

WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD JUNE 24, 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 June 18, 2024.

**In Attendance:**

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

**Absent:**

Rick Walterscheid – Trustee, 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 June – Cevon Patton/Access Control
- b. Susan Keel spoke about the community's 4<sup>th</sup> of July activities and that the fireworks are on Saturday, June 29<sup>th</sup> and the parade will begin at 7 pm this year. Something new this year will be the Kids Event beginning at 2 until 4. The hamburger supper shall be moved inside this year. Community donations pay for the celebration. Please buy raffle tickets for a gift card to the 19<sup>th</sup> Hole.
- c. Update on the Marina Village bridge. An engineer deemed the bridge unsafe, and Marina Village immediately shut the bridge down even to all traffic. Trinity Pines Campground is allowing limited access for vehicles only – no trailers – for those people living in Marina Village. Marina Village is expecting to have bids by the end of this week for the bridge repair and is hopeful that the repairs can be completed in one to two months. MVR will keep us updated as to the status of the bridge.

**5) Constable Report**

- a. Constable Mark Cole's was unavailable to be at the meeting. He reported the following services for Trinity County for the month of April: attended JP and District court, 2 traffic stops, 1 welfare check, 1 patrol due to tornado, 1 suspicious person/vehicle call, and 1 fire/EMS call.

**6) Consideration of Minutes**

- a. The minutes of the following meetings were reviewed and approved, as presented, by a unanimous vote: May 28, 2024.

**7) Reports**

a. **Access Control Committee**

Trustee Deta Rogillio announced the retirement of Access Control employee Shellie Smith on July 10<sup>th</sup>. Shellie has been working for Access Control for over 2 and a half years and will be greatly missed. Deta reported 193 e-Tags entered the system this year for a total of 3,471 in the system. She also reminded everyone that even if you have an eTag you must have a Westwood Shores decal on your vehicle. These decals give you entry through the left-hand lane, if needed, entry into Marina Village Resort, and show that your vehicle belongs in the community. Please stop by Access Control and get a decal if you do not have one. For the month of May, 7,633 vehicles were vetted through the left-hand lane: 4,641 POA, 2,136 Contractor, 283 MVR, and 573 Country Club. 622 telephone calls were received in May.

b. **Architectural Control Committee**

The minutes from the June 10, 2024, meeting were attached for the Board of Trustees to review. ACC Vice Chair Dahl Hansen announced for the Month of June: 1 new home had been approved; 4 additions/improvements; 1 consolidation; 1 fence; and 1 denial.

c. **Maintenance Report**

Maintenance Supervisor Chris Williams reported: that a debris burn had been accomplished. Debris pickup from the side of the roads shall continue throughout the month. Repairs were made to the fans at the 19<sup>th</sup> Hole and to their sink. Hayfield mowing has started. The culvert on Coral Gables and Stones Edge was replaced.

d. **Budget Committee: Financials**

Trustee Renfro reported the POA ended May 2024 with \$2,105,782 in liquid assets. He further reported the total POA net income for the month was \$9,336 worse than the budget and is \$77,705 over budget for the year to date through the end of May. All operational business areas exceeded their income budgets for the month. Total payroll expenses were under budget for the month of May.

e. **Delinquent Accounts**

No report this month.

f. **Deed Violations and Inspection Visits**

Update for May and June. There were 46 new violations, 1 Article 5 violation that remains open, 31 corrected violations from previous months, and 9 at legal or public nuisance for a total of 105 active violations.

g. **Country Club Committee**

Liaison Susan Keel reported that Sherri Neilson was elected Chairperson for this Committee. The Committee suggested the 19<sup>th</sup> Hole run specials on holidays and that outside tables moved together should be separated by those groups who moved them together. The Committee is looking for volunteers to work June 29<sup>th</sup> serving food and selling raffle tickets.

h. **Greens/Golf Committee Report**

Newly elected Chairperson Carrie Baker presented this report in the absence of Liaison Rick Waltersheid. She reported that sales had increased in the Pro Shop by 30.55% gross and 29.37% net year-to-date over last year. Discussion was held on numerous subjects including redoing the bunkers, a driving range project, and Improving drainage on Holes 5 and 6. Additionally, Marshals, Whoosh, water installation at the cart barn, and replacing trees were among other items discussed.

i. **Streets and Roads Committee**

Liaison Ron Auvenshine reported that the Committee had elected Paul Lowrey as Chair of this committee.

j. **Maintenance Committee**

Liaison Jo Matthew reported that the Committee is to have its first meeting on June 25, 2024.

k. **Strategic Planning Committee**

Trustee Ron Auvenshine announced that the Committee shall have its “reveal” meeting on a Saturday in July. The meeting announcement shall be sent to the community when the date is finalized.

l. **Neighborhood Watch Committee**

Liaison Cheryl Savage announced that the Committee had elected Peggy Caldwell as Chair, and their first task of updating the database of property owners is underway. Their next task will be dividing the community into blocks to solicit block captains.

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

a. Approved final pool rules update.

i) The board decided to table this to look at other criteria.

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.**

Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to refer the twenty-nine accounts that were sent 209 letters in May - June 2023 over to the Association’s attorney to seek payment in accordance with the governing documents if needed.

**See attached Appendix 9 c.**

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

None.

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

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

i) Offer a Non-Property Owner Golf Membership with the following stipulations:

(1) Non-Property Owner Golf Membership is offered to no more than 20 players.

(2) The Non-Property Owner Golf Member will pay a \$1000.00 initiation fee.

(3) All Non-Property Owner Golf Memberships are assessed and paid on a prorated basis for any remaining part of the calendar year for the first period of membership.

(4) Dues and fees are to be paid in full at the time of initiation of membership including tax.

(5) Must renew and pay the full assessment amount plus taxes for the year in January following their original purchase date.

(6) Non-Property Owner Golf Membership dues and fees are non-refundable and non-transferable.

(7) A Non-Property Owner Golf Membership is for a single golfer.

(8) A Non-Property Owner Golf Membership is a non-voting membership and excludes all other privileges and rights extended to WS Property Owners.

(9) Any Non-Property Owner Golf Members renewal not paid in full on the last business day of January will lose all privileges and their membership revoked.

(10) Any previous Non-Owner Golf Membership whose membership has been revoked due to a lapse in payment of dues may reapply for membership provided that a “membership spot” is available and all

fees and dues are paid in full. An initiation fee of \$1,000.00 will be required at the time of re-initiation along with applicable WS dues.

- f. **Review and vote on recommendations from the Country Club Committee**  
None
- g. **Review and vote on recommendations from the Budget Committee.**  
None
- h. **Review and vote on recommendations from the Streets and Roads Committee.**  
None
- i. **Review and vote on recommendations from the Strategic Planning Committee.**  
None
- j. **Review and vote on recommendations from the Neighborhood Watch Committee.**  
None
- k. **Review and vote on recommendations from the Maintenance Committee.**  
None
- l. **Review and vote on changes to POA and ACC Policy Manuals submitted by Association Attorney and have them recorded.**
  - i) Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to adopt the POA and ACC Policy Manual changes.

#### **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 fence request on 07-08-07.**  
Following due discussion and upon a motion duly made, seconded, and majority vote denied with one opposing the Board of Trustees agreed that the fence request does not meet requirements and the owner must submit an application to the ACC to construct a permanent fence.
- b. **Consideration and vote on property owner request for a payment plan on 06-02-32 & 09-03-03.**  
Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed:
  - i) \$200.00/month or more between now and the end of September, beginning in October the property owner will begin paying the appropriate amount for a six-month payment plan or more on 06-02-32.
  - ii) Not to accept the property back unless there is a proposed payment that is acceptable to the POA Board of Trustees and then would entertain the property back as well as the payment on 09-03-03.
- c. **Consideration and vote on property owner cards for people living in the home but not on the deed.**  
Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed not to issue property owner cards to anyone living in the home but not on the deed.
- d. **Consideration and vote on having two employees take a class for pool certification.**  
Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to:
  - i) Allocate the cost of two members of staff to attend the pool certification course up to \$1000.00.
- e. **Consideration and vote on three staff members' payroll increase.**  
Following due discussion and upon a motion duly made, seconded, and unanimously approved, the Board of Trustees agreed that the three staff members' rates will be increased as necessary for them to remain exempt employees.

#### **12. Next Meeting Date**

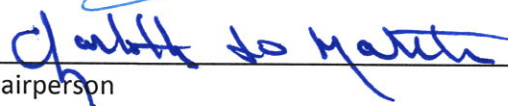
The next regularly scheduled Board meeting will be held at the Clubhouse on Saturday, June 27, 2024, at 9:00 a.m.

#### **13. Adjournment – 12:56 pm**

Approved:

  
Recording Agent,

Date: 7/26/2024

  
Chairperson

Date: 7/26/24

## Owner's Questions

May 28, 2024

1. A property owner asked that fees for the implementation of home generator systems be removed. *The BOT said the suggestion would be reviewed.*
2. A property owner asked to save an oak tree on the golf course. *The maintenance Supervisor will review the tree condition and talk with the property owner.*
3. A property owner asked if Marina Village had asked us for a donation to repair their bridge, what the pool attendant duties were, and if charges would be in effect for pool guests. *The BOT has not received a request for a donation from Marina Village, pool attendant duties were explained, and attendants are new and are still learning, and no changes to pool rules were scheduled for the 2024 season. Any changes that MAY be made will be for the 2025 season.*
4. A property owner asked why the outside food and drink ban at the pool is not universal. *The BOT stated that it is not a new rule but is now being able to be enforced with the use of pool attendants. The main issue concerning outside beverage containers is that is no way to know if banned drinks are in the container. It is not possible to know what is in the containers without inspecting each one. The food and drinks on the golf course are to be purchased through the 19th hole. Pickleball does not allow water containers in the playing areas. They are left next to the fence line. Food is not taken out to the courts. New rules for 2025 are being worked on and considerations for all concerns will be considered.*
5. A property owner about removing his trailer that is stored in Marina Village property. *The BOT advised him to contact Marina Village administration.*
6. A property owner asked about their road being improved. *Please submit these requests to the POA and the Roads Committee shall review the request.*
7. A property owner asked why the POA was not mowing un-mowed lots. *The BOT explained that they are unable to mow owned lots without legal authority to do so if the lot is considered a safety or health hazard. The BOT does pursue these lots, but it takes time to go through the legal steps. The property owners of lots that we are given court clearance to mow are charged \$100 for the POA to mow the lot.*
8. A property owner asked about the vegetation in the inland lakes and if grass carp could not be used more effectively. *The maintenance Supervisor discussed the current contract the POA has for the lakes to be chemically treated.*

Property owner questions sent to [poa@westwoodshorespoa.com](mailto:poa@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	04-72-06	984	06/19/2024	Lawn	Maintain lawn at all times
2	04-66-16	983	06/18/2024	Trash Can	all trash cans must have an appropriate lid, trash must be picked up and placed in a trash can
3	02-40-02	976	06/17/2024	Lawn	Please maintain lawn at all times and clear the curb of the overgrown weeds
4	02-40-19	977	06/17/2024	Lawn	Please maintain lawn at all times
5	11-13-08	982	06/17/2024	MNT	Please remove the lattice from the front of the house, and keep the yard maintained
6	12-06-05	981	06/17/2024	VEH	Please remove ford truck from property
7	04-65-17	979	06/17/2024	MNT	Please remove the green house
8	04-65-17	980	06/17/2024	MNT	Please Maintain the home at all times and pressure wash the sides of the home
9	01-32-01	974	06/14/2024	Lawn	Please maintain lawn at all times and make repairs to the fence
10	07-75-03	972	06/14/2024	Lawn	Please maintain lawn at all times
11	02-36-18	971	06/14/2024	Lawn	Please maintain lawn at all times
12	12-03-24	973	06/14/2024	MNT	Please remove any inoperable vehicles, tires under carport and trailer must be stored behind front setback line of home. please remove the trailer full of mettle
13	02-14-07	975	06/14/2024	Trash Can	all trash cans must have an appropriate lid, trash must be picked up
14	02-35-02	966	06/12/2024	MNT	Please remove the un-approved fencing and come in and submit a application for a correct fence
15	02-36-34	968	06/12/2024	MNT	PLEASE REMOVE AND CLEAN ALL OFF FROM THE CARPORT

16	02-36-34	969	06/12/2024	VEH	REMOVE THE BROKE DOWN VEHICLE FROM THE PROPERTY
17	07-87-14	970	06/12/2024	Sign	PLEASE REMOVE THE SIGN FROM THE YARD
18	12-06-15	964	06/12/2024	Lawn	Please maintain lawn at all times
19	12-06-16	965	06/12/2024	Lawn	Please maintain lawn at all times
20	09-06-18	956	06/11/2024	MNT	Please remove the washer and dryer from the front yard
21	09-06-37	957	06/11/2024	Lawn	Please maintain lawn at all times
22	01-16-03	954	06/11/2024	VEH	remove the broke down vehicle from the property
23	03-53-08	955	06/11/2024	Recreational Storage	PLEASE REMOVE THE RV FROM THE FRONT OF THE PROPERTY
24	WV1-01-18	963	06/11/2024	MNT	REMOVE THE CHRISTMAS LIGHTS FROM THE HOME, AND MAINTAIN THE PROPERTY AT ALL TIMES
25	03-56-05	960	06/11/2024	Lawn	Please maintain lawn at all times
26	WV1-01-27	962	06/11/2024	MNT	remove all trash and debris from the front of the home
27	WV2-01-68	961	06/11/2024	MNT	Please maintain the home at all times/replace the siding on the side of the home
28	08-04-67	959	06/11/2024	MNT	Please remove the washer from the front porch
29	02-35-11	951	06/06/2024	Lawn	Please maintain lawn at all times
30	10-04-10	952	06/06/2024	Lawn	Mow the lawn
31	01-09-07	953	06/06/2024	Lawn	Mow your lawn
32	03-63-15	944	06/04/2024	Recreational Storage	place all trailers behind front set back line of the home
33	04-72-06	942	06/04/2024	MNT	You will need to come in and submit an application for the correct propane cover
34	09-01-26	948	06/04/2024	Lawn	Please maintain lawn at all times

35	09-16-08	947	06/04/2024	Building without ACC Approval	You will need to come in and submit an application for the acc meeting for the screening of your propane tank.
36	01-5A-01	949	06/04/2024	Lawn	Please maintain lawn at all times
37	01-7A-02	950	06/04/2024	Lawn	Please maintain lawn at all times
38	03-63-03	945	06/04/2024	Lawn	Please maintain lawn at all times
39	02-37-02	940	06/03/2024	Lawn	maintain lawn at all times
40	09-09-16	938	06/03/2024	VEH	Remove all vehicles from the road
41	09-09-16	939	06/03/2024	VEH	Remove for sale vehicle from the raod.
42	02-35-02	933	05/31/2024	MNT	please remove the improper fencing from around your propane tank, and submit a application for a proper fencing
43	11-11-02	935	05/31/2024	Recreational Storage	Please remove all trailers from side of the property, you are only allowed 2 trailers on property
44	11-11-02	936	05/31/2024	VEH	Remove all vehicles from the road
45	10-04-08	937	05/31/2024	Lawn	Please maintain lawn at all times
46	08-03-06	931	05/29/2024	MNT	PLEASE REMOVE CHRISTMAS LIGHTS FROM THE YARD

Appendix 9 c

	A	B	C
26	JUNE 2024		
27	01-18-10		
28	01-18-04		
29	01-19-27		
30	02-35-04		
31	02-35-11		
32	02-39-21		***
33	02-40-09		---
34	02-41-18		***
35	03-44-02		***
36	04-65-35		
37	04-67-04		
38	04-67-05		
39	04-71-10		)
40	04-73-01		
41	05-02-07		
42	05-03-10		
43	05-03-55		
44	06-02-32		(09-03-03 also)
45	09-03-03		
46	09-08-16		
47	09-08-17		---
48	09-09-11		---
49	09-17-06		---
50	09-20-14		
51	11-03-30		
52	11-03-32		
53	11-09-04		***
54	11-16-37		---
55	12-01-02		---
56	14-01-10		***
57	<b>Total:</b>	<b>\$180,370.06</b>	