

Minutes of the Woodway Homes Association, Inc.
Board of Directors Meeting
7:00pm, August 3, 2015
111 Creekside, Victoria, Texas 77904

Members present: Directors Jason Elder, Julie Fulgham, Spanky Schurtz, Scott Leigh, Patrick Aitchison, Lorene Bothe and Administrator Darlene Meyers

Members absent: Aaron Jeson, W.A. Afferbach, Bernie McBroom, Troy Eason, and Michael Reyes

1. Call to Order -

Jason Elder, President

President Elder called the meeting to order at 7:05pm.

2. Minutes of Last Meeting, held June 7, 2015 -

Julie Fulgham, Secretary

Secretary Fulgham has not received the minutes from the outgoing secretary; therefore, there are no minutes to approve.

3. Old Business -

(a) Entrance Improvements - There was discussion about making the entrance signage more visible by painting the brick. Director Bothe suggested the Architectural Review Committee find a contractor to paint the signage and to help establish a deadline to pick a color. The color can be voted on at a subsequent meeting.

(b) Easement Maintenance (tree down) - The dead tree in the electrical easement parallel to Woodway Drive and near Chimney Rock Drive has been removed. There is still a large tree within the easement that overhangs the sidewalk at Chimney Rock that needs to be trimmed.

(c) Playground/Swings, Basketball Area - President Elder reported the proposed play equipment bid is \$2000 over the budget and may need to wait until after the first of the year to install, after additional money is budgeted. The commercial grade equipment is very expensive. Pea gravel may be a cheaper and reduced maintenance alternative for the "fall zone" filler. Julie Fulgham suggested going ahead and purchasing the equipment due to the excess money the association has.

(d) Finalize Board Position - Director Schurtz nominated Julie Fulgham to the Board of Directors to fill the secretary position. Director Bothe seconded the motion. The motion passed unanimously.

4. New Business -

A. Treasurer's Report, by Administrator Darlene Meyer Afferbach/McBroom, Co-Treasurers

Administrator Meyer presented the Treasurer's Report in absence of the Co-Treasurers. It was noted there was an error on the amount for the July Administrative Management Fee and the Board asked for clarification on the purposes for the different Grounds line items. Administrator Meyer was instructed to clarify the report for future months. Administrator Meyer announced we finally received back dues for a few properties with all attorney fees paid for by the homeowners that owed back dues, and only 3 properties now have outstanding dues.

B. Architectural Review Committee - Spanky Schurtz

Director Schurtz will move forward with selecting a contractor for the entrance signage and there were no plans from homeowners submitted to the Committee for review since the last meeting.

C. Crime Watch Committee - Scott Leigh

Director Leigh had 3 points to report which were: 1. Most of the theft incidents in the neighborhood appear to be from a minor living within the neighborhood and he has been contacted by a Sheriff's Deputy, with the noted exception that one large theft may be from a more organized criminal with knowledge of the valuables within the home that was burglarized; 2. The Sheriff patrols are working well now that the fee has increased and there is more organization at the Sheriff's office; and 3. Director Leigh is interested in promoting Nextdoor.com within the neighborhood for more effective communication. There was consensus among the Board to start utilizing Nextdoor.com.

D. Deed Restrictions Committee Report - Troy Eason

There was no Deed Restrictions Committee report.

E. Grounds Committee Report - Patrick Aitchison

There was detailed discussion about the common area grounds. Beautification of the common area flower beds should wait and happen in the fall so the plants do not die in the heat. All sprinkler system repairs have been completed. Bids have been sought for tree trimmers and additional mowing was discussed. The Grounds Committee will begin contracting for the trimming of trees within the common areas on a case-by-case basis at a maximum of 16 hours a month until the trees have been cut to a manageable state, or until the budget has been exhausted. The standing water on Woodway, near the intersection with Briggs Boulevard is not a result of the sprinkler system, but is a low-spot in the roadway and is a City problem to fix. The City has been notified of the problem.

F. Publications Committee Report - Michael Reyes

There was no Publications Committee report.

G. Welcome Committee Report - Lorene Bothe

Administrator Meyer has delivered a few new neighbor packets. Discussion about charging title companies for "re-sell certificates" ensued. Administrator Meyer was instructed to start electronically sending all information to the title companies and to establish an administrative fee set at \$40 for requested paperwork. She also reported there have been 30 home sales within the neighborhood this summer.

H. Social Committee - **Aaron Jeson**

There was no Social Committee report.

I. Administrator - **Darlene Meyer**

There were no additional reports from Administrator Meyer.

5. General Discussion -

There was no general discussion.

6. Next Scheduled Meeting -

The next meeting is scheduled for October 19, 2015.

7. Adjournment -

President Elder adjourned the meeting at 8:17pm.

Respectfully Submitted,
Julie Fulgham, Secretary

Jason Elder, President

Attest: _____
Julie Fulgham, Secretary

Minutes of the Woodway Homes Association, Inc.
Board of Directors Meeting
7:00pm, October 19, 2015
114 Creekside, Victoria, Texas 77904

Members present: Directors Jason Elder, Julie Fulgham, Spanky Schurtz, Aaron Jeson, Cynthia & Troy Eason, Michael Reyes, W.A. Afferbach, and Administrator Darlene Meyers

Members absent: Lorene Bothe, Patrick Aitchison, Scott Leigh, and Bernie McBroom

1. Call to Order -

Jason Elder, President

President Elder called the meeting to order at 7:08pm.

2. Minutes of Last Meeting, held August 3, 2015 -

Julie Fulgham, Secretary

The minutes from August 3rd meeting were approved with a correction to the spelling of Director Afferbach's name. Additionally, minutes were not taken at the June 7th meeting nor was a quorum present so there are no minutes to approve.

3. Old Business -

(a) Entrance Improvements - These have been completed and many compliments received.

(b) Playground/Swings, Basketball Area - Director Jeson has received several bids for playground equipment. He will email the options to the Board for informational purposes and make a decision.

4. New Business -

A. Treasurer's Report

Afferbach/McBroom, Co-Treasurers

Administrator Meyer presented the Treasurer's Report. Director Schurtz made a motion to accept the Treasurer's Report. Director Reyes seconded the motion and it passed unanimously.

Discussion regarding treasurer duties ensued and the workload of the Administrator. Secretary Fulgham made a motion that Treasurer Afferbach perform bookkeeping duties while Administrator Meyer perform reconciliation of the books at the end of the month. Director Reyes seconded the motion and it passed unanimously.

B. Architectural Review Committee

Spanky Schurtz

Director Schurtz noted a property owner on Chimney Rock will soon be requesting approval for a shed in the backyard. Discussion regarding recent construction resulted and it was noted that the Committee should review the architectural regulations outlined in the deed restrictions when approving requests.

C. Crime Watch Committee**Scott Leigh**

Director Leigh was absent but sent a report that Sheriff's Deputies have been patrolling and the expenses for this service is on target with the adopted budget. There has been one robbery in recent months and crime is down.

D. Deed Restrictions Committee Report**Troy Eason**

The Board reviewed the anonymous letter sent to the Board complaining about lack of enforcement of the deed restrictions. The deed restrictions were reviewed and the Board discussed the action plan/enforcement policy. It was noted that the deed restrictions do not require notices to be sent and the enforcement policy does not address trailers/boats that are moved after notice of violation is sent and then appear back on a property. Each appearance of trailers/boats is a violation, but the interpretation of the enforcement notification policy means each appearance of trailers/boats starts over the notification. The Board concluded that was not the intent and each violation of trailers/boats will not start the notification process from the beginning. Therefore, these types of violations will be escalated to second and third steps of the policy, with eventual legal action at the fourth violation.

The following properties have two or more violations:

- 302 Woodridge - Boat storage - 3rd violation

E. Grounds Committee Report**Patrick Aitchison**

Tree trimming has started and will be ongoing until all HOA maintained trees have been trimmed. The standing water on Woodway, near the intersection with Briggs Boulevard is a low-spot in the roadway and the City has been notified of the problem.

F. Publications Committee Report**Michael Reyes**

Minutes will be posted on the web and serve as notification of the next meeting.

G. Welcome Committee Report**Lorene Bothe**

There was no Welcome Committee Report.

H. Social Committee**Aaron Jeson**

Director Jeson will move forward with the playground equipment project.

I. Administrator**Darlene Meyer**

Administrator Meyer has started preparing invoices for annual dues.

5. General Discussion -

There was no general discussion.

Minutes of the Woodway Homes Association, Inc.
Board of Directors Meeting
7:00pm, November 16, 2015
114 Creekside, Victoria, Texas 77904

Members present: Directors Jason Elder, Julie Fulgham, Cynthia Eason, Michael Reyes, W.A. Afferbach, Administrator Darlene Meyers, and Aaron Jeson (proxy given to Jason Elder)

Members absent: Lorene Bothe, Patrick Aitchison, Scott Leigh, Aaron Jeson, and Bernie McBroom

1. Call to Order -

Jason Elder, President

President Elder called the meeting to order at 7:08pm.

2. Minutes of Last Meeting, held October 19, 2015 -

Julie Fulgham, Secretary

Treasurer Afferbach made a motion to approve the minutes as presented. Director Reyes seconded the motion and the minutes from October 19th meeting were approved unanimously.

3. Old Business -

(a) Playground/Swings, Basketball Area - Discussion regarding which option of playground equipment, sent by email from Director Jeson, to purchase was held. Additionally, the Board again debated on the necessity of using commercial grade equipment. It was decided to move forward to purchase one of the options presented before the end of year.

4. New Business -

A. Treasurer's Report

Afferbach/McBroom, Co-Treasurers

Administrator Meyer presented the Treasurer's Report. Director Afferbach made a motion to accept the Treasurer's Report. Director Reyes seconded the motion and it passed unanimously.

Only one person has not paid dues for 2015 and 2016 invoices will be sent within the next two weeks. There was a brief discussion on the checks and balances of the bookkeeping duties and President Elder will conduct research on the best practice for the Association.

B. Architectural Review Committee

vacant

Spanky Schurtz has submitted his resignation to the board effective October 31, 2015.

Resident and homeowner Steve Swafford of 315 Chimney Rock requested permission to add a 12x18 prefabricated storage shed to the southeast corner of his property. Director Fulgham made a motion to approve the shed, as presented on the picture provided to the Board, so long as it is located out of the setbacks established in the deed restrictions. Director Reyes seconded the motion and it was approved unanimously.

C. Crime Watch Committee

Scott Leigh

No report given.

D. Deed Restrictions Committee Report

Cynthia Eason

The following property has two or more violations:

- 302 Woodridge - Boat storage - 4th violation - there is still no compliance so legal action will be pursued.

E. Grounds Committee Report

Patrick Aitchison

No report given.

F. Publications Committee Report

Michael Reyes

It was discussed that a majority of homeowners using the Nextdoor website prefer an electronic notice. Information required to be mailed, such as notices of meetings, can be sent once a year in the statement for Association dues. The website has been updated.

G. Welcome Committee Report

Lorene Bothe

No report given.

H. Social Committee

Aaron Jeson

Director Jeson will move forward with the playground equipment project.

I. Administrator

Darlene Meyer

Administrator Meyer has stated she wishes to step down. She will transition with Secretary Fulgham who will see what updates need to be made, if any, and then perform those duties until a permanent administrator can be found.

5. General Discussion -

There was no general discussion.

6. Next Scheduled Meeting -

The next meeting is scheduled for **February 9, 2015 at 207 Woodridge**. Homeowners that wish to attend may RSVP to any board member.

7. Adjournment -

President Elder adjourned the meeting at 8:22pm.

Respectfully Submitted,

Julie Fulgham, Secretary

Jason Elder, President

Attest: _____
Julie Fulgham, Secretary

6. Next Scheduled Meeting -

The next meeting is scheduled for **November 9, 2015 at 114 Creekside**. Homeowners that wish to attend may RSVP to Administrator Meyer, President Elder, or Secretary Fulgham.

7. Adjournment -

President Elder adjourned the meeting at 8:40pm.

Respectfully Submitted,
Julie Fulgham, Secretary

Jason Elder, President

Attest: _____
Julie Fulgham, Secretary