

# MEETING MINUTES

## THE WOODS GARDEN CLUB HOA

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Date: Thursday June 26 ,2025

Time: 6:00 PM

Meeting called to order  
by: Donna Dozier

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### IN ATTENDANCE

The board members joining Donna Dozier in attendance were Ken Wheeler, Jr., Ron Stutes, Chris Petty and Troy Mills. Richard Patteson was absent. Also present was our Certified Property Manager, Dawn Smith, with East Texas Community Management. There were two visitors in attendance: Tim and Jackie Harrington.

### APPROVAL OF MINUTES

The meeting minutes for May 15, 2025, were approved by email and provided to our webmaster for publication on our website.

### PROPERTY MANAGEMENT REPORT

Dawn said she had several things to report, because lots of stuff has been happening at the pool. All the light bulbs in the pool have been replaced by East Texas Pools. Dawn picked up the four new umbrellas for the pool. We had one spare, but now we have a total of five. They are in the storage room ready for use when the current ones wear out.

The Splash Party was deemed a success! Kenzi, with Crutcher and Hartley, said she thought it was the best turnout in several years. There were lots of kids who enjoyed the giant slide, and as usual, the BBQ sandwiches and Kona Ice were well received.

We were thankful to get R and R Enterprises out in time to fix the rusted fence pickets in time to be finished for the Splash Party. Our handyman found some rusted-out pickets that needed to be fixed. It was an unexpected expense, but it had to be repaired. Donna made note that the board had to approve this expense by email so it could get done right away. Also, the back door to our storage room had to be completely replaced by our handyman because of termite damage. We also spent \$400 on the termite treatment.

The water heater is yet to be installed, but it is on the list "to do," along with checking on all the irrigation issues. Ken said he's got Hugo scheduled to work on a few irrigation problems.

The new post and sign were installed by our handyman at Ridgebluff and Lazy Creek. Every time you buy a new post, it comes with a sign "arm," so now we have one arm if we should need it. Dawn said she has not had a chance to research other companies that might sell comparable posts. This one company seems to have a corner on the market!

Dawn said the City has a work order "open" for the trees at the Ridge Bridge. Troy said the City finally came on Tuesday and trimmed the Hackberry at the Eastwood exit.

Donna asked Dawn about the landscaping right outside the gate at Broadmoor, since their landscaping point-of-contact has asked us about it. Ken said her name, and that our TruGreen guy told him the name of a poison that would take care of the sedge that is growing there. He said we could get some lantana to put there, and he's going to see if TruGreen will hit that area to kill the sedge. Ken said he'd see if he could get the sedge taken care of as soon as his TruGreen guy is back from vacation. Ken said he needs the volunteers to let us know about any irrigation problems when they find it.

Ken said River Oaks entry looks rough, and he suspects their irrigation system controller is the problem. Troy mentioned there are stumps there that need to be removed. Ken said that Dawn needs to get a volunteer for the River Oaks area to take care of their entry and be our point of contact. Dawn said she would reach out to a couple of their residents she believed would help.

Dawn said we have 26 residents who owe dues for 2025. There are a total of 15 residents who owe for multiple years. Those names have been sent to our attorney.

The board discussed various violations. Donna and Dawn did a drive-through yesterday, but those most recently noted violations did not make this list yet. The board discussed a few specific addresses.

## **FINANCIAL REPORT**

Dawn reported financial information as of the end of May. The Operating account had a total of \$17,018.89, and the Savings account had a total of \$140,687.32, for a combined total of \$152,174.21. Insurance was paid in May. Dawn said we are about \$2,000 under budget from this time last year, but this did not include the money we had to pay for the pool fence repair, or the new door that was necessary for the pool house back wall. We have had some tree expenses and expect to have more. Ron asked why pest control was so high, and Dawn explained it was the extra cost for termite control at the pool house.

## **OLD BUSINESS**

Donna asked Dawn to summarize the emails we have received from our attorney. Our attorney sent us an email that detailed the specifics on one of our long-running problems. The letter he had been trying to get out since early March has finally gone out and been received, with the confirmation of the certified mail delivery. Donna said that the attorney mentioned, in his letter to the resident, that the board would be discussing more fines at this meeting, and the resident could ask for an appearance at this meeting. Donna received no such request from the resident in time to get on the agenda, nor thereafter. Ron said we can put this item on the agenda for the July meeting to discuss the fines. It was agreed that would be the plan for the July 17<sup>th</sup> meeting.

Next, the board learned that Troy's guy has still not contacted him about his bid for the stair railing at the pool area, so that will be pushed back for the July meeting too. Troy is going to check into it.

Transfer fees were on the agenda for discussion, but Ron said he has not had a chance to do the research he wanted to do, and that too will be pushed back to discuss next month.

Dawn said she wanted to make note that it is her management company that charges the \$350 fee, and that it is more to it than a one-page signature that someone complained about on Facebook. Dawn said it is NOT a transfer fee, it is a resale certificate to show a clear title for homes that are sold. A house cannot be sold without a clear record, and she is the person who checks the title. It is an official State of Texas form that is required to sell a house. Dawn said we COULD charge a transfer fee if we want to because others do. Dawn said she wanted it in the minutes that the HOA does not charge the fee, nor does the HOA get a single dime of the fee she charges.

## **NEW BUSINESS**

Next the board discussed a few items to add to the list of what we expect from our property manager. Dawn provided a list of some of the basic things she knows she does for all her properties she manages. She said she also will keep us apprised of State laws as they change. This year, with the legislature in session, there will be a couple of changes she will make sure to detail for us.

Ron said he had a list that he had worked on, and that Donna had worked on, and Troy provided a list that Suzie had from many years ago when she was on the board. That was a list of 70 items provided by Rose City Property Management, which was, at the time, a potential management company. Ron said he's going to consolidate all of this into one document. The point is so that everyone, including our property manager, will understand what is expected. Ken wanted to add about searching and identifying rental properties and a few more ideas he wanted to be sure were included.

Ken said a drive-through once a week is a good idea, and Dawn said she does that already, and that Donna goes with her once a month as well. Ken said he also liked the idea of the president and the ACC being copied in on violation notices and correspondence. Ken said if the entire board wanted to get a copy, that was fine, but he thinks it's a good idea to include the president and ACC on these letters.

Chris asked about the rental property policy, and there was a discussion of our leasing policy, which covers this topic. Ken asked Dawn how many we collect now. Dawn reported the ones she is aware of, and that she believes there are more.

The board moved on to the next item, which was the discussion about the pool roof and gutters. Donna detailed the cost of the bid Ken had received. Ron said he didn't think we should do that yet. Donna asked Ken if it's leaking, and he said he knows of no leaks or structural problems.

Since we were talking about the pool house, we moved on to include the painting bid Ken received. Donna detailed all of those costs from the bid. Ken said part of that was 1 X 2 trim under the bottom edge of the shingles that the gutter guy said needed to be removed, and the painter said he could remove those. The point is for it to fit flat against the fascia board. Ken said the painter mentioned he could also paint the "pool porch" ceiling with "haint blue" paint.

Donna said that we had not budgeted for these expenses, and she asked for others' opinions on waiting until we could budget for these costs. Troy said he thinks it's best to postpone it. Donna said we'll have our budget meeting in October, and we can discuss these costs at that time, and by then, we will also have a better idea of what other costs we may incur this year. Our budget is too tight, after the last few years of tree costs. Everyone agreed.

## **MISCELLANEOUS NON-ACTION ITEMS**

Donna asked Ken if he had any miscellaneous items to discuss, and he talked about the area on Woods Blvd where we paid a hefty sum to fix the erosion problem. He said wisteria is taking over that area. We hired Abel's Tree Service to go in and clear a lot of that out, and now we can see erosion is still happening there. Ken asked that Dawn contact the guy who did all that work for us and see if there's any warranty or guarantee on his work. She said she will do that.

Ken said the wisteria is a huge problem. He wants to get a bid on getting herbicide to get rid of it.

Ken said we've had some washing and sinkhole issues also, on Woods Blvd, at Brookview Court. The City came in, he said, and lined some of the drainage pipes, and they put a huge concrete box there. He said part of the problem was that the pipes didn't line up right, and they were sucking in soil from the joints, and we were having settling places.

Ken said he called Paul Neuhaus with the City of Tyler's Engineering Department a few months ago, and they came in and filled where the area had settled around that concrete box and put some Bermuda grass sod. Last year, they put rye grass, and it died. Ken said it has now settled about another foot and a half. Ken said he believes something is not right in that area. He said he expected some settling, but not that much. He said it is on his radar and he's watching it.

Ken mentioned that Wheeler Development had finished the paperwork on the pie-shaped property they gifted to our HOA.

Ken talked to Kenneth about his work at the main entrance and thinning the red-tipped photinias, as well as "limbing up" the droopy crape myrtles so there's more wall visible there. Ken has asked Kenneth to plant some lantana on the entry and exit sides. Ken said we lost a camelia on the entrance side. He said Kenneth has killed some copperheads around the pool, and the board discussed how bad mosquitos, wasps, and the like are this year. Dawn said moles, gophers, etc. are bad. too

Ken said he drove through Stonebrook and was reminded that he wants us to do better at enforcing their parking rules. Donna mentioned that the entrance landscaping at Stonebrook looked nice on the drive-through that she and Dawn did. The board is very pleased with how well those plants have done there, and it looks so much better.

## **VISITOR COMMENTS**

Our visitors made note that some houses look like parking lots, and do not park in their garages. Ken said we do our best to get people to comply, but we can't MAKE them obey the rules, other than the remedies we have in our deed restrictions. Ken and Donna both said we are aware of it, and doing our best to get people to comply. Dawn said that the resale certificate will eventually be helpful, because if the home is sold, there will be no clear title until those fines are paid.

Ken said with as many members as we have in our very large HOA, it's hard to keep up, and we appreciate all the neighbors who call to ask if a particular address had permission to do whatever is witnessed. He said we appreciate the extra eyes and ears of people letting us know what they see.

## **ADJOURNMENT**

Ron made the motion to adjourn, and Troy seconded the motion. The meeting was adjourned at 7:05 PM.

Respectfully submitted,

Ronald D. Stutes, Secretary