



**WOODRIDGE FOREST COMMUNITY ASSOCIATION, INC.**  
**REGULAR BOARD MEETING MINUTES**  
**Tuesday, April 26, 2022 @ 4:00 PM**  
**22525 Soaring Woods Porter, TX 77365**

Board Members present at the meeting were Andy Ramirez, Eric Self, Stacey Lewis and Pat Twohy.  
Board Members absent at the meeting were Gustavo Melo.  
Also, present was Mandi Branam, CMCA® of Preferred Management Services, AAMC®.

**CALL TO ORDER**

With quorum established the meeting was called to order at 4:06 PM.

**EXECUTIVE SESSION – The Board immediately moved into Executive Session.**

**MANAGER'S REPORT**

Account 890505 – Mrs. Mason was present for ARC Hearing. Board advised Hearing decision would be emailed to the property owner.

Delinquency Report – The latest delinquency report was reviewed and accepted by the Board.

Deed Restriction Report – The latest Deed Restriction Report was reviewed.

**Executive Session adjourned at 4:33 PM.**

**FIVE MINUTE OPEN FORUM**

There were three owners in attendance and the Board addressed their questions and concerns.

**The Board Reconvened Open Session at 4:46 PM and made the proper Executive Session Announcements.**

**INTERIM DECISIONS**

- a. Summer Seasonal Color - Option 3 – Earthcare Management
- b. Playground Gate Door Handle – Taylor Security - \$210.00
- c. Recreation Center Power Washing – Sunny Pressure Washing - \$2,251.60
- d. New Pool Furniture – Texacraft - \$8,232.67
- e. Lake Colorant – Lake Management Services - \$1,274.60
- f. Appointment of ARC Committee Members
- g. Splash Pad Decal – Sweetwater Pools – \$1,711.00
- h. Pool Maintenance & Lifeguard Contract – Sweetwater Pools - \$42,243.60
- i. Fire Extinguisher Inspection – Ardent Fire Equipment - \$202.66

## **APPROVAL OF MEETING MINUTES**

A motion to approve the February 17, 2022 minutes was made by Eric Self and second Andy Ramirez. The motion passed in favor.

## **REVIEW OF FINANCIAL REPORTS**

The February 28, 2022 and March 31, 2022 financial reports were presented by Eric Self. The Board tabled for further review and discussion.

## **PATROL CRIME STATISTICS REPORT**

The Board of Directors reviewed the March 2022 Patrol Crime Statistics Report.

## **COMMITTEE REPORTS**

Social Committee – The Social Committee was not present to report to the Board of Directors.

ARC Committee – The managing agent updated the Board that the appointed ARC Committee has been notified and they were set up on the portal to start reviewing applications.

## **PENDING BUSINESS**

Low Hills Drive Bollard Paint Update – The Board confirmed that the bollards were painted.

Approval of Pool Repair Proposals – A motion was made to approve the following pool repair proposals submitted by Sweetwater Pools by Pat Twohy and second by Eric Self. The motion passed in favor.

- Proposal 8914 – Coping Repairs - \$725.00
- Proposal 8876 – Bead Blasting Tile - \$900.00
- Proposal 8907 – Bead Blasting Wall - \$350.00
- Proposal 9656 – Acid Wash Top Steps - \$337.00
- Proposal 8917 – Pool Rules Sign - \$455.00
- Proposal 9884 – Pool Supplies - \$426.00

## **NEW BUSINESS**

Residential Design Guidelines Update – The Board of Directors reviewed the managing agent's recommendations for updating the Residential Design Guidelines and unanimously approved the updates.

Approval of Pool Gate Repair Proposal – A motion was made by Pat Twohy to approve the pool/park middle gate repair and install 1 Linear AM-DPR dual prox card reader in the amount of \$550.00 to be performed by Accutek Technologies and second by Eric Self. The motion passed in favor.

Approval of Pool Fence Paint Proposals – A motion was made by Pat Twohy to approve Next Level Roofing & Remodeling to paint the perimeter pool fence and exterior doors in the amount of \$3,283.50 and second by Eric Self. The motion passed in favor.

Virginia Grame Baker Pool Drain Certificate Update – The managing agent reported that the VGB Pool Drain Certificate was located by the pool installer and has been posted in the lifeguard closet and filed in the Association's permanent records.

Approval of Boulder at 22863 Windward Meadow – The Board reviewed the proposal submitted by Earthcare Management to install boulders to prevent ATV vehicles entering the property owners lot from common areas. The Board tabled for further review.

Approval of Dog Station Installation Proposal – The managing agent presented a proposal submitted by Earthcare Management to install two dog stations. The Board tabled for further review and requested an additional proposal.

Approval of Trash Can Repairs on Trails Proposal – The Board reviewed the proposal submitted by Earthcare Management to repair the trash cans along the sidewalk trails. The Board tabled for further review and requested a marked map of all the trash cans.

Authorization for Legal Enforcement – The Board unanimously approved for the following accounts to be submitted to Holt & Young for legal enforcement of Deed Restriction Violations: 890439, 890492, 890012, 890014, 890019, 890548, 890218, 890037, 890040. The Board unanimously approved for account 890219 to be submitted to Holt & Young for legal enforcement of Collections.

#### **FIVE MINUTE OPEN FORUM**

There were zero owners present during the second five-minute open forum.

**Open Session adjourned at 6:23 PM**

**The Board Reconvened Executive Session at 6:23 PM**

#### **MANAGER'S REPORT**

Attorney Status Report – The Board reviewed the March 2022 report. Preferred Management Services will respond to the attorney as directed.

New Owner Report – The Board reviewed the new owner report. The report reflected eighteen (18) new owners for the period of February 1, 2022 – April 11, 2022.

Common Area Report – The managing agent presented the common area report.

Account 890646 Variance Request - The Board reviewed the variance request submitted by owner and unanimously declined the variance request.

Account 890319 Address the Board - The Board reviewed the letter submitted by owner and tabled for further review.

**Executive Session adjourned at 6:43 PM.**

**The Board Reconvened Open Session at 6:43 PM and made the proper Executive Session announcements.**

#### **NEXT MEETING**

The next meeting will be Tuesday, July 26, 2022 – Board Meeting.

#### **ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 6:45 PM.

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Approved

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Date