

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
WOODRIDGE FOREST COMMUNITY ASSOCIATION  
22525 Soaring Woods Lane  
Porter, Texas 77365  
TUESDAY, September 26, 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, Gustavo Melo. Also present was Cathy Hooper with Sterling Association Services, Inc. and homeowners. A motion was made, seconded and passed unanimously to adopt the agenda as presented.

**BOARD DIRECTOR COMMUNITY UPDATE:**

- \*Treasurer Eric Self announced that the community will host National Night Out on October 3, 2023 from 5-7 pm.
- \* Treasurer Eric Self announced that the community will be having a neighborhood work day on October 14, 2023
- \* Treasurer Eric Self presented the members and board with a financial report.

**OPEN FORUM/PUBLIC COMMENTS**

- \*One resident who attended the meeting had concerns regarding trespassing and fishing on the lakes. The Board explained that the lake is not owned by the community, but is property of the MUD and they will need to defer to the MUD to determine if No Trespassing signs can be installed.
- \*One resident had concerns about the pool lifeguards and the pool being closed during normal operating hours. Sterling Association Services, Inc. will get in touch with the pool management company.
- \*One resident had concerns regarding installing a fence to block access from the wooded area. The Board responded that the area in question is not HOA property and that the Board would have to call for a special assessment to fund the fence.

**APPROVAL OF MEETING MINUTES**

The meeting minutes of July 17, 2023 were presented for approval. A motion to accept the minutes with one correction was made by Eric Self, the motion was seconded and the motion passed.

**SECURITY REPORT**

Jose Amstutz attended the meeting and presented a verbal report. His written report is included in the board packets. He discussed safety tips with 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 August 31, 2023. As of August 31, 2023, the cash operating accounts total \$482,444.21, reserve cash was \$333,733.69, year-to-date operating expenses were \$620,681.00, and year-to-date reserve expenditures were \$81,377.30. Kenn Munn made a motion for approval of the financial reports and expenses presented, the motion was seconded and passed unanimously.

#### **ARC REPORT**

Sterling ASI provided a written report included in the board packets.

#### **COMMUNICATIONS/WEBSITE**

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

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

During the Executive Session, the Board of Directors discussed the 2024 proposed budget. A motion was made. Eric Self made a motion for approval of the proposed 2024 budget, the motion was seconded and passed unanimously.

**NEXT MEETING** - The next meeting will be held on Tuesday, November 21, 2023, at 7 p.m.

#### **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 reviewed the 2024 drafted budget.

*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 to adjourn the meeting. The motion was seconded and passed unanimously the meeting was properly adjourned at 8:20 PM.

---

SIGNATURE

---

DATE