

**Woods Garden Club HOA  
Minutes of Board Meeting  
Thursday, November 15, 2018**

**I. Call to Order**

The meeting was called to order by President Donna Dozier at 6:36 P.M. Other Board members present were Eli Crow, John N. Serio, Ron Stutes, and Russell Williams. Absent were Richard Patteson and Ken Wheeler, Jr. Dawn Smith of East Texas Community Management was present. No guests were present.

**II. Approval of the Minutes**

- The minutes of the October 25, 2018, meeting were approved by e-mail.

**III. Property Management Report**

- Pool & General Maintenance
  - Two pool companies are coming out to evaluate the pool plaster; we may need only small repairs.
  - Three companies have been contacted for bids on creating a flagstone sidewalk for easier pool access, for example, for strollers. Dawn will meet with one company tomorrow.
  - Christmas Lights are being installed this week and hopefully will be on before Thanksgiving. Dawn asked about quotes for other entrances and Jarrod's indicated they are behind because of all the bad weather and if and when they catch-up, they will provide a bid.
  - Dawn gathered information for a detailed requirements landscaping document.
  - The Eastwood entrance electrical box has been fixed.
  - A sign post for Cripple Creek has been ordered and should arrive in a month's time.
  - Dawn will be preparing 2019 invoices in mid-December.
  - We will need to pay for the room rental for the annual meeting by Dec 17.
- Dues
  - As of today, 19 residents have not paid anything toward 2018 dues. Of these, 7 have not paid for 2017 as well and have been turned over to our legal services. Three of these are now on a payment plan and we are receiving payments. Two others were served.
- Violations
  - Letters have been sent to those who had trailers and/or an RV in their driveway.
  - Dawn has requested the lawyer to send a demand letter for violations to a resident at Southwood.
  - Since there are a lot of cars parked at a residence, an e-mail, which included the leasing policy, has been sent to the homeowner to determine whether the home is being leased. Dawn is also trying to determine overall which homes are being leased in The Woods.

**IV. Financial Report**

- As of October 31, 2018, there is \$14,074.35 in the Checking/Operating Account and \$90,047.18 in the Savings Account for a total of \$104,121.53 for Checking/Savings. Dawn indicated we should finish the fiscal year with about \$80,000 in savings.
- Eli examined the last five years of financials and created a graphical report showing overall that our financial situation is fine. He noted that our water expenses have dropped in the last year and that our landscaping expenses for 2017 were higher than normal. (See first appended document.)
- Donna indicated the need for more sprinklers at the main entrance and that we will need to budget more for water next year.

- John examined the last five years of financials and, from his perspective, observed that we are spending much more for regular lawn maintenance this year than we did for last year, even when one includes the major clean-up expenses that occurred in 2017, which is not regularly done. Others disagreed.
- “return on investment” (what we are spending and what we are getting in return). He stated that the appropriate way to proceed is to define clearly what we want a landscaping company to do and to seek bids. By delineating specifications and standards, we can hold them to account. The Board agreed and requested a detailed document be placed on the agenda for the next meeting.
- John stated that areas of major erosion (at entrances; near the pool area; on the extensive greenbelt) could be costly to remedy and we will need to budget accordingly.

## V. Old Business

- Security—no security problems to report
- Eli indicated we have evaluated security for one year and not one instance has occurred. This confirms the Board’s decision last year that we have little need to have a security firm.
- Landscaping
  - Donna reported that Tru-Green tested our soil in the pool area, including frontage near the pool, and determined that the ph level was low. Tru-Green recommended two applications of lime. Tru-Green also stated that the doveweed application contributed to killing the grass. They are also testing the greenbelt areas for ph levels.
  - Eli stated we should get bids for compost material, top soil, and hydra-mulching to address the erosion problems in the greenbelt and other areas.
  - Dawn indicated she had secured a bid from a landscaping company that would service The Woods 52 times a year, but the cost would be more than we are currently paying.
  - John believes that it is unrealistic to think we need service every week of the year: seasons change; grass and other plants become dormant; inclement weather prevents work (we need to recall that it rained nearly every week in October and into November). He suggested we follow the pattern of most landscaping companies that provide a specific list of what they will do and when, usually on a yearly basis of 38 to 42 times. He requested that such a pattern be included in the requirements log for the next meeting.

## VI. New Business

- Discussion of 2018 Budget Surplus:
  - The Board listed the following items:
    - Add sprinklers to the main entrance.
    - Get ph to where it needs to be.
    - Cut trees in the pool area.
    - Possible walking lane to pool for people with strollers.
    - Sinkhole in our greenbelt area near Brookview Court. (The City now says it is not their responsibility.)
    - Costs for lime, repairing greenbelt, hydra mulching, top soil, etc.
    - Seasonal coloring.
    - Christmas lights for the entrances to the gated communities.
  - Eli suggested that we allocate funds from this year’s surplus to some of these items.
- Ron moved and Eli seconded the motion to give a gift card to the pool volunteers. The Board commended them on their service for diligently monitoring the pool chemicals regularly.

## **VII. Miscellaneous Non-Action Items**

- Donna asked whether there would be any conflicts with the date of the next Board meeting on Dec 20, 2018. No one objected. We will also address the budget at that time.

## **VIII. Visitor Comments**

- None.

## **IX. Adjournment**

- Russell moved and John seconded the motion to adjourn. The motion carried. The meeting adjourned at 7:53 P.M.

Respectfully submitted,



John N. Serio, Secretary

See appended item 1.

	2014	2015	2016	2017	2018
Year End Balance	\$ 107,350.56	\$ 67,867.00	\$ 75,671.12	\$ 58,606.08	\$ 91,357.65
Net Change		\$ (39,483.56)	\$ 7,804.12	\$ (17,065.04)	\$ 32,751.57
Special Projects	\$ 35,437.38	\$ 49,282.45	\$ 5,256.16	\$ 1,744.00	\$ -
Net Income	\$ (11,197.65)	\$ (39,483.56)	\$ 7,804.12	\$ (17,065.04)	\$ 32,181.35
Significant/Overbudget Expenses					
- Landscaping/Service	\$ 38,970.00	\$ 39,720.00	\$ 38,970.00	\$ 39,685.00	\$ 53,583.75
- Landscaping/Tree Removal	\$ 2,853.53	\$ 5,023.10	\$ 2,441.15	\$ 8,215.00	\$ 2,390.02
- Landscaping/Labor	\$ 2,783.30	\$ 4,754.12	\$ 8,087.30	\$ 16,657.96	\$ 2,857.15
- Pool/Repairs	\$ 2,084.14	\$ 5,394.85	\$ 1,484.24	\$ 4,303.55	\$ 2,603.77
- Utilities/Water	\$ 12,055.64	\$ 15,659.91	\$ 15,443.88	\$ 10,183.82	\$ 9,839.26

