



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD JANUARY 27, 2025
AT THE CLUBHOUSE, 100 WESTWOOD DRIVE, TRINITY, TX 75862 AT 9:00 AM

The meeting was duly noted in accordance with Texas Property Code 209.0051 via email and posting of the notice on the Website and on each mailbox within the subdivision on January 20, 2025.

In Attendance:

Jo Matthew, President
Deta Rogillio, Vice President
Ron Auvenshine, Secretary
Cheryl Savage, Trustee
Susan Keel, Trustee
Rick Renfro, Trustee
Rick Walterscheid, Trustee
21 Property Owners present
Bradley Burkeen – Community Manager
Chris Williams – Maintenance Supervisor
Christopher Hinshaw – Internal Financial Accountant
Christina Rowe – CSR ACC and Deed Restrictions
Mark Cole – Constable

Absent:

None

1) Call to Order

President Jo Matthew called the meeting to order at 9:00 am and led the Pledge of Allegiance to the United States Flag, and Secretary Ron Auvenshine led a prayer.

2) Adoption of Agenda

- a. The agenda was adopted as presented with one addition.
 - i) 8m Consideration and vote on 2025 Board Business Planning Calendar.

3) Announcements

- a. Employee of the Month for December – Suzanne Engh / 19th Hole.
- b. Trinity County has new full time and part time Animal Control Officers – they have already made a few rounds in Westwood Shores contact # is 936-642-1424.
- c. New Property Owners Meeting will be held March 1st at 10 am at the Clubhouse.
- d. Fish Fry this Friday at the Clubhouse – serving starts at 5 pm.
- e. 4th of July Committee needs members – only 1 volunteer so far – please volunteer to serve.
- f. Please keep the Bonnette family in your thoughts and prayers as Randy passed away – a Memorial Service is being planned at the Chapel in the Pines – more information will be sent when plans are confirmed.
- g. WSGA first tournament of 2025 will be on February 11th – 3 Clubs and a Putter Tournament
- h. GHIN membership is due by February 15th.

4) Constable Report

- a. Constable Mark Cole reported the following services for Trinity County provided by the Constable for the month of December: attended JP , County and District Court, responded to 3 evictions, 1 fire call, 2 animal calls, and wrote 1 welfare check. Constable Cole reported that 47 deer had been harvested during the recent season. He also said that we had four youths between the ages of 13 and 16 participate in the State of Texas Youth Hunting Program. All four youths harvested a deer.

5) **Consideration of Minutes**

- a. The minutes of the following meetings were reviewed and approved, as presented, by a unanimous vote:
November 25, 2024.

6) **Reports**

a. **Access Control**

Trustee Deta Rogillio reported Access Control statistics for 2024 were: 83,561 vehicles were vetted through the left-hand lane: 52,762 POA, 24,539 Contractor, 1,979 MVR, and 6,484 Country Club. 6,689 telephone calls were received in 2024. Deta recognized Mr. Pitts and reviewed his accomplishments in 2024 including payroll and normal expenses below budget for the year, refined new decal process, and an updated e-reader that can now read the smaller NTTA/Texas e-tags. She also noted that Sentry Solo was our next step in providing access to the pool and fitness center.

b. **Architectural Control Committee**

The minutes from December 09, 2024, and January 13, 2025, meeting was attached for the Board of Trustees to review. ACC Chair George Gallagher reported for 2024 year-to-date: 18 new homes have been approved; 1 storage building; 80 additions/improvements; 15 consolidations; 34 fences; 2 variances; and 15 denials.

c. **Maintenance Report**

Supervisors report and updates were attached for board review.

Maintenance Supervisor Chris Williams reported on trees recently removed, storm cleanup of debris and culverts cleared, Mailbox areas have been cleaned and will be monitored every few weeks, re-stripped parking lot at the POA Office and have started re-stripping the boat ramp. Also, Diversified Pier and Bell has completed the culvert reworking on Fairway and Bluebonnet and have replaced worn out culverts on Birch and Bayport, and the wall on the east end of the Clubhouse is scheduled for completion in February. Work on the culvert on Palm Springs and the driving range is scheduled for February. Maintenance has also replaced the lighting in the Mailbox areas, mowed roadside ditches, mowed, and removed leaves and debris in Townhouse area, daily PMC sheets are in effect and are being completed daily. Maintenance continues road work continues throughout the subdivision, weekly trash pick-up with the new trash trucks, and monitor plumbing around all POA buildings daily during the freezing temperatures. Chris reminds us that Heavy Haul drop-off is only on the first full week of the month and only on Wednesday and Saturday of that week. The brush yard is open every Wednesday and Saturday from 8 am until noon for vegetation and cardboard drop off.

d. **Budget Committee: Financials**

December 31, 2024, Financials and meeting notes from January 21, 2025, meeting were attached for Board review.

Trustee Rick Renfro reported that the POA ended 2024 with \$2,154,244 cash on hand. He further reported that 310 property owners prepaid their 2025 assessments during November and December. Rick reported that the 19th Hole Bar and Grill and the Pro Shop contributed \$154,337 above their 2024 budget. Access Control, Administrative Office, Golf Course Maintenance, and WS Maintenance all outperformed their budgets. The total Association net income for 2024 was \$38,348 better than the budget.

e. **Delinquent Accounts**

No report this month.

f. **Deed Violations and Inspection Visits**

Violation report was attached for Board Review.

Update for November through January. There were 23 corrected, 13 new, 5 at legal or public nuisance, and 46 currently active.

g. **Country Club Committee**

Minutes from January 8, 2025, meeting were attached for Board review.

Trustee Susan Keel reported that the Country Club Committee met in December. They discussed the January 31st Fish Fry, February 14th Valentine Karaoke and Galentine party for singles, and the February 20th Civic Dinner. The Committee discussed how to promote the 19th Hole, and several different ideas were presented. The 19th Hole will be advertised on the new golf cart screens. They also thanked the Civic Association for the two patio tables with four chairs each. Maintenance work on the 19th Hole and patio were discussed as well as re-upholstering several of the chairs.

h. **Greens/Golf Committee Report**

Minutes from December 30, 2024, meeting were attached for Board Review.

Trustee Rick Waltersheid reported that the Golf/Greens Committee discussed the renovations to the range and the golf course with Pro Shop/Golf Course Manager Josh Dixon. Additionally, Josh advised of upcoming golf course maintenance and of replacing the current sponsor hole signs. Discussion was held on the use of Marshals and Starters and resuming the putting contest. Josh also announced that the price of range balls/ range plans would be increasing by \$2 a bucket. Thanks was given to Pavin' the Path Tournament for their donation to the range renovation. Rick also provided a year-end overview of the financial performance of the golf course/Pro Shop. Public rounds of golf doubled in 2024 from 2023 with 8,284 rounds played, total sales nearly doubled from 2023 with an increase of \$130,000, and merchandise sales doubled from 2023 with a year-end total of \$90,320. Also noted were sales of these items: grips and club repair \$5,052, golf bags \$5,234, Junior golf tournaments \$8,997, golf balls \$19,050, and golf clubs \$16,634.

i. **Streets and Roads Committee**

Minutes from the January 14, 2025, meeting were attached for Board review.

Trustee Liaison Ron Auvenshine reported that the Committee recommends adding rock/road base to the lane leading to 7 Meadowview. He reported that Diversified Pier and Bell has completed the culvert projects. More ditches and culverts are being identified that need work and are being referred to WS Maintenance.

j. **Strategic Planning Committee**

Minutes from January 2025 meetings were attached for Board review.

Trustee Ron Auvenshine reported that the Committee has continued to work on proposals for forming standing Committees for Communication, Marketing, and Financial Advisory. With the previous approval of the Communications Committee the Strategic planning committee has been working on an application form for those interested in serving on the Communications Committee. The Strategic Planning Committee is also working on writing questions for a second "follow-up" survey in order to obtain more information from the property owners concerning the future direction of the community, and how the Board can better serve them.

k. **Maintenance Committee**

Minutes from January 8, 2025, meeting were attached for Board review.

Trustee Jo Mathew reported that the Maintenance Committee is working hard to identify areas of maintenance and prevent small problems from becoming larger. Some of the issues are replacing the lighting throughout the Clubhouse, Townhome yardwork, and identifying ditches that are filled with debris. The Committee also identified areas of noted improvement such as the cleaning of the mailbox areas and new lighting, mowing throughout the community, some ditches have been cleaned, the pier at the Marina has been rebuilt, boat stalls have been cleaned, and removal of debris around the POA Office.

l. **Neighborhood Watch Committee**

Minutes from December 3rd, 2024, meeting were attached for Board review.

Trustee Liaison Cheryl Savage reported that the Committee is still looking for a few more zone captains. The Committee successfully held the Neighborhood Night Out and Christmas Golf Cart parade and food drive during 2024. Discussion was held on events for 2025 to bring the community together.

7) **Ratification of Actions taken via Unanimous Written Consent**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed:

- a. Accept the offer on 10-11-17.
- b. Approve the sale offer on 08-05-28.
- c. Approve the 2025 trash calendar.
- d. Approve the request to put up a temporary protective cover on 03-07-03.
- e. Approved the changes to the TPV Agreement.

- f. Deny the offer received on 11-01-08.
- g. Approved the youth hunting program.

8) Items for Consideration

- a. **Consideration and vote on levying fines on Owners who have violated or are violating the POA's documents.**
Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to levy fines on the owners who are in violation of the POA's documents over to the Association's attorney to seek compliance with the governing documents through lawsuit, if necessary.
See attached Appendix 9 a & b.
- b. **Consideration and vote on referring owners who have violated or are violating the POA's documents over to the Association's attorney to seek compliance with the governing documents through lawsuit, if necessary.**
Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to refer the owners who are in violation of the POA's documents over to the Association's attorney to seek compliance with the governing documents through lawsuit, if necessary. All approved.
See attached Appendix 9 a & b.
- c. **Consideration and vote on referring owners who are delinquent in payment of Assessments or other charges to the POA over to the Association's attorney to collect such past due payments through lawsuit and foreclosure, if necessary.**
No new accounts.
- d. **Consideration and vote on recommendations from the Architectural Control Committee.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to:
 - i) Consolidate lot 01-19-14 with Lot 01-19-15 with lot 01-19-15 being the only billed lot beginning January 1, 2025, due to having met the consolidation requirements.
- e. **Review and vote on recommendations from the Greens/Golf Committee.**
 - i) None.
- f. **Review and vote on recommendations from the Country Club Committee**
 - i) None.
- g. **Review and vote on recommendations from the Budget Committee.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to:
 - i) Accept the bid from Liquid Leisure Pools and Spas in the amount of \$355,700.00 to remodel the pool.
 - ii) Authorize the Maintenance Supervisor to begin searching for a used F-250 or larger pickup for the maintenance department.
 - iii) Approved to close the Marina bank account that is no longer being used to the Marina Store being closed.
- h. **Review and vote on recommendations from the Streets and Roads Committee.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to:
 - i) Accept the bid from Diversified Pier and Bell LLC for the cutting of roadway limbs in the amount of \$45,600.00.
- i. **Review and vote on recommendations from the Maintenance Committee.**
None.
- j. **Review and vote on recommendations from the Strategic Planning Committee.**
None.
- k. **Review and vote on recommendations from the Neighborhood Watch Committee.**
None.
- l. **Consideration and vote on proposed updates to the ACC Policy Manual.**
Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to table the proposed changes to the ACC Policy Manual until a joint meeting between the ACC and Board can meet for further discussion.

9) Owner Questions:

Please see the attached list of owner questions and answers attached at the end of the minutes.

10. Executive Session

The Board of Trustees reviewed all reports from the attorney on all collection and deed restriction issues, and management staff concerning employee-related issues and any contract issues.

11. Reconvene Open Session

- a. **Consideration and vote on collections %.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to approve any collections for account 180 days past due would be compensated at .5%, two years prior 7.5%, three years prior 10%, four years and more prior 15% to be paid out in the following month.
- b. **Consideration and vote on hearing on 04-73-10.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to table a decision until we can obtain attorney's opinion.
- c. **Consideration and vote on request for drainage issues on 07-80-07.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to have in-house maintenance clean out the area and monitor for future issues.
- d. **Consideration and vote on request for drainage issues on WV2-01-37.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to reallocate some of the dirt being removed from the grounds of the golf course to increase the height and length of the berm.
- e. **Consideration and vote on request for drainage issues on 08-05-33.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to not take action as it is not POA property.
- f. **Consideration and vote on request for drainage issues on 10-10-07.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to have in-house maintenance work on cleaning out the ditches along the sides of the road.
- g. **Consideration and vote on request to take back 04-72-22.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to decline offer received and counter with a payment of \$10,000.00 ensuring no liens or taxes due on the property.
- h. **Consideration and vote on request approval of ACC application 11-02-01.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to approve the generator and propane tank installation due to the life sustaining necessity. Not approve the remainder of the application and require the property owner to submit a new application for those items to the February ACC meeting and pay the fees for that additional application.
- i. **Consideration and vote on other personnel item.**
Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to approve the personnel item.


12. Next Meeting Date

The next regularly scheduled Board meeting will be held at the Clubhouse on Monday, February 24, 2025, at 9:00 a.m.

13. Adjournment – 2:12 pm

Approved:


Recording Agent,


Chairperson

Date: 2/24/2025

Date: 2-24-25

Owner's Questions
January 25, 2024

1. A property owner requested that the POA hold meetings on the weekends. *POA has tried the approach several times with little turnout from new people. Overtime pay for employees is also a consideration.* Property owner wanted to know why there were no trash cans at the mailboxes. *Trash cans were removed due to people using them for household trash and heavy haul items.* Property owner requested POA clean underbrush in green belts. *Currently it is a problem of time and cost.* Property owner requested the growth in Sand Lake be cleaned. *POA advised that they had entered into a treatment plan for growth on community inland lakes.*
2. A property owner asked if the sink hole near the replaced Fairway Street culvert would be accomplished. *Maintenance Supervisor responded it would be re-packed in the next week.* The property owner complained about the administrative fee of \$25 when deed restriction violation notifications were sent to property owners. *The Board stated that it actually cost more than \$25 a letter in staff time and that the Board did not believe that the entire community should pay for one person's failure to follow the deed restrictions.*
3. A property owner stated that people should not be throwing out cigarette butts in the yard as this could start a fire.
4. A property owner suggested that the POA talk with the Forestry Service about doing controlled burns on undergrowth. A property owner also suggested that addresses should be gotten off mail left on the mailbox area floors for possible fines.

Property owner questions sent to poaboard@westwoodshorespoa.com are answered to the individual but will no longer be included in the minutes. Property owners with a specific question are encouraged to continue to use the email address and their questions will be answered by a member of the board.

Appendix 9 a & b

| | Unit Name | Violation ID | Inspection Date | Rule | Violation Description |
|----|------------|--------------|-----------------|----------------|--|
| 1 | ██████████ | 1,177 | 01/22/2025 | Animal | IT HAS BEEN BROUGHT TO OUR ATTENTION THAT A DOG ON YOUR PREMISES HAS BEEN BARKING EXCESSIVELY CAUSING A DISTURBANCE. |
| 2 | ██████████ | 1,176 | 01/09/2025 | MNT | PLEASE MAINTAIN THE ROOF AT ALL TIMES BY BLOWING OFF ALL THE LEAVES. |
| 3 | ██████████ | 1,173 | 01/09/2025 | Lawn | Please maintain lawn at all times, Please blow leaves of the roof of the home. |
| 4 | ██████████ | 1,171 | 01/07/2025 | MNT | PLEASE MAINTAIN THE PROPERTY AT ALL TIMES, PLEASE CLEAN THE ROOF, REPLACE ALL THE MISSING SIDING AND POWER WASH THE HOME, ALONG WITH CLEANING THE YARD |
| 5 | ██████████ | 1,168 | 01/07/2025 | MNT | PLEASE PRESURE WASH YOUR HOME, AND MAINTAIN THE PROPERTY AT ALL TIMES |
| 6 | ██████████ | 1,172 | 01/07/2025 | Lawn | Please maintain the tree on the corner before it becomes a safety matter. |
| 7 | ██████████ | 1,169 | 01/07/2025 | Temp Structure | Please remove the temporary fence and submit a correct ACC application for an approved fence |
| 8 | ██████████ | 1,157 | 12/13/2024 | MNT | PLEASE POWER WASH THE HOME |
| 9 | ██████████ | 1,156 | 12/13/2024 | MNT | PLEASE MAINTAIN THE HOME AN PROPERTY AT ALL TIMES, MAKE THE NECESSARY REPAIRS ON THE HOME THAT NEEDS IT. |
| 10 | ██████████ | 1,159 | 12/13/2024 | MNT | PLEASE MAKE THE REPAIRS ON THE HOME AND REMOVE THE BUSTED WINDOW |
| 11 | ██████████ | 1,152 | 12/12/2024 | MNT | PLEASE MAINTAIN THE HOUSE AND LAWN AT ALL TIMES AND FIX THE FRONT PORCH |

| | | | | | |
|----|------------|-------|------------|----------------------|---|
| 12 | [REDACTED] | 1,150 | 12/12/2024 | MNT | MAINTAIN & DO REPAIRS ON THE HOME, FIX ALL HOLES ON THE HOME, REPAIR THE BUSTED BOARDS ON THE CARPORT |
| 13 | [REDACTED] | 1,145 | 11/26/2024 | Recreational Storage | PLEASE REMOVE THE CAMPER FROM THE ROAD, AND STORE IT IN A PROPER LOCATION |