



WESTWOOD SHORES PROPERTY OWNERS' ASSOCIATION
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD NOVEMBER 25, 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 November 19, 2024.

In Attendance:

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

Absent:

Mark Cole – Constable
Christopher Hinshaw – Internal Financial Accountant

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. Beginning with the January meeting, owner questions will be at the end of the public meeting.
- b. Employee of the Month for October – Christina Huff/19th Hole
- c. No POA Board Meeting in December
- d. Holiday Hours: 19th Hole and Golf Course will be closed Thursday and Friday – the POA Office will be closed Thursday through Sunday.
- e. No Friday trash pickup due to the holiday.
- f. Next week starts our weekly trash pickup on Tuesdays only.
- g. Deer hunting is allowed during the holidays so look for hunters.
- h. Elf boxes are in the Clubhouse lobby for toy or adult gift donations.
- i. Holiday golf cart parade and food drive will be held December 14th.
- j. Community Christmas play will be December 5th, 6th, and 7th.
- k. 4th of July ad-hoc Committee still recruiting members. The first meeting will be held in December.

l. A Memorial Service will be held on Saturday 10 am at Chapel in the Pines for the Atkinsons.

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 October: attended JP court, responded to 2 evictions, and wrote 2 citations. Constable Cole has had surgery and is recovering.

6) **Consideration of Minutes**

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

7) **Reports**

a. **Access Control Committee**

Trustee Deta Rogillio reported Access Control statistics for the month of October are: 7,250 vehicles were vetted through the left-hand lane: 4,575 POA, 1,983 Contractor, 164 MVR, and 528 Country Club. 528 telephone calls were received in October. Deta reminded everyone to make sure that their Thanksgiving guests were logged into Gate Sentry. She also thanked Frank Ditto for his help in getting a rapid update in the firmware of the eTag reader. A loaner is currently in place and our reader with the updated firmware should be back next week. This will allow the e-reader to read the new smaller NTTA tags.

b. **Architectural Control Committee**

The minutes from the October 14, 2024, meeting was attached for the Board of Trustees to review. ACC Vice Chair Dahl reported for 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 Chris Williams reported that the new compacting trash trucks had successful test runs and have started running the trash pickup, dead debris has been targeted for pickup in the mowing lanes and they have started cleaning up intersections blocked by vegetation, preventative maintenance sheets are now in place and being used, the transfer pump for golf irrigation has been replaced, and have cleaned up the shop yard and reorganized the storage areas.

d. **Budget Committee: Financials**

Trustee Rick Renfro reported the POA ended October 2024 with \$1,363,375 in liquid assets. He further reported the total POA net income for the month was \$3,773 over the budget and is \$284,384 over budget for the year to date through the end of October. All operational business areas exceeded their income budgets for the month. Total payroll expenses were under budget for the month of October. The total Association operating income for the month of October was less than the budget by \$19,800 and is \$38,660 better than the budget year to date. Total Association operating expense for the month of October was under the budget by \$16,027 and is 383,044 over the year-to-date budget.

e. **Delinquent Accounts**

No report this month.

f. **Deed Violations and Inspection Visits**

Update for October and November. There were 33 corrected, 6 new, 5 at legal or public nuisance, and 36 currently active.

g. **Country Club Committee**

No meeting.

h. **Greens/Golf Committee Report**

No meeting.

i. **Streets and Roads Committee**

Trustee Liaison Ron Auvenshine reported that the Committee reviewed bids to replace Birch and Bayport Streets culverts and reviewed the proposal to replace culverts behind houses on Palm Springs that have collapsed in spots. Ron reminded residents that they are responsible for cleaning their culverts so runoff water can flow properly.

j. **Maintenance Committee**

No meeting.

k. **Strategic Planning Committee**

Trustee Ron Auvenshine reported that the Committee has worked on a proposal for forming standing Committees for Communication, Marketing, and Financial Advisory. New surveys will be coming soon to help clarify communication needs.

l. **Neighborhood Watch Committee**

Trustee Liaison Cheryl Savage reported that that Committee worked on a Zone captain update. Discussion was held on a Food Drive for a local church. A holiday golf cart parade is planned by the Committee.

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.**

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) Consolidate lot 02-30-03 with Lot 02-30-04 with lot 02-30-04 being the only billed lot beginning December 1, 2024, due to having met the consolidation requirements.
- ii) Consolidate lots 11-23-01 and 11-23-02 with lot 11-22-09 with lot 11-22-09 being the only billed lot beginning December 1, 2024, due to having met the consolidation requirements.

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

i) None.

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

i) None.

g. **Review and vote on recommendations from the Budget Committee.**

i) None.

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:

- i) Accept the bid from Diversified Pier and Bell to replace the culverts on Birch and Bayport in the amount of \$8,600.00. Money to come from 2024 Road Budget.
- ii) Accept the bid from Diversified Pier and Bell to remove the failed culver and install a new culvert on Palm Springs in the amount of \$29,600.00. 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.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to approve the establishment of a permanent Communications Committee.

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

None.

l. **Consideration and vote on proposed updates to the POA Policy Manual.**

Following due discussion and upon motion duly made, seconded, and unanimously approved, the Board of Trustees agreed to accept the proposed changes to the POA Policy Manual and have it recorded as the POA Policy Manual Sixth Edition.

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 the Appeal for fence construction on 09-05-01-02.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to approve the requested fence construction on 09-05-01-02 with notice that if the fence must ever be removed for any reason it will not be replaced by the POA or any utility group. If it is to be replaced it will be at the owner's expense.

b. **Consideration and vote on the Appeal for fence construction on 07-80-21.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agreed to deny the request to leave the fence as is, and stated that it must be corrected to meet the requirements of the ACC Policy Manual.

c. **Consideration and vote on request to payout promissory note to estate.**

Following due discussion and upon motion duly made, seconded, and unanimously approved the Board of Trustees agree to deny the request to payout the promissory note at this time and review again in June of 2025, as at this time the POA is unable to payout due to our current budgeting process.

12. Next Meeting Date

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

13. Adjournment – 1:15 pm

Approved:


Recording Agent,

Date: 1/27/25


Chairperson

Date: 1-27-25

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 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	[REDACTED]	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	[REDACTED]	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	[REDACTED]	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	[REDACTED]	1,129	10/17/2024	MNT	PLEASE REMOVE OR REPLACE THE TORN CANOPY
5	[REDACTED]	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	[REDACTED]	1,126	10/17/2024	MNT	place all trailers behind front set back line of the home
7	[REDACTED]	1,128	10/17/2024	MNT	Please make all the Necessary home repairs on your home, such as the siding and the roof.
8	[REDACTED]	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 REGARDING POLITICAL SIGNS
9	[REDACTED]	1,121	10/11/2024	MNT	PLEASE REMOVE THE CUT UP TREE FROM THE END OF THE ROAD,
10	[REDACTED]	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
Total:	\$ 305,556.73