

The Woodlands Property Owners Association, Inc. (WPOA)

Board of Directors Meeting Minutes

July 18, 2023

Time: 6:00pm
Place: Zoom
Members Present: Clarke, Dyson, Faires, Loy, Moon

Summary: - This was the second meeting of the new Board elected at the 2023 annual meeting.

MINUTES

Call to Order/Quorum/Minutes Approval

Quorum Declared Present

Minutes Review: Faires reviewed the minutes of the June 28, 2023, meeting and the Board approved. Starting with these minutes and going forward, the Secretary will sign or initial the approved version, scan them, and then maintain a copy for the WPOA records.

Action Item: Faires to initial all approved minutes going forward and keep copies of these records.

Financial Report

Moon shared a financial report. The current balance is \$39,232 after paying Shatley Paving \$37,283 on June 19th for the repaving project. Five property owners have yet to pay their annual dues, which were due July 1. Moon has sent each an email reminder. Once all dues are paid the WPOA should have a balance of \$49,432.

Open Items/Ongoing Project Status

- a. Transfer of VP Operation duties – Loy reported no issues.
- b. Transfer of ARC duties – Dyson reported all had gone well with the first ARC review request received this year.
- c. Transfer of Treasurer duties - With former Treasurer Brinson not serving on the Board this year, Moon recommended a second Board member have signatory authority for the WPOA checking account and suggested the second member be a permanent resident. A second person responsible for the extra key to the WPOA's mailbox needs to be established. Upon a motion and second, The Board unanimously authorized Faires to serve as a signatory on the WPOA checking account, and to maintain the mailbox keys.

Action Item: Moon to follow-up with Faires to be the signatory and mailbox key holder.

- d. Transfer of Secretary duties - Faires reported that he had received records (hard copy and electronic) from former Secretary Brinson and was in the process of reviewing and organizing them.

New Items/Project for Discussion

- a. Woodland Ridge Sign – the need for a better sign entering the “Phase 3” area was discussed.
Action Item: Dyson and Moon will take down the existing redundant Coyote sign and look at having it reworked to indicate Woodland Ridge.
- b. Better Communication with Property Owners – Clarke reviewed how communication between property owners and the Board has historically been conducted and suggested the use of a website, specifically designed for Homeowner Associations, may be something The Woodlands should consider as an opportunity for improvement. The Board expressed interest in this concept and authorized Faires to develop a trial website (free) for review by the Board. Faires will inform the Board once the trial is ready for review.
Action Item: Faires to set up a trial website for Board review.
- c. Cutting trees/limbs in Right of Way – The Board discussed the issue of removal of limbs that overhang into the WPOA’s roadways, specifically on Bobcat (raised by property owner Gonzalez) and decided that trimming back limbs was something that the WPOA should and would do. A height of 14’ was agreed to for such trimming. The Board authorized Clarke to respond to property owner Gonzalez of the Board’s decision. The Board authorized Loy to discuss Shorty’s Landscaping and obtain a quote to do this work on Bobcat as well as other areas in the development where this is an issue. Property owners would be made aware of this action prior to the work being done.
Action Item: Loy to discuss with Shorty and obtain a quote.
Action Item: Clarke will email property owner Gonzalez.
- d. Large Dead Tree – The Board discussed a large dead tree on Woodland Ridge and the potential danger it would pose if it fell across the road and that it is the property owner’s responsibility to address it. The Board authorized Moon and Loy to investigate whose property the tree is on and ask the owner to remove the tree due to the danger it presents.
Action Item: - Loy and Moon to gather additional information on this safety issue and approach the owner.
- e. Stormwater Washout Issue – The Board discussed the recent Salamander washout issue raised by property owner Richards. The Board reviewed Clarke’s draft response which notes this is not currently a Board issue and should be discussed between the affected property owners.
Action Item: Clarke to send email to Richards sharing the Board’s decision.

Longer Range Ideas/Needs

- a. Making amendments

Clarke reviewed with the Board how the various legal and guiding WPOA documents (ex: The Covenants, The Bylaws) can be amended. In short, changes to the Covenants and Bylaws require property owner approval where community rules and "interpretations" can be approved by the Board. The use of interpretations was discussed, and Clarke asked the Board members to offer up interpretations they believe are needed at future meetings.

b. Developing Board Guidance on Key/Controversial Covenants

Short-term Campers/RV's – Clarke reviewed draft responses to property owners Richards and Gonzalez regarding short-term parking of RVs in the Woodlands. The Board discussed and decided short-term parking -does not violate the Covenants. Defining exactly what is considered "short term" was left open for further input and discussion. The Board decided not to amend the recently released Courtesy and Safety Rules, since the rules were not intended to cover all restrictions, only those most applicable to renters. The Board authorized Clarke to respond to property owners Richards and Gonzalez.
Action Item: Clarke to email property owners Richards and Gonzalez.

Proxy Voting – Clarke reviewed a draft response to property owners Richards' concern about the fairness of the WPOA proxy voting process and authorized Clarke to respond via email. (The process is established by the WPOA bylaws and state statute, is normal and fair in this setting, and no changes are indicated.
Action Item: Clarke to email Richards regarding the proxy voting process.

Additional Reports/Future Agenda Requests

No additional topics raised.

Next Meeting

Clarke asked for input regarding future meeting schedules and preferences. The Board decided quarterly is sufficient with the ability to call special meetings if needed. There may soon be a special meeting on the HOA Express website concept.

Meeting Adjournment

The meeting adjourned at: 7:20 pm.

Minutes Prepared By: Faires

Minutes Approved By: Board Review and Unanimous Consent

Date: - 7/27/23

Secretary's Signature Stanley C. Faires

President's Signature specifically affirming the Board's request to LifeStore Bank to make Stan Faires a signatory on the checking account.

Bruce Clarke 7-27-23