



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD SEPTEMBER 23, 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 September 17, 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
25 Property Owners present
Bradley Burkeen – Community Manager
Christopher Hinshaw – Internal Financial Accountant
Christina Rowe – CSR ACC and Deed Restrictions

Absent:

Mark Cole – Constable
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) 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 August – Martin Kizer / POA Maintenance.
- b. Garage Sale weekend September 27 and 28 – Beautification Buddies hosting sale by tennis courts – Phil the Box is available through this coming weekend for your used clothing and accessories – if unable to reach handle to box, place donation by box and someone from Beautification Buddies will ensure it gets in the box.
- c. 4th of July Ad Hoc Committee forming – POA came very close to breaking even in 2024 for all expenses incurred – Committee would probably meet a couple of times a month to start and then as needed up to July – hoping to get an early start on securing business donations – if interested in participating, please contact Community Manager or a Board member
- d. POA purchased two new compacting garbage trucks – this decision has been over three years in the making and is why the decision was made a few years back to move to hinged trash cans. In the spring of 2023, Operations Manager Clayton Creel presented a cost analysis to the BOT about the rising double-digit costs of household

debris pick up. Private company compactors and disposal of debris is an ever-rising expense. Trustee Renfro did another cost analysis and Internal Financial Manager Henshaw verified the analysis that indicates a \$30,000 a year savings in private company costs combined with labor savings for a total projected savings of \$40-\$50,000 a year. The life expectancy of the trucks is 15-20 years so savings should increase each year. With the commencement of use of these trucks, household debris pickup will change to once a week and cardboard pickup will be picked up separately twice a month. POA will be sending out information about the start of these changes as they are ready to occur.

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 August: attended JP and District court, 1 traffic warning, 2 traffic citations, and 1 accident service call. We have had more deer hunters sign up this year than we have hunting spots, but we only sold one alligator permit.

6) Consideration of Minutes

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

7) Reports

a. **Access Control Committee**

Trustee Deta Rogillio reported Access Control statistics for the month of August are: 7,780 vehicles were vetted through the left-hand lane: 4,685 POA, 2,248 Contractor, 197 MVR, and 656 Country Club. 640 telephone calls were received in August. Deta asked if you have outside people coming in to help you with your garage sale that you put them into Gate Sentry and ensure that you have them in for both days. Also, Access Control is cleaning up the eTag database. If you buy a new vehicle, please put your old vehicle information at the bottom of the eTag form so that it may be removed from the eTag system.

b. **Architectural Control Committee**

The minutes from the September 9, 2024, meeting were attached for the Board of Trustees to review. ACC Chair George Gallagher announced year-to-date: 15 new homes have been approved; 54 additions/improvements; 11 consolidations; 30 fences; 13 extensions, and 11 denials. The ACC asks the POA BOT to review the number of extensions that may be granted without penalty on projects.

c. **Maintenance Report**

Maintenance Supervisor Chris Williams was absent and President Jo Matthew reported that the 19th Hole grease trap was dumped and cleaned, the Lake Livingston transfer pump was repaired, one new employee was hired (still have three open positions), road repairs done in the townhomes to fix "soft spots" from rain, hay field mowing has been accomplished, garbage trucks picked up from Florida and Mississippi, new fuel inventory sheets started, preventative maintenance sheets being developed, and two more dead trees were removed.

d. **Budget Committee: Financials**

Trustee Renfro reported the POA ended August 2024 with \$1,783,635 in liquid assets. He further reported the total POA net income for the month was \$33,408 better than the budget and is \$81,881 over budget for the year to date through the end of August. All operational business areas exceeded their income budgets for the month. Total payroll expenses were under budget for the month of August. The total Association operating income for the month of August was over the budget by \$42,464 and is \$72,038 better than the budget year to date through August. Total Association operating expense for the month of August was over the budget by \$9,056. The Association is currently \$153,919 over the year-to-date expense budget due in part to the 2023 road expense of \$154,360 that was paid in January.

e. **Delinquent Accounts**

No report this month.

f. **Deed Violations and Inspection Visits**

Update for August and September. There were 38 corrected, 30 new, 1 ACC, 9 at legal or public nuisance, and 96 currently active.

g. **Country Club Committee**

No meeting in September.

h. **Greens/Golf Committee Report**

No meeting in September.

i. **Streets and Roads Committee**

Trustee Liaison Ron Auvenshine reported that the Committee divided into two groups and drove all 26 miles of roads within the community. They assessed the conditions of the roads, approximated traffic loads, and evaluated drainage and culverts. The Committee plans to combine notes made during the assessment and discuss the findings at the October meeting.

j. **Maintenance Committee**

Trustee Liaison Jo Matthew presented the Maintenance Committee Report. She stated that a consultant has been contacted and is working on a proposal to remedy the spillover on Westwood Lake and that bids are being secured for tree trimming on roads. All members' reports were divided into their different areas and submitted to the appropriate supervisor for his review and attention.

k. **Strategic Planning Committee**

No meeting in August.

l. **Neighborhood Watch Committee**

Trustee Liaison Cheryl Savage reported that the Committee finalized plans for the October 5th Neighborhood Night Out event to be held at the Clubhouse. Activities have been planned such as Scavenger Bingo and a Cookie Bake-off. Additionally, a helicopter ambulance service may be present to explain their services to the community. WS Connections database zone records have been completed and roll out preparations are in progress.

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

i) Approved payment plan on 06-01-40.

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.**

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

i) Request more information from association attorney to determine the legality of only offering 1 6-month extension for a project of any type. If another extension is requested then the deposit would be kept, and to determine if any additional extensions were needed could we charge more for that extension.

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) Charge a \$25 admin fee plus the certified letter fee to any violation letter that is sent out for any property owners who are in violation of association documents beginning January 1, 2025. The \$25 admin fee represents the minimum cost to produce the violation letter.

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.**

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 offering two positions to Josh Dixon and Kenneth Parker.**

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

i) Offer Josh Dixon the position of Golf Course, Pro Shop, and Facilities Manager.

ii) Offer Kenneth Parker the position of Golf Course Grounds Supervisor.

b. **Consideration and vote on offers on two properties.**

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

i) 01-03-06, and 01-33-16

c. **Consideration and vote on counteroffer for 02-36-13 and 02-36-14.**

Following due discussion and upon a motion duly made, seconded and unanimously approved, the Board of Trustees agreed to counteroffer in the amount of \$5,000.00 down payment with equal monthly payments and waiving the statute of limitations balance on each of the two accounts listed above.

d. **Consideration and vote on proposal to address Westwood Lake Spillover.**

Following due discussion and upon a motion duly made, seconded and unanimously approved, the Board of Trustees agreed to accept the proposal from Don Martinez & Associates to address the Westwood Lake spill over.

12. Next Meeting Date

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

13. Adjournment – 12:59 pm

Approved:



Recording Agent

Date:

10/28/2024



Chairperson

Date:

10/28/2024

Owner's Questions
September 23, 2024

1. A property owner thanks BOT for new lounge chairs by the pool. A property owner asked if BOT had considered the effect moving to one day a week trash pickup would have on the community. *See "Announcements."*
2. A property owner asked that the BOT return to taking questions at the end of the meeting. *BOT will review for possible implementation.*
3. A property owner related problems associated with the current spec house program resulting in an 18.2-month backlog of homes. Property owner stated that this backlog affected the ability to refinance homes and secure a loan.

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 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 & b

	Unit Name	Violation ID	Inspection Date	Rule	Violation Description
1	01-16-03	1,108	09/11/2024	MNT	REMOVE THE TRAILERS FROM THE PROPERTY FULL OF TRASH
2	06-01-13	1,109	09/11/2024	MNT	MAINTAIN & DO REPAIRS ON THE HOME, FIX ALL HOLES ON THE HOME, REPAIR THE BUSTED BOARDS ON THE CARPORT
3	06-01-13	1,110	09/11/2024	Abandoned / Junk Vehicles	REMOVE ALL BROKEN DOWN VEHICLES FROM PROPERTY
4	06-01-13	1,111	09/11/2024	Parking on Common Roads	REMOVE THE BROKE DOWN CARS ON THE ROAD, THEY MUST BE HAULED OFF OR PARKED ON YOUR PROPERTY
5	06-01-13	1,112	09/11/2024	Lawn	YOU MUST MAINTIAN YOU YARD AT ALL TIMES, PICK UP ALL TRASH, TRIME TREE BRANCHES AND ANY DEBRIS THAT IS ON THE PROPERTY
6	02-30-10	1,104	09/10/2024	Flag	Please remove the political flag from the pole
7	01-17-25	1,105	09/10/2024	Lawn	Please maintain lawn at all times and remove all dead branches and limbs from the yard
8	04-71-12	1,106	09/10/2024	Animal	please make sure all dogs are on a leash or in a fenced in yard at all times
9	04-71-12	1,107	09/10/2024	MNT	PLEASE REMOVE THE TRAILER FULL DEBRI AN TRASH FROM THE HOME AND MAINTAIN PROPERTY AT ALL TIMES
10	08-04-28	1,099	09/09/2024	Flag	PLEASE REMOVE THE POLITICAL FLAG FROM THE POLE
11	03-07-28	1,098	09/09/2024	MNT	PLEASE REMOVE THE BOAT FROM THE BACK OF THE PROPERTY OF THE GOLF CORSE

12	01-17-08	1,097	09/06/2024	MNT	Please maintain lawn at all times, maintain the property and keep all the trash picked up and clean off the porch
13	06-01-40	1,095	09/06/2024	MNT	PLEASE REMOVE THE FURNITURE FROM THE FRONT YARD
14	01-06-01	1,091	09/04/2024	Flag	Please remove the political flag from the pole
15	02-35-02	1,085	09/04/2024	Flag	Please remove the political flag from the pole
16	04-67-04	1,090	09/04/2024	Lawn	Please maintain lawn at all times, and weeding and edging at all times
17	03-07-34	1,092	09/04/2024	Flag	Please remove the political flag from the pole
18	12-05-15	1,094	09/04/2024	MNT	PLEASE REMOVE THE WASHER AND DRYER FROM THE DRIVEWAY
19	03-54-08	1,089	09/04/2024	Sign	PLEASE REMOVE ONE OF THE SIGNS
20	09-02-15	1,083	08/27/2024	Sign	PLEASE REMOVE TWO OF THE POLITICAL SIGNS, PER GOVERNING DOCUMENTS YOU ARE ONLY ALLOWED ONE SIGN PER ARTICLE 9 SECTION 9.07
21	10-11-11	1,079	08/26/2024	MNT	Please maintain lawn at all times and clean up all debris around the home
22	10-09-03	1,080	08/26/2024	MNT	Please maintain home at all times and power wash house
23	01-34-27	1,081	08/26/2024	Building without ACC Approval	Please come into the office and submit a correct ACC application for this building, Please see our governing documents regarding this matter. SECTION 7.02 A
24	06-02-26	1,068	08/23/2024	MNT	Please maintain lawn at all times and the upkeep of the property
25	05-05-16	1,071	08/23/2024	MNT	Maintain Property at all times
26	03-53-11	1,078	08/23/2024	Lawn	Please maintain lawn at all times

27	11-03-30	1,074	08/23/2024	Lawn	Property is to be Maintained at all times as well as the fence
28	11-03-30	1,075	08/23/2024	Abandoned / Junk Vehicles	All vehicles must be kept on property an not on the roads, please move the truck,
29	05-04-23	1,073	08/23/2024	MNT	Maintain the Property at all times, Take trash out to the road in correct trash can
30	07-92-07	1,066	08/22/2024	MNT	Please remove the flag from you flag pole, Per govern documents SECTION 7.05 PAGE 19, #2. This flag is not allowed