

# ESTATES of WOODLAND HILLS HOA

## Annual Meeting

---

Wednesday, January 17, 2024, at 6:00 pm

Virtual Meeting

<https://zoom.us/join> Meeting ID 871 0489 5603 Pass Code WH2024

### MINUTES

**Called to Order at 6:08 pm**

1.) Meeting called to order by Justin Boenigk, outgoing HOA President.

Roll Call – HOA Board members present were Justin Boenigk and Vanessa Ferguson. HOA Board members Jamie Prejean and Kerry Graff were not present. HOA Board Member Steve Christian had resigned prior to the Annual Meeting. Tiffany York and Kathryn Valerius, representing Association Services BCS Management Company, were present.

2.) Quorum – Forty-four (44) total ballots were received by Association Services BCS, with two (2) households voting twice. After removing the two (2) duplicate ballots, forty-two (42) ballots were validated and counted. A quorum was reached with the number of ballots; thus, the election of the HOA Board could proceed.

Proof of Notice of Meeting for The Estates of Woodland Hills HOA Annual meeting. Postcards were mailed to all of the Homeowners of record as of November 3, 2023, stating that the date of the Woodland Hills HOA Annual Meeting would be January 17, 2024, and requesting nominations for all five (5) Board of Director positions. Letters were mailed to all Homeowners on December 8, 2023, of the Notice of the Annual Meeting, including the Zoom meeting link and access information, and Board of Director ballots. The Annual Meeting packet was also available online at the Woodland Hills HOA Management Company website, <https://associationservicesbcs.com/>. The Annual Meeting packet was also emailed to Homeowners that had email addresses on file. The Notice of the Annual Meeting was in accordance with Woodland Hills Bylaws Article 3, Section 4.

Quorum was reached by homeowner ballots for the HOA Board Member elections. However, a quorum was not reached for attendance at the Annual Meeting and therefore, no new business could be transacted.

3.) Introduction of current HOA Board Members. Justin Boenigk and Vanessa Ferguson were the only outgoing HOA Board members present.

4.) HOA President's Report from Justin Boenigk – Welcome and thank you.

5.) Reading and disposal of unapproved minutes – There were no unapproved meeting minutes. The previous Woodland Hills HOA Annual Meeting Minutes had been approved by HOA Board Members Kerry Graff and Steve Christian, shortly after the meeting was held and have been posted on the

Management Company website at <https://associationservicesbcs.com/woodlandhills>. The minutes were also posted for review on the right-hand side of the Zoom meeting screen during this Annual Meeting.

6.) Reports from Board of Directors –

Report from Jamie Prejean, Vice President, was read into the record by Tiffany York with Association Services BCS. It detailed home sales in the Woodland Hills Subdivision for the years 2021-2023.

Financial Reports from Vanessa Ferguson, Secretary/ Treasurer: 2023 Assessment Collections, 2024 Assessment Collections, 2023 Profit & Loss Statement, and 2024 Proposed Budget. The financial reports were posted for review on the right-hand side of the screen during this Zoom Annual Meeting and also posted on the Management Company website at <https://associationservicesbcs.com/communities>, (scroll down to Woodland Hills). The Treasurer provided the balances of the HOA operating and reserve accounts and the fence loan payment.

7.) Election - Tiffany York with Association Services BCS Management Company received and tallied the Woodland Hills HOA Board ballots for the Election of HOA Board Members. Homeowners could vote electronically with Election Buddy, or by returning the physical ballot by mail, email, or hand delivery. Election results for the 2024 Woodland Hills HOA Board: Cheryl Sheldon, Dom Lord, Jamie Prejean, Misti Moser, and Vanessa Ferguson.

8.) Old Business – Irrigation system replacement and landscaping update did not happen due to budget constraints.

9.) New Business –

Tiffany York with Association Services BCS discussed Texas HB 614, which took effect January 1, 2024. Woodland Hills HOA is in compliance.

Brief discussion of rental properties in Woodland Hills Subdivision and what is an occupancy overlay from Vanessa Ferguson, Secretary/ Treasurer.



10.) Homeowner Forum – please see separate sheet



11.) Adjournment

**Meeting Adjourned at 7:04 pm**

Minutes submitted by: Vanessa Ferguson

Minutes approved by:

DocuSigned by:  
 Cheryl Sheldon 2/7/2024  
2CFBBC38F006441...  
 Cheryl Sheldon  
 DocuSigned by:  
 Tiffany York 2/9/2024  
C618B86690C44CA...  
 Tiffany York

DocuSigned by:  
 Misti Moser 2/8/2024  
F4AE22AD9AB741F...  
 Misti Moser  
 DocuSigned by:  
 Kathryn Valerius 2/9/2024  
B288512284B8417...  
 Kathryn Valerius

# ESTATES of WOODLAND HILLS HOA

## Homeowner Forum

### Annual Meeting

---

Wednesday, January 17, 2024, at 6:00 pm

Virtual Meeting

<https://zoom.us/join> Meeting ID 871 0489 5603 Pass Code WH2024

#### MINUTES

Woodland Hills HOA Annual Meeting Attendees:

Bean, Stefanie	4413 Woodland Ridge
Boenigk, Justin	4436 Woodland Ridge Drive
Bondurant, Beth	4413 Rocky Meadows
Burdett, Lindsay	303 Woodland Springs
Clark, Joan	300 Stone Cove Court
Christian, Steve	4423 Rocky Meadows
Ferguson, Vanessa	302 Stone Cove Court
Flater, Kassidi	4430 Woodland Ridge Drive
Johnson, Michelle	4411 Woodland Ridge
Mitchell, Dana and Morgan	303 Stone Cove Court
Moser, Misti and Thorin	305 Stone Cove Court
Moughon, Grace	4441 Woodland Ridge Court
Sheldon, Cheryl	4411 Rocky Meadows
Stoots, Kelly and Nicholas	306 Stone Cove Court
Urso, Ginger	311 Stone Chase
Tiffany York	Association Service BCS Management Co
Kathryn Valerius	Association Service BCS Management Co

Homeowner Forum – Questions from Homeowners

Question regarding Board of Director Responsibilities and Duties:

The three (3) main categories of HOA Board of Directors responsibilities and duties are: ensure compliance with governing documents, maintain the common areas of the community, and conduct the financial business of the HOA. Specific information can be found in the Estates of Woodland Hills HOA Bylaws Article IV, Section 15 and Declaration of Covenants, Conditions, and Restrictions for Woodland Hills (CCRs) Article V.

Question regarding Board of Director Powers:

The power of the Woodland Hills HOA Board includes but is not limited to: manage records and finances, prepare budgets, hold meetings, hold elections, and enforce rules. This can be found in the Estates of Woodland Hills HOA Bylaws Article IV, Section 14 and Declaration of Covenants, Conditions, and Restrictions for Woodland Hills (CCRs) Article V.

Question on Annual Meetings:

The Board of Directors sets the HOA Annual Meetings, with assistance from the Management Company. Estates of Woodland Hills HOA Bylaws Article III, Section 2 and Declaration of Covenants, Conditions, and Restrictions for Woodland Hills (CCRs) Article III, Section 3.06.

Question on Board of Directors Officer Duties:

Information on specific duties for the HOA Board President, Vice-President, Treasurer, and Secretary can be found in the Woodland Hills CCRs Article V, Sections a-i and Bylaws Article V, Sections 7-9.

Question on Board of Director Position Designations/ Election of Officers:

The HOA Board members decide/ appoint the various officer positions. Please see the Estates of Woodland Hills HOA Bylaws Article V, Section 2.

Question on Violation Monitoring, Homeowner Violations, and Fines:

Discussion of HOA Covenant Monitoring by Tiffany York with Association Services BCS Management Company. Association Services performs drive-by violation monitoring as well as processes complaints turned in by Homeowners. Homeowner-reported violation issues are confirmed with proof (such as a dated photo) or an Association Services BCS drive-by before any action is taken. Tiffany York with Association Services discussed non-compliance monitoring, notices to the Homeowner, and the violation fine policies. The Woodland Hills HOA Violation Fine Guidelines and Fee Policy is available online at the Woodland Hills HOA Management Company website, <https://associationservicesbcs.com/>. Further information can be found in the Woodland Hills CCRs Article IV, Section 4.05, Article IX, Section 9.19, Article XI, Section 11.01-11.02, and Article XIV, Section 14.05.

Question on Fence Loan and Bank Balances:

The HOA-maintained fence was installed in Summer 2019, and will be paid off this year, in 2024. The fence loan with Prosperity Bank was a five (5) year loan. Bank balances were given in the Treasurers Report during the Annual Meeting. Those amounts were provided again during the Homeowner Forum portion of the meeting.

Question on (Board of Director) Officer Removal:

HOA Board Members can be removed with or without cause. In some cases, a conflict of interest or breaching their fiduciary duty may be grounds to remove a board member. Homeowners can also vote to remove a board member without cause. Please see the Woodland Hills CCRs Article V, Section 6.