

# Woodlake Property Owners Association

Board of Directors Meeting - Saturday, December 3rd, 2011

This meeting was brought to order by the President, Keith Lee, at 2:09 pm.

Board members present: Keith Lee (President), Larry Wolf (Trustee), Bill King (Trustee), and Glenda Presley (Secretary). Mark Smith (Vice President) and Lizette Swaim (Treasurer) were not able to attend this meeting. Other property owners/residents present: Tom Kirwan (webmaster).

## TREASURER'S REPORT:

Although the treasurer (Lizette Swaim) could not attend the meeting, she submitted the following report:

A) FINANCIAL REPORT: 10/03/11 to 12/03/11 Bank balance \$11944.29

10/03/11 balance:	\$12394.16
total deposits:	975.00
total expenses:	<1424.87>
-TXU	46.37
-Night Out	323.58
-Bell County taxes	329.02
-office supplies	69.90
-mowing	160.00
-Lawyer (Tennis Court Deed)	496.00
12/03/11 balance:	<hr/> \$11944.29

B) DUES OWED and in arrears: \$600

## OLD BUSINESS:

1- The Board decided to send certified, return receipt letters to Association members who haven't yet paid their Association dues. It was noted, by the treasurer, that those who are in arrears have received more than one request for payment. The certified letter is the first step toward formal action to collect the debt. The letter will give delinquent property owners 30 days to make payment and avoid further collection actions.

2- President Keith Lee thanked Board members for helping Cliffs of Woodlake property owners pass minor but essential changes to their restrictive covenants. Those changes are filed for record in Bell County records and are effective, now. The changes will help ensure that membership in the Woodlake Property Owners Association will remain mandatory and

Association actions will remain legally defensible. The Board agreed that Cliffs Phase II affidavits should be collected and filed while attorneys are still willing to file those affidavits at no additional cost to the property owners' association.

### **NEW BUSINESS:**

1- The Board agreed to consider a plan that will require minimal maintenance of unimproved (vacant) lots in the subdivision. Board members agreed that it is reasonable to ask owners of unimproved lots to mow and trim a portion of their lots at least twice per year. That portion will be the section nearest the road and, therefore, in clear view of passersby. The specific distance from the road and the times of the year the maintenance must be completed will be worked out between Board members before the next meeting. "Minimal maintenance" would include removing deadwood (dead trees and fallen tree branches) from the maintained area. If lot owners fail to accomplish the cleanup themselves, the Board may hire the work done and invoice the lot owners for the cost.

2- The Board considered a request for a waiver to a building setback requirement. The Board decided not to rule on the waiver until after the chairman of the Architectural Control Committee could be heard on the matter.

3- The Board agreed to send a letter to the owner of another property, asking the owner to accomplish some maintenance to the front yard of the property. Requested maintenance will include trimming of trees, shrubs and limiting other vegetation in the front yard which now detracts from the appearance and view of the home.

4- The Board agreed that property owners should have an easy and effective way to submit a complaint to the Property Owners' Association. An official complaint form will be posted on the official section of the community website, [Woodlake.net](http://Woodlake.net). Property owners will be able to print the form, complete it, and submit it to the Board. Likewise, procedures for submitting a construction request to the Architectural Control Committee will be posted on the website.

5- The Board decided that the Woodlake.net sign will be removed from its current location in front of 4406 Blue Ridge Drive and relocated to a more common area location, at the tennis courts.

6- After considering some evidence of Feral Hogs in the subdivision, Board members agreed to contact a hog hunter for advice and assistance. There will be no cost to the property owners association.

7- The Board noted that the Woodlake Twitter account is under new, improved management and is a useful resource for daily updates of Woodlake news and information. If Woodlake property owners have a Twitter account, they are encouraged to follow [@WoodlakeBelton](#)

The date/time of the next meeting of the Board of Directors will be determined. It will be announced at [Woodlake.net](#) when decided.

This meeting was adjourned, by the President, at 3:25pm.