

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
WOODRIDGE FOREST COMMUNITY ASSOCIATION**

**22525 Soaring Woods Lane  
Porter, Texas 77365  
TUESDAY, MARCH 21, 2023**

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**CALL TO ORDER AND ADOPT AGENDA**

A quorum having been established, President Andy Ramirez called the meeting to order at 7:00 p.m. Other Board members present were Kenn Munn & Eric Self. Not present were directors Pat Twohy & Gustavo Melo. Also present was Kimberly Hiles with Sterling Association Services, Inc. and homeowners as per the sign in sheet attached to the original packet. A motion was made, seconded and passed unanimously to adopt the agenda as presented.

**OPEN FORUM/PUBLIC COMMENTS**

\*Many residents that attended the meeting had concerns regarding the unauthorized motor vehicles and trespassing by the lakes and open areas along the back of the community. The board is aware and is currently discussing possible fencing options with MUD at the next meeting. Eric Self explained the legalities with signage and the tax exempt status of the association if signage were to be posted.

\*Jose Amstutz with neighborhood patrol answered questions and addressed concerns with the residents regarding the unauthorized motor vehicle disturbances and trespassing activity.

\*Kim Brode with Community Outreach in Commissioner Matt Gray's office of Montgomery County Precinct 4 (office# for residents 281-212-7740) attended the meeting to give an overview of the services their office provides such as ditches, culverts, road pavement, traffic striping & signage.

Residents inquired about additional traffic lights & "No Thru Trucks" signage.

\*Resident Ann Dominick & Earl Herbez inquired about the fence proposals. Eric Self explained that they were being reviewed by the board of directors. Earl Herbez discussed his proposal with the board of directors and agreed to forward additional information and lower pricing the following day to Sterling.

\*A resident inquired about restrictions on Air-BNB's business's causing disturbances. The board explained that noise disturbances and issues on the streets with parking must be addressed by the law enforcement officers. The board is reviewing the leasing policy with the association's attorney.

\*Residents had concerns regarding activity at Winward Meadow and requested additional patrol at night. The homeowners were encouraged to continue reporting disturbances to the law enforcement nonemergency number. The board reported that they have also been reviewing proposals for adding cameras.

**APPROVAL OF MEETING MINUTES**

The meeting minutes of the November 2022 were presented for approval. A motion to accept the minutes was made by Eric Self, the motion seconded and the motion passed.

### **SECURITY REPORT**

Jose Amstutz attended the meeting and presented a verbal report. He discussed safety tips to residents & recommended the nonemergency number for residents to call 936-760-6800 to report nonemergency concerns. He also encouraged the residents to use the vacation watch option while away.

### **FINANCIAL REPORT**

Treasurer Eric Self presented the Financial Reports as of February 28, 2023. He reported that the audit and tax preparations were being conducted as well as the reserve study. He stated The operating account totals \$638,703.60; The total in reserves \$292,047.52; Expenses for the month of February 2023 were \$10,668.77. Kenn Munn made a motion for approval of the financial reports and expenses presented, the motion seconded and passed unanimously.

### **ARC REPORT**

Committee member Lori Matherne attended the meeting and gave a verbal report. Sterling ASI provided a written report included in the board packets.

### **COMMUNICATIONS/WEBSITE**

Kimberly Hiles reported that the pool schedule & ARC Guidelines will be added to the website.

### **PENDING BUSINESS & UNSCHEDULED MAINTENANCE**

- \* Landscape bids for front monument and round-about circle
- \* Camera proposals/Nexlar
- \* Fence project bids received from the following:
  - Ray Thomas-\$44,700.00
  - Pine Forest-\$45,300.00
  - A-Z Wrights-\$47,750.00
  - Re-Cal Services-\$49,083.00

### **NEW BUSINESS & SCHEDULED MAINTENANCE**

- \* Reserve Advisors board approved \$3,850.00 to conduct reserve study
- \* O'Neal & Holmes will prepare association taxes & audit

**NEXT MEETING** - The next meeting will be held on Tuesday May 16, 2023 at 7PM.

### **MOVE INTO EXECUTIVE SESSION**

*A motion was made, seconded and passed unanimously to convene into executive session to discuss collection matters.*

*A motion was made, seconded and passed unanimously to move out of executive session.*

### **EXECUTIVE SESSION SUMMARY**

\* Acct# tree removal appeal approved removal of two trees-resident appeared at meeting and had to be excused. It was agreed that Kimberly Hiles contact the resident the following day & Sterling will issue a letter.



\*Fence proposals were discussed and reviewed. The board agreed to discuss them further via email the following day. It was agreed that the project not exceed \$46,000.00, Sherwin Williams paint is to be used along with a project start date weather permitting of Easter holiday.

\*Jose Amstutz invited NEXLAR Company for a camera demonstration. Due to the late hour & failure to be on the agenda, the board agreed to table the discussion for the next meeting.

*A motion was made, seconded and passed unanimously to move back into regular session.*

#### **ADJOURNMENT**

With there being no further business to become before the Board, a motion to adjourn was made by to adjourn the meeting. The motion seconded and passed unanimously the meeting was properly adjourned at 9:36 PM.

  
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SIGNATURE

May 16, 2023  
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DATE

