



9619 ½ Bayou Brook St.
Houston, TX 77063

**WOODLAKE FOREST IV HOA
Board of Trustees Meeting Minutes**

**Date: February 13, 2024
6:33 pm – 9:05 pm**

The Woodlake Forest IV (WFIV) Homeowners Association Board of Trustees (“Board”) met on February 13, 2024 by Zoom. Notice of the meeting was posted at least 144 hours prior to the meeting.

At 6:33 pm, President John Williams called the meeting to order and declared a quorum. Consent for the meeting by Zoom was given at the end of our January 9, 2024 meeting.

Attendees: John Williams, Ellen LeBlanc, Kimberly Thompson, Debbie Biagioli, Scott Cooley, Marie Hartnett, Dorothy Thompson, and Kim Lee Richards (Administrative Assistant)

Public Attendees: Leona Urbish, and Timothy Adcock.

Approval of Minutes: Motion made by Ellen LeBlanc, seconded by Marie Hartnett, and unanimously passed to approve the Minutes of the February 13, 2024, HOA Board Meeting.

Approval of Agenda: Motion made by, Ellen LeBlanc, seconded by Debbie Biagoli and unanimously passed to approve the January 9, 2024 Agenda for tonight’s meeting.

Agenda Item	Treasurer’s Report	Ellen LeBlanc
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Discussion: Ellen LeBlanc reported the Treasury Report as of January 31, 2024

**WOODLAKE FOREST IV HOMEOWNERS ASSOCIATION, INC.
TREASURY REPORT
Year-to-Date as of January 31, 2024**

MAINTENANCE ACCOUNT (@ JP Morgan Chase)

Operating Revenue	\$586,104
Operating Expenditures <Less>	<\$16,079>
MAINTENANCE FUND ENDING BALANCE	<u>\$570,274</u>

Maintenance Account for General Operating Expenditures

TOTAL RESERVE FUND as of January 1, 2024

JP Morgan Chase Bank (CD)	\$40,000
Cadence Bank (CD)	\$232,941
TBD	\$100,000
TOTAL RESERVE FUND	<u>\$401,965</u>
RESERVE FUND AS A PERCENTAGE OF 2023 ANNUAL MAINTENANCE FEES	65%

Spend as a Percentage of Budget

Category	Percentage	Category	Percentage
Landscaping	0%	Utilities	12%
Parking and Streets	0%	Pool & Tennis Courts	2%
Security & Lights	8%	Administration	9%
Professional Services	2%		

2024 ANNUAL MAINTENANCE FEES (as of January 12, 2024*)

- 15 Homeowners Outstanding
 - 1 - Payment Plan
 - 2 – Carry Over from 2023
 - 2 – Similar to 2023 Cases
 - 10 – New Cases

Motion made by Dorothy Thompson, seconded by Debbie Biagioli, and unanimously passed to approve the Treasury report as presented.

Agenda Item	Security, Lights & Trash Collection	Trustee:	Kim Thompson
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Discussion:

Lighting:

1. Kim reported that, there was 93% compliance with outside lights on from dusk to dawn. Follow up notices will be sent to the repeat offenders.

Security:

1. Kim reached out to Mary Nan Huffman’s (Houston City Council Member) office to inquire about assistance funds for communities who use Flock cameras. Unfortunately, no funds are available.
2. Kim reported that the perimeter fence along Gessner north of Longmont needs to be replaced. Parts of the fence were damaged by the Metro workers who were replacing a bus stop.

Trash:

1. Heavy trash day will be Saturday, March 2, 2024.
2. Kim will reach out to Chester Horton, HOA Trash Collector, about the possibility of moving the trash pickup date from Christmas Eve.

Action items	Person responsible	Target Date
• Continue to monitor outside residential lights from dusk to dawn	Kimberly	Ongoing
• Repair of perimeter fence	Kimberly/ Fence Co.	March/April

Agenda Item:	Parking & Streets	Trustee:	Debbie Biagioli
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Discussion:

1. Debbie and her Committee will walk the Community to determine where signage is needed, and those that need to be changed.
2. Committee is modifying the temporary parking permit.

Action items	Person responsible	Target Date
• Needed signage & signs that need to be changed	Debbie & Committee	ASAP
• Modification of temporary parking permit	Debbie & Committee	ASAP

Action items	Person responsible	Target Date	
Agenda item:	Landscaping	Trustee:	Marie Hartnett

Discussion:

1. Marie reported that Baldo is making a list of the trees that need to be trimmed. Account #53382 wants more of tree limbs trimmed for squirrels getting into attic.
2. Spring planting has begun with crepe myrtles. Baldo will also be fertilizing the grass.
3. Marie reported that Baldo will speak with the Metro workers who damaged the perimeter fence when redoing the bus stop on Gessner and private Longmont.
4. Several sprinkler covers are missing.
5. Water meter at Account #22897 needs to be replaced.
6. Marie reported that two (2) arborists had checked the tree between Accounts #22160 & #26629 and found it to be stable and thus removal of the tree is not warranted. Account # 22160 is also in favor of not removing the tree.

Action items	Person responsible	Target Date
• Trimming trees, planting, and fertilizing	Baldo	March/April
• Sprinkler covers replaced	Baldo	ASAP
• Speak with Metro workers about damage to fence	Baldo	ASAP
• Replace water meter at Acc. #22897	City of Houston	ASAP

Agenda item:	Deed Restrictions/Architectural Control	Trustee:	John Harrison
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Discussion:

In John's absence it was reported that he continues to work on the action items from January.

Action items	Person responsible	Target Date
Communication with Acc. #33360 about movement of air conditioner	John Harrison/ John Williams	ASAP

Agenda item:	Recreation Area	Trustee:	Scott Edwards
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Discussion:

1. In Scott's absence, due to a delayed flight, it was reported that Scott continues to obtain bids for resurfacing of the pool.
2. Tennis courts fencing mesh had to be tied down.
3. Number of residents are interested in a pickle ball court.

Action items	Person responsible	Target Date
<ul style="list-style-type: none"> • Repair decking • Bids for resurfacing pool 	Scott/Thomas Hibbert Scott	ASAP Ongoing

Agenda item:	Governance	Trustee:	Scott Cooley
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Discussion:

1. Scott reported he and John Williams had discussed strengthening regulations for using the recreational areas.
2. They also have written regulations for using the meadow area.

Action items	Person responsible	Target Date
<ul style="list-style-type: none"> • Recreational and Meadow Use Agreements 		

Other Business:

1. **Interim Board Actions:**
None
2. **Community Projects:**
 - Heavy Trash pickup: March 2, 2023
 - Dates for 2024 WFIV HOA Annual Board Meeting, November 5, 2024 and if no quorum is reached, November 19, 2024.
 - March /April Buzz: articles are needed by the 3rd week of March.

ADJOURN OPEN SESSION: 8:26 pm.

Motion made by Dorothy Thompson, seconded by Ellen LeBlanc, and unanimously passed to adjourn the open meeting.

EXECUTIVE SESSION CONVENED: 8:27 pm.

Discussion of personnel matters, violations of DCR's enforcement actions and/or confidential conversations.

ADJOURN EXECUTIVE SESSION: 9:14 pm

Motion made by Debbie Biagioli, seconded by Marie Hartnett; and unanimously passed to adjourn the Executive Session and reconvene the Open Session.

RECONVENE BOARD MEETING TO AN OPEN MEETING: 9:14 pm

The Board discussed matters relating to ACC and parking violations.

- Motion made by John Williams, seconded by Debbie Biagioli, and unanimously passed to send a courtesy letter to Account #33387 for failure to submit paperwork for a parking permit.
- Motion made by John Williams, seconded by Ellen LeBlanc, and unanimously passed to issue a temporary parking permit To Account # 50799.

NEXT SCHEDULED BOARD MEETING: Motion made by Debbie Biagioli, seconded by John Williams and unanimously passed to schedule the next HOA Board Meeting on March 12, 2024, at 6:30 pm by Zoom.

MEETING ADJOURNED: Motion made by John Williams, seconded by Dorothy Thompson to end the HOA Board Meeting, and unanimously passed to end the WFIV HOA Board Meeting. The Meeting adjourned at 9:27 pm.

Minutes respectfully submitted by Dorothy Thompson, Secretary