

The Woodlands Property Owners Association, Inc. (WPOA)

Board of Directors Meeting Minutes

July 22, 2025

Time: 7:00 pm

Place: Zoom

Members Present: Peck, Faires, Gary, Moon

Members Absent: Dyson

Summary: - This was the second meeting of the Board elected at the 2025 annual meeting.

MINUTES

Call to Order

Quorum Declared Present

Meeting Minutes Approval

Prior to the meeting, Faires had distributed draft minutes from the June 5, 2025, annual property owner's meeting as well as the June 5 Board meeting that followed. Opportunity was provided for comment or suggested revisions, but none were noted. Both sets of minutes, as drafted, were unanimously approved by the Board.

Financial Report

Moon reported that all property owners have paid their 2025-25 annual assessment fee except for two. The current bank balance is \$81,800. Only anticipated expenditures in the short term are payments to Shorty for landscaping activities and the impending road paving project.

ARC Report

Although unable to attend the meeting, Dyson prepared an email summary of recent ARC review applications which included the following information:

1. Gary's – Drainage improvement, Tree removal, Fire Pit installation.
2. Faires – Raised planting bed, Small retaining wall
3. Wells' – Tree removal
4. Gonzalez's – Tree removal
5. Lloyd's – Detached Garage

Dyson, also as part of his premeeting email, raised the possibility of a Board Interpretation to clarify the use of prefabricated structures, since the Covenants prohibits prefabricated "homes". The Board discussed and Faires will draft a Board Interpretation for this topic and share with the Board for review.

Action Item: Faires will draft a Board Interpretation to clarify the use of prefabricated structures.

Additionally, Dyson had previously nominated Laurie Moon to replace Bob Berongi on the ARC. The nomination was seconded by Gary and Laurie was unanimously approved as the new ARC appointee.

Ongoing Projects:

- a. *Paving Project* – Gary reported that Shatley Paving has been contacted and a request for quote was made for the area on Raccoon Ridge that was identified after the previous request. Pending receipt of that quote, the paving will be scheduled with a preferred timeframe of the fall of 2025 or spring of 2026. The Board agreed that the paving needs to be scheduled so that cold temperatures are avoided.

Action Item: Gary will update the Board when the quote is received and as well as scheduling options.

- b. *Dropbox Project* – Faires reviewed the background of this project (reviewing the contents of the previously used Dropbox site and deleting duplicated items and/or saving important information either as a hard copy file or on the community website).

Action Item: Faires remains responsible for completing this review.

- c. *Emergency Management and Preparedness* – This topic was raised by property owners following Hurricane Helene. One of the concerns was emergency egress in case of another road washout situation or forest fire. The Board discussed and recognizes that making changes to the current egress, via Jake Blackburn Road will require significant coordination with surrounding communities (Sonterra Views and Graystone) and non-Woodlands property owners. The Board views this as a long term project, but will start by first contacting NC Firewise to seek their ideas and support.

Action Item: Gary will contact NC Firewise following the completion of the upcoming paving project.

New Business:

- a. *Updating Contact Information* - The Board discussed the importance of and need for improving and expanding the contact information for each property owner. Each property owner will be asked to provide or update their contact information. The Board's goal is to have at least one email address, cell phone number and mailing address for each property owner.

Action Item: Faires will draft an email that will be sent to all property owners requesting an update and expansion of their contact information. The draft email will be sent to all Board members for review prior to being sent to the property owners and then sent to the property owners once finalized.

- b. *Tree Removal Policy* – Gary reviewed a draft policy that defines the responsibility for the clearing of trees that fall across community roadways. The policy states that the POA will pay to clear community roadways (not private driveways) back to the right-of-way.

The property owner has the discretion to conduct any additional clearing of their property and is financially responsible for whatever they elect to do on their property. A motion was made to approve the policy and seconded, and it was approved unanimously by a 4-0 vote. Communication of the policy was discussed, and it will be sent to all property owners via the community website email system. Additionally, a review/reminder of policy will be included on the 2026 annual property owners meeting agenda.

Action Item: Faires will draft an email announcing the policy and send to the Board for review. Once finalized, the email will be emailed to all property owners via the community website email system.

Action Item: Peck will include this topic on the agenda for the 2026 Annual Property Owner's meeting.

- c. *Jake Blackburn/Hwy 16 Visibility Issue* – Gary reported on the status of this issue (the difficulty in seeing oncoming traffic when attempting to get on Old Highway 16 when departing The Woodlands (Jake Blackburn Rd) due to tall shrubs and bushes obstructing the driver's view. Local commission was contacted requesting assistance which led to State DOT involvement. The tenant of the rented property, opted to cut back and remove some of the view obstructing growth, but the Board agreed it was not sufficient enough to improve the safety issue.

Action Item: Gary will update the commissioner on the Board's opinion and request further action. Pending the response, additional involvement could be requested from the Sonterra Views POA and other residents that use Jake Blackburn Rd.

- d. *Online Payment Options for POA Dues* – Moon reported on the time required and frustration caused by the current collection method for annual dues (announced at the annual meeting and emails via the community website email system). The Board discussed options for making the collection of dues more effective, including charging late fees, an online payment option, and possibly other payment options through the POA's bank. A motion to develop a policy for defining a basis for late payments (following the language of the Covenants) was made, seconded and unanimously approved by the Board.

Action Item: Faires will look in greater detail about how to set up the online payment option available via HOA Express.

Action Item: Moon will investigate possible payment options (online banking, Zelle, etc.) with LifeStore.

Action Item: A policy outlining the payment options and penalty for late payment will be developed by the Board.

Other Items

Jake Blackburn Creek Cleanup – Moon suggested a cleanup of debris and removal of dead and trees/limbs in the creek alongside Jake Blackburn near the bridge. The Board discussed and the understanding is that the DOT intends to construct a permanent bridge to replace the temporary one constructed immediately after Hurricane Helene and as part of this project, they may also clean up the creek area. The Board decided to wait until early 2026 to see if they perform the cleanup, and if not, will try to coordinate a cleanup with other neighbors and residents.

Meeting Adjournment

The meeting was adjourned at: 8:16pm.

Minutes Prepared By: Faires

Minutes Approved By: Board Review

Date: October 14, 2025

Secretary Signature: Stanley C. Faires