



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD FEBRUARY 26, 2024
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 February 20, 2024.

In Attendance:

Jo Matthew, President
Deta Rogillio, Vice President
Ron Auvenshine, Secretary
Rick Renfro, Trustee
David Grounds, Trustee
Susan Keel, Trustee
30 Property Owners present
Bradley Burkeen – Community Manager
Bonnie Brown – Assistant Community Manager
Chris Williams – Maintenance Supervisor
Mark Cole – Constable

Absent:

Carrie Baker, Trustee
Larry Barak – Financial Manager

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. President Jo Matthew stated that as the POA is a private organization, the Board members have chosen not to allow recording – audio or video – of their meeting. Anyone found recording without the Board's consent will be asked to leave the meeting.

2) Owner Questions:

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

3) Adoption of Agenda

a. The agenda was adopted as presented.

4) Announcements

- a. WS POA has instituted an Employee of the Month program. Employees are nominated by their supervisor and the final determination is made by the Board. The recognized employees shall receive \$100. The Employee of the Month for February is Kenneth Parker of Golf Course Maintenance.
- b. Three POA trustee positions and two ACC positions will be up for election in April. More information regarding the election and how to run for a position will be forthcoming.
- c. The New Property Owner Meeting was held last Saturday. It was well attended.
- d. In another example of POA-Marina Village friendship, the POA is donating \$5,000, as is the Fall Golf Classic, led by Tracey Kmiec, toward the playground at Marina Village. Marina Village was so happy with the donation that they agreed to match the two donations. The funds will go toward building a pavilion, providing picnic tables, and more playground equipment. Marina Village's goal is to have it completed by the end of March.

- e. The POA plans to have a Saturday Board Meeting in May after the election of Trustees to allow everyone a chance to attend the meeting and meet the Trustees.
- f. President Matthew reported an incident that happened a few weeks ago in which an irate property owner threatened to shoot a POA employee. An incident report was filed with law enforcement and law enforcement spoke with the property owner. The POA will not tolerate threats toward any employee and shall pursue these incidents to the full extent of the law.
- g. A reminder that Early Voting is in progress at Trinity City Hall through this Friday. On the actual voting day, March 5th, Westwood Shores property owners will vote at Cowboy Church.

5) Constable Report

- a. Constable Mark Cole reported the following services for Trinity County for the month of January: 1 investigation of a natural death, attended JP and District court, attended Kalin Center interview, 4 traffic stops, 1 burglar alarm, 3 fire and EMS calls, 1 disturbance call, and 1 welfare check.

6) Consideration of Minutes

- a. The minutes of the following meetings were reviewed and approved, as presented, by a unanimous vote: January 22, 2024.

7) Reports

a. **Access Control Committee**

Trustee Deta Rogillio stated that approximately 1,000 new Westwood Shores windshield decals had been replaced in the last two weeks. She thanked everyone who had gotten their decal changed and explained the importance of the windshield decal.

b. **Architectural Control Committee**

The minutes from the February 14, 2024, meeting, were attached for the Board of Trustees to review. ACC Chair George Gallagher announced for February: 3 new homes had been approved; 3 improvements; 3 consolidations; 1 fence; and 4 extensions.

c. **Operations Report**

Maintenance Supervisor Chris Williams reported culvert repair and improvements made; removal of a blockage caused by debris after the heavy rains on Horseshoe Dam spill way; more tree removals planned; new equipment is scheduled to arrive this month; growth application is completed; road work on Westwood West and Coral Gables completed; and Handicapped sign placed at POA Office.

d. **Budget Committee: Financials**

Trustee Rick Renfro reported the conversion to the use of the AppFolio program for financial reporting is still underway and expected to be completed by the end of the first quarter. The POA has received \$1,700,362 in 2024 assessment collections and currently has \$1,137,733 in the bank. Trustee Renfro stated that as we move forward with the new program the new report shall have expenses anticipated by month rather than a total annual line budget divided by 12. Current delinquent assessments total \$20 million.

e. **Delinquent Accounts**

The January 31, 2023, report was given to the Board of Trustees for review.

f. **Deed Violations and Inspection Visits**

Update for February 2024. There were no article 5 violations that remained open. There were 9 corrected violations from previous months, 25 new violations opened this month, 10 currently at legal or public nuisance, with a total of 53 active violations.

g. **Country Club Committee**

No Meeting was held.

h. **Greens/Golf Committee Report**

Trustee David Grounds stated that even after 13 rainy days in January that the range, merchandise, and twilight golf all had higher sales than December. He reported the purchase of a stimpmeter to measure the speed of the greens, that the new aerifier had been received, the green collars were now being moved and that we have now have four course Marshals. He reported that bids had been requested for an extension to the cart barn. Trustee Grounds reminded everyone that the golf course is closed on Mondays the entire day due to work being done that could adversely impact the golfer.

i. **Strategic Planning Committee**

Trustee Ron Auvenshine reported that he has sent out the survey. If you did not receive one, you may call the POA Office and request one or pick up a hard copy survey today. The focus groups will be formed in order to expand upon the survey questions. The computer analysis does not allow for discussion of elements within the survey. The focus groups will allow owners to express their thoughts and ideas and will be included along with the results of the survey in the Strategic Plan. He hopes to present the Strategic Plan to the BOT in May.

j. **Streets and Roads Committee**

Trustee Jo Matthew reported that the Committee had done a complete drive through of the 26 miles of road within Westwood Shores. Notes were made of culvert and drainage issues, road repair needed, stop signs needed, and deed violation issues. The Committee proposes that our engineer be contacted for input on the condition of the entrance road to Coral Gables, scarifying, past road work, and to develop bid specifications for future road work. The Committee will meet again in March.

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

- a. Denied offer to settle on account 02-36-15.
- b. Denied offer to settle on account 06-02-08.
- c. Approved offer to sell POA Lot 01-16-01.
- d. Approved playground donation to Marina Village.

9) **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 which 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 the attached appendix.

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 which 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 the attached appendix.

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.**

None

d. **Consideration and vote on recommendations from the Access Control Committee, if any.**

None

e. **Consideration and vote on recommendations from the Architectural Control Committee.**

None.

f. **Review and vote on recommendations from the Greens/Golf Committee.**

None

g. **Review and vote on recommendations from the Country Club Committee**

None

h. **Review and vote on recommendations from the Budget Committee.**

None

i. **Review and vote on recommendations from the Streets and Roads Committee.**

None

j. **Review and vote on recommendations from the Strategic Planning Committee.**

None

k. **Consideration and vote on fence bids.**

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to accept the bid from A&A Fence for a six-foot wooden privacy fence with 2 3/8-inch pipe posts to run approximately 1,000 feet from the corner of the subdivision on Highway 356 to the tree line.

l. Consideration and vote of proposed drainage tie-in on Cottonwood

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to the installation of a culvert extension by the property owner to manage water flow around house and divert to the lake.

10. Executive Session

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

11. Reconvene Open Session

a. Consideration and vote on ACC & Violation Job Description.

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed on the job description for the ACC and Violation position.

b. Consideration and vote of the Internal Financial Accountant Job Description.

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed on the job description of the Internal Financial Accountant position.

c. Consideration and vote on sending cease and desist letters to property owners who are impugning the reputation of the Board of Trustees via social media platforms.

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed for the POA Office to send out cease and desist letters to any property owners who are impugning the reputation of the Board of Trustees via social media platforms.

d. Consideration and vote on Phil the Box by the Beautification Buddies.

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to permit the Beautification Buddies to use the Clubhouse parking lot again this year for the Phil the Box program.

e. Consideration and vote on removing debris that has been left on lots that started building and stopped by sending a 10-day letter before entering the property.

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed for the POA Office to send a 10-day letter to properties that have started building and have stopped notifying them that if the debris is not removed within 10 days or the office notified POA will enter property to dispose of the debris.

f. Consideration and vote on holding a "clean-up day" in Coach Village.

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to hold a "clean-up day" in coach village during the Heavy Haul Pickup following the 2024 Spring Garage Sale.

12. Next Meeting Date

The next regularly scheduled Board meeting will be held at the Clubhouse on Monday, March 25, 2024, at 9:00 a.m.

13. Adjournment – 12:54 pm

Approved:



Recording Agent,

Date: 3/25/2024



Chairperson

Date: 3/25/2024

Appendix for 9 a & b

	Unit Name	Violation ID	Inspection Date	Rule	Violation Description
1	07-92-08	826	02/16/2024	Building without ACC Approval	Propane tank needs to be screened with submitting acc application.
2	07-89-35	825	02/16/2024	Sign	remove posted sign on property as it's not allow in the association.
3	05-01-03	830	02/16/2024	MNT	Remove until heavy trash pick up.
4	10-02-18	835	02/16/2024	MNT	Remove Christmas lights from the outside view.
5	10-10-07	832	02/16/2024	MNT	Please pick up all trash that is laying around property.
6	10-10-07	833	02/16/2024	Recreational Storage	3 or more recreational vehicles must be placed on a concrete pad that's approved by acc process.
7	10-10-07	834	02/16/2024	VEH	All vehicles need to be in driveway.
8	04-66-18	844	02/16/2024	Sign	remove the private property sign as it's not an approved sign.
9	10-08-08	831	02/16/2024	MNT	Remove Christmas lights from the outside view.
10	07-75-03	827	02/16/2024	Recreational Storage	All trailers shall be placed behind front set back of the home.
11	04-65-35	839	02/16/2024	MNT	Store all items in the garage the iron laying against the house.
12	11-02-01	824	02/16/2024	MNT	Remove Christmas lights from the outside view.
13	09-04-05	836	02/16/2024	Recreational Storage	All Recreational Vehicles must be placed behind front set back of the home.
14	04-70-13	840	02/16/2024	Recreational Storage	All Recreational Vehicles must be placed behind front set back of the home.
15	04-70-13	841	02/16/2024	MNT	Remove Christmas items from the outside view.
16	07-75-16	828	02/16/2024	Recreational Storage	All Recreational Vehicles must be placed behind front set back of the home.
17	07-75-20	829	02/16/2024	Recreational Storage	All trailers shall be placed behind front set back of the home.

18	03-60-01	838	02/16/2024	Recreational Storage	All Recreational Vehicles must be placed behind front set back of the home.
19	04-66-23	842	02/16/2024	MNT	Remove Christmas lights from the outside view.
20	04-66-23	843	02/16/2024	MNT	All vehicles need to be in driveway.
21	02-42-18	819	02/13/2024	Building without ACC Approval	please submit an acc application for the propane tank, along with the fence.
22	01-12-34	821	02/13/2024	VEH	Broken down truck needs to be removed.
23	01-12-34	822	02/13/2024	Lawn	Dead tree in yard needs to be removed.
24	01-12-34	823	02/13/2024	MNT	Clean up the property.
25	02-14-02	820	02/13/2024	VEH	All vehicles need to be in driveway.

Owner's Questions
November 27, 2023

1. A property owner stated that the BOT has been libeled by some of the property owners. These types of untrue and hurtful allegations make it difficult to get property owners willing to run for these volunteer, time-consuming positions. It was requested that the BOT take immediate legal action against these perpetrators for their unfounded allegations posted on social media. *The BOT shall take this request under advisement.*
2. A property owner stated that she had been trying for over two years to get a post office box within the community. She named all the steps she had taken with both the Post Office and the POA and still has no post office box in the community. *Only the Post Office can assign a box number to a property owner. The POA is in the midst of ordering two more sets of boxes and shall be working with the Postmaster to have these boxes placed in the most advantageous spots.*

Property owner question 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 question will be answered by a member of the board.