

**Waterwood Community Association**  
January 24, 2023, Board Meeting Minutes

**CALL TO ORDER:** 6:23 PM. Meeting held as scheduled at Tom Henry's home, 150 Bluewing Ct. Orange Tx.

2023	2024	2025
Mike Magnuson (Security)	Marcy Messer-Treas.	Catherine Powers
Tom Henry – President	Frank Whipps (Grounds) (P)	Jim Higgins Secretary
Brad Wilkins	Mike Mankopf	Debbie Gipson VP

**PURPOSE OF MEETING:**

- Meeting held in accordance with section 5:05 of the Bylaws and for the purpose of transacting lawful business that may come before the board as noted in section 4:04 of the Bylaws.
- Meeting duration is encouraged to not exceed 90 minutes.

**ACKNOWLEDGEMENT/WELCOME BOARD MEMBERS**

- Proxy (P)= 1, (A) Absent = 0

**ADOPTION OF AGENDA**

- The president recommended starting the meeting early/as soon as a quorum had gathered in the interest of time and to finish early to allow member(s) who had conflicts to leave early.  
*Motion to accept the agenda M.Mag 2<sup>nd</sup> B. Wilkins. President called for vote to approve the agenda/motion carried.*

**PROPERTY OWNERS' FORUM**

- No property owners attended.
- Discussion ensued among board members as "property owners" regarding the bright and oscillating eave lights that have been installed on some homes without submittal to the ACC and are being left on 24/7. These lights may be considered a nuisance and may have to be addressed in the future after proper review of the building standards, restrictions, and covenants. Section 2.9.2 regarding "lighting" and the intent of other points in the standards to address "intent" were discussed. Board members will review the community documentation and make recommendations regarding this new issue.

**APPROVAL OF MEETING MINUTES**

- The December meeting minutes were discussed and accepted with no changes.  
*Motion to approve the minutes C.P. 2<sup>nd</sup> M.Mag. President called for vote to approve the minutes/motion carried.*

**TREASURERS REPORT**

- Savings and Checking = \$12,024
- Accounts Receivable = \$2,990 There is a question about the origin of this entry. The management company will research the number and give the board an answer in due time.
- Total Current Assets = \$15,090
- Expenses = \$2,204
- Dues Outstanding = \$34,530
- Total Liabilities and Equities = \$91,623  
Report as expected without surprise/all expenses and income were anticipated and customary.

President discussed a document from legal counsel regarding Priority of Payment Schedule per Texas legal code. For anyone making payments against invoices, payments always go toward existing delinquent accounts (if any), then to current assessments, followed by attorney fees, fines, etc.

***Motion by M. Mag 2<sup>nd</sup> D.G. President called for vote to accept the treasurers report. Motion carried.***

### **ARCHITECTURAL REPORT**

- No new items submitted.
- Marcy took a call from Sherry Hummel and discussed/confirmed the “cul-de-sac” setback standard of 20” as requested by the Townsends to the ACC for their new home site.
- Marcy mentioned the text and email approval that occurred last month for at least two *minor* ACC *submittal* items. The president pointed out that “electronic media/text/email approvals are not the best practice and should be “limited to simple items.” He went on to point out that according to legal advice received, the committee should be meeting “face to face” to gain input and suggestions/conversation etc. from all committee members, the process of text or email leaves out important dialogue on ACC topics.

### **BY-LAWS RULES & COVENANTS**

- Several complaints received, *none* significant/out of the ordinary. However, they will be addressed:  
Garbage.  
cans, etc.
- See property owner’s forum note regarding bright and oscillating “permanent holiday lights” that have appeared in the community.
- Community inspection by HOA mgmt. will occur in February.

### **GROUNDS COMMITTEE**

- Discussed the evaluation of the sealed and confidential bids submitted to the HOA management firm for the community annual grounds maintenance contract. The HOA management company representative Drew Phillips was “online” virtually and discussed the bids in detail and provided a case to consider award to the middle of 3 bids. The low bid was considered, however several board members had knowledge of the low bidder that “raised flags” and discussion ensued about those details. After considerable conversation the following was determined:
  - 8 bidders were identified. 4 were disqualified, 1 declined to bid (Green & Clean).
  - 3 bidders were “qualified.”
  - 3 bids were submitted and confirmed as valid by conversations between the management firm and the bidders to review and verify all scope items were included.
  - HOA management made the recommendation to award the work to the middle bidder based on positive experience/knowledge of that bidder vs. the lesser quality feedback on the low bidder and some personal experience of their work from some board members.

***Motion by C.P. to vote on the award at the annual meeting. After discussion, the motion did not gain a 2<sup>nd</sup> and was “withdrawn” by C.P. due to lack of support.***

***Motion made by B.W. to vote on the award immediately as board business, 2<sup>nd</sup> M. Man. President called for vote to award. Motion carried.***

### **SECURITY COMMITTEE**

No issues/no action taken.

### **NEW BUSINESS**

- Motion to approve the Nov 2022 invoice from legal counsel was made by D.G. 2<sup>nd</sup> *other board member*  
Expenses incurred were related to collection procedures of old debt to the association.
- President will send out a draft Annual Meeting Agenda in the coming weeks for input and comments. After discussion there was an agreement to reserve a smaller venue for the Annual Meeting. The President will take care of the reservation.

**OLD BUSINESS (all to be carried over/deferred/place holders**

- Street Pothole patching
- Reinstatement of WCA with TX Comptroller
- Scope for Bulkhead repairs at boat ramp
- Discuss Committees makeup.
  - **Security:** Engage law enforcement and security people in the community in the process. (Short meetings that occur 1-3 times a year if needed)
  - **Covenants:** Recruit more people to be involved with the community standards, ride with the HOA rep on semi-annual neighborhood tours
  
- **ADJOURN: 8:03 PM** *Motion to adjourn D.G. 2<sup>nd</sup> M.Man. President called for vote, passed.*