



9619 ½ Bayou Brook St.
Houston, TX 77063

WOODLAKE FOREST IV HOA, Board of Trustees Meeting Minutes

Date: March 12, 2024

6:00 pm - 9:53 pm

The Woodlake Forest IV (WFIV) Homeowners Association Board of Trustees (“Board”) met on March 12, 2024, by Zoom. Notice of the meeting was posted at least 144 hours prior to the meeting.

At 6:30 pm, President John Williams called the meeting to order and declared a quorum. Consent for the meeting by Zoom was given to the end of the February 13, 2024, meeting.

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

Public Attendees: Joyce Ryan, Leona Urbish, Robert Thacker, Timothy Adcock, Thomas Hibbert, Katie Simpson, Nancy Spitler, Maria & Richard Rose, Max Johnson, Dana & Don Machen, and John Jones.

Public Comments:

1. Joyce Ryan thanked the new Trustees, esp. Marie Hartnett, Landscape Trustee, for their service to our community. Joyce said she needed to brief the Board on the WFIV Covenants, esp. Article II due to how badly our community looks. She also asked where we (the Board) stand when people redo their own landscaping and then do not maintain it. She stated that the two (2) Attorneys that she has consulted says it is the obligation of the HOA. She urged the Board to consult an Attorney on the WFIV DRC’s. John Williams explained that the HOA would maintain the landscaping, but was not responsible to replace requested shrubs, plants, or flowers that the resident chooses, but only the standard replacements which our landscape team provides.
2. Richard Rose said he and his wife are new to the neighborhood and are looking forward to living in the community and meeting their new neighbors.
3. Robert Thacker requested that his temporary parking permit be renewed. He stated that his brother is handicapped and since their father had previously enlarged the home’s den by taking footage from the garage, his brother needed the entire garage to enter and exit his vehicle. Thus, Robert is not able to park in the garage.

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 John Williams and unanimously passed to approve the March 12, 2024, Agenda for tonight’s meeting.

Approval of Minutes as Drafted of November 9, 2023, Annual Board Meeting: Motion made by Ellen LeBlanc, seconded by Scott Edwards and unanimously passed to approve the November 9, 2023 Annual Board Meeting Minutes as drafted. Minutes will officially be approved at the November, 2024 Annual Meeting.

Agenda Item	Treasurer's Report	Ellen LeBlanc
--------------------	---------------------------	----------------------

Discussion: Ellen LeBlanc reported the Treasury Report as of February 29, 2024

**WOODLAKE FOREST IV HOMEOWNERS ASSOCIATION, INC.
TREASURY REPORT
Year-to-Date as of February 29, 2024**

MAINTENANCE ACCOUNT (@ JP Morgan Chase)

Operating Revenue	\$683,204
Operating Expenditures <Less>	<\$94,935>
MAINTENANCE FUND ENDING BALANCE	<u>\$588,269</u>

Spend as a Percentage of Budget

Category	Percentage	Category	Percentage
Landscaping	12%	Utilities	18%
Parking and Streets	0%	Pool & Tennis Courts	4%
Security/Lights & Trash	26%	Administration	15%
Professional Services	11%		

2024 ANNUAL MAINTENANCE FEES (as of March 12, 2024)

- Outstanding AMFs: 8 Homeowners
 - 3 - Legal
 - 1 - Paid 2024 AMFs late; owes \$170.38
 - 3 – 209 letters sent giving 45 days to pay; else cases turned over to attorneys
 - 1 – Recently identified
 - 209 Letter to be sent via text as homeowners have moved to overseas for the being.

Motion made Marie Harnett, seconded by Scott Cooley, and unanimously passed to accept the Treasury report as presented.

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

Discussion:

Lighting:

1. Kim reported that, there was 92% compliance with outside lights on from dusk to dawn. Follow up notices will be sent to the repeat offenders.

Security:

1. Kimberly reported that there was an alleged attempted break-in on Bayou Brook. Homeowner feels that residence was targeted. The attempt occurred while the owners were at dinner. A reminder to all to always lock your windows & doors and keep the garage doors down.

2. Kimberly reported that Baldo has contacted the city about the broken sprinkler that occurred when the new bus stop was replaced.
3. Eddie Gonzalez of Speedy G Home Repairs offered to repair the fence for \$800 which was also damaged when the new bus stop was constructed. Kimberly will check with Baldo who had also offered to repair the fence. She will get a price quote from Baldo for the repairs. John W. said we need to move forward with the fence repair so that spring planting can begin.
4. Kimberly has received a bid of \$65,000 (\$59 a linear foot) from Houston Fence to replace the entire perimeter fence. She will get two (2) additional bids since the cost is over \$50,000.

Trash:

1. Kimberly reported that the March 2, 2024, heavy trash day was successful. She will check with Chester Horton, Trash Contractor, about a date in early August for our second heavy trash date of the year.

Action items	Person responsible	Target Date
<ul style="list-style-type: none"> • Continue to monitor outside residential lights from dusk to dawn 	Kimberly	Ongoing
<ul style="list-style-type: none"> • Repair of fence damaged by city 	Kimberly/ Contractor	March/April
<ul style="list-style-type: none"> • Buzz-Articles: illegal for solicitors on private streets 	Kimberly	March/April
<ul style="list-style-type: none"> • Two (2) additional bids for perimeter fence 	Kimberly	March/April

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

Discussion:

Although Debbie was absent, she did submit a written report.

1. Debbie and the Parking & Streets Committee walked the Community and identified where street signs or signage are necessary.
2. She wrote that two (2) temporary parking passes were issued in the last month.
3. Homeowners who were parking on public streets and not in garages were notified of the need to use their garages to park their cars.

Action items	Person responsible	Target Date
<ul style="list-style-type: none"> • Present findings on signage & signs that need to be installed. 	Debbie	April
<ul style="list-style-type: none"> • Modification of temporary parking permit 	Debbie & Committee	ASAP

Agenda item:	Landscaping	Trustee:	Marie Hartnett
---------------------	--------------------	-----------------	-----------------------

Discussion:

1. Marie reported that Baldo & crew have been busy planting and fertilizing. His crew has also planted three (3) trees.
2. She also reported that a tree limb came down on a Bayou Brook deck. Baldo determined the limb was from a tree that was dead and was taken down.

3. Marie also reported that the city finally installed a meter for Acc. #27101 for the common area located in front of the residence. Thanks to Bob Richards for staying on the City Water Dept. to get this meter installed.
4. She also reported that there have been questions concerning private vs common irrigation/sprinkler systems. If your control is located inside your garage, then it is private and was most likely installed by the original homeowner.
5. Marie has also expressed her concerns about homeowners who have cluttered the common areas in the front & sides of their homes. She will submit an article to the Buzz about her concerns.

Action items	Person responsible	Target Date
<ul style="list-style-type: none"> • Oversee spring planting • Buzz Article 	<p>Marie/Baldo</p> <p>Marie</p>	<p>Spring</p> <p>March/April</p>

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

Discussion:

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

Action items	Person responsible	Target Date
<ul style="list-style-type: none"> • Communication with Acc. #33360 about movement of air conditioner • Communication with Acc.# 37438 about common vs. private areas 	<p>John Harrison/ John Williams</p> <p>John Harrison</p>	<p>ASAP</p> <p>ASAP</p>

Agenda item:	Recreation Area	Trustee:	Scott Edwards
---------------------	------------------------	-----------------	----------------------

Discussion:

1. Scott Edwards shared the five (5) bids as well as the specific work each covered along with the price quoted by each pool company that he and Thomas Hibbert had received for resurfacing the pool. Bids received were from the following: Anthony & Sylvan Pools, Bellaire Pacific Pools & Services, Church Pool Services, Express Pool Plastering, & Repairs, and Sunset Pools.
2. After his presentation, it was decided he would reach out to a couple of the companies with additional questions, concerns as well as payment terms.

Action items	Person Responsible	Target Date
<ul style="list-style-type: none"> • Repair decking • Reach out to pool companies for additional questions & concerns 	<p>Scott Edwards/ Thomas Hibbert</p> <p>Scott Edwards/ Thomas Hibbert</p>	<p>ASAP</p> <p>March/April</p>

Agenda item:	Governance	Trustee:	Scott Cooley
---------------------	-------------------	-----------------	---------------------

Discussion:

1. Scott Cooley reported that he has drafted a Recreation Area policy. He asked the Trustees to read and give him feedback.

Action items	Person Responsible	Target Date
<ul style="list-style-type: none"> Review Recreation use agreement 	Trustees	March/April

Other Business:

1. Ratification of Interim Board Actions:

- Motion made by John Williams, seconded by Dorothy Thompson to ratify Temporary Parking Permits for Accounts #41912 and #22342.

2. Community Projects:

- Directories are with the WEB master for final formatting.
- Due to the unfortunate injury of a Board Member distributing letters to homeowners' mailboxes, electronic delivery of community communications was discussed. Ellen will speak with HOA Attorney about legality of using text messages.
- The 2024 Annual Meeting will be held on November 5, 2024, if there is a quorum. If no quorum is reached, the meeting will be held on November 19th at 7 pm at Memorial Drive Presbyterian Church Amphitheater.
- Annual Pool Party will be held on October 20, 2024.

ADJOURN OPEN SESSION: 8:37 pm.

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

EXECUTIVE SESSION CONVENED: 8:38 pm.

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

ADJOURN EXECUTIVE SESSION: 9:51 pm

Motion made by Marie Harnett, seconded by Ellen LeBlanc & Scott Cooley; and unanimously passed to adjourn the Executive Session and reconvene the Open Session.

RECONVENE BOARD MEETING TO AN OPEN MEETING: 9:51 pm

The Board discussed matters relating to ACC and parking violations.

NEXT SCHEDULED BOARD MEETING: Motion made by Scott Edwards, seconded by Marie Hartnett, and unanimously passed to schedule the next HOA Board Meeting on April 9, 2024, at 6:30 pm by Zoom.

MEETING ADJOURNED: Motion to end the open session of the HOA Board Meeting made by Dorothy Thompson, seconded by Marie Hartnett, and unanimously passed. The Meeting adjourned at 9:53 pm.

Minutes respectfully submitted by Dorothy Thompson, Secretary