



Woodlake Property Owners Association

Minutes of the Board of Directors Meeting - Sunday, November 11, 2012

CALL TO ORDER: This meeting was called to order by the President, Bill K at 4:02pm. at 8045 Key Largo, Belton, Texas. **OTHER BOARD MEMBERS PRESENT:** Larry W (VP), Tom K (Secretary/Webmaster), Lizette S (Treasurer), Robin R (Director) and Larry L (Director). **OTHER PROPERTY OWNERS PRESENT:** Karen & John S, Connie S, John P, Nancy & Mike G, Gene P, Vicki & Mike B, Debra K, Carl & Barb J, J.M & Frances S and Debbie K (administrator, [Twitter.com@WoodlakeBelton](https://twitter.com/WoodlakeBelton)).

CONFIRMATION OF APPOINTMENT: The President confirmed the previous resignation of the Secretary (Debra K) and the Board's appointment of her replacement (Tom K).

VISITORS/CITIZENS FORUM:

The President took this opportunity to recognize several U.S. military veterans (property owners) who attended the meeting. Vick B read two prepared statements to the Board and requested that her statements be added to the minutes of the meeting. Approved. (Attached)

APPROVAL OF THE MINUTES OF THE LAST MEETING: Minutes of the September 9, 2012 Board meeting were approved by the Board, as published at Woodlake.net.

OFFICERS REPORTS, COMMITTEE AND PROGRAM REPORTS:

Treasurer's Report:

Previous Balance:	\$13,157.13
plus Deposits:	75.00
minus *Expenses:	*(1,582.33)
11/11/12 Balance :	\$11,649.80

*Expenses summary:

- \$695.00 Maintenance of common grounds
- \$675.00 lawyer's fees for covenant violations and clarification action
- \$149.90 postage and office supplies
- \$62.43 TXU charge for utilities

The Treasurer accepted Board approved reimbursement receipts for:

- \$193.52 from the Secretary for office supplies and County Clerk recording fees.

--- \$313.35 from Howard Swaim for National Night Out activity expenses.

Architectural Control Committee (ACC) Report: No report.

Neighborhood Watch Program (NWP) Report: No report.

OLD BUSINESS:

1. **OAK WILT:** The Board of Directors has addressed the Oak Wilt infection problem in Woodlake by obtaining expert evaluations of the extent of the infection, by alerting property owners of probable infected trees and by alerting the entire community of the problem via the community website: Woodlake.net. The Board approved a final invoice for a \$75 inspection fee. This matter is closed.

2. **MOWING CONTRACT:** Our previously renewed contract with David P, who mows our common areas, was confirmed by the Board. David was the lowest bidder and has been doing a good job for the Association.

3. **COVENANT CLARIFICATION:** The covenant clarification initiative regarding animals that may be kept in each of our 3 subdivisions (see Woodlake.net for details) has been approved by property owners in Cliffs of Woodlake and Cliffs of Woodlake Phase II. It has not yet been approved by property owners in Woodlake Section 1. Legal papers have been filed for record at the Bell County Clerk's office for the two subdivisions that approved and passed the covenant clarification. A final determination about whether the initiative passes in Woodlake Section 1 will be made on or about December 6, 2012.

A decision about the Board's enforcement action with regard to a violation of this same covenant, and other linked covenant violations, was made in executive session of this meeting and later reported in open session, as follows: The Board voted to send a formal letter to the offending property owners in Cliffs of Woodlake which explains the clarification and gives the property owners 30 more days to remove all unauthorized animals from their property and, if the animals are not removed by that time, the Board will submit the case to our retained legal counsel to file in court to cause removal of the animals. A few property owners voiced their displeasure with the unauthorized animals, during the meeting.

NEW BUSINESS:

1. **RV PARKING:** The Board decided about a reasonable amount of time that recreational vehicles (RV's), motor homes and camper trailers could be parked in driveways or on the streets of Woodlake before the Board will initiate action to enforce the restrictive covenant that disallows the parking of these vehicles. Although the relevant covenant restricts the parking time to 12 hours, the Board decided to adopt the policy of delaying proactive enforcement action

in these cases until 48 hours after the vehicle is first parked. This will give RV owners time to load/unload and clean/maintain their vehicle before they take it to storage.

2. ACC: The Board considered current issues with regard to reporting from the Architectural Control Committee (ACC) and the ACC's interface with the BOD. The Board decided that the ACC will provide the Board, in a timely manner, notice of all construction applications and notice of all construction approvals/disapprovals. This can be done by email to the president of the BOD.

3. 2013 ELECTION PROCEDURES: The Board decided that the [new legal rules for Property Owners' Associations](#) in Texas call for certain changes to Woodlake's conduct of elections during our Annual Meeting each year. Contenders for election to the Board must announce their candidacy far enough in advance so that absentee voters have their opportunity to vote prior to the election. Most Woodlake property owners don't attend the Annual Meeting and are, therefore, potential absentee voters. This [State law](#) (paragraph 2.8) requires that, regardless of any provision in our bylaws, members must have the opportunity to vote by absentee ballot. They may vote by mail, email or fax. We cannot change the ballot (i.e. add candidates to the ballot) after the meeting begins without nullifying all already submitted absentee votes, according to the law. In order to provide all property owners opportunity to vote for each candidate, candidates must be identified in advance. The following timelines were established by the Board of Directors:

January 1 (2013): Property owners will be notified of the new procedures and that each candidate's application must be submitted, in writing, to the Secretary, not later than 1 February (2013).

February 15 (2013): A ballot noting all declared candidates for the 2 pending Board vacancies will be distributed to all property owners. Deadline for returning absentee ballots: March 1st.

March 10 (2013): 2013 Annual Meeting and election, 3pm. (absentee and electronic ballots must be received by the Secretary prior to the meeting)

4. UNAUTHORIZED CONSTRUCTION: The Board decided that recent construction of an RV storage facility in Cliffs of Woodlake Phase II was not approved by our ACC and violates that subdivision's restrictive covenants. In executive session, the Board voted to send a formal letter to the property owners which explains that they must submit already approved ACC plans for the structure to the Board within 30 days or, remove the structure from the property within the same 30 day period. This decision was announced in open session, following the executive session. If the Board does not receive the approved plans within 30 days and the structure is not removed from the property within that same period, the Board will submit the case to our retained legal counsel to file in court to cause removal of the structure.

COMMENTS FROM THE BOARD:

There were no additional comments from members of the Board of Directors.

ADJORNMENT: This meeting was adjourned, by the President, at 6:47pm.

Tom Kirwan,
Secretary

Published for record at Woodlake.net

[Attachment 1, 11-11-12](#)

[Attachment 2, 11-11-12](#)