



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD MARCH 25, 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 March 19, 2024.

**In Attendance:**

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

**Absent:**

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 presented a check to Texas Parks and Wildlife Game Warden Anthony King for \$1500 as half of the money raised through the deer and alligator harvest to help underwrite their annual Fishing Derby for the youth of Trinity County.
- b. 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 Bernard Proctor of Maintenance.
- c. The first Candidate Forum for POA positions was held last Saturday with a full house of property owner attendees. The next forum is scheduled for April 13, 2024, at 10 am at the Club House.
- d. POA Election ballots have been sent. If you have not received one and/or are not receiving POA e-blasts, please contact the POA Officer to ensure that your address/email on file is correct.

- e. Thank you to Beautification Buddies for donating the fountain in front of the Club House. Another fountain is planned for the Memorial Garden.
- f. The POA announced that 134 new mailboxes on the west side of the community are currently being worked on and should be ready for use within the next two weeks. One bank of 16 mailboxes is being moved from west to the east side to gain more boxes on that side also. When the mailbox installation is completed, the POA will send out an e-blast. At that time, property owners in need of a mailbox should contact the Trinity Post Office and request one.
- g. Marina Village has begun the renovation of the playground area. The pavilion, picnic tables, and some of the playground equipment have been installed. The POA is proud of this partnership and hopes property owners will make use of the area.

**5) Constable Report**

- a. Constable Mark Cole reported the following services for Trinity County for February: 1 assist of Trinity County of a burglary, attended JP and District court, attended Kalin Center meeting, 1 traffic stop, 1 burglar alarm, 4 suspicious person/vehicle, 1 accident.

**6) Consideration of Minutes**

- a. The minutes of the following meetings were reviewed and approved, as presented, by a unanimous vote: February 26, 2024.

**7) Reports**

**a. Access Control Committee**

Trustee Deta Rogillio stated that 60 new e-tags had been entered since the first of the year. She reported 14,892 entries through the left-hand lane since the first of the year to include POA, Contractor, MVR, and Country Club entries and 1,274 phone calls. She requested that anyone who will have outside people helping with their garage sale to make sure they are entered in Gate Sentry.

**b. Architectural Control Committee**

The minutes from the March 11, 2024, meeting, were attached for the Board of Trustees to review. ACC Chair George Gallagher announced for March: 3 new homes had been approved; 6 improvements; 2 consolidations; 1 fence; and 1 extension and two denials.

**c. Operations Report**

Maintenance Supervisor Chris Williams reported 2 pool pumps had been replaced, listed tree removals have been completed, will be spraying road edges when weather permits, installed a stop sign at Corkwood and Westwood East streets, repaired water lines at the flag pole, and has scheduled bulkhead contractors to view and bid on repair of marina bulkheads.

**d. Budget Committee: Financials**

Trustee Rick Renfro reported the conversion to the use of the AppFolio program for financial reporting is on track. The POA has received \$1,930,997 in 2024 assessment collections and currently has \$2,385,000 in the bank. Trustee Renfro stated payroll was under budget, the 19<sup>th</sup> Hole Bar and Grill exceeded its income budget and was under its expense budget. Prior year assessment collections for maintenance and recreation fees are \$117,803.

**e. Delinquent Accounts**

No report this month.

**f. Deed Violations and Inspection Visits**

No report this month.

**g. Country Club Committee**

Trustee Susan Keel announced the enthusiastic reception of the new information slides shown throughout the Club House and thanked Connie for her vision and hard work. 19<sup>th</sup> Hole shall have two specials during the Garage Sale and coupons will be in the maps for a free drink. The 19<sup>th</sup> Hole hours have been changed for the summer. She reminded everyone that the 19<sup>th</sup> Hole is available for catering.

**h. Greens/Golf Committee Report**

Trustee David Grounds stated that the Pro Shop February report is one of the highest in the last year. He reported all areas were up in sales. He reported a new sign will be going up displaying the course and rules. New trail fee stickers will be bigger and will be placed on both sides of the cart, more hole sponsors shall be added, and plans are in the works for adding 10 additional golf carts. Some of the new golf course equipment has arrived. Course preemergent treatments have been applied and the greens were sprayed with fertilizer, fungicide, and insecticide. Work is scheduled to start on the bunkers this month.

i. **Strategic Planning Committee**

Trustee Ron Auvenshine reported that the four Focus Groups have been filled. Each focus group consists of 8 members, and they have been divided into 2 full-time retired resident groups, 1 full-time working resident group, and 1 full-time resident with children under 16 group. The groups shall meet on April 13<sup>th</sup> and their report is expected to be completed by June 1<sup>st</sup>.

j. **Streets and Roads Committee**

Trustee Jo Matthew reported although no Committee meeting was held this month, the Road Engineer is scheduled for this coming Wednesday to assess the recent road work and to help develop criteria for future work.

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

- a. Approved the termination of a water meter on the golf course that had not been used in several years.
- b. Approved date of Coach Village Clean-up Days to be April 8<sup>th</sup> – 12<sup>th</sup>.
- c. Approved new Golf Course Welcome sign.

**9) Items for Consideration**

a. **Consideration and vote on levying fines on Owners who have violated or are violating the POA's documents.**  
None.

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.**  
None.

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.**

i) Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to accept the bid from Brian Kembro for the 40'x100' extension of the Golf Cart Barn including electrical for 20 additional carts.

ii) Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to donate \$1,500.00 to the Trinity County Fishing Derby which is half of the proceeds from the deer and alligator hunt.

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

**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 appeal on 07-81-12.**

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed for the property owner to resubmit his application with removing the greenhouse and presenting the plans for the golf cart garage.

**12. Next Meeting Date**

The next regularly scheduled Board meeting will be held at the Clubhouse on Monday, April 22, 2024, at 9:00 a.m.

**13. Adjournment – 11:46 am**

Approved:



Recording Agent,



Chairperson

Date: 4/22/2024

Date: 4/22/2024

**Owner's Questions**

**March 25, 2024**

1. A property owner stated that the Board of Trustees should have given all the bidders the same specifications for the new fence to be built instead of only one. *The Board of Trustees did ensure that all bidders had the same specifications, and all bidders did bid on the same style and construction of the fence.*

Property owner question sent to [poaboard@westwoodshorespoa.com](mailto: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.