

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
WOODRIDGE FOREST COMMUNITY ASSOCIATION
22525 Soaring Woods Lane
Porter, Texas 77365
TUESDAY, MAY 16, 2023**

CALL TO ORDER AND ADOPT AGENDA

A quorum having been established, President Pat Twothy called the meeting to order at 7:00 p.m. Other Board members present were Andy Ramirez, Kenn Munn & Eric Self. Not present was director Gustavo Melo. Also present was Kimberly Hiles & Jose Villegas 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.

BOARD DIRECTOR COMMUNITY UPDATE:

*Vice President Kenn Munn announced that a separate sign in sheet was available for residents that wished to address the board of directors.

*President Pat Twothy reported that proposals received for the landscaping upgrades for the monument sign at Northpark and the roundabout were being reviewed and a decision would be made later at tonight's meeting.

*Directors Kenn Munn & Andy Ramirez reported that the disturbances & unwanted activity in the pipeline area near Winward Meadow are being acknowledged and options are being discussed with MUD and community patrol. The fencing has been approved by MUD and the project should be completed by late June. The fencing will have to include a gate due to the pipeline regulations. Treasurer Eric Self explained that cameras and signs may not eliminate the problem entirely and the board is limited & law enforcement must assist residents with emergencies, reports and nonemergency concerns.

*President Pat Twothy reported that the additional bulk erosion repair is being addressed & is scheduled for maintenance.

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 at Winward Meadow.

*Residents had concerns regarding activity at Winward Meadow and requested additional patrol hours. The board explained that additional hours had been added. They will review the agreement and decide at a later date if they will add more funds to the budgeted amount already allocated for the year of 2023. The homeowners were encouraged to continue reporting disturbances to the law enforcement. Eric Self explained the legalities with signage and the tax exempt status of the association if signage were to be posted.

*Several residents inquired about additional traffic lights & "No Thru Trucks" signage. Director Andy Ramirez stated that the board had already coordinated four signs to be installed. Vice President Kenn Munn explained the locations of the signs.

*Jose Amstutz with neighborhood patrol answered questions and addressed concerns with the residents regarding the unauthorized motor vehicle disturbances and trespassing activity. He encouraged residents to report any nonemergency concerns to 936-760-6800 nonemergency number.

*Several residents complained about the unmaintained lot owned by Century Homes. Pat Twothy explained that we are aware and Century Homes has been contacted requesting to mow the area.

*Residents inquired about adding speed bumps for the community. Director Andy Ramirez explained that the streets do not belong to the association and are not allowed by the county due to emergency vehicle regulations.

*Resident Connie Hernandez volunteered to form a “Neighborhood Watch Committee”. She reported that students had a planned pool party. Kimberly Hiles reported that they were aware and that the pool management company had been notified including our patrol.

*A resident from Driftwood Lane inquired about private gates and fencing for the community to deter traffic and crime. She also discussed additional patrol hours. Treasurer Eric Self explained that the association is not a private community and the streets are the responsibility of the county. He stated that additional hours had been added and it didn’t change.

*Another resident requested that constable officers be more visible. She inquired about the traffic light request at Northpark. The board reported that it had been approved and will be scheduled.

*Another resident suggested “Dusk to Dawn” signs to be posted at the parks and lakes.

APPROVAL OF MEETING MINUTES

The meeting minutes of the March 21, 2023 were presented for approval. A motion to accept the minutes was made by Kenn Munn, the motion seconded and the motion passed.

SECURITY REPORT

Jose Amstutz attended the meeting and presented a verbal report. His written report included in the board packets.

He discussed safety tips to residents & recommended the nonemergency number for residents to call 936-760-6800 to report nonemergency concerns.

FINANCIAL REPORT

Treasurer Eric Self presented the Financial Reports as of April 30, 2023. He reported that the 2022 audit is underway. The association’s 2022 tax return is being prepared. He discussed the recent reserve study recently completed. He reported with the operating cost expenses it is possible assessment increases will have to be made in order to build reserve funds.

As of April 30, 2023, the cash operating accounts total \$608,533.72, reserve cash was \$278,678.16, year-to-date operating expenses were \$146,108.75, and year-to-date reserve expenditures were \$29,595.00. Kenn Munn made a motion for approval of the financial reports and expenses presented, the motion seconded and passed unanimously.

ARC 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

*Camera proposals/Nexlar

NEW BUSINESS & SCHEDULED MAINTENANCE

*Proposals received from Maldonado Nursery: #28122 monument \$13,041.57, #28297 roundabout \$4,401.66

Earthcare proposals received: #cs-1006 rev-1 monument \$11,676.75, #cs-1032 roundabout \$5,278.00

*A motion was made by Kenn Munn to award Maldonado Nursery #28122 in the amount of \$13,041.57, seconded and passed unanimously.

*A motion was made by Eric Self to award Maldonado Nursery #28297 in the amount of \$4,401.66, seconded and passed unanimously.

*A motion was made by Eric Self to move operating excess funds of \$100,000.00 to reserves funds, the motion seconded and passed unanimously. It was agreed by the board of directors that another transfer be made next January 2024.

*Eric Self made a motion to approve Maritza with Sterling accounting to conduct a special project expense report from the prior company Preferred Mgmt. the motion seconded and passed unanimously.

NEXT MEETING - The next meeting will be held on Tuesday July 18, 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

* The board of directors discussed the reserve study findings and possibly raising assessment dues next year. Reserve funds will need to be built and the operating transfers will help.

*Eric Self discussed the past due taxes of 2021 by the prior management company. Jose Villegas explained that Sterling was unaware and did not receive all of the records in the initial transition. The taxes are being completed accordingly and the questionnaire completed. Kimberly Hiles agreed to research the 2021 minutes for the board of director list.

Jose Villegas agreed to reach out to the contact regarding the pipeline regulations regarding fencing.

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 9:34 PM.

Pat Twohy
SIGNATURE

March 7.2024
DATE