



9619 ½ Bayou Brook St.
Houston, TX 77063

WOODLAKE FOREST IV HOA Board of Trustees Meeting Minutes

Date: August 8, 2023
6:32 pm – 9:15 pm

The Woodlake Forest IV (WFIV) Homeowners Association Board of Trustees (“Board”) met on August 8, 2023 by Zoom. Notice of the meeting was posted at least 144 hours prior to the meeting.

At 6:32 pm, President John Williams called the meeting to order and declared a quorum. Consent for the meeting by Zoom was given at the end of our July 11, 2023 meeting.

Meeting Facilitator: John Williams

Type of Meeting: Zoom

Secretary: Dorothy Thompson

Attendees: John Williams, Ellen LeBlanc, Kimberly Thompson, Margie Plotkin, John Harrison, Dorothy Thompson, and Kim Lee Richards (Admin. Asst.)

Public Attendees: Leona Urbish, Timothy Adcock, Katie Simpson, John (Key) Jannesari, and Claude Broussard

Approval of Minutes: Motion made by Margie Plotkin, seconded by John Williams, and unanimously passed to approve the Minutes of the July 8, 2023 HOA Board Meeting.

Approval of Agenda: Motion made by Ellen LeBlanc, seconded by John Williams, and unanimously passed to approve the August 8, 2023 Agenda for tonight’s meeting.

MINUTES

Agenda Item:	Public Comments
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Discussion:

1. Claude Broussard stated he was glad to be able to attend the meeting. Expressed gratitude to the Trustees for their service to the Community.

Agenda Item	Treasurer’s Report	Ellen LeBlanc
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Discussion: Due to travel, Ellen reported that she was unable to provide the Trustees with the Treasurer financial report for July, which will be voted on at the September 12, 2023 HOA Board Meeting.

The oral report presented by Ellen included the following. The HOA Maintenance Account at JP Morgan Chase at the beginning of July was \$579,027 with expenditures of \$233,746 for a balance of \$345,281 as of July 31, 2023.

The Reserve account at JP Morgan Chase at the beginning of the month was \$40,802 with \$7,678 in expenditures for a balance of \$33,124.

Agenda Item:	Security, Lights & Trash Collection	Trustee:	Kim Thompson
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Discussion:

Lighting:

1. Kim reported that at her last check, there was only about 90% compliance with outside lights on from dusk to dawn. Feels that most noncompliance was due to homes on the market. She will reach out to homeowners if noncompliance continues.
2. Kim also reported that there are concerns about the tree lights at the pool being on after dark

Security:

1. Concern about cars parked at the common space on Doliver Dr. Partnering with the Parking Committee, Kim was able to learn that the maroon car parked in this area for several days did not belong to a resident. After a call to Houston Police, the car was removed.

Trash:

Heavy trash pic-up on Saturday, August 26. Please refer to the reminder that will be placed in your mailbox for acceptable and unacceptable waste.

Action items	Person responsible	Target Date
• Heavy Trash pickup	Chester	August 26
• Outside lights on residences at night	Kim Thompson	Ongoing
• Have John Daly update timers on tree lights at the pool	Kim Thompson	ASAP

Agenda Item:	Parking & Streets	Trustee:	Debbie Biagioli
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Discussion:

1. In Debbie's absent, motion made by Parking Committee, seconded by John Williams, to approve a temporary parking pass for Account #27830, and unanimously passed.
2. Debbie is still working on securing a contractor to paint the curb addresses
3. When a car has been abandoned in the neighborhood, a Parking Committee Member will determine if the vehicle is registered to a resident. If it is not, the Police Dept. will be notified to remove the vehicle.

Action items	Person responsible	Target Date
Simplify parking sticker application		

Agenda item:	Landscaping	Trustee:	Terry McConn
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Discussion:

In Terry McConn's absence it was reported that the common areas which are currently tied to Irrigation systems for accounts # 43828 & #49093 have been neglected and as a result the plants, grass, & trees in these areas have or are in the process of dying.

Motion made by John Williams, seconded by Dorothy Thompson, and unanimously passed. to move the irrigation meters for the common areas from Accounts #43828 and #49093 to existing community meters for a cost of approximately \$1,800,

Action items	Person responsible	Target Date
Movement of common area irrigation from Accounts #43828 & #49093 to HOA meters	Terry McConn & Baldo	ASAP

Agenda item:	Deed Restrictions/Architectural Control	Trustee:	John Harrison
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Discussion:

- John Harrison reported that residents have been reaching out to the ACC Committee for numerous requests for outside changes &/or updates to their homes
- The trend of painting outside brick has arrived in our community.
- John started the need for a list of homes which are currently rental and those which are vacant.

Action items	Person responsible	Target Date
1. Creation of a list documenting rental and vacant homes	Ellen LeBlanc & Kim Lee Richards	Ongoing

Agenda item:	Pool/Tennis Courts	Trustee:	Margie Plotkin
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Discussion:

1. Margie Plotkin reported that a new resident would like to have a net and tape on the tennis court for pickle ball be added.
2. Margie received an email from Renee Gervais who is concerned about the deck boards that meet the recreational area are warped and thus are a safety concern

Action items	Person responsible	Target Date
• Determine times tree lights at pool should be on	Margie Plotkin & John Daly	ASAP
• Pool decking repair	Thomas Hibbert	ASAP

Agenda item:	Governance	Trustee:	Jessica Forsdick
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Discussion:

1. Jessica Forsdick has resigned her position as Governance Trustee due to time constraints. The position will need a Trustee
2. Jessica had been reviewing the HOA insurance policies as well as writing a policy for pool/recreation parties
3. John Williams reported that the HOA Attorney said that in addressing Estate/Garage Sales the HOA should change the DCR and not create a Policy.

Action items	Person responsible	Target Date
• Develop updates to the Pool/Recreation Area Policy		Ongoing
• Address Estate/Garage Sales		ASAP

Other Business

1. **Interim Board Actions:** There were no interim board actions
2. **Community Projects:**
 - a. Heavy trash pickup Saturday, August 26
 - b. Six (6) Board Members are up for re-election of which 2 will be vacancies
3. **Water bill update:** John Williams' appeal to the city water department concerning the \$4,600 water bill resulted in a return of about \$3,000 which was credited to the WFIV HOA's water account.
4. **Pool Party Date:** Oct. 22, 2023, 4:30-6:00 pm; potluck with entrée provided by the Board
4. **Annual Meeting Date:** Thursday, November 9, 2023, if a quorum is obtained. If not, meeting will be held on Thursday, November 16, 2013; 7:00-9:30 pm. Memorial Drive Amphitheater

5. **The BUZZ newsletter:** Please send articles and ideas electronically to Leona Urbish.

ADJOURN OPEN SESSION: 7:53 pm.

EXECUTIVE SESSION CONVENED: 9:10 pm.

Discussion of personnel matters, violations of DCR's enforcement actions and/or confidential conversations with the attorney.

Motion made by John Harrison, seconded by Kim Thompson, and unanimously passed to adjourn the Executive Session and reconvene the Open Session.

RECONVENE BOARD MEETING TO AN OPEN MEETING: 9:15 pm

The Board discussed matters relating to ACC and parking violations.

- Motion made by John Williams, seconded by Ellen LeBlanc, and unanimously passed to send 209 fining letters for Architectural Violations to the follow Accounts #43777, #22346, #46688, #21559, #54172, #53819, and #30177.

NEXT SCHEDULED BOARD MEETING: Motion made by John Williams, seconded by Kim Thompson, and unanimously passed to schedule the next WFIV HOA Board Meeting on September 12, 2023, at 6:30 pm by Zoom.

MEETING ADJOURNED: Motion "With no further business we will adjourn" made by John Williams, seconded by Ellen LeBlanc, and passed unanimously. Meeting adjourned at 9:15 pm.

Minutes respectfully submitted by Dorothy Thompson, Secretary