



9619 ½ Bayou Brook St.
Houston, TX 77063

WOODLAKE FOREST IV HOA Board of Trustees Meeting Minutes

Date: September 12, 2023
6:30 pm – 9:25 pm

The Woodlake Forest IV (WFIV) Homeowners Association Board of Trustees ("Board") met on September 12, 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 August 8, 2023 meeting.

Meeting Facilitator: John Williams

Type of Meeting: Zoom

Secretary: Dorothy Thompson

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

Public Attendees: Leona Urbish, Timothy Adcock, and Joyce Ryan

Approval of Minutes: Motion made by Ellen LeBlanc, seconded by Margie Plotkin, and unanimously passed to approve the Minutes of the August 8, 2023 HOA Board Meeting.

Ratification of Interim Board Actions: Motion made by Ellen LeBlanc, seconded by John Williams, and unanimously passed to appoint Renee Gervais to serve as Trustee in the vacant position of Governance.

Approval of Agenda: Motion made by John Williams, seconded by Ellen LeBlanc, and unanimously passed to approve the September 12, 2023 Agenda for tonight's meeting.

Minutes

Agenda Item:	Public Comments
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Discussion:

There were no public comments tonight

Agenda Item	Treasurer's Report	Ellen LeBlanc
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Discussion: Ellen LeBlanc reported the Treasury Reports as of July 31, 2023 and August 31, 2023

**WOODLAKE FOREST IV HOMEOWNERS ASSOCIATION, INC.
TREASURY REPORT**

Year-to-Date as of July 31, 2023

MAINTENANCE ACCOUNT (@ JP Morgan Chase)

Operating Revenue	\$579,027
Operating Expenditures <Less>	<\$233,746>
MAINTENANCE FUND ENDING BALANCE	<u>\$345,281</u>

**Maintenance Account for
General Operating
Expenditures**

RESERVE ACCOUNT (@ JP Morgan Chase)

Reserve Fund	\$40,802
Expenditures <Less>	<\$7,678>
RESERVE FUND	<u>\$33,124</u>

**Reserve Account for Capital
Expenses**

MAINTENANCE AND RESERVE FUNDS ENDING BALANCE (@ JP Morgan Chase)	<u>\$378,405</u>
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TOTAL RESERVE FUND as of July 31, 2023

JP Morgan Chase Bank	\$33,124
Cadence Bank	\$226,011
TOTAL RESERVE FUND	<u>\$259,135</u>
RESERVE FUND AS A PERCENTAGE OF 2023 ANNUAL MAINTENANCE FEES	45%

Spend as a Percentage of Budget

Category	Percentage	Category	Percentage
Landscaping	49%	Utilities	42%
Parking and Streets	2%	Pool & Tennis Count	57%
Security & Lights	78%	Special Project (including Trash Collection)	59%
Administration	31%	Professional Services	17%

2023 ANNUAL MAINTENANCE FEES RECONCILIATION

2023 Annual Maintenance Fee Summary					
Updated July 11, 2023	AMFs Paid	AMFs	Admin Fee	Penalty	Interest

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

WOODLAKE FOREST IV HOMEOWNERS ASSOCIATION, INC.
TREASURY REPORT
Year-to-Date as of August 31, 2023

MAINTENANCE ACCOUNT (@ JP Morgan Chase)

Operating Revenue	\$579,027
Operating Expenditures <Less>	<\$281,901>
MAINTENANCE FUND ENDING BALANCE	<u>\$297,126</u>

**Maintenance Account for
General Operating
Expenditures**

RESERVE ACCOUNT (@ JP Morgan Chase)

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

**Reserve Account for Capital
Expenses**

MAINTENANCE AND RESERVE FUNDS ENDING BALANCE (@ JP Morgan Chase)	<u>\$326,151</u>
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TOTAL RESERVE FUND as of August 31, 2023

JP Morgan Chase Bank	\$33,124
Cadence Bank	\$226,011
TOTAL RESERVE FUND	<u>\$259,135</u>
RESERVE FUND AS A PERCENTAGE OF 2023 ANNUAL MAINTENANCE FEES	45%

Spend as a Percentage of Budget

Category	Percentage	Category	Percentage
Landscaping	61%	Utilities	47%

Parking and Streets	2%	Pool & Tennis Count	63%
Security & Lights	81%	Special Project (including Trash Collection)	67%
Administration	37%	Professional Services	30%

2023 ANNUAL MAINTENANCE FEES RECONCILIATION

2023 Annual Maintenance Fee Summary						
Updated July 11, 2023		AMFs Paid	AMFs	Admin Fee	Penalty	Interest
Homeowners in Good Standing	HOs					
2023 AMFs Paid in Full	226	\$ 565,000.00	\$ -	\$ -	\$ -	\$ -
Homeowners Outstanding						
No AMFs received	2	\$ -	\$ 5,000.00	\$ -	\$ 300.00	TBD based on when payment is received.
TOTAL Homeowners	228	\$ 565,000	\$ 5,000.00		\$ 300.00	\$ 20.83
		AMF TOTAL	\$570,000.00			

OTHER BANKING ACTIVITY

Portion of the 2023 AMFs invested in two Chase Certificate of Deposits

- 1) \$60,000
Term: 3 months
Interest Rate: 2.96%
Matured: September 9, 2023
Interest Earned: \$449.31
- 2) \$41,985.50
Term: 9 months
Interest Rate: 3.92%
Matures: December 8, 2023

INSURANCE ACTIVITY

Surety Bond for \$50k

Covered dishonesty of the WFIV Association

Cancelled and voided as of August 20, 2023

General Liability and Umbrella Coverage

Renewed August 11, 2023

Premium: \$3,825

Workers' Compensation Insurance

Renews: September 25, 2023

Directors and Officers Insurance

Renews: October 20, 2023

OTHER ACTIVITY**Ballot and Proxy preparation**

- Legal review completed
- Dorothy, Leona and Rob Hanna (independent vote counter)
- Must be distributed by October 13, 2023 – planning for sonner

Budget planning

- Begins this week
- Request for Proposals (RFPs)
 - o For any service provider w/contact over \$50k
 - o Solicit 3 vendors for each service
 - o Landscaping contract renewal/Terry McConn
 - o Trash Collection/Kimberly Thompson

Motion made by John Williams, seconded by Debbie Biagioli, and unanimously passed to accept both the July and August Treasury Financial reports as presented.

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 a resident would like an additional security light fixture added to current pool security light closer to the ravine.

Security:

1. Concern voiced from several residents about armed security guard walking about near the Doliver Dr. common area. Investigation by John Williams learned that security was there for a documentary being filmed in a resident's home. Resident had no prior notice that armed security guards would be present.

2. John Williams, Kim Thompson, and Ellen LeBlanc attended a HOA Expo and felt they learned valuable information. They were able to talk to a police officer and learned that if there is an abandoned car, it should be reported through 311.

Trash:

Heavy trash pic-up on Saturday, August 26 was very successful.

Action items	Person responsible	Target Date
• Outside lights on residences at night • Evaluate light request at pool area	Kim Thompson Thomas Hibbert	Ongoing ASAP

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

1. Debbie reported that she has recently walked the community to determine which curb numbers need to be repainted, and the curbs near the water hydrants that need to be appropriately marked.
2. Debbie is still working on securing a contractor to paint the curb addresses and designate the curbs in front of water hydrants.
3. Debbie reported that residents have reached out to her or to a Parking Committee member when they have contractors at their homes.
4. 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. through 311 will be notified to remove the vehicle.

Action items	Person responsible	Target Date
• Simplify parking sticker application • Continue to search for Contractor to paint curbs		

Agenda item:	Landscaping	Trustee:	Terry McConn
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Discussion:

Terry McConn reported that Baldo and his crew have been extremely busy

We are under the City of Houston Mandatory water use restrictions. Water only on the appropriate days and times according to your address

The movement to HOA sprinkler systems in common areas for Accounts #43828 and #49093 has been completed.

Action items	Person responsible	Target Date
Residents are to follow the City of Houston Stage II Mandatory water restrictions	All residents	Ongoing

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

1. In John Harrison's absence, it was reported that a potential buyer seeks prior approval for a front ramp at a home currently for sale on Bayou Brook.
2. There is a 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, Leona Urbish, & 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 pickle ball net and tape on the tennis court to be added.
2. A City Inspector said that we do not have proper pool drain compliance
3. Renee Gervais stated there is a need for soliciting bids for resurfacing the pool in the Spring so that this can be added to the 2024 HOA Budget

Action items	Person responsible	Target Date
- Pool decking repair - Coordinate with Church Services for pool drain compliance - Solicit three (3) bids for pool resurfacing	Thomas Hibbert Thomas Hibbert Margie Plotkin & Thomas Hibbert	ASAP ASAP Ongoing

Agenda item:	Governance	Trustee:	Renee Gervais
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Discussion:

1. Renee has written a policy for parties in the pool/recreation areas. Trustee comments are needed by Friday.
2. Motion made by John Williams, seconded by Renee Gervais, and unanimously passed to have the HOA Attorney draft the paperwork to have the current WFIV three sections known as A, B, & C merged into one. Once the paperwork is complete, a vote by all homeowners will need to take place

Action items	Person responsible	Target Date
• Review the Pool/Recreation Area Policy • Paperwork to merge three (3) sections of WFIV into one (1)	All Trustees	ASAP
	HOA Attorneys	ASAP

Other Business

1. **Interim Board Actions:** There were no interim board actions
2. **Community Projects:**
 - a. Heavy trash pickup on Saturday, August 26 was very successful
 - b. 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: 8:14 pm.

EXECUTIVE SESSION CONVENED: 8:15 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: 9:18 pm

The Board discussed matters relating to ACC and parking violations.

- Motion made by John Williams, seconded by Dorothy Thompson, and unanimously passed to send 209 fining letters if confirmation that Architectural concerns have not been resolved to the following Accounts #54127, #30177, and #43772

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 October 10, 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 9:25 pm.

Minutes respectfully submitted by Dorothy Thompson, Secretary