

**Westwood Landowners' Association
Board of Directors Meeting
May 14, 2020 Monthly Meeting Minutes
Magnolia, TX 77354**

Monthly Meeting: The Board of Directors of the Westwood Landowners' Association (WWLOA) convened in a virtual meeting open to all Members of WWLOA at 7:00pm.

Members were provided information to call in and listen to the meeting as well as an email address to submit comments/questions during the meeting.

Board of Directors

Present: Rob Pinell, Vice President
Diana Maichetti, Treasurer
Mike Pidotella, Secretary
Toni Collins, Member-at-Large

Absent: Pat Troy, President

Open Positions: None

Quorum was present, 4/5

The Vice President called the meeting to order at 7:06pm.

- 1) The Board Members present introduced themselves. The Vice President noted that the President was not present.
- 2) Consider and Approve Annual Maintenance Fees (non-frozen)
 - a) The Vice President noted that there is a lot of upkeep and maintenance that we need to address and proposed that the annual maintenance fees (non-frozen) be raised \$18.84.
 - b) The Secretary noted that there was a long period of time were annual maintenance fees had not been raised and the condition of several things has suffered due to lack of needed maintenance and repairs. In recent years the Board has implemented small increases to support some of the needed work. For example, the recent improvements to the playgrounds.

Several areas that need maintenance were noted:

- i) Pools will be needing re-plastering.
- ii) Repair/replacement of the concrete aprons around the pools.
- iii) Tennis courts need to be replaced.
- iv) Courtesy Patrol truck is old and needs to be replaced.
 - (1) The Treasurer noted that we are spending a lot on truck maintenance and repairs.

- c) The Treasurer motioned to increase the 2020-2021 annual maintenance fees by an additional \$18.84 annually for a total of \$207.19. The Secretary seconded the motion. The motion carried unanimously.
- d) The Treasurer noted that the Board is aware that impact due to Covid-19 may result in challenges for some to be able to pay their maintenance fees and for those in need to contact the office as payment arrangement can be made.

3) Summarize Board Actions

- a) The Vice President read the following Board Actions:

2/20/2020 Approved:

- \$750.00 for Easter celebration
 - Since event needed to be canceled due to COVID-19 only a small amount was spent for the purchase of an Easter Bunny costume.
- Renewal of Board Liability Insurance Policy (\$7,133.00)
- \$2,188.24 for 17 IPEMA certified rubber mats for playground swings and slides

3/5/2020 Approved

- \$2979.00 to replace the water fountains at the 3 pool houses
- \$695.00 for security lights at pavilion
- \$2752.00 for light pole and security light at Nickaburr Pool
- Renewal of Termite Treatment Contract for pool houses (\$272.79)
- Renewal of 2 Septic Contracts (\$750.00)

3/6/2020 Approved

- \$2916.00 + cost of materials for new contractor to take over painting the entrance signs

3/19/2020 Approved

- Commercial ACC Application

3/27/2020 Approved

- February 13, 2020 Monthly Meeting Minutes
- March 12, 2020 Quarterly Meeting Minutes

3/31/2020 Approved

- Backyard Springs Pool Services as the company to perform our routine pool maintenance.

Weekly amount:

- Twice a week @ \$373.43 (in season)
- Once a week @ \$227.29 (not in season)

4/14/2020 Approved

- \$5922.71 for playground equipment maintenance and repairs

5/4/2020 Denied

- Commercial ACC Application

5/7/2020 Approved

- Recovering ACC assigned cell phone from Board President

- Postponing Annual Meeting and Election

5/8/2020 Approved

- Pay Rate for Pool Monitors (\$8.80/hr.)

5/11/2020 Approved

- Removing Pat Troy from the list of approved names to sign checks
 - The Vice President and Member-at-Large are still not able to sign checks because the President will not provide his signature to the bank's form that requires signatures of all approved check signers.

4) Decision to Postpone Annual Meeting and Election

- The Vice President stated that the Board has determined that we need to postpone the annual meeting and election since it is not possible at this time to know when we will be able to hold this potentially large neighborhood meeting or the ability to confirm the availability of the venue due to the COVID-19 pandemic.
- The Secretary noted that we are stuck between a rock and a hard place since we have specific timing requirements for mailing out the notice of annual meeting, meeting agenda, absentee ballot and proxies. None of this can be completed until we know for sure when and where we will be able to hold the Annual Meeting and Election. At this time, we have set the date for September 12, 2020 hoping that the limitations due to COVID-19 will no longer be a factor at that time.

5) The Vice President noted that the Board will review and address questions/comments being submitted by email. Questions or comments can be sent to the email noted on the agenda, meeting@westwoodloa.org:

- The Secretary noted that no questions or comments had been received by email.
- Since there were only three (3) parties currently on the call, the Vice President decided to unmute the callers and open the meeting to verbal questions or comments.
 - A member asked if there has been anything new to report regarding issues the LOA is pursuing with its attorney.
 - The Vice President noted, as reported in a previous open meeting, the LOA has retained Cagle Pugh, Ltd. LLP. Also, at the Board's last workshop, the Vice President, Treasurer, Secretary and Member-at-Large (President did not attend) participated in a phone conversation with the attorney. The Vice President shared that he felt the attorney on the call was engaged and understood the topics we discussed.
 - The Treasurer added that there has been a delay in them getting paperwork from the previous attorney. This delay is not expected to negatively impact any current legal matters. They are engaged in the LOA's current needs.
 - The Vice President added that the Board has decided that no Board member can bring a topic to the attorney unilaterally. A majority vote of the Board is required before the Attorney is contacted regarding any matter.
 - The Secretary added that this requirement to require a majority vote of the Board prior to contacting the attorney was approved by a majority vote of the Board just before the vote to change attorneys. All email communication with the attorney requires the remaining Board members be copied to ensure all Board members have the same information and that it is in agreement with what the Board voted to pursue.
 - A member asked about impact to pool openings due to the COVID-19 pandemic.

- (1) The Secretary stated that an announcement is being prepared and we are monitoring the evolving situation. Currently, under the Governor's Executive Order GA-21 outdoor swimming pools are limited to 25% of capacity. We are evaluating the best way to minimize contact surfaces. Also, pool monitor interviews are being conducted much later than usual due to the impact of the pandemic. The interviews are scheduled for this Saturday, May 16, 2020. This will make it tight to be able to open the pools on the following Saturday as originally planned given the pool monitors need to be hired and trained. There is a possibility that the opening of the pools will need to be delayed.
 - (2) The Secretary noted that to help reduce the traffic in the office, we will not be requiring existing Recreation ID's to be renewed. Valid Recreation ID's from last year will be accepted again this year. These will be orange in color and will have one (1) punch. If you received a new Recreation ID this year and it has two (2) punches it also will be accepted.
- iii) There were no other question or comments from those on the call.
- c) The Member-at-Large asked the Secretary to give an update on the status of the recent projects and work performed throughout Westwood.
- i) The Secretary noted:
- (1) The playground mulch project to clean out old mulch, remove exposed tree roots etc. and add the new IPEMA approved kiddie mulch to the required depth was completed at both playgrounds.
 - (2) A project to adjust the height of all swings, replace old rusted chains, replace "S" hook connectors with preferred Clevis connectors and replace mildew stained swings was approved by the Board. The work was put on hold by the company contracted for this project due to the COVID-19 pandemic. They have recently resumed field operations and we waiting for the work to be scheduled. The new mats will be installed at the time this work is completed.
 - (3) The work to power wash the stone entrance sign at Conroe Huffsmith and remove rust / repaint the seven (7) metal entrance signs has been completed.
 - (4) The security lights for the parking lot at the Oak Bluff pavilion have been installed. They operate on a photocell so they are only on at when it is dark. This was done to help deter undesirable activity occurring at night in that area. Constables have recommended lighting the area at night.
 - (5) Installation of light pole and photo cell operated security light at the Nickaburr pool was completed. The Nickaburr pool was the only pool without security lighting. Now all three (3) pools have security lighting controlled by a photo cell.
 - (6) The old poorly operating water fountains at all three (3) pools have been replaced.
- d) The Vice President asked if there were any other questions or comments before the meeting is adjourned.
- i) There were no additional questions or comments.

The Secretary motioned to adjourn the meeting. The Treasurer seconded the motion. The motion carried unanimously.

The Vice President adjourned the meeting at 7:31 pm.