



9619 ½ Bayou Brook St.  
Houston, TX 77063

## WOODLAKE FOREST IV HOA Board of Trustees Meeting Minutes

Date: October 10, 2023  
6:30 pm – 9:55 pm

The Woodlake Forest IV (WFIV) Homeowners Association Board of Trustees ("Board") met on October 10, 2023 by Zoom. Notice of the meeting was posted at least 144 hours prior to the meeting.

At 6:30 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 September 12, 2023 meeting.

**Meeting Facilitator:** John Williams

**Type of Meeting:** Zoom

**Secretary:** Dorothy Thompson

**Attendees:** John Williams, Ellen LeBlanc, Kimberly Thompson, Terry McConn, Debbie Biagioli, John Harrison, Renee Gervais, Dorothy Thompson, and Kim Lee Richards (Admin. Asst.)

**Public Attendees:** Leona Urbish, Timothy Adcock, Robin Goodland, Dawn Roberts, and Lois Brown

**Approval of Minutes:** Motion made by Ellen LeBlanc, seconded by Renee Gervais, and unanimously passed to approve the Minutes of the September 12, 2023 HOA Board Meeting.

**Approval of Agenda:** Motion made by Ellen LeBlanc, seconded by John Williams, and unanimously passed to approve the October 10, 2023 Agenda for tonight's meeting.

### Minutes

Agenda Item:	Public Comments
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**Discussion:**

Timothy Adcock reported that he had sent an email to the Board to check on three (3) homes in our Community.

Agenda Item	Treasurer's Report	Ellen LeBlanc
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**Discussion:** Ellen LeBlanc reported the Treasury Report as of September 30, 2023 as well as the tentative budget for 2024.

**WOODLAKE FOREST IV HOMEOWNERS ASSOCIATION, INC.**  
**TREASURY REPORT**  
**Year-to-Date as of September 30, 2023**

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**MAINTENANCE ACCOUNT (@ JP Morgan Chase)**

Operating Revenue	\$579,876
Operating Expenditures <Less>	<314,772>
<b>MAINTENANCE FUND ENDING BALANCE</b>	<b><u>\$265,104</u></b>

**Maintenance Account for  
General Operating  
Expenditures**

**RESERVE ACCOUNT (@ JP Morgan Chase)**

Reserve Fund	\$40,802
Expenditures <Less>	<\$11,778
<b>RESERVE FUND</b>	<b><u>\$29,024</u></b>

**Reserve Account for Capital  
Expenses**

<b>MAINTENANCE AND RESERVE FUNDS ENDING BALANCE (@ JP Morgan Chase)</b>	<b><u>\$294,129</u></b>
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**TOTAL RESERVE FUND as of September 30, 2023**

JP Morgan Chase Bank	\$29,024
Cadence Bank	\$226,011
<b>TOTAL RESERVE FUND</b>	<b><u>\$255,035</u></b>
<b>RESERVE FUND AS A PERCENTAGE OF 2023 ANNUAL MAINTENANCE FEES</b>	<b>45%</b>

**Spend as a Percentage of Budget**

Category	Percentage	Category	Percentage
Landscaping	67%	Utilities	52%
Parking and Streets	2%	Pool & Tennis Count	74%
Security & Lights	81%	Special Project (including Trash Collection)	76%
Administration	42%	Professional Services	35%

**2023 ANNUAL MAINTENANCE FEES RECONCILIATION**

<b>2023 Annual Maintenance Fee Summary</b>					
Updated September 2023	AMFs Paid	AMFs	Admin Fee	Penalty	Interest

<b>Homeowners in Good Standing</b>	<b>HOs</b>						
2023 AMFs Paid in Full	226	\$ 565,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Homeowners Outstanding</b>							
No AMFs received	2	\$ -	\$ 5,000.00	\$ -	\$ 300.00	TBD based on when payment is received.	
<b>TOTAL Homeowners</b>	<b>228</b>	<b>\$ 565,000</b>	<b>\$ 5,000.00</b>		<b>\$ 300.00</b>	<b>\$ 20.83</b>	
		<b>AMF TOTAL</b>	<b>\$570,000.00</b>				

## **OTHER BANKING ACTIVITY**

### **INSURANCE ACTIVITY**

#### **Workers' Compensation Insurance**

Renewed: September 25, 2023

#### **Directors and Officers Insurance**

Renews: October 20, 2023

## **OTHER ACTIVITY**

#### **2022 Audit**

- All requested materials delivered to auditors on October 5, 2023

#### **2023 Ballot and Proxy**

- Packets distributed.

#### **Budget planning**

- Request for Proposals (RFPs)
  - o Landscaping
    - Saldana Tree Care
    - HLS Landscape
    - One more company needed.
  - o Trash Collection

#### **2024 Budget - Tentative**

- Discussion
- Motion to submit tentative 2024 Budget during the Annual Meeting

Motion made by Dorothy Thompson, seconded by Renee Gervais, to accept the September 30, 2023 Treasurer's Report as presented and to vote on a tentative budget for 2024 and unanimously passed.

<b>Agenda Item:</b>	<b>Security, Lights &amp; Trash Collection</b>	<b>Trustee:</b>	<b>Kim Thompson</b>
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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 is due to either homes on the market or vacant. She will reach out to homeowners if noncompliance continues.

**Security:**

1. Kim reported that there was a break in on Bayou Brook on September 11<sup>th</sup>. Entry into the home was either through an unlocked or faulty window that faces the Bayou. Kim did check the flock system for any nonregistered vehicles during the approximate time of the burglary. Kim said all residents need to be vigilant in keeping doors and windows locked and garage doors down.

**Trash:**

Kim will be soliciting bids for garage pick-up from Chester as well as at least 2 other companies.

<b>Action items</b>	<b>Person responsible</b>	<b>Target Date</b>
• Outside lights on residences at night	Kim Thompson	Ongoing
• Solicitation of bids for trash pick up	Kim Thompson	Nov/ Dec.

<b>Agenda Item:</b>	<b>Parking &amp; Streets</b>	<b>Trustee:</b>	<b>Debbie Biagioli</b>
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**Discussion:**

1. Debbie is still working on securing a contractor to paint the designated curb addresses and the curbs in front of water hydrants.
2. Debbie reported that there were no major parking/streets issues in the month of September

<b>Action items</b>	<b>Person responsible</b>	<b>Target Date</b>
• Simplify parking sticker application • Continue to search for Contractor to paint curbs	Debbie Biagioli	Nov/Dec

<b>Agenda item:</b>	<b>Landscaping</b>	<b>Trustee:</b>	<b>Terry McConn</b>
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**Discussion:**

1. Terry McConn reported that Baldo will clean out the overgrowth in the common area between the homes of Account # 46720 and #40777
2. Terry reported that the common area sprinkler system will be removed from the personal Account #22624 to the HOA by Baldo for a cost of #1,300. Common area sprinkler will also be removed from the personal Account #45015 to the HOA account
3. Account #37438 has pulled out their landscaping and will need to be replanted
4. Tree at 9594 Doliver Dr. is leaning very low and will need to be removed

<b>Action items</b>	<b>Person responsible</b>	<b>Target Date</b>
• Removal of common area sprinkler Systems from personal Accounts #22624 & #45015	Baldo	Oct./Nov
• Overgrowth between homes for Accounts #46720 & #40777 to be Removed	Baldo	ASAP
• Tree removal at 9594 Doliver Dr.	Baldo	ASAP

<b>Agenda item:</b>	<b>Deed Restrictions/Architectural Control</b>	<b>Trustee:</b>	<b>John Harrison</b>
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**Discussion:**

1. John Harrison reported that we have some leaning street lights
2. Large for sale sign at Account #49557

<b>Action items</b>	<b>Person responsible</b>	<b>Target Date</b>
• Call to have For Sale sign against house for Account #49557	John Harrison	ASAP

<b>Agenda item:</b>	<b>Pool/Tennis Courts</b>	<b>Trustee:</b>	<b>Margie Plotkin</b>
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**Discussion:**

1. In Margie Plotkin's absence it was reported that John Williams has asked for a bid to replace warping boards between the pool deck and the recreation pad
2. John also reported that the drain covers in the pool had to be replaced, and must be done every 5 years to ensure that we obtain the pool drain compliance
3. Pool needs to be resurfaced
4. New residents request to put up their portable pickle ball net

Action items	Person responsible	Target Date
• Pool decking repair	Margie Plotkin/	ASAP
• Solicitate three (3) bids for pool resurfacing	John Williams	
	Thomas Hibbert	ASAP
	Margie Plotkin	Ongoing

Agenda item:	Governance	Trustee:	Renee Gervais
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#### Discussion:

1. Renee Gervais reported that to date only 35 residents have RSVP(ed) to the Pool Party. It is important that we receive the RSVPs so we know how many tables, and chairs to order as well as the amount of the entrée to be ordered.
2. John Williams and Ellen LeBlanc visited with the HOA Attorney and learned that it was not feasible to merge the 3 sections of WFIV. The Community was built in 3 sections: A in 1973, B. in 1974 and C in 1981. The deeded & recorded DCRs have a 35 year stature and are then renewed every 5 years.

Action items	Person responsible	Target Date
• Review the Pool/Recreation Area Policy	All Trustees	ASAP
• Email Blast & Notice in mailboxes to RSVP for the Pool party	Kim Lee	ASAP

#### Other Business

1. **Interim Board Actions:** There were no interim board actions
2. **Community Projects:**  
Six (6) Board Trustees will be elected at the Annual Meeting
3. **Pool Party Date:** Oct. 22, 2023, 4:30-6:00 pm; potluck with entrée & wine provided by the Board. Tables & chairs will be stored in Margie Plotkin's garage.
4. **Annual Meeting Date:** Thursday, November 9, 2023, at Memorial Drive Presbyterian Church Amphitheater. If a quorum is not obtained, meeting will be held on Thursday, November 16, 2013; 7:00-9:30 pm.
5. **The BUZZ newsletter:** Please send articles and ideas electronically to Leona Urbish.

**ADJOURN OPEN SESSION:** 8:00 pm.

**EXECUTIVE SESSION CONVENED:** 8:01 pm.

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

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

**RECONVENE BOARD MEETING TO AN OPEN MEETING:** 9:45 pm

The Board discussed matters relating to ACC and parking violations.

- Motion made by John Williams, seconded by Renee Gervais, to have the HOA Attorney file lawsuits to collect maintenance fees, penalty fees, and interest for Accounts #50945 and #30991 and unanimously passed.
- Motion made by John Williams, seconded by Renee Gervais, to have the HOA Attorney to send a statement of Account along with a copy of the original 209 letter for ACC violations to Accounts #50353 and #45729 and unanimously passed.

**NEXT SCHEDULED BOARD MEETING:** Motion made by John Williams, seconded by Kim Thompson, and unanimously passed to schedule the Annual WFIV HOA Board Meeting on November 9, 2023.

**MEETING ADJOURNED:** Motion "With no further business we will adjourn" made by Debbie Biagioli, seconded by Renee Gervais, and passed unanimously. Meeting adjourned at 9:55 pm.

**Minutes respectfully submitted by Dorothy Thompson, Secretary**