

**The Woodlands Property Owners Association, Inc. (WPOA)**

**Board of Directors Meeting Minutes**

**October 14, 2025**

Time: 7:00 pm

Place: Zoom

Members Present: Peck, Dyson, Faires, Gary, Moon

Summary: - This was the third 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 July 22, 2025 Board meeting via email. Opportunity was provided for comment or suggested revisions, but none were noted. The minutes as drafted were unanimously approved by the Board.

**Financial Report**

Moon updated the Board on the financial status of the WPOA. Currently, the WPOA has approximately \$83000 in its bank account and is earning approximately \$175 per month in interest. Below is a chart detailing the 2025-26 Budget, along with the actual year-to-date expenditures and projection for the current budget year. The WPOA is well within its projected budget with winter weather and the upcoming paving project being the variables that could most likely impact actual costs for the budget year.

	<b>Budget 25-26</b>	<b>Actual YTD</b>	<b>Projected 25-26</b>
<b>Expenses</b>			
Landscaping (Mowing)	\$6000	\$3900	\$5200
Snow Removal/Salting	\$5000		\$5000
Miscellaneous (Tree trimming, ditches, etc.)	\$2000		\$500
Entrance Lighting	\$360	\$230	\$345
Road Repairs (Paving)	\$52740	\$0	\$52740
<b>Expenses (Administrative)</b>			
Taxes (Bank Interest and Property Tax)	\$500	\$493	\$493
POA Website (HOA Express)	\$350	\$324	\$324
Zoom Subscription	\$200	\$160	\$160
Misc. Supplies	\$100	\$20	\$50
<b>Total Expenses</b>	<b>\$67250</b>	<b>\$5127</b>	<b>\$64812</b>

## **ARC Report**

Dyson reported that a review request will be submitted to the ARC for a retaining wall and firepit project for his home.

Also discussed was the issue of notification of the ARC of tree cutting by property owners. While there are covenant requirements for ARC review and approval of specified tree cutting (distances from structures, property lines and tree size), the Board wants to encourage all property owners to notify the ARC when any tree cutting will occur, so that there is good understanding and communication of such activities between property owners, neighbors and the ARC/Board.

### **Action Item:**

Peck will prepare a notice/reminder for distribution to all property owners via the community website.

### **Ongoing Projects:**

- a. *Paving Project* - Gary updated the Board on the status of the paving project. The paving is anticipated to start within the next week, but there have been numerous delays in previously communicated start dates. Of concern is the lowering temperatures and its potential impact on the integrity of the asphalt/paving mixture. Per Shatley Paving, the mix that will be used in The Woodlands is good into the 40 degree range. The Board agreed that if there were further delays and/or changes in the anticipated temperatures, postponing the project until Spring of 2026 would remain an option.
- b. *Property Owners Contact Information Audit and Update* - Faires reported that the audit was conducted and completed in July and August with the following results:
  - 15 new members added to the website
  - 18 new cell phone numbers added
  - 13 new email addresses added
  - 8 new community addresses added
  - 3 new external addresses added
- c. *Jake Blackburn/Highway 16 Visibility Issue* – Gary updated the Board on the efforts made to date to try and improve the visibility for drivers attempting to depart The Woodlands via Jake Blackburn Rd onto Highway 16. (High bushes and scrubs impair the view, especially if the vehicle has a low profile. Numerous emails have been sent to the county commission and subsequently within NC DOT. Additional new road signage on Highway 16 appears to have resulted from this effort. The NC DOT has also reached out to the property owner who rents out the property to a tenant. The tenant has lowered the height of the bushes and scrubs, but the view, while improved, remains unsafely obstructed in the opinion of the Board. Gary asked the DOT about possible installation of a convex mirror to assist drivers with visibility and was told the DOT does not install mirrors at intersection of two state roads. After much discussion, it was decided that Gary would reach out one more time to NCDOT for their support and what steps would be required if the WPOA wanted to put up a mirror.

- d. *Dropbox Project* – Faires reported that the review of the contents of the previously used Dropbox site had been completed. The items on the site were duplicates now stored or saved either as a hard copy file or on the community website.
- e. *Emergency Tree Removal Policy* – Faires reported that this policy was communicated to all property owners via the community website email system on August 1<sup>st</sup>.
- f. *Prefabricated Outbuildings* – Prior to the meeting, Faires distributed the existing Board of Directors Interpretation and it was agreed that it remains sufficient and no additional Interpretation is needed at this time.

**New Business:**

- a. *Setback Variance/For The Record* – Faires reviewed a Grant of Variance the WPOA granted to Edward Sotomayer on November 3<sup>rd</sup>, 2022. The eave of the garage on the property located at 532 Woodland Ridge appears to run 0.80 feet into the 30’ setback line and violates the setback requirements of The Woodlands Restrictive Covenants and Restrictions agreement. The Board at that time granted a variance to the Sotomayer’s to support the sale of that property at that time. Recognizing that this issue could potentially surface again when that property is sold, Faires proposed a “For the Record” document be prepared, so that future Boards know the history of this subject. The Board approved the proposal.

**Action Item:** Faires to draft a “For the Record” document for this subject and share with the Board for approval.

- b. *Entrance Security Gate* – Peck requested background information on the potential or a security gate for the development. Faires and Moon shared that while the subject had never been formally discussed by the Board, that through informal discussions within the community, concerns about the cost, maintenance, breakdowns, impact on mail delivery, the idea of a security gate has never had much support.

**Meeting Adjournment**

The meeting was adjourned at: 7:58pm.

Minutes Prepared By: Faires

Minutes Approved By: Board Review

Date: January 28, 2026

Secretary Signature: Stanley C. [Signature]