



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD OCTOBER 28, 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 October 22, 2024.

**In Attendance:**

Jo Matthew, President  
Deta Rogillio, Vice President  
Ron Auvenshine, Secretary  
Cheryl Savage, Trustee  
Susan Keel, Trustee  
Rick Walterscheid, Trustee  
26 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  
Rick Renfro, Trustee

**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 with one change to add streets and roads October 7, 2024, Minutes.

**4) Announcements**

- a. Employee of the Month for August – Lena Ewart / Access Control.
- b. 4<sup>th</sup> 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 the Community Manager or a Board Member.

**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 September: attended JP and District court, responded to suicide attempt, 3 traffic citations, 2 animal calls, 5 welfare checks, and 2 suspicious calls. Deer harvest numbers: 28 resident hunters; 17 does; 3 spikes; and 3 buck (large 8 pointers).

## 6) Consideration of Minutes

- a. The minutes of the following meetings were reviewed and approved, as presented, by a unanimous vote:  
September 23, 2024.

## 7) Reports

### a. Access Control Committee

Trustee Deta Rogillio reported Access Control statistics for the month of September are: 7,303 vehicles were vetted through the left-hand lane: 4,640 POA, 1,964 Contractor, 120 MVR, and 579 Country Club. 502 telephone calls were received in September. Deta also announced the hiring of two new employees and the loss of one employee. She further explained that the new smaller NTTA eTag's were not being read by our current e-reader and that options were being explored to allow all e-Tags to be read.

### b. Architectural Control Committee

The minutes from the October 14, 2024, meeting was attached for the Board of Trustees to review. ACC Chair George Gallagher announced year-to-date: 18 new homes have been approved; 66 additions/improvements; 13 consolidations; 31 fences; 13 extensions, and 14 denials.

### c. Maintenance Report

Maintenance Supervisor Chris Williams was absent and President Jo Matthew reported the 19<sup>th</sup> Hole grease trap was dumped and cleaned, heavy haul pick up was completed, hired two more part-time employees, weed eating and mowing has been caught up throughout the subdivision, replaced motor on lake transfer pump, repaired broken gate handle at boat stalls; replaced broken netting around shop yard, and cleaned POA office roof of branches.

### d. Budget Committee: Financials

Trustee Rick Renfro was absent, and President Jo Matthew reported the POA ended September 2024 with \$1,732,967 in liquid assets. She further reported the total POA net income for the month was \$78,720 better than the budget and is \$278,794 over budget for the year to date through the end of September. All operational business areas exceeded their income budgets for the month. Total payroll expenses were under budget for the month of September. The total Association operating income for the month of September was less than the budget by \$11,764 and is \$61,107 better than the budget year to date. Total Association operating expense for the month of September was over the budget by \$222,317 due to the cost of the garbage trucks.

### e. Delinquent Accounts

No report this month.

### f. Deed Violations and Inspection Visits

Update for September and October. There were 47 corrected, 14 new, 7 at legal or public nuisance, and 63 currently active.

### g. Country Club Committee

Trustee Susan Keel reported that the Committee discussed a "water tree filter" for the 19<sup>th</sup> Hole. A new food program with Gorden Food has been initiated which should result in cost savings. Decided the 19<sup>th</sup> Hole will continue the current summer hours. Suggestions for different activities at the Clubhouse were reviewed. Discussion was also held on how to finance new flooring with preliminary cost estimates being \$40,000 - \$50,000.

### h. Greens/Golf Committee Report

Trustee Rick Walterscheid reported the departure of Josh Miller and promotion to Josh Dixon as Golf Course/Pro Shop/ Clubhouse Manager and Kenneth Parker as Groundskeeping Supervisor. Three recommendations will be made to the board concerning drainage, bunkers, and the driving range. Discussion about implementing "starters" to assist Marshals. Discussion on covering the large hole at the entrance of #9 tee box.

### 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 are working up possible solutions to the repair of a collapsed culvert off Palm Springs. Communicated with Maintenance Supervisor ditches and culverts that need work. A recommendation will be part of a bid on culvert repair at Blue Bonnet and Meadow Lake.

j. **Maintenance Committee**

Trustee Liaison Jo Matthew presented the Maintenance Committee Report. She stated that the Committee discussed how the maintenance department works and the Board transitioning to programs that will make things more transparent. Issues found by members were reviewed and reported to the appropriate department manager.

k. **Strategic Planning Committee**

Trustee Ron Auvenshine reported that the Committee has resumed meeting to work up the information needed to present to the Board on the possible creation of three new committees that study Communications, Marketing, and Financial Advisory.

l. **Neighborhood Watch Committee**

Trustee Liaison Cheryl Savage reported that the October 5<sup>th</sup> Neighborhood Night Out event was a success. Activities were well received. She reported that the Committee learned ways to improve the event for next year. Cheryl stated that the vendors present were popular. She thanks everyone who contributed time, talent, and donations, especially George and Theresa Gallagher for their donation of the hot dogs and buns. She stated 3-4 more zone captains were needed and asked for volunteers.

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

None.

**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 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 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) Repair/replace 33 bunkers on the golf course with Billy Bunkers which require much less maintenance than other bunkers and will add more aesthetics to the course, along with having actual playable bunkers and not just dirt/grass crevices on the course. The bid that was accepted was from Grand Golf in the amount of \$150,025.00 and the money will come from the re-grassing fund.
- ii) Renovate the Driving Range. The quote that was accepted was from Diversified Pier and Bell in the amount of \$24,429.00. The money will come from a donation from the Fall Classic in the amount of \$8,680.00 and the remainder will come from the re-grassing fund.
- iii) Table the request to repair drainage work on hole #5 due to the need to look at other items that might need to be taken care of prior to this item. Agreed to look at this again in 2025 after the first quarter.

iv) Allow Pro Shop to use starters where they would be given cart fees instead of financial reimbursement. The starters would be in addition to our current Marshalls to help maintain dress code, use of outside coolers, and to help group together individual players to ensure proper pace of play.

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

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

- i) Add an inline water filtration system to the water line at the 19<sup>th</sup> Hole to help improve water quality to allow us to keep everything open in the 19<sup>th</sup> Hole with the current and possible water quality issues.
- ii) Table the request to upgrade the internet at the clubhouse until more information on additional cost can be presented to the board.

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) Accept bid from Safety Lighting to rent 4 poles for pickle ball court \$2820.00 from pickle ball fund. Rental cost to POA is \$58/month to pay for that lighting.
- ii) Charge a \$25 handling fee per payment on any quarterly or semi-annual payment on boat slip storage effective January 1, 2025.
- iii) Accept the lease from E-Z go golf cars with gps and a beverage cart with a delivery date in December of 2024. Increase the Golf Car rental to \$18.00.
- iv) Purchase the current picker instead of leasing a new one which will create a savings.
- v) Accept the bid from K5 to replace the fence at the end of the clubhouse with a metal fence to match the cart barn in the amount of \$7,200.00 and the bid from Lonnie Mills to do the concrete work inside the fence area in the amount of \$5,590.00.
- vi) Adopt the proposed budget and assessment for the 2025 year. The maintenance assessment will stay the same and the recreation assessment will increase by \$9.00/month or \$108.00/year, this is a 4% increase.

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

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to accept the bid from Diversified Pier and Bell to replace the double culverts at the Fairway Mailboxes, Blue Bonnet, and Meadow Lake Dr. in the amount of \$7,800.00. Money to come from 2024 Road Budget.

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.

l. **Consideration and vote on amending the TPV agreement for their governing documents.**

Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to table the amendments due to unclear wording in the proposed amendments.

m. **Consideration and vote on the format of the 2025 Assessment Invoices.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to accept the format of the 2025 Assessment Invoices and send them to all property owners.

n. **Consideration and vote on updated Committee Guidelines.**

Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to accept the suggested changes to the committee guidelines.

o. **Consideration and vote on bank account personnel changes.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to remove Bonnie Brown from all association Bank Accounts including First National Bank of Trinity, Sunflower Bank, and Alliance Association Bank, and adding Christopher Hinshaw to those accounts.

**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. None.

**12. Next Meeting Date**

The next regularly scheduled Board meeting will be held at the Clubhouse on Monday, November 25, 2024, at 9:00 a.m.


**13. Adjournment – 12:36 pm**

Approved:



Recording Agent,

Date: 11/25/2024



Chairperson

Date: 11/25/2024

Owner's Questions  
October 28, 2024

1. A property owner requested that an e-Blast be sent reminding people to slow down and watch for families/children out walking and riding their bicycle on Pinnacle.
2. A property owner asked the price of the new garbage trucks. *\$250,115 for both trucks. Also, asked when we shall start using the new trucks. It was announced that a trial run would occur tomorrow in Coach Village only. Two or three test runs may occur prior to the truck's usage. Probably December will see the full implementation of the trucks.*
3. A property owner requested Saturday Board meetings stating the difficulty for those people who work full time to attend. *The Board has scheduled 2 Saturday meetings within the last year with only one person attending who could not attend weekday meetings. Also, asked that the garage sale maps used this time not be used again. Those type maps will not be used again.*
4. A property owner requested how often trash pickup for the community would be with the new garbage trucks and if the trucks were class C vehicles. *The Board is looking at running the new garbage trucks once a week and they are class C vehicles. Also, asked about paying off the promissory notes held by property owners early and stressed the financial savings. These promissory notes will be paid off in January 2028 and, at this point, we are paying mostly on the principal. The Board has decided not to pay these notes off early.*
5. A property owner asked when the boat launch by the POA Office would be repaired. *That repair is budgeted in the 2025 budget.*
6. A property owner stated that property owners should encourage other property owners to slow down. Also, stated that they would help financially stressed property owners clean up their homes and townhomes. *Information was taken and will be put in contact with likeminded community groups.*
7. A property owner stated that property owners in the townhouse section often had nowhere to place their garbage cans and that is why they are sometimes left at the curb.

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		1,130	10/18/2024	Flag	PLEASE REMOVE THE POLITICAL FLAG FROM THE POLE. SEE THE ACC POLICY SECTION 7.05 ON PAGE 19
2		1,131	10/18/2024	Sign	PLEASE REMOVE THE POLITICAL BANNER FROM THE FENCE ON THE GOLF COURSE. PLEASE READ THE POA POLICY MANUAL (ARTICAL 9 SEC. 9.07)
3		1,127	10/17/2024	Trash Can	all trash cans must have a locked lid on them, trash must be picked up and placed in a trash can
4		1,129	10/17/2024	MNT	PLEASE REMOVE OR REPLACE THE TORN CANOPY
5		1,125	10/17/2024	MNT	Please remove the Trailer full of debris from the front of the house and maintain the property at all times.
6		1,126	10/17/2024	MNT	place all trailers behind front set back line of the home
7		1,128	10/17/2024	MNT	Please make all the Necessary home repairs on your home, such as the siding and the roof.
8		1,124	10/15/2024	Sign	PLEASE REMOVE SIGNS FROM THE YARD AND WINDOWS, SEE SECTION 9.07 IN THE GOVERN DOCUMENTS FOR THE SIGN POLICY REGAURDING POLITICAL SIGNS
9		1,121	10/11/2024	MNT	PLEASE REMOVE THE CUT UP TREE FROM THE END OF THE ROAD,
10		1,118	10/08/2024	MNT	Please trim the tree and bushes back on the corner of Westwood and Coral Gables in your yard. It is now a safety issue

11	[REDACTED]	1,119	10/08/2024	Lawn	Please trim the tree and bushes on the corner of Westwood and Coral Gables in your yard, it has now become a safety issue
12	[REDACTED]	1,117	10/03/2024	MNT	PLEASE REMOVE ALL THE METAL AND TIRES AND DABRI FROM THE PROPERTY
13	[REDACTED]	1,115	10/03/2024	MNT	Please maintain lawn at all times PLEASE REMOVE ALL THE TRASH BAGS FROM THE YARD AND KEEP IT MAINTAINED
14	[REDACTED]	1,113	09/24/2024	MNT	PLEASE MAINTAIN THE PROPERTY AT ALL TIMES, MAKE THE REPAIRS THAT NEED TO BE MADE AS WELL AS PRESURE WASHING THE HOME, THE YARD IS OVER GROWN AS WELL

Appendix 9 c

Legal ID:	Owed Balance
██████████	\$ 2,167.82
██████████	\$ 2,251.33
██████████	\$ 2,345.66
██████████	\$ 2,249.16
██████████	\$ 2,227.32
██████████	\$ 2,184.66
██████████	\$ 2,186.66
██████████	\$ 2,199.16
██████████	\$ 2,448.97
██████████	\$ 2,285.99
██████████	\$ 1,969.00
██████████	\$ 2,220.66
██████████	\$ 2,390.33
██████████	\$ 2,435.66
██████████	\$ 2,608.66
██████████	\$ 2,470.66
██████████	\$ 2,470.66
██████████	\$ 2,297.75
██████████	\$ 2,490.33
██████████	\$ 2,564.33
██████████	\$ 2,524.66
██████████	\$ 2,736.66
██████████	\$ 2,571.60
██████████	\$ 2,753.66
██████████	\$ 2,599.20
██████████	\$ 2,662.66
██████████	\$ 2,742.33
██████████	\$ 2,813.66
██████████	\$ 2,933.66
██████████	\$ 2,933.66
██████████	\$ 2,933.66
██████████	\$ 2,863.00
██████████	\$ 2,568.00
██████████	\$ 2,863.00
██████████	\$ 2,863.00
██████████	\$ 2,568.00
██████████	\$ 2,913.00
██████████	\$ 2,913.00
██████████	\$ 2,913.00
██████████	\$ 2,913.00
██████████	\$ 2,913.00
██████████	\$ 2,693.00
██████████	\$ 2,933.66

Legal ID:	Owed Balance
██████████	\$ 2,674.00
██████████	\$ 2,793.00
██████████	\$ 2,938.00
██████████	\$ 2,938.00
██████████	\$ 2,781.00
██████████	\$ 2,486.00
██████████	\$ 2,852.00
██████████	\$ 2,827.00
██████████	\$ 2,913.00
██████████	\$ 2,895.00
██████████	\$ 2,798.00
██████████	\$ 2,798.00
██████████	\$ 2,798.00
██████████	\$ 2,798.00
██████████	\$ 2,913.00
██████████	\$ 2,813.66
██████████	\$ 4,074.33
██████████	\$ 3,153.00
██████████	\$ 1,170.00
██████████	\$ 11,000.96
██████████	\$ 1,075.00
██████████	\$ 3,745.00
██████████	\$ 4,905.00
██████████	\$ 3,101.39
██████████	\$ 1,368.00
██████████	\$ 3,933.00
██████████	\$ 10,527.00
██████████	\$ 1,737.00
██████████	\$ 1,737.00
██████████	\$ 1,089.00
██████████	\$ 2,766.00
██████████	\$ 2,968.00
██████████	\$ 15,658.33
██████████	\$ 3,933.00
██████████	\$ 3,933.00
██████████	\$ 3,933.00
██████████	\$ 3,736.00
██████████	\$ 3,933.00
██████████	\$ 3,679.95
██████████	\$ 4,458.00
██████████	\$ 3,933.00
██████████	\$ 3,933.00
██████████	\$ 1,384.00

Legal ID:	Owed Balance
██████████	\$ 7,223.80
██████████	\$ 1,691.00
██████████	\$ 1,683.94
██████████	\$ 1,683.94
██████████	\$ 1,666.00
██████████	\$ 4,049.00
██████████	\$ 3,447.41
██████████	\$ 3,933.00
██████████	\$ 2,827.00
██████████	\$ 1,268.00
██████████	\$ 896.00
██████████	\$ 2,693.00
██████████	\$ 6,028.18
<b>Total:</b>	\$ 305,556.73