



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD AUGUST 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 August 20, 2024.

**In Attendance:**

Jo Matthew, President  
Deta Rogillio, Vice President  
Ron Auvenshine, Secretary  
Rick Renfro, Trustee  
Cheryl Savage, Trustee  
Susan Keel, Trustee  
Rick Walterscheid, Trustee  
19 Property Owners present  
Bradley Burkeen – Community Manager  
Bonnie Brown – Assistant Community Manager  
Christopher Hinshaw – Internal Financial Accountant  
Chris Williams – Maintenance Supervisor  
Christina Rowe – CSR ACC and Deed Restrictions

**Absent:**

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. Employee of the Month for July – Jessica Hardy / Admin Office.
- b. New Internal Financial Manager Christopher Hinshaw was introduced.
- c. Westwood Shores Garage Sale is scheduled for September 27<sup>th</sup> and 28<sup>th</sup> from 8 am – 5 pm. Please notify the POA Office if you would like to be on the list and map.
- d. There will be a Hospice Seminar held by the Civic Association on Thursday September 5<sup>th</sup> at 1 pm in the Clubhouse main dining room.

**5) Constable Report**

a. Constable Mark Cole was absent, and President Jo Matthew reported the following services for Trinity County provided by the Constable for the month of July: attended JP and District court, assisted during Hurricane; 2 traffic warnings, 2 traffic citations, 2 animal calls, and 1 eviction. A reminder that the annual deer harvest bow

hunting season would open September 28 and close January 5, 2025, and that deer harvest stand applications would be available at the Access Gate. Mandatory Meeting for deer hunters will be held on September 13<sup>th</sup> and/or 30<sup>th</sup>. Also, 4 alligator permits were allotted to WS this season. Alligator Harvest season is September 10<sup>th</sup> through September 30<sup>th</sup>. Please submit your bids through the POA Office. Bids start at \$500, and the four highest bidders will win the permits.

**6) Consideration of Minutes**

- a. The minutes of the following meetings were reviewed and approved, as presented, by a unanimous vote: July 27, 2024.

**7) Reports**

a. **Access Control Committee**

Trustee Deta Rogillio reported Access Control employee Clarence Tipton had retired after 2½ years. Statistics for the month of July are: 7,579 vehicles were vetted through the left-hand lane: 4,842 POA, 2,059 Contractor, 94 MVR, and 584 Country Club. 625 telephone calls were received in July. Deta reported 3,503 eTag's currently entered the system. She also reminded everyone that if you have a vendor coming in tomorrow and you enter that vendor in Gate Sentry today, it will not roll over to the next day unless tomorrow's date is specified in the app.

b. **Architectural Control Committee**

The minutes from the August 12, 2024, meeting were attached for the Board of Trustees to review. ACC Chair George Gallagher announced year-to-date: 14 new homes had been approved; 43 additions/improvements; 10 consolidations; 10 fences; 9 extensions, and 11 denials.

c. **Maintenance Report**

Maintenance Supervisor Chris Williams reported: that the Kia recall repair had been completed, seven dead trees had been removed, nonworking boat stall plugs replaced, and new boat lift switches were ordered. Also, the A/C vents in the 19<sup>th</sup> Hole were cleaned, 19<sup>th</sup> Hole grease trap drained and cleaned; toilet replaced on Hole #5, a brush pile burn was accomplished, and large road repair on Westwood East was completed.

d. **Budget Committee: Financials**

Trustee Renfro reported the POA ended July 2024 with \$1,816,240 in liquid assets. He further reported the total POA net income for the month was \$27,021 worse than the budget and is \$135,233 over budget for the year to date through the end of July. All operational business areas exceeded their income budgets for the month. Total payroll expenses were under budget for the month of July. The total Association operating income for the month of July was under the budget by \$56,009 and is \$16,450 better than the budget year to date through July. The monthly short fall is attributable to the Marina Village annual road contribution of \$12,000 not being received by the end of July due to mail speeds, it was received in August which will reflect in our August Financials, as well as the 2024 assessments receipts being \$44,174 under budget.

e. **Delinquent Accounts**

No report this month.

f. **Deed Violations and Inspection Visits**

Update for July and August. There were 14 corrected, 23 new, 1 ACC, 9 at legal or public nuisance, and 104 currently active.

g. **Country Club Committee**

Trustee Liaison Susan Keel reported that the Committee requests the Board to define what areas are within their scope. The Committee shall begin holding their meetings at the POA Office. Deep cleaning of the 19<sup>th</sup> Hole was discussed as well as overall cleanliness of the building and grounds. Country Club has water leaking along the porch wall and in the library room during heavy rains. The board was advised of these issues.

h. **Greens/Golf Committee Report**

No Golf/Greens Committee was held during the month. Trustee Liaison Rick Waltersheid reviewed the Golf Course Manger's report. Trees on Holes #5 and #11 have been cut and stump grinding will begin in late September; new green/tee mowers should arrive later this month; sprinklers on holes #4, #8, #16 and #18 have been repaired; preemergent application will be applied the second week of September; leak on Hole #18 tee box

has been repaired; cart paths will be edged and completed in early September; and the native areas are being given a new look on some of the holes.

i. **Streets and Roads Committee**

Trustee Liaison Ron Auvenshine reported that the Committee discussed the ongoing culvert and ditch projects, roads to be scarified and repacked, and homeowner concerns. Bids for repair to the double barrel culverts at Fairway near the mailboxes and Blue Bonnet near Meadow Lake were reviewed and recommended to the Board.

j. **Maintenance Committee**

No meeting.

k. **Strategic Planning Committee**

No meeting.

l. **Neighborhood Watch Committee**

Trustee Liaison Cheryl Savage announced that the Committee finalizing plans for the Annual Neighborhood Night Out to be held on October 5<sup>th</sup> from 5 to 8 pm. Work has continued on the WS Connections database and TCAD records have been added to the program. The Committee plans to give the Block Captains the ability to see the information for property owners within their block assignments and for property owners to have to ability to view their record and some contact information for other property owners within their sector.

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

- i) Approved 85/15 split on employee insurance plans.
- ii) Approved the sale of lot 08-01-62.
- iii) Approved the sale of lot 01-09-04.
- iv) Approved the sale of lot 08-05-28.
- v) Approved the changes to the WS Associate Membership plan.

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 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.**

None.

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

None.

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

None

g. **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) Schedule the July 4<sup>th</sup> 2025 Celebration on July 5<sup>th</sup> 2025 and go with the bid from Sky Wonder Pyrotechnics.

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

None.

i. Review and vote on recommendations from the Maintenance Committee.

None.

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

None.

k. Review and vote on recommendations from the Neighborhood Watch Committee.

Following due discussion and upon a motion duly made, seconded, and unanimously approved the Board of Trustees agreed to:

- i) Hold a neighborhood night out cookie baking contest on October 5<sup>th</sup>, 2024.

**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 purchasing two trash trucks for the community.

Following due discussion and upon a motion duly made, seconded, and majority approval, the Board of Trustees agreed to:

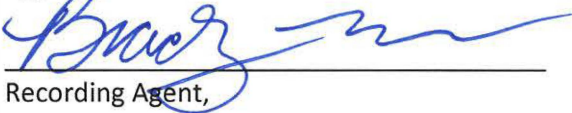
- i) Purchase two Isuzu – NRR – RL Pac Mac trash trucks from RDK Truck Sales in the amount of \$249,588.00 which could result in a significant yearly savings for the community.

**12. Next Meeting Date**

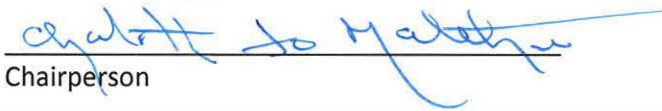
The next regularly scheduled Board meeting will be held at the Clubhouse on Monday, September 23, 2024, at 9:00 a.m.

**13. Adjournment – 1:13 pm**

Approved:

  
\_\_\_\_\_  
Recording Agent,

Date: 9/23/2024

  
\_\_\_\_\_  
Chairperson

Date: 9/23/2024

## Owner's Questions

August 26, 2024

1. A property owner asked if the Board had decided not to resod the greens with monies set aside for that purpose. *No official decision has been made. The Golf Course Manager sees improvement in the greens and there has been some discussion about shifting this money to other projects.*
2. A property owner asked if Salt Creek Acres property owners are allowed to have Air B&Bs. *Salt Creek Acres deed restrictions are much different from WS. The documents must be reviewed to ensure a proper response.*

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 9 a &amp; b

	Unit Name	Violation ID	Inspection Date	Rule	Violation Description
1	09-19-15	1,064	08/21/2024	Animal	ALL DOGS MUST BE KEPT ON A LEASH OR IN A FENCH IN YARD AT ALL TIMES
2	06-02-18	1,062	08/20/2024	Sign	REMOVE THE SIGN FROM PROPERTY, READ GOVERN DOC ACC ARTICAL 9
3	01-19-24	1,063	08/20/2024	Building without ACC Approval	You will need to come in and submit a correct application for the roof on this property., This time of roofing is not allowed, Please see the govern documents ARTICLE 6 SECTION 6.07 in the acc Policy Manuel
4	WV1-01-23	1,061	08/07/2024	NOX	DO NOT DRIVE YOUR GOLF CART ACROSS ANYBODYS PROPERTY OR YARD
5	05-03-10	1,060	08/05/2024	MNT	PLEASE MAINTAIN THE PROPERTY AT ALL TIMES, CLEAN UP ALL THE TRASH AND DABRIS FROM THE YARD AND AROUND THE PROPERTY
6	01-08-08	1,059	08/05/2024	Lawn	Please remove the dead branches from the yard
7	05-05-22	1,046	08/02/2024	Lawn	Please maintain lawn and clean up all debris at all times
8	04-66-18	1,050	08/02/2024	Recreational Storage	place all trailers behind front set back line of the home , other trailers need to be placed on a cement slab, at which time you will need to come in and submit an application for, and needs to be approved by the ACC board members
9	04-66-20	1,051	08/02/2024	Lawn	Please maintain lawn at all times. Weed and Edge the property
10	07-80-02	1,048	08/02/2024	Lawn	Please maintain lawn at all times an maintain the up keep of the yard
11	03-56-05	1,056	08/02/2024	MNT	PLEASE REMOVE THE MATRESS FROM THE YARD

12	09-12-10	1,054	08/02/2024	MNT	PLEASE REMOVE THE DEAD TREE FROM THE FRONT OF YOUR YARD
13	03-61-04	1,057	08/02/2024	Lawn	Please maintain lawn at all times and remove all dead tree limbs from the yard
14	06-01-09	1,047	08/02/2024	Parking on Common Roads	Please remove for sale truck from the road
15	05-02-07	1,045	08/02/2024	Lawn	Please maintain lawn at all times, clean up bushes, edge driveway
16	09-19-15	1,055	08/02/2024	Building without ACC Approval	PLEASE COME IN AND SUBMIT AN APPLICATION FOR INSTALATION AND SCREENING OF THE PROPAIN TANK
17	10-05-18	1,053	08/02/2024	Lawn	Please maintain lawn at all times and edge the property
18	10-11-20	1,052	08/02/2024	MNT	Please maintain lawn at all times and property and maintain house at all times
19	03-62-07	1,058	08/02/2024	Lawn	PLEASE MAINTAIN LAWN AND PROPERTY AT ALL TIMES, CLEAN UP THE PROPERTY
20	WV01-01-01	1,044	08/01/2024	MNT	Please remove the broke swing from view
21	01-13-21	1,041	07/29/2024	Lawn	Please maintain lawn at all times and clean up any and all debris
22	04-66-23	1,040	07/25/2024	Parking on Common Roads	Please Make sure all Vehicles are Parked in your driveway and not in the road
23	10-11-21	1,039	07/23/2024	MNT	Please maintain property at all times. Along with the upkeep of the home and maintain the yard as well as mowing and removing all debris