



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD MARCH 24, 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 March 18, 2025.

In Attendance:

Jo Matthew, President
Deta Rogillio, Vice President
Ron Auvenshine, Secretary
Cheryl Savage, Trustee
Susan Keel, Trustee
Rick Renfro, Trustee
20 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 :

Rick Walterscheid, Trustee

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.

3) Announcements

- a. Employee of the Month for April – Francisco Barahona – Golf Course Maintenance.
- b. Annual Meeting will be held Friday April 25th, 2025, at 7:00 pm.
- c. Thank you to the Beautification Buddie's for the work on the flower beds.
- d. Thank you to the Civic Club for the Chili Cook Off

4) Constable Report

- a. Constable Mark Cole submitted the following report services for Trinity County provided by the Constable for the month of February: attended JP, County and District Court, responded to 2 information calls and 1 fire call. Additionally, Constable Cole attended a State course on Nuisance Gator Removal and is now qualified to remove nuisance alligators. To request this service, you must contact Austin at 512-389-4848 and request a claim number. You may then call the Trinity County Sheriff's Office. The alligator must be removed within 10 days. Also, the BOT presented Constable Cole with a check for the Parks and Wildlife Department to help fund the annual Fishing Derby for the kids of Trinity County. The donation is made from monies collected during the community deer harvesting. The event will be held the first weekend in June. Trustee Renfro asked if the

association could possibly get more law enforcement patrols throughout the community and Mr. Cole stated that it should not be a problem to get more patrols done in the community.

5) **Consideration of Minutes**

- a. The minutes of the following meeting were reviewed and approved, as presented, by a unanimous vote:
February 24, 2025.

6) **Reports**

a. **Access Control**

Trustee Deta Rogillio announced that Gate Sentry participation had increased to 68% and that 2025 Westwood Shores decals are still available at Access Control. Approximately 900 decals have been issued. Access Control has added 18 new names and 32 new tags in the e-reader right lane system since January 1st. Statistics for February were: 6,350 vehicles were vetted through the left-hand lane: 4,101 POA, 1,581 Contractor, 124 MVR, and 542 Country Club. 373 telephone calls were received in February.

b. **Architectural Control Committee**

The minutes from March 10, 2025, meeting was attached for the Board of Trustees to review. ACC Chair George Gallagher reported year-to-date: 3 new homes; 15 additions/ improvements; 6 fences; 2 propane tanks and screening; 3 extensions; and 7 denials.

c. **Maintenance Report**

Supervisors report and updates were attached for board review.

Maintenance Supervisor Chris Williams reported the weekly trash pickup continues to run smoothly; completed ditch clean out at Coral Gables and Cottonwood, and Great Bluff; drainage projects in progress at Shallow Springs and Broadmoor; upcoming drainage projects are Chapel Hill, Indian Harbor, Fairway Bridge culverts, and Lazy Springs. Maintenance installed a new ramp at side Clubhouse door; removed the wall in the Clubhouse for the water filtration system; removed parts of the sidewalk at the Pro Shop for new sidewalk project; roadside mowing and weed eating; storm debris; and cleaning up underbrush in the mowing lanes. Eight trees have been scheduled for removal. Planned for April are mowing hay fields; continuing drainage projects; mowing lanes clean up; mowing weed eating; and replacing and repainting curbs around Clubhouse parking lot.

d. **Budget Committee: Financials**

February 28, 2025, Financials and meeting notes from March 18, 2025, meeting were attached for Board review. Trustee Rick Renfro reported the POA ended the POA ended February with \$2,447,772 cash on hand. He reported that the Access Control and Administrative Office were under budget. Due to the weather, the Pro Shop and 19th Hole exceeded their budget. The total Association net income in February was \$4,807 worse than the budget. Rick also stated that the net year to date income is \$55,036 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 February through March. There were 80 corrected, 42 new, 11 at legal or public nuisance, and 108 currently active. There was also a list of common items that are noticed in the community that were read off. Those are: Propane tanks not being applied for or screened, debris around the yard, ladders being left were they were last used, left over construction materials, and flags that needed to be replaced.

g. **Country Club Committee**

Although no Country Club Committee meeting was held, Trustee Susan Keel reported that an ad-hoc Committee had been formed to formulate a color palette that would be used to make future decisions concerning updates to the Clubhouse such as carpeting and reupholstering chairs.

h. **Greens/Golf Committee Report**

Minutes from March 11, 2025, meeting was attached for Board Review.

Trustee Rick Waltersheid was absent, and Deta Rogillio reported that the Golf/Greens Committee met on March 11th. Josh Dixon updated the Committee on conditions of the greens and upcoming course improvements. The Committee announces changes to the tee box locations: gold tees on holes 3 and 16 will be moved back; gold and silver tees on hole 18 will be moved back; and red tees on hole 11 will be moved back to near the silver tees so that the hole will return to a par 4 four for all. After the bunkers are completed; greens regain their grasses,

and tees moved, the Texas Golf Association will be contacted concerning re-rating the course. The Marshal/Starter program will become more frequent as good weather returns. Volunteers are needed for this program. The mat for the concrete driving range pad will be glued this week and the hydro spray grasses will be laid.

i. **Streets and Roads Committee**

Minutes from March 3, 2025, meeting was attached for Board Review.

Trustee Liaison Ron Auvenshine reported that the Committee continued to focus on improving drainage. The Committee reviewed the report of flooding from the tiny home subdivision under the fence on Meadow Lake Drive. Trinity County shall be contacted to ensure the flow does not contain sewage. Due to some flooding in the Townhouse area from the fairway on hole 18, Golf Course Maintenance shall re-dig the ditch. Reports of additional areas with drainage problems shall be investigated.

j. **Strategic Planning Committee**

Minutes from the last meeting were attached for Board review.

Trustee Ron Auvenshine reported that the Committee continues to meet. He stated the structure of the Communications Committee is being developed as well as the Financial Advisory Committee.

k. **Maintenance Committee**

Minutes from March 16, 2025, meeting was attached for Board review.

Trustee Liaison Jo Matthew reported that the Maintenance Committee will be tracking the number of times the same item is reported. The committee discussed their role as additional eyes within the community to help make it the best it can be.

l. **Neighborhood Watch Committee**

Minutes from February 4, 2025, meeting was attached for Board review.

Trustee Liaison Cheryl Savage reported that Committee reviewed the purpose of the Zone Captains and reviewed proper technique for door-to-door meetings with their neighbors. Zone Captains have decided to meet every quarter. Ways to obtain missing information were discussed.

7) Ratification of Actions taken via Unanimous Written Consent

None.

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 approve the consolidation of lots 09-02-12, 13, and 14 with lot 13 being the only billed lot effective March 1, 2025.

e. **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) Remove the analog telephone at the Access Control Gate and have the number forwarded to the VOIP phone that is currently there and cancel the Windstream/Kinetic account.
 - ii) Change order request for pool renovation work to add more concrete in needed areas in the amount of \$20,000.00.
 - iii) Reinstigate our internal Small Claims Court Debt collection action by attempting to obtain personal judgements on property owners who are delinquent on their assessments through small claims court with the JP Court to potentially reduce our overall legal expenses.
 - iv) Have Office staff perform statute of limitations write offs on all amounts over 4 years past due in the amount of around \$7,267,495.00.
- f. **Review and vote on recommendations from the Country Club Committee**
- i) None.
- g. **Review and vote on recommendations from the Greens/Golf Committee.**
- Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to:
- i) Table the purchase of 18 new hole signs in the amount of \$7,300.00 which will hold two members names per sign at \$150 per person per year, or \$500 for a 5-year spot, but go ahead and presell the sponsorships.
 - ii) Approve the recommendation to waive the initial \$1,000.00 initiation fee for first time associate memberships.
 - iii) Deny the recommendation to create a social membership that would include all amenities other than golf.
- h. **Review and vote on recommendations from the Streets and Roads Committee.**
- i) None.
- i. **Review and vote on recommendations from the Strategic Planning Committee.**
- i) None.
- j. **Review and vote on recommendations from the Maintenance Committee.**
- i) None.
- k. **Review and vote on recommendations from the Neighborhood Watch Committee.**
- i) None.
- l. **Consideration and vote on changes to the ACC Policy Manual.**
- Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to approve the 6th edition of the ACC Policy Manual.
- m. **Consideration and vote on uncontested election results.**
- Following due discussion and upon motion duly made, seconded, and unanimously approve the Board of Trustees agreed:
- i) The two positions for Westwood Shores Board of Trustees will be filled by Susan Keel, and Deta Rogillio as they were the only two that applied for the positions.
 - ii) The one position for Westwood Shores Architectural Control Committee will be filled by Denise Watson as she was the only one that applied for the position.

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 ACC refund appeal on 10-09-15.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to deny the acc refund appeal request due to section 5.07, b), iii of the Consolidated Restated and Amended Reservations, Restrictions and Covenants for Westwood Shores Subdivision, Trinity County, Texas which states "The tongue, wheels and axle of such mobile home are first removed and the home placed upon a foundation approved by ACC, and such foundation shall be covered or skirted so as to conform to the general plan. Once the home is skirted the Office staff is approved to issue the refund.

b. **Consideration and vote on DRV appeal on 11-09-05.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to remove the current violation and send the correct violation letter.

c. **Consideration and vote on DRV appeal on 14-02-18.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to approve the request with notice that if must be removed in the future if requested by the POA Office or Board of Trustees.

d. **Consideration and vote on DRV appeal on 01-7A-02.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to deny the request as 50% of the legacied greenhouse was destroyed in the last storm and the po must apply for the current requirements for an approved greenhouse. Send a letter to the po explaining the legacied procedures/policy.

e. **Consideration and vote on the purchase of the MPLC (public performance license).**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed that further research is necessary as well as Attorney opinion should be gathered prior to making the purchase.

12. Next Meeting Date

The 2025 Annual meeting will be held at the Clubhouse on Friday April 24, 2024, at 7:00 p.m.

The next regularly scheduled Board meeting will be held at the Clubhouse on Monday, April 28, 2025, at 9:00 a.m.

13. Adjournment – 12:30 pm

Approved:



Recording Agent,

Date: 4/28/2025



Chairperson

Date: 4.28.25

Owner's Questions

March 24, 2024

1. A property owner thanked POA Administration staff that helped him with his infraction. The property owner requested clarification on the cardboard policy. *The current cardboard policy was clarified that small boxes, such as cereal boxes, may be broken down and placed in household trash. Corrugated cardboard must be broken down and is not allowed in household trash. BOT shall send eblast to community to ensure clarification of the box policy.*
2. A property owner thanked Trustee Rick Renfro for his review and explanation of current deed restrictions. Property Owner requested culvert in his neighborhood be reviewed. *Road Committee Liaison shall meet with the property owner to receive an explanation of the problem so that the Road Committee may review.*
3. A property owner questioned why \$7 million written off, asked who to contact about dead trees in POA green spaces, and requested Zoom meetings. *Defaulted assessments are required by law to be written off after four years. Report dead trees in POA green spaces to POA Office and work order will be issued to review whose responsibility the trees are. Zoom meetings have been reviewed and were used during COVID. Upon the advice of POA attorneys, Zoom meetings were suspended after the resumption of in-person meetings.*
4. A property owner reviewed buyer rating system guidelines that might be incorporated into the POA Mission Statement which included timely audits, background checks for Board members and employees, number of lawsuits, term limits, number of vacant lots, and details of any rate increases.
5. A property owner asked how the current sponsors for golf course signs who had paid for more than one year would be affected by the proposed new golf course signs. *Question will be investigated and property owner contacted with answer.*
6. A property owner asked why rain barrel/water harvesting policy did not include cisterns and why it cost a property owner \$500 to have a rain barrel/water harvesting system. *Approved ACC policy follows exactly Texas Property Code 202.007 rules for rain barrel/water harvesting system. The ACC fee for requesting approval of a rain barrel/water harvesting system is \$200 with \$100 returned upon approved finished project.*
7. A property owner asked when deed restriction violations in Coach Village would bring about improvement. *Deed restriction violation enforcement is regulated by law and must be followed in a step-by-step process that can eventually end up in court. The POA is currently following the steps outlined by law and working to enforce current deed restrictions.*

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 specific questions 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		1,351	03/18/2025	MNT	PLEASE REMOVE ALL THE LUMBER FROM AROUND THE HOUSE
2		1,353	03/18/2025	Trash Can	REMOVE ALL THE CLOTHES AND DABRIS FROM THE DRIVE WAY, ALL TRASH MUST BE PLACED IN A BAG AND INTO A TRASH CAN WITH A LOCKED LID,
3		1,352	03/18/2025	MNT	PLEASE MAINTAIN THE PROPERTY AT ALL TIMES, REMOVE THE SINK FROM THE YARD, HAUL ALL THE TRASH FROM THE YARD, AND MAINTAIN THEY YARD AT ALL TIMES AS WELL.
4		1,354	03/18/2025	Trash Can	REMOVE THE REFRIDGERATOR FROM THE DRIVE WAY, THE NEXT HEAVY HAUL IS NOT UNTILL APRIL 8, 2025
5		1,350	03/18/2025	MNT	Please maintain the home at all times. Make the necessary repairs on the home
6		1,340	03/13/2025	Recreational Storage	place all trailers behind front set back line of the home
7		1,343	03/13/2025	MNT	PLEASE CLEAN UP ALL THE LUMBER FROM THE YARD AN ALL THE BOTTLES FROM THE CHAIR.
8		1,341	03/13/2025	MNT	PLEASE MAINTAIN THE PROPERTY AT ALL TIMES, CLEAN AND POWER WASH THE HOME, REMOVE ALL THE OLD TIRES AND WOOD FROM VIEW.
9		1,344	03/13/2025	MNT	PLEASE REMOVE THE TRASH FROM THE YARD,
10		1,342	03/13/2025	MNT	MAINTIN THE PROPERTY AT ALL TIMES, CLEAN UP ALL THE BROKE UP WOOD, CLEAN OFF THE PORCH, AND POWER WASH THE HOME.

11		1,332	03/13/2025	MNT	PLEASE MAINTAIN THE HOME AT ALL TIMES, PLEASE MAKE THE REPAIRS ON THE HOME THAT NEED IT, PLEASE POWER WASH THE ROOF.
12		1,333	03/13/2025	Temp Structure	PLEASE REMOVE THE TEMPOTARY FENCE. IF YOU WANT TO REPLACE IT, IT WILL NEED TO BE DONE THREW THE ACC AT WHICH YOU WILL NEED TO SUBMIT AN APPLICATION.
13		1,337	03/13/2025	MNT	PLEASE REMOVE THE TANNING BED OFF THE BACK PORCH AND STORE IT SOME WHERE ELSE
14		1,348	03/13/2025	MNT	PLEASE REMOVE ALL THE DEBRIS FROM VIEW OF GOLF COURSE, AND KEEP A MAINTAINED YARD AT ALL TIMES.
15		1,335	03/13/2025	MNT	PLEASE MAINTAIN THE FENCE AT ALL TIMES BY REMOVING THE LATTICE FROM THE FENCE AND TRIMING THE SHURBS
16		1,345	03/13/2025	MNT	PLEASE MAINTAIN THE HOME AND YARD ATT TIMES
17		1,336	03/13/2025	Temp Structure	PLEASE REMOVE THE TEMPORARY FENCE FROM THE YARD. AND PLEASE CLEAN UP THE AREA.
18		1,347	03/13/2025	MNT	PLEASE REMOVE THE LADER FROM VIEW OF THE GOLF COURSE AND STORE IT PROPERLY
19		1,346	03/13/2025	MNT	PLEASE REMOVE ALL THE TRASH FROM THE YARD.
20		1,338	03/13/2025	Temp Structure	PLEASE REMOVE THE REMAINING GREEN HOUSE THAT BLEW AWAY IN THE STORM AND SUBMIT AN ACC APPLICATION FOR AN APPROVED GREENHOUSE. PLEASE SEE THE ACC POLICY MANUAL.

21		1,339	03/13/2025	MNT	PLEASE REMOVE THE BROKE SWING AND LADER FROM VIEW AN STORE IT PROPERLY.
22		1,331	03/12/2025	Building without ACC Approval	Please come in and submit an ACC application for the pro pane tank an screening
23		1,330	03/12/2025	MNT	Please remove all the trash from the side of the home
24		1,328	03/03/2025	Flag	please remove the flags off the front porch, no political flags can be hung up.and maintain the home at all times.
25		1,318	03/03/2025	MNT	PLEASE REMOVE THE DEEP FREEZE OFF THE PROCH, PER OUR GOVERN DOCUMENTS THERE CAN BE NO APPLIANCES OF THE PROCH
26		1,313	03/03/2025	MNT	PLEASE MAINTAIN THE HOME AT ALL TIMES, REMOVE THE DEAD TREES FROM THE HOME, MAKE THE REPAIRS ON THE SIDE OF THE HOME THAT NEED TO BE DONE.
27		1,314	03/03/2025	MNT	PLEASE MAINTAIN THE HOME AT ALL TIMES, POWER WASH THE SIDES, REPAIR THE SCIRTING
28		1,317	03/03/2025	MNT	PLEASE MAINTAIN PROPERTY AT ALL TIMES, CLEAN UP THE PROCH,
29		1,312	03/03/2025	Building without ACC Approval	PLEASE SUBMIT AN APPLICATION TO THE ACC FOR THE PROPANE TANK AND SCREENING OF IT.
30		1,321	03/03/2025	MNT	PLEASE REMOVE THE REFRIGERATOR FROM THE PORCH. AND MAINTAIN THE PROPERTY AT ALL TIMES.
31		1,322	03/03/2025	MNT	PLEASE MAINTAIN THE PROPERTY AT ALL TIMES, REMOVE THE LEAVES FROM THE ROOF

32		1,324	03/03/2025	MNT	PLEASE REMOVE THE TRAILER FULL DEBRI FROM THE YARD AND MAINTAIN PROPERTY AT ALL TIMES
33		1,323	03/03/2025	MNT	PLEASE MAKE THE REPAIRS ON THE FENCE.
34		1,325	03/03/2025	MNT	PLEASE MAINTAIN THE HOME AT ALL TIMES, REMOVE THE WOOD STSACKED UP FROM THE SIDE OF THE HOME, CLEAN UP THE FRONT OF THE GARAGE.
35		1,326	03/03/2025	MNT	please clean up the area around the garage, maintain the property at all times, remove all the wood from the side,
36		1,316	03/03/2025	MNT	Please maintain the home at all times, By power washing it, and doing the upkeep
37		1,319	03/03/2025	MNT	PLEASE MAINTAIN THE PROPERTY AT ALL TIMES, THE TRASH NEEDS TO BE PICKED UP AND THE TRUCK NEED TO HAVE UPDATED TAGS
38		1,315	03/03/2025	MNT	please maintain the property at all times, clean up the yard and get ride of the debris on the front of the home.
39		1,305	02/25/2025	MNT	PLEASE CLEAN UP THE PROPERTY, AND DISPOSE OF THE OLD TIRES AND ALL THE TRASH,
40		1,307	02/25/2025	Recreational Storage	PLEASE REMOVE THE TRAILER FROM THE LANE AND PLACE IT ON YOUR PROPERTY.
41		1,302	02/24/2025	MNT	PLEASE COME TO THE NEW BUILD SITE AND CLEAN IT UP AND REPAIR THE PLASTIC ON THE SIDE,
42		1,299	02/21/2025	MNT	please make the repairs on the home, an fix all the plastic on the home. please empty out you dumpster, and complete the job.