

VWPOA Regular Board Meeting Minutes  
June 9, 2022, 7:30 p.m.  
4802 Jamestown Lane

In attendance: President Michelle McDaniel, Vice President Nicole Ramsey, Treasurer Rick Daniel, Secretary Sammi Hicks.

With all four voting members in attendance, a quorum was present.

Minutes from April 2022 were approved as written.

Treasurer's Report

Per treasurer Rick Downing, VWPOA's June 1<sup>st</sup> operating balance was \$84,071.53. The POA is currently \$15232.00 ahead of budget in net cash, but this is due to bills that are outstanding and \$6800.00 in capital funds that are not yet spent for the year. In addition, funds were set aside for legal and social activities that haven't yet been spent.

Only two homeowners have outstanding dues for 2022. They are both on payment plans, per Rick.

Michelle asked Rick to give the board a monthly update on which homes have sold during the prior month. Rick shared the name of the new homeowner of 407 Appalachian Way.

Nicole recommended that new homeowners receive the dedicatory instruments along with the covenants and all board members agreed. They are also posted on the website.

Vice President's Report

Vice-President Nicole Ramsey stated that she received a lot of good responses from many of the people who received recent violation letters. There are still a handful of homeowners who have not given any response whatsoever. Per Nicole, there are 5-10 houses that stand out in a negative way in the neighborhood. She asked about the prospect of getting a volunteer group together to assist other homeowners that have made contact but don't have the funds or the physical ability to take care of some of the issues with their homes, suggesting that volunteer assistance may be helpful. There are a few neighbors who have helped out others in the past and she may call them to help some of the homeowners who are struggling to bring their property violations to resolution.

Nicole shared that a handful of owners are getting aggressive because they have received violation letters. She reviewed the process of remedying violations that homeowners do not address, which is a process set by the state of Texas. (After a certified letter is sent, there needs to be a hearing where the homeowner meets with the executive board to discuss the violations. The homeowner can bring an attorney, if desired. The meeting must take place within 30 days of the certified letter's receipt. Thereafter, if homeowners do not resolve the issues, VWPOA can pursue the remedies set forth in the neighborhood covenants.

Nicole expressed frustration with the fact that some homeowners who rent their properties have not provided contact information to the POA and it is hard for her to handle violations in these situations.

Secretary's Report

Sammi had nothing to report.

### Social/Welcome/Web Committee Report

The annual July 4<sup>th</sup> parade will actually take place on July 2<sup>nd</sup> and will start at 10 a.m. at the park. The parade will end at the pool and homeowners will be encouraged to come out and cheer the parade participants. Rick will lead the parade in his truck and man the grill. Sammi will get decorations for his truck but will be unavailable on that day due to a previous family commitment. Following the parade, there will be a picnic and swimming at the pool. Homeowners who attend will be asked to bring a side or dessert and VWPOA will provide hot dogs and/or hamburgers.

Webmaster Jason is planning to create a centralized google drive for VWPOA documents. This will be coming soon. In addition, Jason has reached the point where email addresses can be transferred to a host where each board position can log into their email. This will cost an additional \$60 each month. Michelle said this money is available in the budget. Sammi motioned, Nicole seconded, and all voting members approved the \$60 expense in order to ensure continuity for future board and committee members and allow POA emails to be completely separate from personal emails for privacy and safety purposes due to aggression towards the POA from a handful of homeowners. As a reminder, the website itself costs \$12 per year.

### Pool Committee Report

Homeowners need to be reminded that no glass is allowed in the pool area. Luke has been tending to the pool and opening/closing the bathrooms morning and night. Per Michelle, Southern Wind has on occasion added chemicals to the pool and did not notify the POA that the pool needed to be closed for a few hours. Sometimes the email notifications stating a needed closure would arrive days after the chemicals were added. Michelle will address this with the pool company.

The board discussed a more efficient method of tracking pool key distribution. In addition, Nicole shared that a batch of keys were not made correctly and therefore wouldn't unlock the gate. A few homeowners have needed replacements for these keys. The voting members agreed that Nicole had permission to purchase additional pool keys. Nicole will post about the dysfunctional keys on the neighborhood Facebook page and will swap them out as needed. Nicole asked the board's opinion on charging when additional pool keys are requested from homeowners who lost theirs or would like an extra one (this does not include replacing keys that don't work correctly). Michelle will look at the dedicatory instruments to see if there is a cost listed for pool keys. If no cost is listed, the board unanimously voted that there will be a charge of \$10 for each additional pool key after the first one that is provided to homeowners. This charge can be paid in cash, check, or to the VWPOA zelle account.

The board discussed having a grill at the pool, similar to the grill that was installed at the park. Nicole suggested placing it on the edge of the concrete/grassy area near the kiddie pool. Michelle was concerned about overhanging trees and wanted to look to ensure it would be safe there.

The board again discussed shade options, specifically shade sails, for the pool. There was some concern about the longevity of the sails. Opinions were divided on whether this was a good option or whether it would be best to save up and add an actual shade structure. Michelle said she would look into the sails regarding cost and longevity. Nicole re-iterated that the failing retaining wall was a first priority but shade can be addressed and budgeted for in future years.

### Architecture Committee Report

No home improvement requests were submitted in the last month.

### Old Business

Gary Heisey was kind enough to fix the mortar that was damaged on the brick wall pillars at the Virginia and Lake Forest intersection, where vines had grown through the mortar joints. This may need to be addressed again later if the vines grow back. Gary provided receipts for reimbursement. The board unanimously voted to reimburse Gary for the \$17 mortar cost.

The addition of internet to the telephone line at the pool, in order to provide cloud storage for the security footage, has been discussed at previous meetings but hasn't been completed. Rick hasn't been able to look into it further to see what the best options are. Nicole agreed to handle this task if Rick can provide her with the account information. Rick suggested that Jason needs to be consulted on whether the pool needs a static IP address.

The locked horseshoe box has been placed at the park. Nicole suggested that the pool chair can also distribute these keys to the horseshoe box. Rather than giving them to everyone, interested homeowners will need to request a key. Like the pool keys, there will be a \$10 charge for any homeowner who requests a second key.

### New Business

Nicole asked about extending insurance to committee chairs in case there is a liability (for example, a homeowner sues due to chlorine in the pool burning a swimmer). This is something that Michelle agreed to look into. The management committee is listed as responsible parties with the state but it may be a good safety net to have in place in the event a homeowner sues. Another suggestion was a retainer for an HOA lawyer. This issue was tabled for further discussion at a later date.

The next board meeting will be Tuesday, July 12, 2022. Location is to be determined.

The meeting was adjourned at 9:12 p.m.