

# **Woods of Wimbledon Civic Association, Inc.**

**P.O. Box 15109, Spring, Texas 77391-1509**

## **Meeting Minutes - March 23<sup>rd</sup> 2023**

Location: John Wesley United Methodist Church, 5830 Bermuda Dunes Drive, Room A106,  
Houston, TX 77069.

Prepared by Graham Sherlock, Secretary

Board Members Present: Sherrie Daniels, Patty Draut, Graham Sherlock, Odilia Medlin, Sally Durdin,  
Beth Lofland

Board Members Absent: Walter Echols, Brandon Chambers

Guests present: Larry Railey, Will Echols (Attorney), Michelle Smith (ACC)

The meeting was called to order at 7.10 PM. Quorum was achieved.

1. Secretary's Report.
  - a. The minutes for the March meeting were reviewed and approved unanimously. Motion to approve Graham Sherlock, seconded by Odilia Medlin.
  - b. It was suggested to back up the Townhall recordings from the Deed Restriction Update onto a flash drive and to discontinue the Dropbox account. To be debated prior to renewal in December.
2. Treasurer's Report.
  - a. The Treasurer's report was approved. Motion to approve Graham Sherlock, seconded by Odilia Medlin. 4 in favor, 1 abstention
3. President's Report
  - a. The Welcoming sub-committee has created items to be provided to new homeowners. These include:
    - i. A Monogrammed Gift
    - ii. A welcome letter.
    - iii. A postcard with essential information.
    - iv. A trifold sheet with essential information including links to the website, utilities and local information including schools.
  - b. The welcome packs will be handed out by the Community Club.
  - c. The Community Club will let the Board know if they require funding to cover the cost.

- d. It was proposed to also mail the Trifold to every homeowner and to print it on heavy pre-folded trifold paper. Sherrie moved to approve, Beth seconded. Motion carried unanimously.
  - e. There were no complaints received since the last meeting.
  - f. Graham moved to approve the President's report, Beth seconded. Unanimously approved.
- 4. Public Comment.
  - a. There was no public comment.
- 5. Welcoming Sub-Committee
  - a. Covered during the President's report.
- 6. Website Sub-Committee.
  - a. The website is now functioning with the contact page now functional.
  - b. Some of the constituent parts use outdated software. The website needs to be re-created.
  - c. The sub-committee is reviewing options for replacement of the website.
- 7. Newsletter Sub-Committee.
  - a. The newsletter was reviewed and modifications were agreed. A copy will be sent to every homeowner along with the trifold sheet.
  - b. Beth moved to approve mailing the newsletter, Sherrie seconded. Unanimously approved.
- 8. Landscaping Sub-Committee.
  - a. Re-planting and mulching is scheduled for April.
  - b. It was asked who is responsible for maintaining the sprinklers. The answer given was that the Landscapers, (Alluring Landscapes) maintains them.
  - c. Alluring Landscapes will be asked to verify the sprinklers are working.
  - d. Graham moved to approve the Landscaping Sub-committee report, Sherrie seconded. Unanimously approved.
- 9. Architectural Control Committee.
  - a. Report from Michelle Smith of the ACC.
    - i. A tree was cut down on Westerham. No request was submitted however the tree was known by the ACC to be clearly dead.
    - ii. New stop signs were installed at the Benfer & Westerham intersection. These are larger and brighter than the old ones.
    - iii. A roof was replaced on Rose Cottage. Permission request form was submitted.
    - iv. Request for landscaping on Benfer was approved.
    - v. Request for a backyard pergola on Benfer was approved.
    - vi. A pool was resurfaced (approved)
    - vii. A family moved out on Westerham – no notice of sale has been received.
    - viii. One house is consistently putting out trash on the wrong day.
    - ix. The ACC has started work on a range of standard paint colors.
    - x. It was suggested to restart the Yard of the Month award. There was discussion whether it should be the ACC or Community Club making the award. Graham

moved to table it until the April meeting, Odilia seconded. Unanimously approved.

- xi. Patty moved to approve the ACC report. Odilia seconded. Unanimously approved.

10. Old Business.

- a. Storage facility. There was discussion whether to rent a storage facility to keep the holiday decorations and archived documents. The Board determined this was not needed. Board members volunteered to share storing of the decorations & documents.
- b. Graham & Brandon will review paper documents and dispose of those not required to be kept per the Document Retention Policy.
- c. A copy of the Document Retention Policy to be sent to Will Echols for legal review.
- d. Will was requested to obtain stamped copies of the Enforcement Policy and Tree Policy & ensure they are recorded with the County.

11. New Business.

- a. None.

12. Executive Session.

- a. The Board discussed overdue accounts and late fees.
- b. Ongoing deed restriction violations affecting two homes were discussed.

13. Motion to adjourn at 9.12. Unanimously approved.