00**

LAKES AND COMMON GROUNDS (2)	\$39,625.92
RECREATION FACILITIES & SECURITY	\$8,335.96
ARCHITECTURAL CONTROL	\$264.00
SOCIAL ACTIVITIES	\$1,260.00
POA OPERATIONS (2,3)	\$42,209.00
UTILITIES	\$10,596.00
ESTIMATED ANNUAL EXPENSES:	\$102,290.88

-1.2%

BALANCE: **(\$1,250.88)**

NOTES:

- (1) Does not include annual prepayments
- (2) Includes \$1000.00/month transfer into savings account
- (3) Includes monthly transfers of \$606.25 into savings account

2023 - 2024 ACTUAL INCOME & EXPENSES

(As of 8/26/2024)

2023 - 2024 BUDGET YEAR DEPOSITED INCOME: \$107,508.87

LAKES AND COMMON GROUNDS	\$36,111.42
RECREATION FACILITIES & SECURITY	\$9,757.73
ARCHITECTURAL CONTROL	\$100.00
SOCIAL ACTIVITIES	\$516.63
POA OPERATIONS	\$42,005.69
UTILITIES	\$11,460.53
2023 - 2024 ACTUAL EXPENSES:	\$99,952.00

7.6%

2023 - 2024 BUDGET BALANCE: \$7,556.88

JULY

WPOA Treasurer's Report
ACCOUNTS SUMMARY (CASH BASIS)
7/31/2024

Southside Checking Account	
AUGUST 1, 2024	Beginning Balance: \$40,373.50
AUGUST 1-31, 2024	Deposits/Credits: \$8,534.92
AUGUST 1-31, 2024	Disbursements: \$18,339.79
AUGUST 31, 2024	Outstanding Checks: \$3,462.54
	Ending Balance (cash basis): \$34,031.18
Southside Challenge Account	
JULY 1, 2024	Beginning Balance: \$57,209.86
JULY 1, 2024	Challenge Account Transfer: \$606.25
JULY 31, 2024	Dredging Account Transfer: \$1,000.00
JULY 31, 2024	Interest: \$0.00
	Ending Balance: \$58,816.11
	Challenge Amount Reserve: \$36,367.83
	Dredging Amount Reserve: \$31,000.00

AUGUST

WPOA Treasurer's Report
ACCOUNTS SUMMARY (CASH BASIS)
8/25/2024

Southside Checking Account	
AUGUST 1, 2024	Beginning Balance: \$34,031.18
AUGUST 1-31, 2024	Deposits/Credits: \$7,768.00
AUGUST 1-31, 2024	Disbursements: \$11,374.90
AUGUST 31, 2024	Outstanding Checks: \$1,468.88
	Ending Balance (cash basis): \$31,893.16
Southside Challenge Account	
AUGUST 1, 2024	Beginning Balance: \$58,816.11
AUGUST 1, 2024	Challenge Account Transfer: \$606.25
AUGUST 31, 2024	Dredging Account Transfer: \$1,000.00
AUGUST 31, 2024	Interest: \$0.00
	Ending Balance: \$60,422.36
	Challenge Amount Reserve: \$36,974.08
	Dredging Amount Reserve: \$32,000.00

2024 - 2025 BUDGET PROPOSAL

2024 - 2025 ESTIMATED ANNUAL INCOME (1): \$101,040.00

LAKES AND COMMON GROUNDS (2)	\$90,119.92	
RECREATION FACILITIES & SECURITY	\$9,335.88	
ARCHITECTURAL CONTROL	\$264.00	
SOCIAL ACTIVITIES	\$1,260.00	
POA OPERATIONS (2,3)	\$40,209.00	
UTILITIES	\$12,780.00	
ESTIMATED ANNUAL EXPENSES:	\$153,968.80	-34.4%

BALANCE (4): (\$52,928.80)

Dam repair & dredging paid from savings: \$50,000.00

BUDGET BALANCE: (\$2,928.80) -2.9%

NOTES:

- (1) Does not include annual prepayments
- (2) Includes \$1000.00/month transfer into savings account
- (3) Includes monthly transfers of \$606.25 into savings account

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

Woods POA 2024 Annual Meeting
VP Lake & Common Grounds
Mike Groscup

I've only been on the Board a few months. I started by inspecting the pump house and found that the sprinkler system was not working. The problem was a broken pressure relief valve. A new valve was purchased and installed by Jimmy Harris and myself.

I also found that the fountain wasn't working. After some checking and having a company come out and inspect the fountain it was determined that the pump was not in working condition. A number of pond/fountain companies were contacted about replacing the fountain. We received bids from \$7,500 to \$29,000 to install a new fountain. I recommended Arrowhead Pond Restoration with a price of \$12,695. This price will include parts and installation.

Other projects that have been worked on are:

10 bags of concrete installed around the spillway on the West Pond to slow the loss of water in that pond.
Replaced the sprinkler timer and GFI on Calloway Rd.

Replaced a number of sprinkler heads on Lazy Creek.

Got in the Lake twice to clear the debris from the spillway. This is an on-going problem and requires constant cleaning of debris, especially after major storms.

Replaced the lights on the bridge.

Filled the doggy bag holders around the lake.

Projects that still need to be done:

Spillway repair.

Dredge the lake and West and North ponds.

Treat Alligator Grass.

Repair lights on all Lazy Creek entrances.

Repair washout on North end of lake.

I want to thank Jimmy Harris, Bud Henderson, Owen Sanderson and Joe Williams for helping me solve some of the problems which will enable us to move forward.

I want to thank Owen Sanderson and Joe Williams for taking the lead on the spillway repair project.

Submitted by Mike Groscup
Lake and Grounds VP 2024

Woods POA 2024 Annual Meeting
VP Recreational Facilities and Security Report
Mark Dahlgren

List of Accomplishments:

- Replaced some of the old pool furniture with new and removed the old/broken furniture
- Installed a daily monitoring system that measures chemical levels on a daily basis
- Replaced the failed 500 gallon sand filter at the pool
- Repaired the wind screen at the tennis courts that fell
- Broken furniture in the tennis courts were removed
- Tennis net was repaired

List of Recommended Improvements:

- Repair concrete around pool to be flush with pool edge
- Replace the rubber in the seams of the concrete around the pool
- Replace signage
- Replace Life saving device
- Develop plan to renovate the pool—making necessary repairs
- Replace benches in Tennis courts

Respectfully Submitted

Mark Dahlgren

The Woods POA 2024 Annual Meeting
Architectural Control Report
Melinda Weedon

In February 2024, I was asked to return to the board to help with Architectural Control. The board has approved 6 requests by homeowners for exterior changes. Those requests included items such as paint and trim colors for exterior of homes, roof and deck stain color changes and siding.

The issue of the exterior maintenance for the house at 3700 Lake Vista Circle continues to be addressed including the improper filling in of a pool without city permits or board approval. The condition of the pool at 3210 Lakepine Circle is also being addressed. The property faces the lake and is vacant; the condition of the pool has become a safety and health hazard.

For all of the association, we have updated the commonly asked questions on THEWOODSPOA.com website. It addresses topics that are frequently asked such as cutting down trees, approval for painting the exterior of the house, can you have a shed, how to submit a request to the board, etc. This is a very helpful tool and explains covenant questions in a brief and easy manner.

I would like to thank the Todd Glass and Jason Barefield for their ongoing help in serving on the architectural review committee. They go out to review every request and meet with the homeowner. They make sure it's in accordance with the covenants and give a report to the board, and the board greatly appreciates their time and service.

This board has been a great group of people to work with this past 9 months. They are incredibly hardworking and have worked as a team. It's been a true pleasure to serve with them.

Respectfully submitted,

Melinda Weedon

Woods POA 2024 Annual Meeting
VP of Social Activities Report
Tonya Wheat

The Social Activities Committee and The Woods POA approved all Social Events this year. All events were successful and had good attendance. I would like to thank each and every one of you who have volunteered to help with the social activities. It has been a pleasure to work with The Woods POA Board. Our Social events included:

2023 National Night Out

Annual Boo Bash

Annual Easter Party

Library Box

Spring Garage Sale

Yard of the Month

Social Event Goals

Adding a second Library Box

Repair/Replace neighborhood entrances

Create lanyards for fishermen

Respectfully Submitted,

Tonya Wheat

Woods POA 2024 Annual Meeting
President's Report
Sherry Robbins

List of Accomplishments

- Monitoring Property Transfers
- Creating "Welcome Correspondence" to new members
- Revisions to Quarterly Statements
- Implementing the new Alternative Payment Plan Policy
- Updating Member Records

List of Recommended Improvements:

- Continue to create a member email data base as a cost-effective measure
- Implement checklist of maintenance and duties
- Create directory of instructions & responsibilities of board positions
- Establish committees to assist VPs

Amend Article II, Section 6, the second sentence to read:

At such meeting the members shall elect by a majority vote, qualified members to the Board of Directors to fill expired terms as provided in Article IV, Section 2 and vacancies as provided in Article IV, Section 3, and transact such other business as may properly be brought before the membership.

Amend Article II, Section 11 to read:

The election of board members shall be held at the annual meeting of the members.

EVERY MEMBER HAS THE RIGHT TO VOTE AT A BOARD ELECTION. Notice of the election shall be given to *each owner of property* not later than ten days nor more than 60 days before the date of the annual meeting. A member may vote for the Board of Directors board by casting election a ballot, either in person or by proxy at the annual meeting or by absentee ballot. An election ballot shall clearly state the specific meeting at which it is to be voted.

At least ten days before an absentee ballot or election ballot is disseminated to members for voting in a board member election, notice shall be provided to members soliciting candidates interested in running for a position on the board. The notice shall contain instructions for an eligible candidate to notify the association of the candidate's request to be placed on the ballot and the deadline to submit the candidate's request, which shall not be earlier than the 10th day after the date the notice is provided. The notice shall be provided by: (A) posting the notice in a conspicuous manner on the website maintained by the association; and (B) sending the notice by e-mail to each owner who has registered an e-mail address with the association. An absentee ballot or election ballot shall include the name of each eligible candidate from whom the association received a request to be placed on the ballot in accordance with the notice.

An ~~blank~~ absentee ballot shall be provided by e-mail to each owner who has registered an e-mail address with the association and to all other owners by regular mail not less than ten days before the election meeting. An absentee ballot may also be obtained obtainable from the chair of the nominating committee Association not more than ten days before the election meeting, no sooner than twenty days prior to the election, listing all the candidates for the Board of Directors. The absentee ballot shall include instructions for returning the ballot including the deadline for the absentee ballot to be returned to the Association. ~~for whether approved by the Nominating Committee or not, and must be filed with the Board Secretary at least three days prior to the scheduled meeting to be valid. The Board of Directors at their discretion may choose to post mail absentee ballots to the entire association. Post Mailed~~ An absentee ballots must be signed by the member casting the vote and shall be returned to the Association PO Box, at least one day prior to any scheduled meeting the election meeting to be valid counted.

An election ballot may be obtained from the Association not more than ten days before the election meeting and shall be provided to each member at the election meeting. If a member casts an absentee ballot and an election ballot at the election meeting, then the election ballot shall be counted and the absentee ballot shall not be counted. The election ballot must be signed by the member or proxy to

be counted. A proxy shall provide written authorization signed by the member to vote for the member. No particular proxy form shall be required.

At the annual meeting, members may nominate eligible candidates willing to serve in addition to the candidates listed on the ballot. If the number of eligible candidates listed on the ballot and nominated at the annual meeting is equal to or less than the number of board positions to be filled, then the election shall be declared uncontested and the candidates shall become board members. Written and signed ballots are not required for uncontested races.

A person who is a candidate for election to the board or a person related to a candidate within the third degree by consanguinity (related by blood) or affinity (related by marriage), may not tabulate or be given access to the ballots. A person who tabulates votes or performs a recount shall not disclose to any other person how an individual voted. Only a person who tabulates votes or performs a recount may be given access to the ballots.

WOODS I & II
PROPERTY OWNERS' ASSOCIATION

Annual Meeting Ballot TALLY
2024/2025 Board of Directors

total

BA BH

****No write in candidates nor floor nominations may be counted on ABSENTEE BALLOTS.**

Jason Barefield 20 + 19 = 39 ✓

Michael Cleghorn 16 + 23 = 39 ✓

Mark Dahlgren 23 + 23 = 46 ✓

Mike Groscup 18 + 23 = 41 ✓

Melinda Weedon 10 + 10 = 20 ✓

Tonya Wheat 21 + 21 = 42 ✓

Joe Williams 22 + 22 = 44 ✓