

## VWPOA Regular Board Meeting Minutes

May 30, 2024, 7:00pm

208 Appalachian Way

Meeting was called to order by new President, Stephen Hayes, at 7:07pm

In attendance, *newly elected* Stephen Hayes-President, James Trewin-Treasurer, *newly elected* Mark Shelpuk-VP, *newly elected* Michelle McDaniel-Secretary, Ronnie Gilbert-Pool Chair, Quorum was established with 4 of 4 voting members present

April 2024 minutes were read aloud by Michelle McDaniel and approved as written

### Secretary report:

- All newly elected Board Members have been added to the record with the Texas Secretary of State. Previous Secretary, Sammi Hicks walked Michelle McDaniel through the online process on May 22, 2024
- Motion to buy a new stamp for mailing purposes, approved
- Need to update more homeowner's email addresses for mass emailing and newsletters, ex: Mark Shelpuk

### Vice President report:

- Mark met with previous VP, Nicole Ramsey, before tonight's meeting. He received the VP binder.
- Electronic spreadsheet of violations requested by newly elected VP, Mark. Only paper copy is available. Michelle will follow up with Sammi for paperless copy
- Mark will meet with Sammi to cover the procedure for emailing and mailing homeowners regarding violations
- Responsibility of mailing violations will go back to Mark
- VP encouraged all the board members and committee chairs to get familiar and utilize the Google-suite and Google workspace
- Brought up the issue of Facebook and who should take on that responsibility from the previous VP. Michelle (secretary) and Stephen (president) volunteered to be the admins and take over the responsibility, will also as a social committee member
  - 2 board members will be admins. Michelle will ask Sammi and Nicole to add the new admins and remove themselves.

### Treasurer Report:

- Operating fund balance as of 4/30/2024 \$41,908.18, Reserve fund balance \$38,375.72
- Non anticipated expenses: \$623 for pool valve repair, \$368 for poolside tables with folding chairs, repair for backwash shaft at kiddie pool \$255
- Shade structure and concrete downpayments were made, total \$10,219
- Accounts receivable: (Final payments due this week, collections begin June 1)
  - 2 homeowners have made partial payment but not final. One owner has requested a payment plan, but only made one payment.
  - 3 owners have made no payment, no communication. Lawyer gave steps for a certified letter and process for collections. Certified letters will be sent June 1<sup>st</sup> and then we will wait for a response. If no response, the account will be sent to lawyers.
  - 1 property association owns a rental home and paid the old amount for dues. They have recently said they need the letter stating the new payment and then they will send the remainder. This communication has happened and we are awaiting payment.
- IRS confirmed that they accepted our request for an extension to file in October

#### Landscape Report:

- Chris Doran not present. Stephen read the updates he received from Chris: no new estimates for grass in front of pool gate area. We will wait until construction is complete to update that area.
  - Motion made by Michelle to postpone flowers for 2024, seconded by Ronnie. Approved
  - Question asked by Michelle if fertilizer has been requested by Chris of Roberto.
  - Mark asked about the flume (alley) between Virginia Woods Dr and Jamestown Ln. James has the lowest home in that area and today's rain completely flooded his lower yard and bowed his fence due to the sewer being blocked by neighbors who dump debris over the fence. Solution proposed to have the landscape crew or the tree cutting crew check the alley on a monthly basis. Get bids on how much this would increase the monthly bill.
  - Stephen will follow up with Chris on all landscape questions and changes regarding landscaping, including proposed change re clean up of flume/alley

#### Pool report:

- Shade structure coming along. Concrete is poured. Frame is up. Base of roof is complete. Still waiting on shingles, brick work, electricity, fan installation
- Update on repairs: it is delayed because of weather. No date set for filter repair and sand replacement. Cost will be just over \$1700, no payment has been made
- Ronnie will follow up on pool light repair. An work order estimate was sent for \$205 gasket repair and light, also \$790 fixture. Electrical work should be looked at for faulty wiring, or other estimates should be acquired. Ronnie will follow up

Social Report: not present, no report

President Report:

- Met with previous President day before to get binder and overview of immediate responsibilities.
- Need to get names changed on Chase bank account from previous president to current president. Stephen has business card for Tai Ho at Chase Bank

Old Business

- Lawn of the quarter sign has still not been found. Michelle texted the previous VP, Nicole Ramsey to follow up

New Business

- Mark raised the issue that getting the correct person for a resale certificate seems to have been an issue in the past, we should revise the web page to make the contact obvious. Add a button on the homescreen next to “contact us” and “make a payment” that reads “I need a resale certificate”, Mark will follow up
- Website board member roles need to be updated by Jason, Michelle will follow up
- Mark asked if all of our meetings are outlined in the covenants; yes, they are. We may want to consider a By-Law that is updated to clarify out annual meeting is not the first Tuesday of May, but it is the first or second Saturday in May, at the neighborhood pool
- Google billing needs to get transferred to the treasurer for direct payment, not through the webmaster, Jason, who then gets reimbursed.

Meeting Adjourned at 8:30