



**WPOA Annual Members Meeting Minutes (Draft)**

**Location: 439 Water Supply Corp. Conference Room, also via Zoom**

**Date & Time: March 1, 2026 – 3:00pm**

**Call to order:** President Mike Grand opened the meeting at 3:00pm

**Attendance:**

1. Board of Directors: 3 (Mike Grand, Tara Manly, Sherry Lovorn)
2. Property Owners: 10 (Vicky Belcher, Dan Custer, Kelsee James, Tom & Debbie Kirwan, Wayne & Janet Sills, John & Karen Stumph, Alfredo Zuniga)
3. Zoom Attendees: 2 (Duane Walker, Annie Good)

**Special Information:** 1) message to Zoom attendees on how to bring a question forward during the meeting. 2) The Board is down 3 members: Jose S. Bill K. and Debbie W. There are only 3 Board members at this time: Mike G, Tara M., and Sherry L.

**Declaration of BOD Quorum:** All 3 remaining Board members were present and a quorum declared.

**Approval of Minutes:** Hearing no changes, additions, or deletions to the last 2 board meeting minutes (2 Nov 2025 and 18 Jan 2026), the BOD voted unanimously to approve both minutes.

**Architectural Control Committee (ACC) Update:** Chairperson, Joe Gainey, resigned effective March 1 2026 and President Mike Grand said it was a sad loss and thanked him for his service stating that Joe epitomized what we want in an ACC member: someone helping homeowners accomplish the improvements they would like to make to their home and property by guiding them through the approval process. Mike apologized for his actions regarding the tree complaint and shed approval request on Key Largo (incorrectly referred to as Palisades Point during the session.) He acknowledged his part in creating a confusing situation that led to Joe stepping down.

**ACC report:** Wayne Sills presented the 2025-2026 ACC Annual Report on behalf of outgoing Chairperson Joe Gainey, who was not in attendance. The report, which details formal project requests and committee actions for the past fiscal year, included 8 requests that required ACC approval.

Mr. Sills read a prepared statement from Mr. Gainey. In these remarks, Mr. Gainey expressed that it was an honor to serve the Woodlake community for the past three years and thanked homeowners for following the formal application process.

It was noted that Mr. Gainey will transfer all historical ACC records and digital documentation via a dedicated thumb drive to the incoming Chairperson to ensure a smooth transition.

The committee clarified that while numerous inquiries were received throughout the year, the official log only documents those requiring formal approval under the covenants. Residents are reminded that approval forms are available on the association website.



**Hospitality Committee Report:** Chairperson Sherry Lovorn highlighted the committee's two primary focus areas: New Resident Outreach and Community Events. While no new owners moved in, three rental families were welcomed with neighborhood information packets and home-baked gifts. The committee successfully hosted three events in 2025: an Easter Egg Hunt (April 19), Movie Night (May 31), and a Halloween Party (Oct 31), which included the Sparta Volunteer Fire Department as guests of honor. **Save the Date:** The next Easter Egg Hunt is scheduled for April 4, 2026, at 4:00 PM.

**Treasurer's report:** Tara Manly, Treasurer, shared the 2025-2026 Financial statement and the 2026-2027 proposed Budget. The largest expense last year was the refinishing of the tennis courts at \$32,922. A question about what the Maintenance and Improvements category included was answered with the explanation that it covered replacement of new window material in the bus stop shelter. We have collected about half of the dues so far for 2026.

**Woodlake POA Financial Statement March 1, 2025 to February 28, 2026**

<b>Expense Categories:</b>	<b>Proposed</b>	<b>Actual</b>
Operating Expenses	\$4,000	\$2561.31
Legal Fund	\$2,000	0
Discretionary Fund	\$1,300	350.98
Sparta VFD Donation	\$2,000	\$2,000
Maintenance and Improvements	<b>total</b>	\$36431.51
<b>total spent</b>		<b><u>\$41,344</u></b>
 <b>Income:</b>		
Resale Certificate Income March 2025 to Feb 2026		\$275
Dues collected for 2025: 62 owners minus 1 delinquent account		\$12,200
late fees 2025		\$50
Fines		\$350
collected dues for 2026: 32 owners out of 61		\$6,400
statement credits		\$75-
 <b>Main account balance</b>		 <b>\$7,759.39</b>
<b>Secondary account balance</b>		<b>\$4,000</b>

**Woodlake POA Proposed Budget (March 2026 to February 2027):**

<b>Expense Categories:</b>	<b>Proposed</b>
Operating Expenses	\$4,000
Legal Fund	\$2,000
Discretionary Fund	\$1,000
Sparta VFD Donation	\$2,000
Maintenance and Improvements	<u>\$5,000</u>
	<b>Total</b>
	<b>\$14,000</b>



**Approval of 2026 Annual Budget:** Treasurer Tara Manly noted that no major expenditures are anticipated. Following the presentation, no questions or comments were raised by the membership. The Board of Directors voted unanimously to approve the 2026 budget as presented.

**Election Quorum Update:** We had 27 members vote in the Board election this year (24 online and 3 in person). While our current By-Laws ask for a majority (32 votes), President Mike Grand explained that because those documents were never officially filed with the county, we are governed by Texas state law in the meantime. Under the Texas Business Code, only 10% of the membership is needed for a quorum, so the election results are valid. This has made it clear that we need to be very intentional as we rewrite our Bylaws - specifically looking at setting different quorum levels for major changes versus everyday board business and elections.

**Board of Directors Election Results:** With three positions open and three candidates on the ballot, the following results were recorded: Kelsee James (26 votes), Mike Grand (25 votes), and Debbie Kirwan (17 votes). While several write-in candidates were submitted, they did not impact the final outcome. We are pleased to welcome Kelsee James and Debbie Kirwan to the Board of Directors. Additionally, the Board accepted the resignation of Debbie Wood, effective March 1, 2026. As a result, one vacancy remains on the Board to be filled in the coming months.

**Old Business:**

- The Bus Stop windows were replaced with a material that is clearer and more durable than the previous material.
- Electricity is planned to be installed at the bus stop to facilitate installation of motion sensing lights. The solar powered ones initially installed are not holding up and have had to be replaced twice.
- The Tennis Court is mostly complete. Some touch ups are still needed. The contractor has agreed to bring us some matching paint so that we can do future touch ups ourselves. The nets have been reinstalled though a few replacement parts were needed.

**New Business:**

- **Covenant Alignment – Cliffs & Cliffs Phase II:** The Board discussed the upcoming vote to amend the Cliffs and Cliffs Phase II Covenants. These changes will officially end the developer’s transition period and harmonize ACC governance with the Woodlake Section One standards. By incorporating two prior amendments into this new version, the Association aims to eliminate confusion and provide a single source of reference for homeowners. Aside from the ACC update, no other covenants are affected. Residents may review the drafts online ahead of the upcoming vote. No changes are being made to Woodlake Section One Covenants.
- **Proposed Association Bylaws:** New Bylaws are being developed to outline the relationship between the Board and the ACC. Once the covenant changes for the Cliffs and Cliffs Phase II are finalized, the Bylaws will provide a clear structure for Board oversight of the committee. Currently, the Association has no filed Bylaws. The Board invites all members to review the current drafts on the website and provide input.



**Violation Complaint – Palisades Point:** A deferred complaint regarding visible yard tools (Woodlake Section One, Covenant 1.06) was reviewed. A site visit confirmed the equipment is no longer visible, and the matter is considered resolved. Although this specific covenant applies only to Woodlake Section One, the Board encourages all residents in the Cliffs and Cliffs Phase II to be neighborly and follow similar standards to preserve neighborhood aesthetics. No further action is required.

**Members Comments:** None

**Closing Comments:** President Mike Grand concluded the meeting by encouraging younger residents to consider the professional benefits of board service. He noted that serving on a non-profit Board of Directors provides invaluable leadership experience that carries significant weight on a resume, often distinguishing candidates in a competitive job market. He encouraged members to see the Board as an opportunity for mutual benefit; serving the community while building professional leadership skills. He urged all members to become more actively involved in the community's governance.

Mike pointed out that our Officer roles (President, VP, Secretary, and Treasurer) are separate from Board seats. You don't have to be a Board member to step into one of these positions. The goal is to bring in fresh faces and new help, which would let more neighbors get involved without anyone having to take on too much at once.

**Meeting was Adjourned** by Mike Grand at 3:32pm

Submitted by:

Sherry Lovorn

WPOA Secretary

Posted @ [www.woodlakepoa.org](http://www.woodlakepoa.org)