

**WOODSMAN HOA**

**BOARD MEETING SUMMARY**

**01.24.24**

**Quick recap**

The meeting covered a range of topics including the importance of documenting decisions, a flooding issue at multiple units, the financial report, the issue of residents leaving large items by the dumpster, the management report, signage errors and modifications made to unit exteriors, the installation of new mailboxes, the Airbnb policy, and a walkthrough of the property for maintenance purposes. The team also scheduled a board meeting for the first quarter and a walkthrough of the property in March.

**Summary**

**Documentation and Record-Keeping in Beal Properties Meetings**

The meeting revolved around the importance of documenting decisions and discussions during the meetings. The board expressed concerns over the clarity of their current process and how to incorporate emails and votes into the minutes. They also mentioned the use of an AI program for record-keeping, with occasional manual edits as necessary. The minutes, once approved, would be posted on the website for reference.

**Flooding Issue at one of the units discussed.**

Beal Properties and Lisa Ortega discussed a flooding issue at Diane's unit. They suspected that water was seeping in through the foundation, possibly due to the unit's location on the edge of the dirt where the rock meets the foundation. They also mentioned a previous flooding incident in the same area. The possibility of the water coming from ponding about five feet out was also considered. Beal Properties reported that the city installed a newish dumpster that was not rotting out. The discussion concluded with the expectation of another big rain round coming but hopes that the issue would be resolved by the next day.

**Woodsman Complex Map Discussion**

Beal Properties and Lisa Ortega discussed the complex map of the Woodsman complex, which showed various blue Hs marked around the building. They were trying to understand the purpose of these markings and whether they indicated shutoff locations for pipes. Lisa Ortega suggested a walkaround to take a basic map and note the shutoff locations. Rosemary Walzem-TAMU was

present as a participant. It was also mentioned that Beverly Wilson was unable to attend the meeting.

### **Board Approves Minutes, Reviews Financial Report**

The board approved the minutes from the previous meeting and reviewed the financial report for the fourth quarter, which showed a negative net operating income due to higher operating expenses than HOA dues. A potential project that might have contributed to the financial loss was identified, and the board decided to seek further clarification. Beal Properties reviewed the financial situation from January to December, noting a deficit in the last quarter but a balanced year-end. They explained the concept of negative prepayment and broke down the expenses, including vendor costs, insurance, maintenance, pest control, plumbing expenses, professional fees, sign expenses, taxes, trash pickup, and utilities.

### **Residents Leaving Items by Dumpster**

Beal Properties discussed the issue of residents leaving large items by the dumpster, which is against the rules. However, no clear process was established on how to deal with these items. Robert Walker, the Porter Technician who provides a service picking up bulk items, was mentioned as a potential solution. Rosemary clarified that such a service would not be covered by the HOA, and residents would need to pay for it separately. They planned to discuss with Robert Walker his fees and to make sure residents understand that this service is not included in their rent.

### **Beal Properties December Financial Report Approved**

The board of Beal Properties discussed the financial report for December, highlighting the ending balance of the reserve account and two deposits made during the month. It was clarified that by law, 10% of the money from their account must be put into the reserve account. The budget for the upcoming year was presented, with no major changes needed. However, it was noted that if a special project arises, the budget could be adjusted and a new one presented for approval. The issue of mailboxes was also discussed, with it being clarified that they are not considered a special project. The board also touched on potential future projects, including a carport replacement, and agreed to approve the current budget. Towards the end, Beal suggested approving the current budget, which was then approved.

## **Beal Properties Management Report Update**

Beal Properties presented the management report, which included updates on delinquencies, violations, and maintenance issues. Six accounts were outstanding, primarily consisting of unpaid assessments and late fees, with homeowners being followed up via phone, mail, and email. Violations noted were primarily personal items left in the common area and unmaintained landscapes in the patio areas. A homeowner with significant delinquent HOA dues was unable to sell their unit without paying them. Beal Properties reported receiving 14 service requests at the end of the fourth quarter, which were all addressed and completed. A completed project related to signage on the property was also presented, along with potential future projects. The board is collaborating with the city on a creek erosion issue. Finally, Beal Properties mentioned a request to paint doors and offered to provide the paint to homeowners for the task.

## **Signage, Exterior, and Communication Issues**

The meeting revolved around issues with signage errors and modifications made to unit exteriors. Lisa and Diane identified incorrect arrows and unit numbers, while Beal Properties noted issues with fencing, including color inconsistencies and potential errors. Rosemary clarified that as long as the fence line remained the same, modifications were possible. Lisa Ortega raised concerns about modifications made to the exterior of units, questioning whether this required approval. The team agreed that the absence of a fence was a violation and the owners needed to rectify it. The meeting also discussed the lack of awareness among renters about the policies and regulations, and the challenges faced by Beal Properties in providing information to tenants if the homeowners do not pass it on. The idea of distributing refrigerator magnets with essential contact information was proposed and well-received. The team also suggested re-sending a tenant registration form to ensure all residents stay updated with community communications.

## **Mailbox Installation Process Discussed**

Beal Properties discussed the process of installing new mailboxes, which had been ordered and were expected to arrive in a few weeks. The plan was to install the mailboxes after everyone had received their keys. Each resident would receive three keys to the mailboxes. There was also a discussion about the potential need to temporarily store the new mailboxes until the vendor could install them, and the fact that the post office would need to be informed about the new mailboxes once installed. Rosemary Walzem-TAMU assured that the installation process would be quick and not disruptive to residents. Beal Properties also mentioned the need to coordinate with the post office for any mail in the old mailboxes.

### **Airbnb Policy and Maintenance Discussion**

The team discussed the Airbnb policy, noting that it was prohibited in the declaration but there were concerns about whether the state of Texas had passed a law preventing such a ban. Beal Properties agreed to investigate this matter further. The conversation then shifted to maintenance and landscaping, with Beal Properties suggesting a walkthrough in spring to address trimming needs, including removing overgrown bushes and clusters of volunteer trees. The idea of re-designing the area between two units, which had been a source of complaints, was also discussed.

### **Property Walkthrough and Board Meeting Scheduled**

Beal Properties scheduled a walkthrough of the property for defensive purposes in March. A board meeting for the first quarter, which runs from January to March, was planned for April 25th at 6 PM. Rosemary confirmed her availability for the walkthrough on Thursday afternoon at 3:00pm, next week. The next board meeting was set to be held in April, with the agenda to update the board members quarterly.

### **Email Approvals:**

In recent emails, the board has approved the replacement of unit 21's storage door, and the purchase and installation of the new mailboxes.

### **Next steps**

Create a walk-around map of the complex with the correct shut-off locations for pipes.

Beal will send the board the phone number of the porter technician.

Consider sending out a tenant registration form to ensure all renters are aware of the rules and regulations.

Beal will check with a real estate lawyer about the legality of forbidding Airbnb use in the community.

Beal will schedule a walkthrough for spring trimming and removal of overgrown bushes.

Beal will schedule the next board meeting on April 25th at 6 PM.