



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD APRIL 28, 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 April 22, 2025.

**In Attendance:**

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

**Absent :**

Rick Walterscheid, Trustee  
Chris Williams – Maintenance Supervisor

**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 – John Valenta – Pro Shop.
- b. 4<sup>th</sup> of July Sponsorship donation levels announced
- c. Resignation of POA Board Trustee Rick Walterscheid
- d. Trinity Precinct 2 Commissioner Mike Lofton demonstrated a new product being used by Trinity County for pothole repair and told of the good results found with this product on county roads
- e. Update given on breakdown of corrugated boxes – if Styrofoam is inside the box, the Styrofoam may be placed in household trash, but the box will still need to be broken down

**4) Constable Report**

- a. Constable Mark Cole submitted the following report services for Trinity County provided by the Constable for the month of March: attended JP, County and District Court, responded to 1 accident call, 1 burglary call, 1 animal call, 3 fire/EMS calls, 4 traffic warnings, and 1 traffic citation. Additionally, Constable Cole removed two alligators from Westwood Shores inland lakes.

## 5) Consideration of Minutes

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

## 6) Reports

### a. Access Control

Trustee Deta Rogillio reiterated Access Control numbers given at the Annual Meeting. Those statistics showed that from April 1, 2024, through March 31<sup>st</sup>, 2025: 88,017 vehicles were vetted through the left-hand lane: 55,856 POA, 23,435 Contractor, 1,997 MVR, and 6,735 Country Club. During the same time period, 6,483 telephone calls were received.

### b. Architectural Control Committee

The minutes from April 14, 2025, meeting was attached for the Board of Trustees to review. ACC Chair George Gallagher reported year-to-date: 4 new homes; 21 additions/ improvements; 9 fences; 4 propane tank screening; 3 extensions; and 16 denials.

### c. Maintenance Report

Supervisors report and updates were attached for board review.

Maintenance Supervisor Chris Williams was absent, and Trustee Jo Matthew reported for the Maintenance Department. Heavy Haul pickup for April totaled approximately 160 yards of trash, 6 dead trees were removed from POA property, 11 work orders completed with 2 scheduled for completion, roadside ditch lines are being mowed, and daily trash pickup is running without problems. The drainage project on Westwood West was completed, drainage project on Shallow Springs is ongoing, and the next round of drainage projects are being reviewed. A beaver was removed from Horseshoe Lake; Aqua Tek has treated additional lake areas, and Diversified has completed the tree trimming from roads.

### 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 March with \$2,264,924 cash on hand. He reported that the Administrative Office was under budget. The Pro Shop and 19<sup>th</sup> Hole exceeded their budget. The total Association net income in March was \$28,050 better than the budget. Rick also stated that the overall financial performance for the month of March and the year-to-date performance are very good.

### e. Deed Violations and Inspection Visits

Violation report was attached for Board Review.

Update for March through April. There were 59 corrected, 16 new, 10 at legal or public nuisance, and 65 currently active.

### f. Country Club Committee

No Meeting.

### g. Greens/Golf Committee Report

No Meeting.

### h. Streets and Roads Committee

No Meeting.

### i. Strategic Planning Committee

Trustee Ron Auvenshine reported that the Committee continues to meet. He stated a survey would be sent out in the next couple of weeks and requested everyone take the time to answer the survey.

### j. Maintenance Committee

No Meeting.

### k. Neighborhood Watch Committee

Minutes from April 1, 2025, meeting was attached for Board review.

Trustee Liaison Cheryl Savage reported that the Committee reviewed Zone Captains and the need to show them support. A review of the new Neighborhood Watch information system was accomplished with tips and tricks shown. Planning for the 2025 National Night Out has started.

I. **4<sup>th</sup> of July Ad Hoc Committee**

Trustee Rick Renfro reported that the 4th of July Committee set up the different donation levels. The levels are: Grand Finale level \$5,000 or above, Roman Candle level \$2,501 to \$4,999; Cherry Bomb level \$1,501 to \$2,500; Firecracker level \$501 to \$1,500; and Sparkler level \$250 to \$500.

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 8 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 8 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 or small claims court to collect such past due payments through lawsuit and foreclosure, if necessary.**

Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to refer the list of properties attached as **appendix 8 c** to small claims court to attempt to collect past due assessments. All approved.

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

None.

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) Approved the additional pool renovation expense to build a 24'x24' concrete pad with a cool seal topping to match the pool area. The cost is \$6,000.00 of which the Civic Association has agreed to donate \$3,000.00 to help cover the cost to the POA. The POA will pay the remaining \$3,000.00 from current funds.

ii) Approved the purchase of the 18 new hole signs for the golf course for \$7,200.00 Over \$6,000.00 in sponsorship monies have been promised to pay for the hole signs.

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

i) None.

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

i) None.

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. **Nominate and elect officers for the 2025 – 2026 Westwood Shores Board of Trustees.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees elected Dorothea Rogillio as Board President, Charlotte Matthew as Vice President, and Ronald Auvenshine as Secretary/Treasurer for the 2025 – 2026 year.

**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 appeal on 01-01-04.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to deny the ACC appeal request due to section 7.14 Propane Tanks of the ACC Policy Manual, which states:

- a. The owner shall first apply and receive written approval from the ACC prior to construction.
- b. All above ground 50 gallon or greater propane tanks must be fully screened from view.
- c. The enclosure shall be a maximum of 18 inches from the propane tank on all four (4) sides.
- d. The enclosure shall be no more than six (6) inches taller than the highest point on the propane tank.
- e. Materials used to screen the propane tank must be specifically named with detailed description and example of the material in the ACC submission.
- f. If the propane tank is screened with wood, the wood must be painted to match the color of the house. In the case of a brick or stone house, the screen must be painted to match the trim color of the house.
- g. Construction shall be in compliance with all federal, state, and local rules and regulations regarding propane tank installation.
- h. No 50 gallon or greater propane tanks shall be allowed in the subdivision without prior written approval by the ACC.
- i. If a legaced propane tank is refurbished in anyway or replaced with a new propane tank, the refurbished or new propane tank will be required to be buried or screened from view.

**b. Consideration and vote on accepting applications from the community to fill recently resigned board position.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to have management send out an e-blast to the community asking for applicants for the recently resigned two-year Board position to be open for applications. The deadline for applications is 5pm Friday May 2, 2025. Once applications are received the sitting Board will review the applications and interview each candidate. After the interviews are completed, the Board will vote on the best applicant to fill the open two-year position at the May Board meeting.

**c. Consideration and vote on request for discounted clubhouse rental.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees denied the request for a discounted rate for the Butterfly Queens Pageant event.

**12. Next Meeting Date**

The next regularly scheduled Board meeting will be held at the Clubhouse on Tuesday, May 27, 2025, at 9:00 a.m.

**13. Adjournment – 12:30 pm**

Approved:



Recording Agent,

  
Chairperson

Date: 5/27/25

Date: 5/27/25

Owner's Questions

April 28, 2024 2025

1. A property owner thanked POA Board Trustees for the work that they have done and all the good things going on in the community.
2. A property owner thanked Trustee Rick Renfro for emphasizing the importance of deed violation enforcement.
3. A property owner emphasized the importance of attending bi-monthly County Commissioner Court and requested all residents make an effort to attend the meetings.
4. A property owner thanked the Maintenance Department for mowing his street.

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 specific questions are encouraged to continue to use the email address and their questions will be answered by a member of the board.

Appendix 8 a & b

	Unit Name	Violation ID	Inspection Date	Rule	Violation Description
1		1,159	04/23/2025	MNT	PLEASE MAKE THE REPAIRS ON THE HOME AND REMOVE THE BUSTED WINDOW AND REPLACE IT. MAINTAIN THE PROPERTY AT ALL TIMES. REMOVE ALL THE DEBRIS FROM UNDER THE CARPORT.
2		1,378	04/18/2025	MNT	Major repairs to the home are needed or removal of the home.
3		1,374	04/18/2025	Building without ACC Approval	Please come in and submit an ACC application for the screened in back porch.
4		1,376	04/18/2025	Lawn	maintain the yard at all times.
5		1,375	04/18/2025	Lawn	maintain the yard at all times.
6		1,373	04/17/2025	Lawn	Please maintain lawn at all times, clean up all the shrubs and edge the driveway and curb.
7		1,370	04/17/2025	Recreational Storage	Boat must be stored behind front setback line of home.
8		1,371	04/17/2025	Sign	PLEASE REMOVE THE FOR SALE SIGN FROM THE GARAGE AND PLACE IT IN THE FRONT WINDOW ON THE INSIDE OF THE HOME.
9		1,372	04/17/2025	Recreational Storage	Boat must be stored behind front setback line of home.
10		1,369	04/17/2025	MNT	PLEASE CLEAN UP AND REMOVE ALL THE BUILDING MATERIAL
11		1,368	04/16/2025	Recreational Storage	place all trailers and boats behind front set back line of the home
12		1,367	04/10/2025	MNT	REMOVE THE BROKE DOWN CAR FROM THE DRIVEWAY, REMOVE THE TRAILOR FULL OF BUILDING LUMBER AN BOXES,REMOVE THE FALLEN TREE LIMBS AS WELL
13		1,366	04/07/2025	MNT	PLEASE MAKE THE REPAIRS ON THE HOME AND REMOVE THE BUSTED WINDOW AND REPLACE IT. MAINTAIN THE PROPERTY AT ALL TIMES. REMOVE ALL THE DEBRIS FROM UNDER THE CARPORT.

14	[REDACTED]	1,360	04/01/2025	Recreational Storage	Please remove the camper from the drive way.
15	[REDACTED]	1,356	03/25/2025	Lawn	PLEASE MAINTAIN THE LAWN AND ROOF OF HOME AT ALL TIMES. PLEASE CLEAN UP ALL THE PINE NEEDLES AND LEAVES.
16	[REDACTED]	1,355	03/24/2025	Building without ACC Approval	Please see the ACC Policy Manual Article 7, section 7.08 which explains storage buildings. Your storage building does not meet current requirements of the POA. The complete manual can be found on our website. Please review the document and apply with the ACC

Appendix 8 c

Lot ID	Amount Owed	Small Claims	Attorney	Home	Lot
[REDACTED]	\$ 4,490.33	Yes		Yes	
[REDACTED]	\$ 11,436.33	Yes			Yes
[REDACTED]	\$ 11,436.33	Yes			Yes
[REDACTED]	\$ 11,436.33	Yes			Yes
[REDACTED]	\$ 10,671.33	Yes			Yes
[REDACTED]	\$ 11,176.00	Yes			Yes
[REDACTED]	\$ 5,769.33	Yes			Yes
[REDACTED]	\$ 5,769.33	Yes			Yes
[REDACTED]	\$ 6,099.33	Yes			Yes
[REDACTED]	\$ 5,839.99	Yes			Yes
[REDACTED]	\$ 4,404.04	Yes			Yes
[REDACTED]	\$ 6,788.33	Yes			Yes
[REDACTED]	\$ 8,283.33	Yes			Yes
[REDACTED]	\$ 7,108.33	Yes			Yes
[REDACTED]	\$ 10,533.33	Yes			Yes
[REDACTED]	\$ 7,108.33	Yes			Yes
[REDACTED]	\$ 7,108.33	Yes			Yes
[REDACTED]	\$ 6,908.33	Yes			Yes
[REDACTED]	\$ 6,908.33	Yes			Yes
[REDACTED]	\$ 7,108.33	Yes			Yes
[REDACTED]	\$ 7,108.33	Yes			Yes