



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD APRIL 22, 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 April 15, 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  
30 Property Owners present  
Bradley Burkeen – Community Manager  
Bonnie Brown – Assistant Community Manager

**Absent:**

Larry Barak – Financial Manager  
Chris Williams – Maintenance Supervisor  
Mark Cole – Constable

**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) 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 March is Devin Ward of the 19<sup>th</sup> Hole Bar and Grill.
- b. The POA Annual Meeting is scheduled for this Friday at 7 pm at the Clubhouse. All property owners are invited to attend.
- c. Additional mailboxes have been installed. If you are in need of a mailbox, contact the Postmaster in Trinity.
- d. Early voting starts today for the MUD Bond election at the MUD Offices. Please make sure you vote in this election.
- e. Carrie Baker and David Grounds have completed their terms on the BOT and are stepping down. President Matthew listed all of their accomplishments and thanked them for their service.

## 5) Constable Report

- a. President Matthew gave Constable Mark Cole's report as he was unavailable to be at the meeting. He reported the following services for Trinity County for the month of March: attended JP and District court, 6 traffic stops, 1 burglar alarm, 2 suspicious person/vehicle, 1 accident, 1 welfare check, and 1 animal call.

## 6) Consideration of Minutes

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

## 7) Reports

### a. Access Control Committee

Trustee Deta Rogillio reported 7,317 entries through the left-hand lane during March include POA, Contractor, MVR, and Country Club entries and 573 phone calls. Additionally, 463 vehicles had been admitted for the Garage Sale. A vehicle count was conducted for both access lanes starting at 7 am 4/12/2024 and ending at 7 am 4/19/2024. The count showed 8,954 vehicles entering both lanes during this week with an average daily vehicle count of 1,279.

### b. Architectural Control Committee

The minutes from the April 08, 2024, meeting, were attached for the Board of Trustees to review. ACC Chair George Gallagher announced for Year-to-Date: 9 new homes had been approved; 14 additions; 10 consolidations; 4 fences; and 4 extensions.

### c. Operations Report

Maintenance Supervisor Chris Williams was unable to attend, and President Matthew gave his report. During the last month, the new curb dresser was received and used at the main entrance and down the main road, heavy haul was completed, A&A fence completed the fence down Meadow Lake, added dirt to some of the washouts on the Marina bulkhead, counter in the women's pool bathroom was replaced and a new sink installed. Additionally, it was reported that roadside spraying has been delayed due to the weather and that the brush yard is close to full capacity, therefore, a burn is planned when weather allows.

### d. Budget Committee: Financials

Trustee Rick Renfro gave a synopsis of the illness of Larry Barak and his help to the community over the years and from his hospital bed. He stated that the Community and Assistant Community Managers have spent many hours trying to make sure all financial obligations and reports were completed on time. Due to Mr. Barak's illness, the BOT has hired a new Internal Financial Manager who will report to work on May 7<sup>th</sup>. Trustee Renfro reported the conversion to the use of the AppFolio program for financial reporting is completed. The POA has \$1,923,429 in liquid assets. He further reported total POA income for the month was better than the budget by \$16,665, total POA expenses were over the budget by \$10,242, and the POA outperformed its monthly budget by \$6,423.

### e. Delinquent Accounts

No report this month.

### f. Deed Violations and Inspection Visits

Update for March and April 2024. There were 34 new violations, one was an Article 5 violation that remains open, 22 corrected violations from previous months, 33 new violations opened this month, and 10 at legal or public nuisance for a total of 65 active violations.

### g. Country Club Committee

No meeting this month.

### h. Greens/Golf Committee Report

Trustee David Grounds stated that the Pro Shop March report is the highest in the last year. He reported all areas were up in sales. From the Golf Course Superintendent, Trustee Grounds reported that stumps on the course were scheduled to be ground this week along with trees trimmed, our new John Deere equipment is starting to arrive, golf course sprinkler heads are being cleaned, greens have been fertilized, new cups and flags have been installed, the new progressive mower was lowered for the fairways, collars, and approaches, and bids taken to start working on our bunkers.

i. **Strategic Planning Committee**

Trustee Ron Auvenshine reported that the survey has been completed and the focus groups have met. A special meeting will be called for the reveal of the strategic report.

j. **Streets and Roads Committee**

The minutes from the April 2, 2024, meeting were attached for board review. Trustee Jo Matthew reported that the cost of chip and seal vs. asphalt was reviewed and the cost we recently paid was in line with local current costs; scarifying to be done properly will need heavier equipment or perhaps outside contractors; headwalls should be in place for several of the larger culverts, the Engineers opinion of the traffic pattern around the "Y" is a problem. The Engineer will prepare a proposal to submit to the Board regarding his fees and proposed work. They also worked on identifying priority areas that need either culvert work/replacement or road work. Property owner requests were also discussed.

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

- a. Approved the 209 letters that were sent out from March 2024. (list attached below as Appendix 8a)
- b. Approved lease of 10 additional golf cars for use at the Pro Shop/Golf Course from Yamaha.
- c. Approved article 5 violation to be sent for a water well that was being dug.

**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.**

- i) Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to accept the bid from Diversified for culvert replacement on Meadowlake for \$4,480.00 and Westwood Dr. West for \$3,750.00.

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

None

k. **Review and vote on shutting off the water meter located at the flower bed at the entry to the subdivision.**

- i) Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to send a termination notice to Westwood Shores MUD to have that meter turned off.

- l. **Review and vote on George Gallagher and Norman Tucker for the two three-year terms on the Architectural Control Committee, and having the sitting members of the ACC conduct interviews to replace Beverly Ross for the remainder of her term.**
  - i) Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed that George Gallagher and Norman Tucker will take the two three-year terms on the ACC and the POA Office will send out an e-blast to get candidates for interview by the ACC for the replacement of the remainder of Beverly Ross's term.
- m. **Review and vote on Committee Reorganization.**
  - i) Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed that:
    - (1) All committee members will be selected new for 2024 – 2025.
    - (2) For 2024-2025 the Board Liaison will select committee members along with suggestions from the Board and then committee members will select a Chair and recording secretary. After this year, committees will determine additional members each year.
    - (3) Each board member will serve as a liaison to a committee and have no voting rights.
    - (4) Meeting times need to be flexible to accommodate members that may work.
    - (5) Members will serve a maximum of 5 years on one committee unless there are no new candidates.
    - (6) There will be a minimum of 5 and a maximum of 9 on a committee.
    - (7) New Board Members will have a current Board Member as a mentor for the first couple of meetings or as needed.
    - (8) Interested property owners may sign up or email the POA staff beginning at the Annual Meeting and until the following Friday after the meeting.
    - (9) The suggested number of members on each committee are shown below.
    - (10) Elimination of the Access Control Committee.
    - (11) Addition of a Maintenance Committee.
    - (12) Individual's names will be removed from documents and their designated position used instead.
  - ii) Committees:
    - (1) Country Club – 9 voting members to include a Civic Club and Theater representative + non-voting Board Member, 19<sup>th</sup> Hole Manager, and Pro Shop Manager.
    - (2) Golf/Greens – 7 voting members + non-voting Board member, Pro Shop Manager, and Golf Course Supervisor
    - (3) Maintenance – 5 voting members + non-voting Board member and Maintenance Supervisor
    - (4) Streets and Roads – 7 voting members + non-voting Board member and Maintenance Supervisor
    - (5) Neighborhood Watch – 5 voting members + non-voting Board member
    - (6) Ad Hoc Committees – to be formed as needed.
    - (7) Other Committees not changed: ACC, Budget, Strategic Planning
    - (8) The POA Community Manager and Assistant Community Manager may be required to attend any of the above meetings.
  - iii) There was also a listing of each Committee's Purpose and Structure that will be sent out via e-blast before the Annual Meeting.
- n. **Review and vote on removing the three properties that were approved through the Commissioners Court for abatement.**
  - i) Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to have the three abated properties removed but not to exceed \$20,000 for all three properties.

#### **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 hiring Jennifer Miller for Internal Financial Accountant.**

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to hire Jennifer Miller for the position of Internal Financial Accountant beginning May 7, 2024.

**b. Consideration and vote on moving Marty Parish to be under supervision of Josh Dixon.**

Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to move Marty Parish from Chris Williams as her supervisor to Josh Dixon.

**c. Consideration and vote on offer on 06-01-19.**

Following due discussion and upon a motion duly made, seconded, and with a vote of 5 to 1 approved, the Board of Trustees agreed to deny the offer on 06-01-19.

**d. Consideration and vote on the offer on 01-12-19.**

Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to accept the offer on 01-12-19.

**e. Consideration and vote on engaging Canady & Canady for the 2023 audit and income tax return.**

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to and signed the engagement letter with Canady & Canady for the 2023 audit and tax return.

**f. Consideration and vote on allowing other property owners to deliver ballots from neighbors.**

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to allow this for the 2024 election and to make sure the wording is corrected to not permit this for future elections. The only ballots that will be accepted are those turned in via electronic delivery, hand delivered by the resident, or by mail-in ballot.

**12. Next Meeting Date**

The 2024 Annual meeting is scheduled for Friday, April 26, 2024, at 7:00 pm.

The next regularly scheduled Board meeting will be held at the Clubhouse on Tuesday, May 28, 2024, at 9:00 a.m.

**13. Adjournment – 12:47 pm**

Approved:



Recording Agent,

Date: 5/28/2024



Chairperson

Date: 5/28/2024

**Owner's Questions**

**April 22, 2024**

1. A property owner asked if our delinquencies are decreasing. The BOT said they are slowly decreasing, but the amount the owner saw is due to the statute of limitations of four years.
2. A property owner asked if it was possible to get grass carp for our inland lakes. *The BOT state that this had ben done several times before, however, they should make a written request to the BOT and it would be reviewed.*
3. A property owner stated that they would like everyone to vote positively in the current MUD Bond election.

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

Appendix 8a

01-08-10	\$4,505.33
04-72-11	\$4,104.33
03-63-04	\$4,591.33
02-30-19	\$4,421.81
06-01-43	\$4,181.39
02-30-26	\$4,674.33
03-07-47	\$4,812.66
WV1-01-22	\$2,686.72
01-09-03	\$4,148.33
07-80-02	\$3,869.33
WV2-01-62	\$3,999.33
01-12-34	\$4,007.66
07-75-12	\$5,683.72
11-11-02	\$5,734.66
09-20-13	\$5,950.33
01-65-12	\$5,378.66
03-07-26	\$7,076.41
09-06-37	\$8,202.72
02-38-01	\$9,168.72
01-12-38	\$10,866.22
04-71-19	\$10,709.99
	\$118,773.98

## Appendix 9 a &amp; b

Unit Name	Violation ID	Inspection Date	Rule	Violation Description
01-20-01	882	04/16/2024	MNT	remove refrigerator from carport
05-02-07	867	04/15/2024	Abandoned / Junk Vehicles	Remove the Black Ford Mustang
05-02-07	868	04/15/2024	Trash Can	all trash much be put into trash cans with lid
08-01-65	869	04/15/2024	Lawn	Maintain the lawn at all times
09-02-39	870	04/15/2024	Sign	Please remove Trump sign for yard
09-01-47	871	04/15/2024	Lawn	Maintain the lawn at all times
09-20-13	872	04/15/2024	Lawn	Maintain the lawn at all times
05-03-25	873	04/15/2024	MNT	Remove light pole that you had taken down and placed beside lot
05-03-31	874	04/15/2024	MNT	Maintain the lawn at all times
05-03-23	875	04/15/2024	MNT	please maintain yard an upkeep
11-15-03	876	04/15/2024	MNT	All trailers shall be placed behind front set back of the home.
06-04-04	877	04/15/2024	Sign	Remove for sale sign from the yard, place in front window of the house
01-18-04	878	04/15/2024	Sign	Please remove for sale sign and place inside the window.
10-04-08	879	04/15/2024	Lawn	Maintain the lawn at all times
09-06-17	880	04/15/2024	MNT	All trailers shall be placed behind front set back of the home.
09-06-17	881	04/15/2024	MNT	Remove Christmas lights from the outside view.
02-30-19	852	04/12/2024	Lawn	Maintain the lawn at all times
02-37-16	853	04/12/2024	Sign	Please remove the Trump flag from view, it's not an approved flag.
02-37-22	854	04/12/2024	Sign	Please remove the sign from the front of the house.
02-37-22	855	04/12/2024	MNT	Clean up the property roof and gutters need cleaning.
02-37-22	856	04/12/2024	Lawn	Maintain the lawn at all times
01-17-05	857	04/12/2024	MNT	Property needs your attention on cleaning the garage / cart port.

01-17-05	858	04/12/2024	Lawn	Maintain the lawn at all times
01-17-05	859	04/12/2024	Sign	Replace the American Flag
01-09-06	860	04/12/2024	Lawn	Maintain the lawn at all times
01-09-06	861	04/12/2024	Sign	For sale sign needs to go in the window.
11-12-18	862	04/12/2024	Recreational Storage	All Recreational Vehicles must be placed behind front set back of the home.
03-07-28	863	04/12/2024	Sign	Remove political sign
11-09-05	864	04/12/2024	Recreational Storage	Please store boat behind the front set-back line of the home
04-65-35	865	04/12/2024	MNT	please remove all metal from yard
11-11-01	866	04/12/2024	Lawn	Please maintain lawn at all times
02-30-37	851	04/11/2024	Lawn	Maintain the lawn at all times
01-12-34	848	04/05/2024	Sign	Do not put out for sale signs. One sign can be placed inside a front facing window.  Per POA Policy Manual Article 9 page 23 Section 9.2
03-44-04	849	04/08/2024	Violation of ACC Article 5	Consolidated Restated and Amended Reservations, Restrictions and Covenants for Westwood Shores Subdivision of Trinity Count, Texas PER - Article 4- General Restrictions Section 4.16 Oil Development Prohibited: No oil drilling, oil development operation,