

The Woods Garden Club Meeting Minutes

Wednesday December 7, 2022

I. Call to order

The meeting was called to order by President Donna Dozier at 6:01 p.m. The board members in attendance were Richard Patteson, Ken Wheeler, Jr. and Ron Stutes. Also present was our Certified Property Manager, Dawn Smith, with East Texas Community Management. Eli Crow and Russell Williams were absent. There were no visitors present.

II. Approval of Minutes

The meeting minutes for November 16, 2022, were approved by email and provided to our webmaster for publication on our website, as always.

III. Attorney's update on pending cases

The board had requested that our attorney be present to update us on pending cases. At last month's board meeting, the attorney was unable to attend. The board requested that a written summary be provided if, indeed, he was unable to attend this month's meeting.

Dawn spoke to Jessica Ribuffo, a legal assistant for our attorney, who said she was a new employee at the firm, but she had checked our records and was able to provide a bit of an update on one of the cases. Ms. Ribuffo said that she checked on one of the longest-running cases, and learned that the resident's attorney had sent in interrogatories on 10/31/22. The attorneys on our board noted immediately that if there had been no response from our attorney

within 30 days of receipt of this, then the 30-day deadline to file a response passed without reply! The board discussed this egregious error by the attorney, if this is what has occurred, and what it meant for our case.

IV. Property Management Report

Dawn began her property management report by telling the board that James is going to work on the pool gate's post, with plans to secure it with concrete as soon as possible. James has us on his schedule, but he is waiting for the area to dry out so he won't get stuck (again!) when he has to drive his truck with welding equipment as close to the gate as possible.

The pool bathrooms are going to be cleaned for use at the Grinchmas celebration. They will relock the gate when they're finished cleaning and Donna will unlock it for the duration of the party on Dec 8th.

There are only seven homeowners who owe dues for 2022. One owes dues for both 2021 and 2022. Our attorney is sending them demand letters. One homeowner owes multiple years and has been with the attorney. We have asked for a lien and foreclosure to begin with this homeowner.

Dawn reported that she and Donna had done a drive-through just yesterday. She provided an updated violation log for the board. She answered questions about some of the entries on the list, particularly regarding the length of time stated between the first letter and the second follow-up letter sent to a resident. Ron asked why the follow-up had not happened within the required 10 days. Dawn said she had failed to do that, and will do better at making sure that happens in the required length of time.

There is one resident in The Ridge who has numerous violations, and has seemingly done nothing to comply with the most blatant and most often reported/complained about violations from neighbors and passers-by. Violation letters have not been acknowledged by this resident. Our ACC has spoken directly with this homeowner, so there is no doubt the resident is aware of his numerous violations. His case is being sent to the attorney, with a request that demand letters be sent.

Dawn also mentioned that with the amount of leaves everywhere, it was not possible to assess yards, since everyone's yards are leafy, as are the streets!

Dawn told the board about an exchange she had with the electrician, who is still waiting on parts to be delivered to complete the work he has been contracted to do. Dawn told him the location of several outlets he's supposed to have fixed, but these outlets are not working. He suggested it is the fault of the Christmas light installers, but she told him everything has been checked and re-checked (multiple times), we'd purchased new/different lights types, and none of our equipment is faulty. She will contact him again about the fact that he was hired to fix all the problems, yet they're still not fixed.

The drainage problem on Woods Blvd had been scheduled for December the 6th. No one showed up to work that day. Dawn spoke to the company hired to do the work and was told they had us down for later in the month. They said that because they've been short-handed, they could not start at the time they'd originally told her via email that they would begin. The board was disappointed it is still yet to be done. The homeowner next door has also agreed to use the same company, and he will pay for his part of the work that is to be done on his side of the property line.

V. Financial Report

Our operating account has a total of \$26,478.30 and our Savings account has \$93,628.35 for a total of \$120,106.65. Dawn says this is ordinary for this time of year.

VI. Old Business

The topic of our water bills was tabled until Dawn can get some answers from the City of Tyler. She said she asked (yet again earlier today) what their findings are on their research into our bills, but the City reported no information as of yet. Dawn said she urged them to let us know something soon! We cannot make any determination yet, with insufficient information.

The board discussed the need to finalize our budget for 2023. There were a few comments on possibly trimming in a category or two, but ultimately, any changes would not affect the total amount of the budget. Ron said he would fill in all the numbers we have agreed to, if Dawn would send him the spreadsheet she'd used, and she agreed she would. Ron made the motion to accept the budget we've worked on, and Richard seconded. With no further need for comments, the board voted unanimously to accept the budget, and with that, we have a 2023 budget all set.

VII. New Business

Donna said that the Annual meeting location is reserved and paid. She said three positions will come due to be filled. They are currently held by Eli, Russell, and Ron. Donna said that Eli had informed her that he was most likely not going to run for re-election. She has not heard what Russell's intentions are. Donna asked Ron if he intended to run again. He agreed he would.

The board also discussed plans for Grinchmas tomorrow night, and that we were sorry to have to miss a meeting Councilman Westbrook had invited us to attend, regarding a grant sought by UT Tyler. Dawn said that the speaker at that meeting had been at Charleston Park's Annual HOA meeting (which she manages). Donna asked Dawn if she would please ask this man to come to our next regular board meeting, on January 18, 2023, to speak to us about the intentions of this grant. Dawn is going to contact him and invite him to the meeting.

Donna updated the board on the plans Crutcher and Hartley had shared with her about the food to be served at Grinchmas. As mentioned during the Property Management Report, Dawn asked our cleaning crew to be sure the bathrooms are cleaned, and Donna is planning to open the pool area's gate so the restrooms will be available to the attendees of the party. She will make sure to relock it, once the event is over.

Donna also mentioned that she thinks it would be a good idea if our board met with the boards of directors from our gated communities. We're often unaware who the officers are within our gated communities, and Donna said she would like a nice rapport to be had with these directors who are also under our purview, as the larger "umbrella" of the Woods Garden Club. Donna and Dawn will discuss how to make this happen.

VIII. Miscellaneous Non-Action Items

Ken asked about the Tru-Green contract, and whether we were good to agree to the most recent bid they'd submitted. The board agreed that we would accept their bid, and Donna will sign and accept the bid right away.

Ken said he's going to try to get Kenneth to blow the leaves off the walkways at the pool for the Grinchmas event.

Dawn was unable to find any daffodils for us to purchase this year, so we will not be planting any for our neighborhood this year.

IX. Visitor Comments

No visitors were present.

X. Adjournment

Ken made the motion that we adjourn. Richard seconded the motion. All agreed, and we were adjourned at 7:03 pm.

Respectfully submitted,

Ronald D. Stutes