

WOODCREEK PROPERTY OWNERS ASSOCIATION  
SPECIAL CALLED MEETING MINUTES  
February 19, 2014

**BOARD MEMBERS IN ATTENDANCE:**

President Chris Scudder  
Vice President Dottie Sweeton  
Secretary Victoria Welsh  
Treasurer Charles Crook  
Board Member Liz Sumter  
Board Member Terry Everett  
Board Member Emory Jones

Board Member Will Ammons was not in attendance

6:00 p.m. Meeting called to order – President Chris Scudder

**AGENDA:**

President Chris Scudder calls for approval or discussion about agenda

**Approval of Agenda**

Agenda approved

No's: Terry Everett

Liz Sumter due to the board voted for 3<sup>rd</sup> Wednesday at 7 p.m. the President does not have independent power or authority to change a board vote

**Executive Session to meet with WPOA attorney regarding lawsuits.**

**Summary of Executive Session, if any.**

- 1. Discussion and possible action to approve minutes from January 29<sup>th</sup> meeting and February 5<sup>th</sup> meeting. (Welsh)**

January 29<sup>th</sup> meeting minutes tabled until next meeting in March to listen to tapes for accuracy.

February 5 meeting minutes – Scudder moves to approve, Sweeton Second. Motion carries.

2. **Discussion and possible action to President Chris Scudder adds: to accept the resignation of Will Ammons and to fill unexpired director terms of Sally Caldwell and Will Ammons with Duane Redus or Judy Fountain. (Sweeton, Sumter)**
  - a. **Judy Fountain nominated by Liz Sumter**
  - b. **Duane Redus nominated by Dottie Sweeton**

Homeowner Mike Peterson comments that if one board member could not serve he feels that in this situation it would be appropriate to give the board position to the 4<sup>th</sup> most votes.

President Chris Scudder moves to accept Will Ammons resignation of his unexpired term and to fill unexpired director terms of Sally Caldwell and Will Ammons – Charles Crook Seconds, motion carries.

Vice President Dottie Sweeton moves to appoint DuAnne Redus to replace Sally Caldwell's remaining term of one year and Judy Fountain for the a 3 year term to replace Will Ammons. Charles Crook Seconds, motion passes.

3. **Discussion and possible action concerning retaining David Junkin as our attorney until a new one is hired. (Everett)**

David Junkin indicates that there is a trial set in a tax lien proceeding on March 26. He also indicates that he doesn't think we need very much help in the litigation area.

Terry Everett clarifies that he didn't mean to use the phrase "retaining" but he intended to ask if David would assist in the transition to new attorney.

David Junkin indicates that he is willing to help with the transition in any way he can.

**4. Discussion and possible action concerning the hiring of an office manager. (Everett)**

Treasurer Charles Crook moves to approve contract to hire new office manager, retroactive to February 17, Vice President Dottie Sweeton seconds. Motion Carries. Donna Wright is hired as Office Manager, retroactive to February 17.

**5. Discussion and possible action concerning WPOA endorsement for Neighborhood Watch programs. (Everett)**

Terry Everett moves that WPOA endorse members forming neighborhood watch program. Vice President Dottie Sweeton Second, motion carries.

**6. Discussion and possible action concerning updating the WPOA bylaws to the Texas Property Code. (Everett)**

Terry Everett discussed how we can go about updating by-laws. No action needed.

**7. Discussion and possible action to purchase 3 signs reading "Caution Two Way Traffic" not to exceed \$500.00. (Crook)**

Vice President Dottie Sweeton moves to buy 3 signs that say "Two way traffic" not to exceed \$500.00 to be approved pending the approval of the 2014 Budget.

**8. Discussion and possible action regarding insurance. (Scudder)**

Vice President Dottie moves to accept the liability and general liability policies to accept both insurance policies, declining the terrorism coverage.

DuAnne Redus Seconds, Motion carries.

**9. Discussion and possible action to approve proposed budget to go to members meeting on February 22, 2014. (Crook)**

Treasurer Charles Crook moves to approve budget – Vice President Dottie Sweeton seconds, motion carries.

**10. Committee updates:**

**ACC Report (Sweeton)** – Working on 6 complaints and 3 new home permits and 1 permit for fence.

**Roads Report (Crook)**

Treasurer Charles Crook indicates that the pot hole on Woodcreek drive at dam has been filled.

President Chris Scudder discusses that the County wants an additional \$28k for road to be acceptable to be turned over to the County.

**Parks Report (Everett)**

Meetings every first Tuesday of the month at 10:30 a.m. at Terry Everett's house – Issuing Yard of the Month for February  
127 Silent Moon Circle

Got bid on the maintenance on parks

Fix Lights at Eagle Rock – coming out of current budget – contact PEC to reset meter

**Attorney Search Committee Report (Ammons)**

Terry Everett – list of attorneys – wants to do phone interviews, and face-to-face interviews, may need to call special meeting, Secretary Victoria Welsh agrees to assist in this endeavor.

**Audit Committee Report (Crook)**

Treasurer Charles Crook suggests to have a list of checks attached to the report.

**Newsletter Update (Everett)**

Terry Everett – Everyone late on getting articles to Peel, Inc.

**Treasurer's report (Crook)**

Treasurer, Charles Crook goes over entire report line by line.

**Moving into Executive Session at 6:59 p.m.** Update and overview on all current lawsuits from new attorney, Bill Davis. **Out of Executive Session at 8:16 p.m.**

General Meeting back in session at 8:21 p.m.

**AGENDA ITEMS FOR NEXT MEETING:**

**Committee Members Added to ACC be approved by Board.**

**Road Committee be Approved**

**Search Committee**

**Add DuAnne Redus to ACC Committee**

**Discussion to approve payment of Constant Contact for entire year to receive 25% discount.**

**Discussion to approve newsletter committee**

**Vice President Dottie moves to adjourn, President Chris seconds - meeting adjourned 9:09 p.m.**

WOODCREEK PROPERTY OWNERS ASSOCIATION  
SPECIAL CALLED MEETING MINUTES  
**FIRST AMENDED**  
January 29, 2014

**BOARD MEMBERS IN ATTENDANCE:**

President Chris Scudder  
Vice President Dottie Sweeton  
Secretary Victoria Welsh  
Treasurer Charles Crook  
Board Member Liz Sumter  
Board Member Terry Everett  
Emory Jones and Will Ammons not in attendance due to illness.

7:00 p.m. Meeting called to order – President Chris Scudder

**AGENDA:**

President Chris Scudder calls for approval or discussion about agenda.

Terry Everett: Requests that Item No. 2 – *Discussion and possible action regarding WPOA personnel and personnel files*, Item No. 3 – *Discussion and possible action regarding WPOA attorney*, Item No. 10 – *Discussion and possible action to adopt resolution regarding the transparency of the WPOA*; and Item No. 12 – *Discussion and possible action regarding pending lawsuits* be moved into Executive Session for discussion.

President Chris Scudder agrees to moving Agenda Item Nos. 2 and 12 to executive session

Vice President Dottie Sweeton: Move to approve agenda, moving Agenda Item Nos. 2 and 12 to executive session.

Terry Everett Second – Motion passed.

**MINUTES:**

Minute minutes from 1.18.14 Charles moves, Liz Seconds, motion passes, Secretary Victoria Welsh certifies minutes and turns over to President Chris Scudder.

**AGENDA ITEM NO. 1** – Discussion and possible action to remove Elizabeth as the sole representative for the WSP/ WSCA lawsuits and designate the entire Board as the representative for all litigation.

Liz Sumter makes motion to remove Elizabeth Sumter. Vice President Dottie second. Motion passes.

**AGENDA ITEM NO. 2** – **Moved to Executive Session for discussion – partial discussion regarding hiring of part time personnel and placing ad in paper.**

President Chris Scudder makes motion to appoint Hiring Committee – Terry Everett, Lynn Scudder and Sandy Stratton and Liz Sumter moves to approve the actions of President Chris Scudder to place an ad in the paper for part time help not to exceed a cost of \$30. Terry Everett Second, motion passes.

**AGENDA ITEM NO. 3** -- Discussion and possible action regarding WPOA attorney.

Charles: Move to terminate the services of attorney David Junkin; Dottie Seconds...Motion passes 4-2 –

President Chris Scudder, Vice President Dottie Sweeton, Treasurer Charles Crook, Secretary Victoria Welsh – Yeas

Liz Sumter, Terry Everett – Nay

**AGENDA ITEM NO. 4** – Discussion and possible action to purchase external hard drives or Carbonite to back up main office computer and lap top.

Liz Sumter: One exists in the office. Bought hard drive last year that is virtually empty.

President Chris Scudder: In case we need a new external drive, no action tonight – table no. 4 and move to next meeting.

**AGENDA ITEM NO. 5** – Discussion and possible action to authorize certain monthly expenses including, office cleaning, yard of the month gift certificate, storage fees.

Terry Everett moves to buy \$50.00 from King Feed for yard of the month for January winner; Vice President Dottie Seconds—Motion passed.

Vice President Dottie Sweeton: Moves to pay \$30 this month to have office and bathroom cleaned for January – Treasurer Charles Crook Seconds, motion passed.

President Chris Scudder opens discussion of storage unit. He is moving out of his unit – maybe WPOA could take over that unit. \$65.00/month. 2 of 3 of his units got broken into, maybe rent on temporary basis. All equipment currently stored in garage of one of President Chris Scudder’s homes.

Terry Everett: Keep inventory list in storage unit according to what we have right now.

President Chris Scudder: Move forward to storage and item no. 5 complete.

**AGEND ITEM NO. 6** – Discussion and possible action to adopt a 2 signature requirement for all check policy.

Liz Sumter moves to have 2 signatures; Vice President Dottie Sweeton second. Motion passed.

**AGENDA ITEM NO. 7** – Discussion and possible action to set fee schedule for WPOA fees for 2014.

**New Fees Set as Follows:**

New Home Permit – \$500.00

Other Improvement Permit Fees – \$25.00

Road Cut Permit Fee -- \$50.00

Transfer Fee -- \$25.00

Statement of Account Fee -- -0-

Resale Certificate Fee -- \$50.00

Lien Fee -- \$25.00

Lien Release Fee (To Title Company) -- \$50.00

Payment Plan for Delinquent Accounts Fee -- \$25.00

Attorney Letter -- \$250.00

Mandatory Maintenance Fees Late Fee – 6%

Liz Sumter Moves to accept fees/assessments schedule. Terry Everett Second  
– Motion passed

**AGENDA ITEM NO. 8** – Discussion and possible action to accept new committee members.

Terry Everett volunteers to serve as Parks Committee Chairman and names the following Parks Committee Members:

Secretary Victoria Welsh moves to have Will Ammons removed as Parks Committee Chairman and Terry Everett appointed Parks Committee Chairman – Vice President Dottie Second, motion carries.

Terry Everett moves to name the following Parks Committee Members:

Kaye Collins  
Mike Peterson  
Cyndy Peterson  
Merry Merian

Vice President Dottie Sweeton – Architectural Committee Chairman proposes to appoint the following for the ACC members:

Board Member Will Ammons  
Secretary Victoria Welsh  
Lynn Scudder as Voting Member  
Judy Fountain as Voting Member  
Matt Lowry as Member  
DuAnne Redus as Member  
Richard Sullivan as Member

Liz Sumter moves to approve ACC Committee Members, Treasurer Charles Crook Seconds – motion passed.

Treasurer Charles Crook volunteers to act as Chairman and proposes to appoint the following for the Audit Committee Members:

Sandy Stratton  
Vice President Dottie Sweeton  
Lynn Scudder  
Patricia Sullivan

Terry Everett moves to approve all committee members, Treasurer Charles Crook Seconds – motion passes.

**AGENDA ITEM NO. 9** – Discussion and possible action to accept 3 month newsletter pilot program with Peel, Inc.

Vice President Dottie Sweeton moves to accept 3 month trial of newsletter to be produced by Peel, Inc. Treasurer Charles Crook seconds – Motion passed.

**AGENDA ITEM NO. 10** – Discussion and possible action to adopt a resolution regarding the transparency of the WPOA.

Liz Sumter moves to approve Proclamation, Vice President Dottie Sweeton seconds – motion passed.

**President Chris Scudder moves Agenda Item Nos. 11 and 12 to be discussed in Executive Session.**

**AGENDA ITEM NO. 13:** Discussion and possible action on 2014 Budget.

President Chris Scudder: Table budget until next meeting on February 5, 2014 at 7:00 p.m. at WPOA. Item to be added to Agenda.

**AGENDA ITEM NO. 14:** Discussion and possible action regarding WPOA Bank accounts.

President Chris Scudder: Wells Fargo indicated to Chris that the checking account is open to fraud – proposes to move most of money to savings or money market account, Blanco Bank has cd – if \$50,000 maintained could make approximately 700-800 per year. Also get debit card for account with 100 – 200 limit per day with oversight by Treasurer Charles Crook that it can only be used at certain establishments. Liz Sumter and Treasurer Charles Crook suggest credit card instead. President Chris Scudder would like to use it for petty cash or to get prepaid debit card.

President Chris Scudder moves to consolidate all accounts to Super Star Account at Blanco Bank and motion to consolidate all funds into Blanco Bank to be placed in Super Star Money Market account and to open a checking account at Blanco bank to handle the day to day operations not to exceed \$25K in said account and to close account Wells Fargo and purchase a prepaid credit card from Blanco Bank credit card.

Vice President Dottie Sweeton Seconds. – Motion carries.

**AGENDA ITEM NO. 15:** Discussion and possible action regarding general security of WPOA office and property.

Vice President Dottie Sweeton moves to buy 3 locking bar systems for file cabinets not to exceed \$100. Terry Everett Seconds – motion carries.

**ITEMS TO BE ADDED TO THE AGENDA FOR FEBRUARY 5, 2014:**

**Budget: Scudder**

**Meeting dates: Everett**

**Carbonite: Scudder**

President Chris Scudder calls for Recess of Special Meeting at 8:55 p.m. and to reconvene at 9:05, entering into Executive Session.

**EXECUTIVE SESSION SUMMARY:**

Came out of Executive Session at 10:34 p – no action taken on personnel except creating personnel files and begin search for new attorney.

Adjourned at 10:38 pm.

BOARD

WOODCREEK PROPERTY OWNERS ASSOCIATION  
~~GENERAL MEMBERSHIP~~ MEETING MINUTES  
March 19, 2014

BOARD MEMBERS IN ATTENDANCE:

President Chris Scudder  
Vice President Dottie Sweeton  
Secretary Victoria Welsh  
Treasurer Charles Crook  
Board Member Judy Fountain  
Board Member DuAnne Redus  
Board Member Emory Jones  
Board Member Liz Sumter  
Board Member Terry Everett

7:00 p.m. Meeting called to order – President Chris Scudder

Brook Johnson 207 Pleasant Valley addresses the Board regarding the fence they built.

Mr. Bradfield addresses the Board regarding a lot that he is trying to sell that has Doe Valley Lien on it. The title company told him that it would cost \$3,000.00 to have the liens removed. Needs help getting money back (\$2,000.00) back from his purchase of lot he bought from WPOA. Vice President Dottie Sweeton said she would look into that.

**Announcements:**

Liz Sumter: General meeting April 12 is same time of Wimberley Pie Social. Liz will be late, if at all, to the general meeting.

**Approval of minutes from previous meetings 1.29.14 and 2.19.14.**

Moved to end of meeting.

**AGENDA ITEMS FOR NEXT MEETING:**

3.19.14 Meeting Minutes

Chris Scudder—Putting list together notifying homeowners of office closings, holidays, etc.

Terry Everett action item to investigate lot on lot 115 Pleasant Valley, owners agreed to sell WPOA lot for \$750.00.

Purchasing more chairs for homeowners to sit in during board meetings.

Dottie Sweeton: Move location of office.

### **APPROVAL OF AGENDA**

Vice President Dottie Sweeton moves to approve the agenda, DuAnne Redus seconds, motion carries.

**1. Discussion and possible action to appoint a registered agent for the Woodcreek Property Owners Association of Hays County. (Sumter)**

Charles Crook moves to nominate President Chris Scudder as Registered Agent, Dottie Sweeton seconds, motion carries.

Charles Crook amends his motion to nominate and instead makes motion to ratify President Chris Scudder being Registered Agent, DuAnne Redus seconds, motion carries.

**2. Discussion with George Petras, Insurance Attorney. (Sumter \*May have to be in executive session.)**

Moved to Executive Session.

**3. Meeting with WPOA Attorney (Crook)**

Moved to Executive Session

**4. Discussion of Committee Responsibilities**

Terry Everett suggests

Vice President Dottie Sweeton wants to create a committee to work toward settlement, Chris, Charles, Judy and DuAnne to work with attorneys and get lawsuit settled.

Discussion: Terry Everett, will that committee then represent the Board and for all decisions?

Vice President Dottie Sweeton: This committee will bring any settlement information to the Board for ratification.

Vice President Dottie Sweeton moves to approve motion for new committee to make list of responsibilities for all committees, as well as board members; Treasurer Charles Crook seconds, motion carries unanimously.

## 5. **Committee Reports:**

### **ACC Report (Sweeton) -**

Dottie Sweeton brings the attached documents to be used for notifying anyone in violation of any restrictions. Also created a document that lists the fees and coming up with a spreadsheet with categories to make easier to understand restrictions for each section. Wants to have all posted on website and in the office to let homeowners' know what the restrictions are for their particular section.

### **Roads Report (Crook)**

Charles inquires about signage, meeting coming up with Commissioner, Charles indicated that Mr. Tate did survey of neighbors regarding 15mph for LaToya Street. Road committee meets the last Tuesday of each month. Also has had queries about flooding. What is policy? Who is responsible for that? Terry Everett indicates that Bill (previous employee of WPOA) did some work on that; however there's nothing to prevent floods.

President Chris Scudder indicates that he spoke with the county road engineer regarding repairing road at private bridge on Woodcreek Drive.

Terry Everett indicates that he took posts and polls and put them in storage facility.

### **Parks Report (Everett)**

Added Emory Jones to Committee; made announcements for yard of the month. He and Chris met with Winton Porterfield to see what work can be done in the parks department. Working on brush piles and Winton volunteered to have that done. WSP took care of the large brush piles on Crazy Cross Road and Pleasant Valley. Terry Everett met with some neighbors and worked in neighborhood. Terry Everett will have another meeting on April 1. Chipping and mulching set on April 14-16 to be done by Doug Saunders. Create list to verify homeowners' current on dues.

Dottie wants to see Parks committee to drop the provision of dues being current. Terry will check on that and see if there is a problem or not with payment of dues.

Hourly fee: \$85.00 – over three days.

### **Treasurer's report (Crook)**

New aspect of report, added a list of payments made including Wells Fargo Checks, prepaid visa payments and Blanco Bank Checks.

Terry did not put in parks committee budget funds for water.

### **Attorney Search Committee (Crook)**

Charles has narrowed it down to 3 attorneys and will ask 2 to come for interview.

### **Audit Committee (Crook)**

Has nothing to report as of yet and explains that we would like to have someone looking at the books other than just the board members, to verify checks going out, etc. An internal audit is required to be performed every quarter.

Dottie Sweeton moves to approve committee reports, Judy Fountain Seconds, motion carries.

One year subscription of Constant Contact – unanimously carried.

Newsletter update:

Terry Everett – will not have newsletter beginning of April, difficult to deal with company. Terry Everett suggests to use a blog to get information to homeowners. DuAnne Redus offers to assist in working on Constant Contact.

#### **6. Question and answer session (Scudder)**

Ms. Tate: Question regarding landscaping contractors.

Terry Everett: In the process of taking bids.

Question regarding homeowners that don't have email or are not on the list how to handle. Chris indicates that that would be good to have in a newsletter.

**President Chris Scudder moves to have meeting go to Executive Session at 8:05 p.m.**

**Executive Session Summary:** Discussion with attorneys regarding status of lawsuits.

**Adjourn 9:15 p.m.**

*switch*

WOODCREEK PROPERTY OWNERS ASSOCIATION  
SPECIAL CALLED MEETING MINUTES  
May 13, 2014

**BOARD MEMBERS IN ATTENDANCE:**

President Chris Scudder  
Vice President Dottie Sweeton  
Secretary Victoria Welsh  
Treasurer Charles Crook  
Emory Jones  
DuAnne Redus  
Judy Fountain

**BOARD MEMBERS NOT IN ATTENDANCE:**

Board Member Liz Sumter  
Board Member Terry Everett

7:10 p.m. Meeting called to order – President Chris Scudder

**AGENDA:**

President Chris Scudder calls for approval or discussion about agenda.

No discussion.

Treasurer Charles Crook makes motion to enter into Executive Session; Vice President Dottie Sweeton seconds, motion carries.

President Chris Scudder calls for Recess of Special Meeting at 7:15 p.m. entering into Executive Session.

**EXECUTIVE SESSION SUMMARY:**

Came out of Executive Session at 9:32 p – Review and discuss the terms of settlement and timeline for executing of final settlement proposal between Wimberley Springs and the WPOA. Final settlement agreement will become public after execution of same.

Secretary Victoria Welsh makes motion for approval of final settlement agreement proposal subject to review and approval of exhibits, Dottie Sweeton seconds, motions – all in favor, motion carries.

DuAnne Redus moves to adjourn, Dottie Sweeton seconds Adjourned at 9:35 pm.

WPOA Parks Committee Update  
WPOA Board Meeting  
May 21, 2014

Committee Members:

Terry Everett – Chairman, Merry Merrian – Secretary, Mike Peterson, Cyndy Peterson, Emory Jones

Meetings: 1<sup>st</sup> Tuesday of the Month, Terry Everett's House – 127 Silent Moon Circle

Last meeting held – 5/14/2014

Next Meeting - 6/2/2014

Key Accomplishments since April 16<sup>th</sup>:

- May Yard of the Month selected – 108 Crazy Cross
- Spring chipping and shredding event was set for April 14<sup>th</sup> thru April 16<sup>th</sup> but was shifted to April 15<sup>th</sup> thru April 21<sup>st</sup> due to rainy weather.
  - Over 70 property locations were registered and received services.
  - One property owner in Eagle Rock had registered but did not make the list. Parks Committee removed the brush for the property owner.
  - Also received 1 unsolicited comment that the job was well done and the cleanup was excellent!
  - Total charges came to \$2916.25 payable to Sanders Landscaping.
- Bids granted for mowing and maintenance of parks was approved for Hillco Trees. First mowing completed on May 8, 2014. Total charges came to \$335.00.
- Lot 115. Approval given during 4/16 Board meeting to purchase the lot for purposes of expanding of Morrow Park. No update.
- Lot 112. Contacted owners about purchasing this floodplain lot for Morrow park expansion. Will seek approval of the Board before taking action.
- Footers completed for enhanced entrances at Wood Acre, Eagle Rock and at Morrow Park. Completion of project on hold until lawsuit settlement is finalized.
- Trash pick-up by Terry Everett at Morrow Park and at Mt. Baldy. Approval was given at the 4/16 Board meeting to hire trash pickup but no action taken as of this time.
- Clearing cedar for Morrow Park (Ongoing)
- Contacted Hays County Naturalist for help in selecting site for Pavilion at Morrow Park.
- Brush cleared at Westbrook Park.
- Receiving bids for plumbing and electrical work at Eagle Rock entrance.

Updates by Site:

- Wood Acre Entrance
  - Footers installed
- Eagle Rock Entrance
  - Footer installed
  - Mowed
  - Bids for repairing plumbing and installing new lighting are being received.
- Morrow Park
  - Footer installed
  - Map of the park received from the office. 1<sup>st</sup> attempt to locate property markers failed.
  - Additional clearing of cedar. More to come.
  - Scheduled visit for June 2<sup>nd</sup> with Hays County Master Naturalist Ginger Geist to assist in selecting the best location for a pavilion as well as developing a long term plan for the park.
- Westbrook Park
  - Brush clearing completed following the clearing of a large downed limb.
  - Mowed (Please note that an unknown member mowed this location before our contractor could get started. This effort was very much appreciated)
- FallBrook park
  - Mowed but needs some much needed attention and repairs. Developing a plan.
- Triangle Park
  - Mowed

#### Current Activities:

- Identifying boundaries at Morrow Park. Continued clearing of cedar at Morrow Park for additional picnic areas and site selection for pavilion.
- Sign completion for entrances and at Morrow Park.
- Scheduling Eagle Rock Entrance workday Saturday June 28<sup>th</sup> – Mike and Cyndy Peterson to lead this event.
- Next mowing scheduled for 5/22/2014.

#### Future Activities

- Construction of pavilion at Morrow Park and additional picnic sites.
- Morrow Park expansion. (to proceed after settlement)
- Landscaping repairs at Fallbrook Park

**WPOA Audit Committee Meeting Notes and Audit Findings**

May 14, 2014

**Present:** Sandy Stratton, Charles Crook, Dottie Sweeton, Lynn Scudder, *Chris Scudder*

**Absent:** Patricia Sullivan

**October 2013 Accounts Receivables Findings:**

AR Audit Test	Deposit 1	Deposit 2	Deposit 3	Deposit 4	Deposit 5
Date:	10/7/13	10/30/13	10/21/13		
QuickBooks amount matches Wells Fargo deposit receipt?	Yes	Yes	Yes	Yes	
Deposit amount:	2736.61	2409.40	545.80		

The Committee audited a total of \$ 10,512.23 of deposits for October.

Based on test there were no audit exceptions. Deposits tested equaled 54 % of total monthly deposits.

**October, 2013 Accounts Payable Findings:**

AP Audit Test	Payment 1	Payment 2	Payment 3	Payment 4	Payment 5
Payment # & Amount	12800 <del>100</del> \$159.74	12804 10.49	12809 72.00	12815 810.27	12821 32.43
Check amount matches QuickBooks amount?	Yes	Yes	Yes	Yes	
Check amount matches invoice?	Yes	Yes	Yes	Yes	
Check request approved by Board member?	Yes	Yes	Yes	Yes	

The Committee audited total payments of \$ 9638.62

Based on test there were no audit exceptions. Payments tested equaled 11 % of total monthly payments.

**November, 2013 Accounts Receivables Findings:**

AR Audit Test	Deposit 1	Deposit 2	Deposit 3	Deposit 4	Deposit 5
Date	11/26/13	11/08/13	11/05/13	11/26/13	
QuickBooks amount matches Wells Fargo deposit receipt?	Yes	Yes	Yes	Yes	Yes
	1090.00	1422.54	1160.60	4500.00	

The Committee audited a total of \$ 12,384.73 of deposits for November.

Based on test there were no audit exceptions. Deposits tested equaled 66% of total monthly deposits.

**November, 2013 Accounts Payable Findings:**

AP Audit Test	Payment 1	Payment 2	Payment 3	Payment 4	Payment 5
Payment & Amount	12832 11/7	12828 11/6	12836 11/2	12841 11/20	12840 11/20
Check amount matches QuickBooks amount?	Yes	Yes	Yes	Yes	Yes
Check amount matches invoice?	Yes	Yes	Yes	Yes	Yes
Check request approved by Board member?	Yes	Yes	Yes	Yes	Yes
	\$68.81	\$1710.03	\$2565.00	\$314.11	\$58.00

The Committee audited total payments of \$ 12,095.77

Based on test there were no audit exceptions  
Payments tested equaled 39 % of total monthly payments.

**December, 2013 Accounts Receivables Findings:**

AR Audit Test	Deposit 1	Deposit 2	Deposit 3	Deposit 4	Deposit 5
Date	12/09/13	12/31/13	12/18/13	12/31/13	
QuickBooks amount matches Wells Fargo deposit receipt?	Yes	Yes	Yes	Yes	Yes
	967.07	4309.00	1470.80	50.00	

The Committee audited a total of \$ 7041.74 of deposits for December.

Based on test there were no audit exceptions. Deposits tested equaled 97 % of total monthly deposits.

**December, 2013 Accounts Payable Findings:**

AP Audit Test	Payment 1	Payment 2	Payment 3	Payment 4	Payment 5
Payment # & Amount	# 12854 12/3	12864 12/30	12859 12/9	12858 12/9	
Check amount matches QuickBooks amount?	Yes	Yes	Yes	Yes	
Check amount matches invoice?	Yes	Yes	Yes	Yes	
Check request approved by Board member?	Yes	Yes	Yes	Yes	
	\$1457.82	\$4.49	\$136.37	\$135.02	

The Committee audited total payments of \$ 13,739.33.

Based on test there were no audit exceptions. Payments tested equaled 13 % of total monthly payments.

TAX DEPARTMENT  
12312 N MOPAC EXPY  
AUSTIN, TX 78758-2404

TEXAS WORKFORCE COMMISSION

May 9, 2014

01-602594-1

WOODCREEK PROPERTY OWNERS  
ASSOC OF HAYS COUNTY INC  
PO BOX 1026  
WIMBERLEY TX 78676-1026

Dear Employer:

Thank you for your assistance and cooperation in the recent audit of your records covering the period from ~~JANUARY 1, 2013~~ to ~~DECEMBER 31, 2013~~. The purpose of this letter is to provide you with documentation of the results of that audit, which were discussed with SANDY STRATTON on May 1, 2014.

The audit revealed:

- X   a) No errors requiring adjustments to your account.
- b) Errors requiring adjustments to your account. Forms detailing and explaining the adjustments were previously provided to you or your designated representative.

If you disagree with the results of the audit, you may request a hearing under Commission Rule 13. The request must be written and specify the area of disagreement or the reason for the request. Please mail your request to me.

It is possible that subsequent contacts with you may be necessary to reexamine your records for the same period of time to verify individual wages for unemployment benefits purposes. If this should occur, your continued cooperation will be appreciated. It is my responsibility to assist you in understanding and complying with the unemployment tax law of Texas. Please call me whenever you have a question.

Thank you for your cooperation.

BILL MECREDY  
ACCOUNTS EXAMINER  
512-997-4916  
FAX: 512-339-6937  
bill.mecredy@twc.state.tx.us



Woodcreek Property Owners' Association				4:38 AM
Profit & Loss YTD Comparison				05/19/2014
January through March 2014				Cash Basis
		Jan - Mar 14	Jan - Mar 13	% Change
<b>Ordinary Income/Expense</b>				
Income				
Revenues				
	Interest Income	104.97	260.56	-59.71%
	Maintenance Fees			
	POM Fees	132,747.94	141,720.01	-6.33%
	Total Maintenance Fees	132,747.94	141,720.01	-6.33%
	Other Fees Collected	1,354.00	5,699.58	-76.24%
	Permit Fees	1,850.00	9,550.00	-80.63%
	Total Revenues	136,056.91	157,230.15	-13.47%
	Total Income	136,056.91	157,230.15	-13.47%
	Gross Profit	136,056.91	157,230.15	-13.47%
Expense				
Administrative Expenses				
Office Expenses				
	Cleaning	160.00	0.00	100.0%
	Office Equipment	0.00	395.94	-100.0%
	Office Supplies	720.15	526.70	36.73%
	Postage	368.00	11.50	3,100.0%
	Printer Lease	263.31	173.62	51.66%
	Software & Licenses	0.00	270.00	-100.0%
	Telephone & Internet	597.77	598.63	-0.14%
	Webpage Maintenance	650.00	650.00	0.0%
	Total Office Expenses	2,759.23	2,626.39	5.06%
Other Administrative Expenses				
	Audit /Tax /Accounting			
	Accounting	1,980.00	859.00	130.5%
	External Auditors	0.00	3,500.00	-100.0%
	Total Audit /Tax /Accounting	1,980.00	4,359.00	-54.58%

Woodcreek Property Owners' Association				4:38 AM
Profit & Loss YTD Comparison				05/19/2014
January through March 2014				Cash Basis
		Jan - Mar 14	Jan - Mar 13	% Change
	General Meeting Expense	160.60	184.00	-12.72%
	Insurance - D&O/Prop. Liability	5,440.64	9,722.08	-44.04%
	Legal Fees			
	Legal Fees Paid	9,014.95	4,092.90	120.26%
	Legal Fees Reimbursed	-54.00	-2,050.04	97.37%
	Total Legal Fees	8,960.95	2,042.86	338.65%
	Total Other Administrative Expenses	16,542.19	16,307.94	1.44%
	Personnel Expense			
	Employment Taxes	375.11	1,263.72	-70.32%
	Salary - Office Manager	4,282.07	12,021.18	-64.38%
	Total Personnel Expense	4,657.18	13,284.90	-64.94%
	Total Administrative Expenses	23,958.60	32,219.23	-25.64%
	Maintenance Expense			
	EQUIPMENT MAINTENANCE	0.00	28.62	-100.0%
	MILEAGE/MAINT.	0.00	468.00	-100.0%
	SALARY-MAINTENANCE	0.00	3,120.00	-100.0%
	Storage	80.29	0.00	100.0%
	Total Maintenance Expense	80.29	3,616.62	-97.78%
	Other Expenditures			
	Office Lease	1,000.00	1,500.00	-33.33%
	Office Repairs & Maintenance	97.48	40.30	141.89%
	Taxes & Fees - Real Property	1,508.62	3,632.00	-58.46%
	Utilities-Office & Entrances	472.11	799.29	-40.93%
	Total Other Expenditures	3,078.21	5,971.59	-48.45%
	Parks & Facilities			
	Mow, Trim, Debris Contract	50.00	394.22	-87.32%
	Parks & Entrances	672.40	33.45	1,910.16%
	Total Parks & Facilities	722.40	427.67	68.92%
	Roads			



Woodcreek Property Owners' Association		4:39 AM
Balance Sheet		05/19/2014
As of April 1, 2014		Cash Basis
		Apr 1, 14
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Checking Accounts		
	BNB 048739	51,274.25
	Petty Cash	-12.04
	Wells Fargo Bank Checking	21,186.92
	Total Checking Accounts	72,449.13
	Prepaid Visa	13.01
Savings		
	BNB Savings 9504052	210,849.48
	Total Savings	210,849.48
	Total Checking/Savings	283,311.62
Other Current Assets		
Accts. Receivable		
	P.O.M. Fees Receivable	196,114.96
	Uncollectibles Allowance	-84,970.78
	Total Accts. Receivable	111,144.18
	Total Other Current Assets	111,144.18
	Total Current Assets	394,455.80
Fixed Assets		
Depreciable Assets		
	Equipment & Furnishings	21,354.94
	Less Accumulated Depreciation	-150,697.73
	Roadways 2008	247,551.62
	Roadways 2009	282,705.22
	Roadways 2010	146,813.12
	Roadways 2011	116,087.25
	Roadways 2012	21,491.95
	Total Depreciable Assets	685,306.37

Woodcreek Property Owners' Association		4:39 AM
Balance Sheet		05/19/2014
As of April 1, 2014		Cash Basis
		Apr 1, 14
Total Fixed Assets		685,306.37
Other Assets		
Land for Resale & Greenbelt		57,177.60
Security Deposits		550.00
Total Other Assets		57,727.60
TOTAL ASSETS		1,137,489.77
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		-1,442.07
Total Accounts Payable		-1,442.07
Other Current Liabilities		
Habitat Permit Fee Deposit		500.00
Payroll Tax Liability		250.14
Total Other Current Liabilities		750.14
Total Current Liabilities		-691.93
Total Liabilities		-691.93
Equity		
Fund Balance		1,031,091.82
Net Income		107,089.88
Total Equity		1,138,181.70
TOTAL LIABILITIES & EQUITY		1,137,489.77

Woodcreek Property Owners' Association					4:43 AM
Profit & Loss YTD Comparison					05/19/2014
January through April 2014					Cash Basis
			Jan - Apr 14	Jan - Apr 13	% Change
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Revenues</b>					
		Interest Income	157.13	261.60	-39.93%
		Maintenance Fees			
		POM Fees	141,747.15	150,911.44	-6.07%
		<b>Total Maintenance Fees</b>	<b>141,747.15</b>	<b>150,911.44</b>	<b>-6.07%</b>
		Other Fees Collected	1,354.00	8,052.80	-83.19%
		Permit Fees	1,850.00	9,800.00	-81.12%
		<b>Total Revenues</b>	<b>145,108.28</b>	<b>169,025.84</b>	<b>-14.15%</b>
		<b>Total Income</b>	<b>145,108.28</b>	<b>169,025.84</b>	<b>-14.15%</b>
		<b>Gross Profit</b>	<b>145,108.28</b>	<b>169,025.84</b>	<b>-14.15%</b>
		<b>Expense</b>			
		<b>Administrative Expenses</b>			
		<b>Office Expenses</b>			
		Cleaning	190.00	0.00	100.0%
		Office Equipment	0.00	395.94	-100.0%
		Office Supplies	1,069.60	526.70	103.08%
		Postage	368.00	11.50	3,100.0%
		Printer Lease	309.28	197.96	56.23%
		Software & Licenses	0.00	270.00	-100.0%
		Telephone & Internet	800.57	800.67	-0.01%
		Webpage Maintenance	650.00	650.00	0.0%
		<b>Total Office Expenses</b>	<b>3,387.45</b>	<b>2,852.77</b>	<b>18.74%</b>
		<b>Other Administrative Expenses</b>			
		<b>Audit /Tax /Accounting</b>			
		Accounting	1,980.00	1,082.00	82.99%
		External Auditors	0.00	8,700.00	-100.0%
		<b>Total Audit /Tax /Accounting</b>	<b>1,980.00</b>	<b>9,782.00</b>	<b>-79.76%</b>

Woodcreek Property Owners' Association				4:43 AM
Profit & Loss YTD Comparison				05/19/2014
January through April 2014				Cash Basis
		Jan - Apr 14	Jan - Apr 13	% Change
	General Meeting Expense	230.60	213.11	8.21%
	Insurance - D&O/Prop. Liability	5,610.74	9,892.18	-43.28%
	Legal Fees			
	Legal Fees Paid	9,178.95	6,708.60	36.82%
	Legal Fees Reimbursed	-54.00	-2,125.04	97.46%
	Total Legal Fees	9,124.95	4,583.56	99.08%
	Total Other Administrative Expenses	16,946.29	24,470.85	-30.75%
	Personnel Expense			
	Employment Taxes	510.83	1,654.76	-69.13%
	Salary - Office Manager	5,831.23	15,937.84	-63.41%
	Total Personnel Expense	6,342.06	17,592.60	-63.95%
	Total Administrative Expenses	26,675.80	44,916.22	-40.61%
	Maintenance Expense			
	EQUIPMENT MAINTENANCE	0.00	28.62	-100.0%
	MILEAGE/MAINT.	0.00	612.00	-100.0%
	SALARY-MAINTENANCE	0.00	4,160.00	-100.0%
	Storage	80.29	0.00	100.0%
	Total Maintenance Expense	80.29	4,800.62	-98.33%
	Other Expenditures			
	Office Lease	1,500.00	2,000.00	-25.0%
	Office Repairs & Maintenance	97.48	40.30	141.89%
	Taxes & Fees - Real Property	1,508.62	3,632.00	-58.46%
	Utilities-Office & Entrances	624.33	1,031.58	-39.48%
	Total Other Expenditures	3,730.43	6,703.88	-44.35%
	Parks & Facilities			
	Mow, Trim, Debris Contract	600.00	422.57	41.99%
	Parks & Entrances	741.67	33.45	2,117.25%
	Total Parks & Facilities	1,341.67	456.02	194.21%
	Roads			



Woodcreek Property Owners' Association	4:45 AM
Balance Sheet	05/19/2014
As of April 30, 2014	Cash Basis
	Apr 30, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Accounts	
BNB 048739	57,083.00
Petty Cash	-12.04
Wells Fargo Bank Checking	20,876.22
<b>Total Checking Accounts</b>	<b>77,947.18</b>
Prepaid Visa	13.01
<b>Savings</b>	
BNB Savings 9504052	210,901.48
<b>Total Savings</b>	<b>210,901.48</b>
<b>Total Checking/Savings</b>	<b>288,861.67</b>
<b>Other Current Assets</b>	
Accts. Receivable	
P.O.M. Fees Receivable	196,114.96
Uncollectibles Allowance	-84,970.78
<b>Total Accts. Receivable</b>	<b>111,144.18</b>
<b>Total Other Current Assets</b>	<b>111,144.18</b>
<b>Total Current Assets</b>	<b>400,005.85</b>
<b>Fixed Assets</b>	
<b>Depreciable Assets</b>	
Equipment & Furnishings	21,354.94
Less Accumulated Depreciation	-150,697.73
Roadways 2008	247,551.62
Roadways 2009	282,705.22
Roadways 2010	146,813.12
Roadways 2011	116,087.25
Roadways 2012	21,491.95
<b>Total Depreciable Assets</b>	<b>685,306.37</b>

Woodcreek Property Owners' Association	4:45 AM
Balance Sheet	05/19/2014
As of April 30, 2014	Cash Basis
	Apr 30, 14
Total Fixed Assets	685,306.37
Other Assets	
Land for Resale & Greenbelt	57,177.60
Security Deposits	550.00
Total Other Assets	57,727.60
<b>TOTAL ASSETS</b>	<b>1,143,039.82</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,899.27
Total Accounts Payable	-1,899.27
Other Current Liabilities	
Habitat Permit Fee Deposit	500.00
Payroll Tax Liability	245.52
Total Other Current Liabilities	745.52
Total Current Liabilities	-1,153.75
Total Liabilities	-1,153.75
Equity	
Fund Balance	1,031,091.82
Net Income	113,101.75
Total Equity	1,144,193.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,143,039.82</b>

Woodcreek Property Owners' Association						
Account QuickReport						05/19/2014
As of April 30, 2014						
		Type	Date	Num	Name	Paid Amount
Checking Accounts						
Wells Fargo Bank Checking						
		Liability Check	04/14/2014	E-pay	IRS	-289.02
		Liability Check	04/28/2014	E-pay	TEXAS WORKFORCE COMMISSION, CA	-21.84
Total Wells Fargo Bank Checking						-310.86
Total Checking Accounts						-310.86
TOTAL						-310.86

Woodcreek Property Owners' Association					
Account QuickReport					05/19/2014
As of April 30, 2014					
Type	Date	Num	Name	Paid Amount	
Checking Accounts					
BNB 048739					
Bill Pmt -Check	04/01/2014	15016	Biz Doc	-45.97	Printer maintenance
Bill Pmt -Check	04/01/2014	15017	Constant Contact	-270.00	One year renewal
Bill Pmt -Check	04/01/2014	15018	Office Depot, Inc.	-61.64	File folders and office supplies
Bill Pmt -Check	04/01/2014	15019	PEC	-122.22	Office and phase II entry
Bill Pmt -Check	04/01/2014	15020	Petras Law Firm PLLC, The	-164.00	Litigation
Bill Pmt -Check	04/01/2014	15021	Rachel Herring	-30.00	Cleaning
Bill Pmt -Check	04/01/2014	15022	Time-Warner	-202.80	Internet & Telephone
Bill Pmt -Check	04/01/2014	15023	Wimberley Water Supply	-25.36	Water, 2325 Entrance
Paycheck	04/15/2014	15024		-689.31	Payroll
Bill Pmt -Check	04/17/2014	15025	CNA	-170.10	Check signor dishonesty bond
Bill Pmt -Check	04/17/2014	15026	PEC	-30.00	Electric 2325 entrance
Bill Pmt -Check	04/25/2014	15028	Office Depot, Inc.	-17.81	Calendar, stamp, clips, folders
Bill Pmt -Check	04/25/2014	15029	Terry Everett	-593.91	550.00 for 1 months yard of 43.91 the month awards, concrete footers for rock entrance at Morrow Park
Bill Pmt -Check	04/25/2014	15030	Wimberley Cross Roads LLC	-500.00	Security Deposit
Bill Pmt -Check	04/25/2014	15031	Wimberley Cross Roads LLC	-500.00	Rent
Paycheck	04/30/2014	15027		-689.33	Payroll
Total BNB 048739				-4,112.45	
Total Checking Accounts				-4,112.45	
TOTAL				-4,112.45	

Woodcreek Property Owners' Association							
Account QuickReport							05/19/2014
As of March 31, 2014							
		Type	Date	Num	Name	Paid Amount	
Checking Accounts							
Wells Fargo Bank Checking							
		Liability Check	03/18/2014	E-pay	IRS	-461.64	
		Liability Check	03/18/2014	E-pay	IRS	-177.50	
		Check	03/20/2014	12912	Woodcreek Property Owners Associa	-150,000.00	
Total Wells Fargo Bank Checking							-150,639.14
Total Checking Accounts							-150,639.14
TOTAL							-150,639.14

Woodcreek Property Owners' Association							
Account QuickReport							05/19/2014
As of March 31, 2014							
Type	Date	Num	Name	Paid Amount			
<b>Checking Accounts</b>							
BNB 048739							
Bill Pmt -Check	03/06/2014	15000	Smartsign	-113.88			Two way traffic signs for Eagle Rock
Bill Pmt -Check	03/06/2014	15001	Wimberley Water Supply	-25.36			Water at office
Paycheck	03/15/2014	15008		-689.32			Payroll
Bill Pmt -Check	03/15/2014	15002	ACE	-127.23			Various - office cleaning products, lock for storage of maint. equip. materials to fix pothole CC bridge
Bill Pmt -Check	03/15/2014	15003	Allan Dyer	-500.00			Replacement check for rent
Bill Pmt -Check	03/15/2014	15004	Biz Doc	-73.66			Printer maintenance
Bill Pmt -Check	03/15/2014	15005	Office Depot, Inc.	-83.75			Office supplies
Bill Pmt -Check	03/15/2014	15006	PEC	-157.05			Electric for Office & Entrances
Bill Pmt -Check	03/15/2014	15007	Time-Warner	-199.29			Internet and telephone
Bill Pmt -Check	03/20/2014	15009	Allan Dyer	-500.00			Rent
Bill Pmt -Check	03/20/2014	15010	Office Depot, Inc.	-85.51			Office supplies
Bill Pmt -Check	03/20/2014	15011	Olson Electric	-440.00			Repair tower @ Eagle Rock Entrances
Bill Pmt -Check	03/20/2014	15012	Rachel Herring	-30.00			Office Cleaning
Check	03/20/2014	12912	Woodcreek Property Owners Associa	20,000.00			To move to BNB
Check	03/24/2014	ACH	PAYPAL	-0.10			Test to set up new bank account
Paycheck	03/31/2014	15013		-689.33			Payroll
Bill Pmt -Check	03/31/2014	15014	AQUA TEXAS	-45.30			Water at entrances
Bill Pmt -Check	03/31/2014	15015	Stratton Consulting	-900.00			February
Total BNB 048739							15,340.22
Total Checking Accounts							15,340.22
TOTAL							15,340.22