

# Meeting of the Woodland Hills HOA Board

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Thursday, January 25, 2024  
College Station Fire House No. 5 at 1601 William D Fitch,  
College Station, TX 77845

## Minutes

### Call to Order

#### 1.) Roll Call

Meeting called to order at 3:17 pm. HOA Board Members present: Cheryl Sheldon, Dom Lord, Misti Moser, Jamie Prejean, and Vanessa Ferguson. Tiffany York represented Association Services BCS Management Company. Quorum established.

#### 2.) Approval of Board Meeting Minutes:

The minutes from the Woodland Hills Annual Meeting held on Wednesday, January 17, 2024, will be reviewed, approved, and signed online with Docusign by the two (2) HOA Board members that attended the Annual Meeting and Tiffany York and Kathryn Valerius, representing Association Services BCS. The HOA Board Secretary took the meeting minutes and therefore cannot approve the minutes. The approved minutes will be posted online at <https://associationservicesbcs.com/>

#### 3.) Association Services BCS Management Company

Tiffany York gave a comprehensive review of the scope and services that are provided by Association Services BCS Management Company. A handout was given to each Board Member, detailing the services.

Each HOA Board member received a handout entitled "Code of Ethics for Woodland Hills HOA Board Members." Tiffany York read and reviewed each and every single line of the handout. After discussion and questions, each HOA Board member signed a copy of the "Code of Ethics," which establishes a set of values, principles, and standards to guide meetings, decision-making, and professional conduct. By signing the Code of Ethics, all HOA Board Members are expected to abide and uphold the standards as outlined in the Code of Ethics.

Discussion and overview of Board Officer positions and responsibilities. Tiffany York explained the roles and duties of Board Officers and stated that detailed information on each Officer position could be found in the Bylaws and CCRs. All Board members are to read the Bylaws and CCRs regarding Board Office positions and consider how their knowledge, abilities, qualifications, relevant experience, schedule, and goals best match with the requirements for the available positions. Board officer positions will be determined at the next quarterly HOA Board Meeting.

4.) Unfinished / Ongoing Business:

**Discussion of the contract for the HOA-maintained landscaping. The current landscape management company contract expired last month (December 2023), and the HOA is on a month-to-month basis. Landscape management bids are needed to determine if our current landscape vendor is still the best choice for our HOA. To facilitate comparable bids across landscape management companies, Board member Vanessa Ferguson provided a draft of the scope of work that might be required from landscape vendors. Review of the draft and updates/changes were suggested. Vanessa Ferguson to update scope of work and email to all Board Members. Each Board Member to obtain at least one (1) bid from a landscape management company to start the process of selecting the best company for the HOA.**

5.) New Business:

**Preliminary discussion on Restricted Occupancy Overlay (ROO).**

**Next HOA Board Meeting is scheduled for Thursday, February 8, 2024, starting at 3:15pm at College Station Fire House No 5, located at 1601 William D. Fitch, College Station, Texas 77845.**

**Adjourn**

**Meeting adjourned at 4:49 pm.**