



# Woodlake Property Owners Association

Minutes of the Board of Directors Meeting - Sunday, May 22, 2016

**CALL TO ORDER:** This meeting was called to order by board member and Association president, Bill K. at 4:00pm at 8045 Key Largo, Belton, Texas.

**OTHER BOARD MEMBERS PRESENT:** Robin R, Bruce S, Michael G (also treasurer), and Eric S. Nancy G. was not able to attend.

**OFFICERS (NOT BOARD MEMBERS) PRESENT:** Tom K. (sec/scribe/webmaster).

**GUESTS PRESENT:** None.

**COMMITTEE AND PROGRAM LEADERS PRESENT:** None

**OTHER PROPERTY OWNERS PRESENT:** J.M. S, Vicki B, Theresa R, Debbie K, Melinda P and Kyle A.

**DECLARATION OF QUORUM:** The president declared a quorum for this meeting, based on the board members present.

## **PROPERTY OWNERS/VISITORS/CITIZENS FORUM:**

1. The president offered time for anyone to speak about any matter not already on the agenda for this meeting. JM S. expressed concern about two issues: (1) He called the board's attention to a declining oak tree in the front yard of his next door neighbor at 7009 Palisades Point. He suggested that the tree could have a disease that could threaten trees in his own yard. The owner of 7009 Palisades Point acknowledged the decline of the tree and said he would have the tree professionally evaluated and subsequently make a decision about treating or removing it. (2) JM S. also expressed concern over a steeply sloped area at the rear of 7009 Palisades Point which slopes toward the much lower lying area around Lake Belton. He argued that grass on the steep slope is too high and should be trimmed. Bill K. reminded everyone that this same issue was considered and decided by the board at the [BOD meeting on July 19, 2014](#). At that time, the board decided that "certain steep hillside or cliff-side areas may be too impractical or too dangerous to maintain as other portions of yards are expected to be maintained" and the board declared this particular portion of this particular property one of those areas. The president asked each board member if they wanted to re-visit the issue or consider reversing their previous decision. No board member responded in the affirmative.

2. Residents of Woodlake Circle advised the board that violations of the 20 mph speed limit are still frequent on that road. The president reminded everyone that the speed limit on all Woodlake roads is 20 mph.

**APPROVAL OF THE MINUTES OF THE LAST REGULAR BOARD MEETING:** The Board voted to approve the minutes of the November 16, 2014 Board of Directors meeting as published at [Woodlake.net](http://Woodlake.net).

## **OFFICERS REPORTS, COMMITTEE AND PROGRAM REPORTS:**

### **Treasurer's Report: 22 May 2016**

Mike G. briefed the treasurer's report:

Beginning balance (at March 20<sup>th</sup> Annual meeting): \$17,508.62

Activity since the March 20<sup>th</sup> Annual meeting:

---Deposits: \$1,375

---Withdrawal: (petty cash) None

---Expenses paid: \$431.04

Balance of funds 22 May 2016 including petty cash on hand: \$18,422.58

The Board of Directors voted to approve this financial report.

### **Architectural Control Committee (ACC) Report:**

In absence of Howard S, Bill K. briefed the following:

Tara M. was accepted by the ACC as an alternate committee member, with no objection from the BOD.

### **Neighborhood Watch (NW) Program Report:**

In absence of Howard S, Bill K. briefed the following:

Progress continues regarding training plans for Woodlake's Community Emergency Response Team (CERT) program. National Night Out 2016 will be on October 4<sup>th</sup>, this year. Woodlake will plan and sponsor our own Woodlake Neighborhood Night Out on that date or a date approximate to October 4<sup>th</sup>. This is not only our opportunity to meet and thank our first responders (police, fire, EMT) but, it is Woodlake's only annual social event.

## **OLD BUSINESS:**

1. The president asked for feedback concerning the conduct of the Woodlake Annual All-Members meeting, conducted 20 March 2016. Board members agreed that the meeting was planned and executed well. None had any concerns or recommended changes for next year.
2. The president briefed the current status of the Woodlake Property Owners Association's (WPOA's) efforts to enforce deed restrictions concerning prohibited animals in the Cliffs of Woodlake Subdivision. Last month, the 146<sup>th</sup> Judicial District Court, Bell County affirmed the WPOA's decision that the prohibited animals must be removed from the

Cliffs of Woodlake property. The Court also approved \$6,335 in fines levied by WPOA against the property owner for continuously violating the board's instructions to remove the animals. This month, the court awarded the WPOA more than \$15,000 in legal fees which should, along with the approved fines, cover all our legal fees.

#### **NEW BUSINESS:**

1. Officers of the Association (President, Vice President, Treasurer and Secretary/Scribe) were appointed by the Board of Directors. Bill K. was re-appointed president. Eric S. was appointed vice-president (replacing Larry W. whose term expired in March). Michael G. was re-appointed treasurer. Tom K. (non-board member) was re-appointed secretary/scribe.
2. The board considered consequences for late payments of annual assessments (Association dues). The current procedure of sending all property owners an invoice in January of each year with a payment "grace period" until 31 March was sustained. A special assessment (fine) of \$10 per month for delinquent payments made after 31 March of each year was proposed by the treasurer and passed by unanimous vote.
3. The board reviewed the latest edit of the Association's by-laws. By-laws describe how board members and officers conduct Association business; as opposed to restrictive covenants which describe certain restrictions that pertain to all properties. These Association by-laws have, in the past, been regarded as a draft "working" document for the Association rather than a mandatory regulatory document. The board now wants to file the Association by-laws with the Bell County Clerk as a mandatory regulatory document. Board members ratified the latest edit with exception of a few typographical error corrections which were made.

There was a short discussion between board members with input from Vicki B. and Kyle A. concerning the requirement for Association member approval before filing the by-laws for record, for the first time. The president will check with the Association's administrative advisor, Bill J, for the proper procedure before filing the by-laws at the county clerk's office. The board may decide to send the by-laws to Association members, by email, for their feedback, before filing for record.

4. The directors discussed maintenance options for the Association's tennis courts area. The board agreed that the tennis court concrete slab needed several cracks filled with a flexible material and the entire slab needed to be cleaned and painted. Also, tennis and basketball court boundary markings must be re-painted. After some discussion, board members agreed that \$5000 was a good target price for this improvement project. The president will seek a professional painting contractor that will do the job for \$5000 or less

and get back to the board for contract approval or, for adjustment of the amount to be spent on this major improvement project.

5. The board discussed current covenant enforcement issues, besides the prohibited animals issue discussed above in “Old Business.”

The “right of way” easement on everyone’s property, along and beside each of our roadways, is part and parcel of our Woodlake properties. It is the several feet wide area next to and along the entire roadway. The exact extent of the right-of-way space depends on the particular area of the roadway because it is properly measured from the center of the road. This area is referred to as a “public easement” because the public, including pedestrians, mail carriers, trash collectors and even stranded motorists can use this area of your lot as necessary and appropriate, without your permission. Maintenance of this right-of-way area is the responsibility of the property owner. Our restrictive covenants apply to that right-of-way portion, just as they do to other portions of our properties. Trash or other discarded materials or vehicles or trailers may not be left in the right-of-way for extended periods.

The president commended Woodlake vacant lot owners for responding well to the board’s “friendly reminder” emails when mowing their lots is required. The president noted that “friendly reminder” emails are the board’s normal procedure for all restrictive covenant violations, before any formal action is considered. He also reminded property owners that it is their responsibility to keep their email addresses updated with the Association, if they want informal reminders before formal action is taken.

**FURTHER COMMENTS FROM THE BOARD:** There were none.

**ADJORNMENT:** This meeting was adjourned, by the President, at 5:37 pm.

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Tom Kirwan, secretary/scribe/webmaster

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