

## BOARD OF TRUSTEES MEETING

Woodlake Forest IV Homeowners Association, Inc.

Minutes of July 12, 2022 Meeting

The Woodlake Forest IV (WFIV) Homeowners Association Board of Trustees ("Board") met on Tuesday, July 12, 2022, by Zoom. Notice of the meeting was posted at least 144 hours prior to the meeting. Trustees and Independent Administrative Support in attendance were: Renee Gervais, John Williams, Ellen LeBlanc, Bob Roten, Terry McConn, Jessica Forsdick, Larissa Leontieva, Dorothy Thompson, and Kim Lee Jackson Richards.

At 7:00 pm, President Renee Gervais called the meeting to order and declared a quorum. Consent was given at the end of our June 7, 2022 meeting.

**Public Comment:** In attendance were Leona Urbish, Pat Cavanagh, Timothy Adcock, Charles Gilbert, Katie Simpson, Shohreh Hashemi

Pat Cavanagh reported that there is a dangerous hole in the street by the pool that needs to be filled in. Charles Gilbert shared his concern about the malnourished kittens of deceased resident Jacqueline Grogan that have been placed outside. Katie Simpson mentioned the condition of the Grogan property and the deplorable condition of the pool.

**Approval of Minutes:** Motion "To approve the Minutes of the Board Meeting held on Tuesday, June 7, 2022 as written" was made by Jessica Forsdick, seconded by Ellen LeBlanc, and unanimously passed.

**Treasurer's Report:** Ellen LeBlanc reported the following as of June 30, 2022:

### MAINTENANCE FUND (@ JP Morgan Chase)

<b>BEGINNING BALANCE</b>	<b>\$100,000</b>
Operating Revenue	\$363,142
Operating Expenses	<264,765>
<b>ENDING BALANCE</b>	<b>\$198,377</b>

### RESERVE FUND (@ JP Morgan Chase)

<b>RESERVE FUND BEGINNING BALANCE</b>	<b>\$96,069</b>
Pool Expenditure	\$14,822
Parking & Streets Expenditure	\$0
Landscaping	\$15,500

<b>RESERVE FUND ENDING BALANCE</b>	<b>\$65,747</b>
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<b>MAINTENANCE AND RESERVE FUND ENDING BALANCE (Held @ JP Morgan Chase)</b>	<b>\$264,124</b>
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### **TOTAL RESERVE FUND as of JUNE 30, 2022**

JP Morgan Chase Bank	\$65,747
Cadence Bank	\$225,927
Frost	\$46,902
<b>TOTAL RESERVE FUND</b>	<b>\$338,576</b>
<b>RESERVE FUND AS A PERCENTAGE OF ANNUAL MAINTENANCE FEES</b>	<b>74%</b>

### Other Banking and Financial Updates:

Ellen reported that the 2021 HOA audit for 2021 was completed by Canady & Canady (auditors and tax accountants) and no issues or concerns were found. Invoice of \$3,850 was paid on June 22, 2022. The Audit will be filed with the IRS.

The HOA insurance policies are currently issued by Dean & Draper. The General Liability and Umbrella Policies renews August 11, 2022. These two policies are set up for automatic renewal based on the current terms. \* **General: \$1M; \* Umbrella: \$4M.** 2022 Premium is the same as last year's: **General: \$2,766; Umbrella: \$925; Total: \$3,691.** Ellen reported that Customer Service is an issue for there is a continuous change in account manager and lack of communication. Motion to renew insurance made by Renee Gervais, seconded by John Williams, and unanimously passed.

Ellen suggested that the Board Trustees with the biggest expenditures meet sometime between August 1 -17 to set budget projections for 2023.

The motion to accept the June Budget as presented was made by Jessica Forsdick, seconded by Larissa Leontieva, and unanimously passed.

### **Committee Reports:**

**Security & Lights:** Bob Roten reported that there are no major security concerns. In June, Bob reported that a motorcycle had been left unattended for about 3 days. He has since learned that the motorcycle actually belonged to a resident's visitor.

Bob will walk the community with an electrical contractor to discuss lighting concerns. His plan is for 2 phases: 1) immediate replacement of burned-out bulbs and 2) placement of new lights.

Bob is asking residents to keep outside lights on at night. Bob also reported that the flock camera contract should be renewed. Although we have paid \$7,000 a year for the last 2 years, he expects an increase in cost for 2023.

**Parking & Streets:** John Williams reported that the proposal for curb repair had been sent on May 15, 2022 to 5 prospective bidders with a bid deadline of June 30. One of the contractors, who had done similar repairs for other HOAs submitted a proposal. They are to walk the Community on July 22<sup>nd</sup> with work to take place August 1 & 2. Emails were to be sent to all residents where work will be done requesting that no one park in these areas so as not to hinder the completion of these necessary repairs. John will continue to search for a contractor(s) to paint the curbs and the installation of the new signage.

John also reported that three residents continue to park illegally despite the numerous reminders, courtesy and 209 fining letters. He also reported that a resident's visitor continued to park a 6 wheel vehicle on a private street. John recommends sending a letter to the resident that if the vehicle continues to park on the private street, the resident will receive a 209 fining letter.

**Landscaping:** Terry McConn reported that the 2 dead ficus trees in front pool have been removed, and in their place Baldo planted Eggleston hollies that he was asked to remove from a River Oaks residence. Terry also reported that a dead tree at 9619 Bayou Brook will be removed as well as the tree at 9615 Bayou Brook that is up against the house.

**Deed Restrictions/Architectural Control:** John Harrison was absent from the meeting and thus there was no report given.

**Pool/Tennis Courts:** Jessica Forsdick reported that although the pool deck is complete there is a list of issues that must be addressed by the contractor. She also reported that she expects a large water bill for the pool since the pool guy left on the water sometime on Monday, but was not caught until Tuesday. Pool company will reimburse the HOA for this expense.

**Special Projects & Trash:** Larissa Leontieva reported that letters were sent to all residents whose garages back up to the fence facing Gessner to be careful when backing out of their garages so as not to hit the fence.

The Board is not happy with the responsiveness of our attorney firm and needs to send a list of expectations. The Board is considering the possibility of hiring a new HOA attorney.

#### **Old Business:**

1. Renee reported the following Interim Board actions, which were approved by the Board:
  - A. To accept the street and curb repair contract quote

- B. To withhold the \$4600 of the final payment on the West Side contract for the deck replacement until all issues are addressed and completed
- 2. All legal owners of a residence must be sent a 209 letters. Renee will check with our attorney to determine the fee for this title search.
- 3. HOA Attorney: Renee emailed with Barbara Stanley and Vekeno Kennedy, both attorneys, one active and one former, about what expectations we should have for our attorney regarding questions that arise and responsiveness to emails that are sent. Jessica suggested that a "date needed by " be on all correspondence with the attorney. Renee asked the Board Members to email her expectations for the HOA attorney.
- 4. Audit for 2021 is complete
- 5. Website: would be nice to have photos of our Community on the WEB. Renee will check with Evans about taking pictures of our Community. Renee will reach out to Seth Designs about training for the Website for all Board Members.

**New Business:**

- A. Pool and recreational pad ramp: John Williams will check with Contractor who is completing street and curb repairs to submit a bid.
- B. Estate/Garage Sales: are not allowed. Ellen will have Attorney write an amendment to our DCR's noting this information
- C. Monthly Financials will be included with the Agenda postings
- D. Rules for use of Recreational pad for parties – Jessica will work on a process
- E. Pool keys will now be handled by Kim Lee Jackson Richards, Administrative Support
- F. Pool Party: October 30, 2022
- G. Annual Board Meeting: Thursday, November 10, 2022
- H. Recommendations for New Board Members/Committee Members
- I. Bios for Board Candidates due by the end of August. Please send to Dorothy Thompson and Renee Gervais
- J. Ballot/Proxy forms published by September 15, 2022
- K. Ballot/Proxy forms returned to Ellen LeBlanc by October 7, 2022

**Regular Board Meeting Adjourned at 9:21 pm**

**Executive Session convened at 9:22 pm:** Discussion of personnel matters, violations of DCRs, enforcement actions and/or confidential conversations with the attorney.

**Adjourn Executive Session and Reconvene Open Session at 10:43 pm.**

The Board discussed matters relating to ACC and parking violations as well as unpaid dues.

Motion made by Renee Gervais to send a courtesy letter to Account #43735 for violating the deed restrictions by parking a vehicle on a private street without a parking permit, seconded by Jessica Forsdick, and unanimously passed.

Motion made by Renee Gervais to send a 209 letter to Account #57642 for violating the deed restrictions for various parking violations, including not filling out the vehicle registration application for residents, parking on a private street without a parking permit, and parking in the alley. Fining amount \$50 per day. Seconded by Dorothy Thompson, and unanimously passed.

Motion made by Renee Gervais to send a 209 letter to Account #32303 for violating the deed restrictions by failing to fill out the vehicle registration application for residents. Fining amount is \$50 a day. Seconded by Ellen LeBlanc, and unanimously passed.

Motion made by Renee Gervais to send a 209 letter to Account #30177 for violating the deed restrictions for various architectural violations, including visible construction debris and siding that needs to be painted. Fining amount \$200 per day. Seconded by Ellen LeBlanc and unanimously passed.

Motion made by Renee Gervais to turn over Account #25226 to our attorney for violating the deed restrictions by failing to complete the exterior repairs to their home. Fining amount \$200 per day. Seconded by John Williams, and unanimously passed.

Motion made by Renee Gervais to turn over Account #26121 to our attorney for violating the deed restrictions by failing to complete the approved repainting of their home by 05/31/2022. Fining amount is \$200 a day. Seconded by Jessica Forsdick and unanimously passed.

Motion made by Renee Gervais to put a consistent process into place for violation letters. Seconded by Ellen LeBlanc and unanimously passed.

**The Next Scheduled Board Meeting:** Motion made by Renee Gervais, seconded by Dorothy Thompson, and unanimously passed to hold the next scheduled meeting on August 9, 2022 by Zoom.

**Adjourn:** Motion, "With no further business we will adjourn" made by Renee Gervais, seconded by John Williams, and passed unanimously. Meeting adjourned at 10:50 pm.

Respectfully submitted, Dorothy Thompson, Secretary

