

June 20, 2024 – Annual Meeting of Owners

1. **Call to Order:** The annual meeting began at 6:00PM. Kim Drake (President) welcomed attendees to The Park at Woodland Oaks HOA Annual Meeting and introduced the current board members and the HOA management company, TT Bean Management LLC, represented by Tom and Tracy Bean. Mike Diaz (Secretary) confirmed the number of homeowners in attendance constituted a Quorum so the Annual Meeting could commence. The Secretary confirmed all members of the board were present (Kim Drake (President), Steven Worley (Treasurer) and Michael Diaz (Secretary)).
2. **Proof of Notice:** Mike Diaz announced to the attendees that By Laws Article III Paragraph 5 – Notice of Meetings was properly served.
 - a. Mike Diaz advised there was no Annual Meeting in the year 2023 therefore there were no minutes to review/approve.
 - b. Mike Diaz advised the 2023 financial notice was sent to all homeowners on or around February 27, 2024.
3. **Financial Review (2023):** Tracy Bean (TT Bean Management LLC) provided a financial overview of the HOA since TT Bean Management LLC became the management company for The Park at Woodland Oaks HOA. Financial reports mailed to all homeowners in or around February 2023 were discussed.
4. **Committee Report:** Currently, the only active committee is the Architectural Review Committee (ARC) with 2 reviewing members. Tom Bean provided his committee report indicating a desire to have more volunteers for the committee. Tom explained the expectations for the committee and noted there had been 4 improvement requests submitted and all were approved.
5. **Schertz PD Report:** Officer Kraft from the Schertz Police Department was in attendance and reviewed security surrounding mailboxes. Officer Kraft indicated that the newer style of mailboxes are more secure compared to the dated version the HOA has currently. Officer Kraft advised to be diligent regarding checking your credit history if your mailbox was broken into to prevent identity theft issues. Officer Kraft also reviewed general neighborhood safety tips to reduce vehicle break ins and to secure your home. Officer Kraft advised homeowners to contact Schertz PD and ask for a security assessment to be scheduled in order to ensure homes are as secure as possible.
6. **Mailboxes:** Kim Drake advised attendees of the general issues with the mailboxes having been vandalized and the HOA's solutions. At the time of the meeting 161 absentee ballots had been received with 158 votes "FOR" and 3 votes "AGAINST" a special assessment to replace the mailboxes. There were 9 attendees that had not cast their absentee votes, so an overview of the mailbox problem and the proposed solution was reviewed. A 15-minute question and answer period ensued to allow attendees to ask any questions prior to the vote regarding a special assessment for mailbox replacement. The \$200 per residence special assessment was addressed. Also addressed were questions regarding the possibility of installing individual mailboxes instead of cluster boxes, and a question regarding moving the cluster boxes off of Woodland Oaks Drive to the interior streets of the neighborhood. Neither option is feasible.

The Park at Woodland Oaks

Owners Association

- 7. Mailbox Vote:** The 9 homeowners in attendance who did not cast an absentee vote were asked to vote for or against the special assessment and there were 7 votes “FOR” and no votes “AGAINST”. The final vote tally included 164 votes counted “FOR” the special assessment and 3 counted “AGAINST”. More than the 2/3 majority required was obtained and the vote PASSED in favor of the special assessment to replace the mailboxes.
- 8. Special Assessment:** Steven Worley provided additional information about the special assessment amount of \$200 per homeowner. All were advised that if the management company/HOA had an email address on file then the special assessment would be sent to them via email and that email would be going out soon. If those who are sent email invoices for the special assessment have not paid within 7 days, a physical copy will be mailed to the address of record. Any homeowner who does not have an email on file will be mailed an invoice for the special assessment. The special assessment payment is due by the date provided on the invoice (30 days). It was noted that payment by credit card incurs a fee of 2.99% fee, but it is convenient and payment by check or money order is also permitted.
- 9. Committee Volunteers:** Kim Drake announced the need for volunteers to the ARC as there are only 2 at this time. Additionally, volunteers were solicited for the Social Committee with the expectation of zero HOA funds to support at this time.
- 10. Adjournment:** With no further business the meeting was adjourned at 7:19 PM.