

OCTOBER 2019

WOODS POA NEWSLETTER

2019-2020 Woods POA Board Members (CLIP AND SAVE)

- President – Donna Metke donna.metke@gmail.com
903-525-9090
- Secretary – Jack Balko jbalko@muserevolution.com
214-536-2720
- Treasurer – Gaylan Braselton gbgb@suddenlink.net
- VP Lake and Common Grounds – Aubrey Sharpe
aubreydsharpe@gmail.com (c) 903-521-6332
- VP Recreational Facilities and Security – Kelly Wood
Kellywood813@gmail.com 903-279-6090
- VP Architectural Control, Research and Distribution –
Leland Ferguson lfergus01@aol.com

DON'T FORGET: OCTOBER 24, 2019
YEARLY POTLUCK – PIZZA AND WATER PROVIDED

**** BRING A DISH TO PASS ****

Where: Tennis Courts

When: 5:00 – 7:00 PM MEET POLICE OFFICER SCOTT BEHREND

Inside are the Minutes of the last two board meetings and special notes from each of the officers of our association. Please review this material and let us know how we can assist you with any questions you may have. Also, to help us communicate with you more efficiently, please send your email address to wpoainfo@suddenlink.net. Your information will not be shared with anyone.

WPOA BOARD MEETING

REMAX Real Estate Office

September 12, 2019

MINUTES

Attendees: Board-Gaylan Braselton, Leland Ferguson, Donna Metke, Aubrey Sharpe & Kelly Wood;
Lake Committee Members- Mike Groscup, Mike Metke & Bill Wood
Recording Secretary-Jack Balko

Meeting called to order by President Donna Metke at 5:24 PM

1. Donna Metke introduced Jack Balko who has agreed to serve as recording secretary for the meeting.

2. Lake and Common Grounds Report – Aubrey Sharp

The report from the Lake and Common Grounds Committee was called for first to allow committee members to leave after their report. The lake has been lowered to develop scope of work. Work on sea wall started on north end of lake. Treated alligator grass with standard chemicals for use -grass is dead. Picked up trash debris around and in lake. Got all sprinklers working. Saved grass and landscaping by running sprinklers. Repairs to pump house including locks, hinges, etc. Pump repaired with new suction line at a cost of \$6,600. The work was performed incorrectly, and the firm had to come back and work on it again – total 9 hours and still not working. Additional work performed and as of this morning, September 12th the report is system is working.

On recommendation by the Lake Committee, a motion was made by Aubrey Sharpe, seconded by Kelly Wood to hire Richard Clark to re-engineer all sprinklers. Additional work on the sprinkler system to include installing a new controller, replacing several valves and sprinkler heads and some piping at a cost not to exceed \$6,000. Of that, approximately \$2,500 will be materials cost.

Discussions regarding the lawn care service provider and a contract for service resulted in a motion by Leland Ferguson, seconded by Aubrey Sharpe to adopt a contract to be used to seek at least 3 bids and contract with the selected vendor. Minor revisions to the contract were suggested. Motion including revised contract passed.

The board discussed the procedures and amount of work and cost to dredge the lake and silt ponds and remove soil. Possible sites were discussed for deposit of the soil. It was suggested that testing of soil to identify likely source of soil accumulating in the lake may be useful to support a “case” for partial funding of this process from the city. The committee is still developing information and costs to evacuate and remove the soil.

Leland Ferguson reported that beavers doing damage to flowers and vegetation on lots adjoining the lake was addressed by hiring a beaver trapper to find, trap and relocate the varmints in previous administrations.

A recommendation was made that the lake committee get information on trapping and removing beavers from the lake.

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

Gaylan reported that there are 164 properties of record. He also informed the board of his meeting with Bookkeeper Mary Russell. Mary stated that with the new board installed, she will be happy to continue as bookkeeper for the association. That report was received with enthusiasm by the board.

Gaylan called attention to Item 9 on the report concerning delinquent accounts. Gaylan made motion seconded by Aubrey Sharpe to communicate with the members with delinquent accounts to encourage them to bring their accounts current. Motion passed.

Gaylan provided a copy of the WPOA Payments History for the past five years. A copy may be requested by any member by contacting Gaylan at ggbg@suddenlink.net. Motion to accept Treasurer's Report made by Kelly Wood, seconded by Leland Ferguson. Motion carried.

4. Recreational Facilities and Security Report – Kelly Wood

Kelly reported that a quote of \$800 from East Texas Pool to replace a safety vacuum device has been received. The current switch which senses a clogged device then turns the pump off has failed. This switch must be replaced before the first freeze. At least two more quotes will be received.

Kelly was asked to check on the cost of chemicals required to treat the pool and how they should be applied. The matter of locks and keys for pool access was briefly discussed. Action on the lock/key issues was tabled until more information is available. Names of persons with keys and prior service would help the committee. Kelly also reported that the phone at the pool dedicated to 911 service is inoperative. City requirements state that the service must be activated and maintained monthly. The committee will also investigate means and cost to provide video security monitoring of the pool area.

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

Leland provided a report and documentation regarding the securing of a management company to work with the association. The data was varied and did not provide clear direction. After discussion by the board, it was suggested that an operation plan be prepared for the services required of a management firm before soliciting bids for the service. The matter was tabled until the plan is presented for consideration and approval.

It was suggested that the board look at forming relationships with other Woods POA groups by making contacts with principals of the associations. This action would be to have Statements of Understanding with the associations for proper interaction of members between the properties of the associations.

Leland reported that Mary Russell will collect current emails where available of all members.

Adjournment: There being no further business, the meeting was adjourned at 6:47 PM

At a dinner which followed the board meeting, a vote was taken by the board to employ William Hart to repair the seawall as soon as he is available. Motion passed unanimously.

Respectfully submitted,

Jack Balko
Recording Secretary

NOTICE

QUARTERLY BILLING STATEMENTS WILL INCLUDE A REQUEST FOR YOUR EMAIL ADDRESS.

PROVIDING EMAIL ADDRESS WILL ENABLE ADDITIONAL, MORE TIMELY COMMUNICATIONS FROM YOUR BOARD.

THANK YOU

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 of October 14th follows:

9/12/2019	Southside Balance	\$131,490.37
9/13-10/14/2019	Income	\$ 14,671.57
9/13-10/14/2019	Disbursements	\$ 12,801.51
10/14/2019	Southside Balance	\$133,360.43

Outstanding Invoices – Whitehouse Pool Service \$1,48.13 (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. EText 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. 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 have been obtained for lawn care. All bids are in the \$2,000/month range. Aubrey Sharp 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
Jack Balko, Secretary

President's Corner

by Donna Metke

Hello, Everyone. Soon, the neighborhood will be ablaze in fall color. We hope you will enjoy the cooler temperatures by walking and enjoying many of your neighbors' gardens. Don't forget to join us **Thursday October 24th** at our annual fall picnic in the park! We will meet by the tennis courts at 5:00 p.m. Our guest of honor, Officer Behrend , will be on hand to answer any questions you may have and to give us the latest neighborhood news. Please bring a dish to pass—salad, chips and dip, veggies, desert—all will be welcome!

The Board has been busy attending to the neighborhood's needs. Please take time to read the minutes from the last two meetings (prepared by our newest board volunteer, Secretary Jack Balko) to see the actions we have taken. More detailed reports from each board member will be of interest, also. This is a great Board of volunteers. Like you, we love this neighborhood!

Comments by VP of Architectural Control, Research and Distribution - Leland Ferguson

The Difference Between Tyler City Codes and HOA Covenants

- City codes define the minimum standards for all properties within the city of Tyler and are set by the various departments of the city
- The City of Tyler departments/officials enforce the city codes
- HOA covenants are set to higher standards than the city codes and are written and approved by the HOA board and members
- The purpose of the HOA Covenants is to establish rules for the neighborhood that assure properties are maintained and used properly and to help maintain the value of our community and homes
- By honoring the HOA Covenants, we all take pride in our community and show respect to our friends and neighbors
- Covenant standards awareness is reinforced by communication from the HOA VP

Future newsletters will address city code and covenant standards for
Vehicle Parking -- Yard Signage -- Property Line Setbacks --Vacant Lot Debris

Information Distribution

In order to communicate more efficiently, timely and at less cost, the Board of Directors is requesting that all members of the association provide an email address to the bookkeeper at WPOAinfo@suddenlink.net. Your email address will not be provided to anyone and will only be used to send communications from the board to the membership. This will include Newsletters, notices of meetings, notice of social events, etc. Please help us provide more timely information to you by sending your email address.

Comments by VP of Lake and Common Grounds – Aubrey Sharpe

- Sprinkler system is working now! Replaced seven controllers, valves, timers, numerous broken pipes, and dozens of sprinkler heads. About \$2,500 in parts and materials alone. Labor costs under \$1,500 because of reasonable priced sprinkler expert and volunteers. Still need some ongoing adjustments and maintenance but system now up. Fountain timer now also on. Fountain will run from about 11 a.m. to 5 p.m.
- Lawn Service—Bid out with expanded scope of work including clean up and maintenance of all common grounds, all entry ways, planting of seasonals in flower beds. Low bidder and best value chosen of 4 bidders was Green Grass Lawn Service. Watch for new plantings and cleanup work beginning in months ahead.
- Sea Wall repair at North Silt & Pond/Lake Forest culvert area panel replaced but heavy rain surges in past years have created deep holes and washed away to fill that panels are pounded into. Stone or concrete chunks are needed in water to fill holes and prevent erosion. Also, fill along seawall will be added soon and Sod will complete work to make sure seawall is stable.
- Silt pond dredging. Lake dredging bids still being secured and analyzed. Work will almost certainly need to wait into next year because of weather and scheduling. Dredging of silt ponds overdue but will do ASAP and then get on regular schedule of alternate year dredging.
- Fall is best time to plant. Will be planting some trees and ornamental.
- Alligator grass: working to keep under control. Lake is so shallow that it's impossible to completely eradicate now. The unfilled dredging and final cleanup is complete.

Treasurer – Gaylan Braselton

Our Woods POA By-Laws require that property owners pay monthly dues to the POA and stay current for neighborhood expenses including lake maintenance, pool, tennis courts, common grounds, etc. and associated expenses. Most property owners are current with payments, but we have some who are delinquent. Please ensure you are current, as the Board Treasurer has been directed to reach out to all delinquent property owners soon requesting payments and if required beginning the lien process as outlined in the By-Laws. If you have any questions on your balance, please contact the Association's bookkeeper via email at wpoainfo@suddenlink.net or the Board Treasurer at ggbg@suddenlink.net

VP Recreational Facilities and Security – Kelly Wood

REMINDER
PLEASE RETURN ANY
UNUSED
POOL KEYS
to KELLY WOOD
3807 LAKE FOREST