



Meeting Minutes
September 13thth, 2025, POA Board Meeting
Community Center
8:45 am

Call to Order

Board Attendees: Phillip Holmes President, Ron Sheppard Treasurer & Earl Peck Vice President & Secretary absent.

Acknowledged quorum with two of three board members

Meeting attendees: Nick Nichols Chairperson of the Compliance Committee, Lee Stinson, Jon Stinson, (Jon Stinson Proxy) and his wife, Michael Fritz and his family member (sister) were in attendance. The meeting was called to order at 8:45 am by President Phillip Holmes and seconded by Ron Sheppard.

August Meeting Minutes Approval:

- The August meeting minutes were not discussed but were posted.

Discussion/Action Items

1. 15-minute open meeting session 8:45-9:00 am

- Lee Stinson's proxy and made a "Point of "Order" that the monthly meeting notification was invalid over email.
- There was a discussion where the property owner's proxy said he is trying to help the board be legally compliant. He expressed his opinion about elections, had a question about executive session summary in minutes and made an objection to liens being voted on (or not) by the Board in January because the vote was not in the meeting minutes.

2. Review/Approve Financials (Ron Sheppard)

- Review Financials Phillip voted to approve the financials and was seconded by Ron Sheppard
 - Statement of Financial Position
 - Statement of activity
 - Check Register
 - Member Balances
 - Attorney fees year to date
- 2025-2026 CD strategy: Ron Sheppard made a motion to extend the CD and it was Phillip Holmes seconded the CD will be extended.
- Transfer President's QuickBooks License to Treasurer & eliminate report Level User (\$25.00) savings Unanimously approved: **Completed**
- Board discussion and vote on providing Treasurer check writing cosigning authority: **Completion target Date: 9.15.2025**



Executive Session Called by Phillip Holmes – 2nd by Ron Sheppard and attending members were excused temporarily from Community Center.

2. Late Assessments & Liens

- Four Late Assessments: **\$750.00**
- Four residents Liens total: **\$8,600**
 - Two (2) residents requested payment plans
 - **Resident 1**
 - Collection Forecast: \$2,400.00
 - **Resident 2**
 - Collection Forecast: \$2,400.00
 - Both payment plan requests were submitted to the attorney for review and response: **ON HOLD**
 - **NEW:** A third resident has acknowledged his late assessments and communicated his intent to pay his entire late assessment after his funds are unfrozen. A payment plan letter was sent to the resident on 08.07.2025: **In Progress**
 - **Resident 3**
 - Collection Forecast: \$1,200.00
 - **Resident 4**
 - Collection Forecast: \$2,400.00
- Three residents have reached and/or exceeded the lien threshold of \$150.00 dollars (3 months late assessments). The Board agreed to contact the resident as they have in the past. Notifications sent to late assessment property owners: **Completed**

3. Bylaw Infractions

- **Other violations: 6**
- **8** Dilapidated/abandoned buildings:
 - **2 Completed**
 - Property One: Demolition: **White Oak Lake**
 - Property Eight: Clean up: **Bass Lake**
 - **6 Pending**
 - Property Two: **Violation filed 1.29.2025.** Pending sale. new owner to perform clean up and demolition: **ON HOLD**
 - Property Three: **Violation filed 2.12.2025.** Good progress continues, The demolition of the porch and home is nearing completion. **In Progress**
 - Property Four: **Violation filed 2.27.2025.** Great progress has been made. Work will continue on fence and dilapidated building removals: **In Progress**
 - Property Five: **Violation filing ON HOLD.** Work has resumed and is expected completion date is 10.31.2025: **In Progress**
 - Property Six: **Violation filed 4.4.2022: No Progress**
 - Property Seven: **Violation filed 3.26.2025:** Good progress continues no end date provided. Only dilapidated shed and swing set remain. **In Progress**
- Community and front entrance road tree/debris clean up status



- One **(1)** property owner: **ON HOLD**

Executive Closed Session: End

- Executive Session motion to conclude by Ron Sheppard and 2nd by Phillip Holmes

4. Committee Updates

- Short Term Rentals (**John Reech**)
 - No Updates
- Roads (**Ron**)
 - Obtaining the emergency exit gate code near the mailboxes: **(Earl): ON HOLD**
 - **Spring community road repair Phase 1: Phillip Holmes announced the road project was scheduled to begin on Monday September 22nd and conclude on September 23rd**
 - The Board received 2 vendor quotes. The Board unanimously approved A+ ASPHALT on July 03, 2025. A+ ASPHALT quote: \$25,000 dollars . Jenkins Asphalt quote: was \$39,650. A+ ASPHALT \$12,250.00 to \$14,650.00 cheaper and included widening entrance, scraping all the roads of vegetation to improve drainage and extend road life, fixing Pine Bluff spillway, and had a 1-year warranty
 - **Michael Fritz had a question about easement to road dividing his property and another residents**
 - **Lee Stinson's proxy – requested construction plan – referred to Earl Peck to email him and obtain work sequence**
 - **Phase 2: Refresh speed bump paint:** After road repairs are made individually: **IN PROGRESS**
 - **Phase 3: Community Sign Repair & replacement: ON HOLD**
 - 3 existing speed limit signs, 1 existing “dead end” sign, add 4 new speed limit signs, a “Children Slow Down” sign, 1 “dead end “ sign, 1 emergency exit sign and change the front entrance 4D Country Estate map sign to eliminate trails on owners private property and update property information, as well as update the STR owner maps created by the 4D POA to depict accurate trail and property information. The individual sign costs are depicted below:
 - 3' X 4' 4D Entrance Map: \$104.00
 - 12" x 18" Property Owner signs (brown vinyl on beige alupanel) \$25.00
 - 12" x 18" NO OUTLET signs (brown vinyl on beige alupanel) \$25.00
 - 12" X 18" MPH signs (red vinyl on white alupanel) \$25.00
 - 12" X 18" EMERGENCY EXIT signs (red vinyl on white alupanel) \$25.00
 - 12" x 18" CAUTION SLOW DOWN CHILDREN (black & yellow vinyl on white alupanel) \$35.00
 - Graphic Design (per hour) 1-3 hours \$60.00



- Estimated 10 4"x4"x8' pressure treated pine timber \$10.00 each Total estimate: \$100.00. Jeff will cut them to be the proper size. They would be buried about 2 feet in the ground.
 - **Next steps:** Obtain costs for signpost materials, sign removals and installations and solar lights to sit atop each sign. Present total project costs to board at the July 12th board meeting.
- **Lakes/Dams (Phillip)**
 - Don Martin's septic system in the common area near the shore of Catfish Lake is backed up. The resident believes he and the Community Center share the same septic system
 - All Pro Septic come on premise and inspected the Community Center's septic system (septic system #1) and the septic system located approximately 10 feet from the south-east shoreline of 'Catfish Lake' (septic system #2).
 - All Pro Septic found the Community Center's (#1) tank and affirmed its system was independent of the privately owned system located on the shore of the one acre lake (#2).
 - All Pro Septic also affirmed the #2 septic system, while grandfathered in cannot be altered in any way.
 - The lake septic system (#2) is in violation of multiple regulations, the greatest of which is its location within 50 feet of a body of water and is most likely leaching sewage into Catfish Lake. It has been discovered that the resident has been using this system, free of charge, for many years. Both systems are on POA property.
 - The Board agreed unanimously to conduct water tests for bacteria in Catfish and Bass Lakes. **Phillip Holmes – Took water sample from Catfish Lake to send to A&M Agriculture for sample test: In Progress**
 - All Pro Septic provided a price quote of \$455.00 to install new risers on the Community Septic system: **ON HOLD**
 - Expansion of culvert by Catfish Lake Drain was installed and lake level. A metal cage will be constructed this summer to prevent debris from clogging the drain reduced. Concrete foundation and wire mesh to be installed. The Board agreed to pursue a quote from Patrick Hydraulic Hose Shop. **Patrick's shop no longer does the cages and recommended another vendor. The Board will seek 3 vendor bids: In progress**
 - TCEQ Water Usage Report Contact state agency to:
 - Change points of contact from the Denver family to 4D Country Estates POA: **ON HOLD**
- **Architectural (Paul)**
 - **No updates**
- **Property Preservation (formerly: Tree Preservation, Trails & Common Areas) (Earl)**
 - Wood County Electric removed 2 dead Pine trees in common area across from Community Center. They are working with residents with 1-2 trees damaged by recent storm: **Completed**



- Place 2nd Requested removal of Sagging power line at the entrance of 4D cemetery: **ON HOLD**
- Picnic bench donated by resident relocated to the Community Center: **In Progress**
- Board approved resident request to burn on common area until 10.31.2025. Approval letter created and not issued: **ON HOLD**
- Welcome Committee (**Phillip**)
 - 4D Welcome Letter will accompany the “Reseller Certificate” to the title company to be given to the new resident at their closing. **Completed**

5. Governance Committee (Nick/ Earl)

- The final draft 4D October Election voting schedule was completed and submitted by Nick to the board and attorney for review: **ON HOLD**
- The schedule will remain as a draft pending the magnitude of the attorney’s compliance recommendations which includes a review of the board approved: Proposed Changes to the Articles of Incorporation, Amended Protective Covenants, and 4D Bylaws: **ON HOLD**
- Attorney expects to present compliance findings to the Governance Committee week of 07.21.2025: **ON HOLD**
 - \$500. 00 dollars of the allocated exploration funds of 6 hours (\$1,500.00 dollars) has been spent
- Board members bonded requirement: Board decided further research was required given to Governance Committee. Included in attorney review: **ON HOLD**
- 4D Country Estates & Front entrance surveys. Front Entrance Plats were sent to attorney for review (pending attorney review and recommendations): **ON HOLD**
- The first draft of the 4D Community voting calendar was completed and given to the attorney to ensure compliance with Texas law: **ON HOLD**
- Institute & enforce a 4D only Fire Ban policy allowing a burn ban when Wood County does not have a “Burn Ban”: Board approved effective 03.09.2025. The board approved the movement of this item to the Governance Committee: **ON HOLD**
- Halt unsupervised fire ban: Board approved effective 03.09.2025 The Board approved the movement of this item to the Governance Committee. It was given to attorney to review and include in his compliance response: **ON HOLD**

6. New Items: (items designated as “new”)

- **NEW:** The front entrance was damaged by a vendor who pulled the post out. The post was repaired for \$200 dollars and both keypad posts were repaired for \$150 dollars: **Completed**
- Creation of rule and sign be posted on the Community Center wall that guns are not allowed in the Community Center. Discussed firearm restrictions for community center opinions were mixed on whether to ban firearms from meetings. (**Phillip Holmes**): **In progress**
- **New item:** Resident wanted to use a credit card option to pay assessment fees in advance for a longer term semi-annual, or annually)
- Ron Sheppard explained that a credit card option is not available, and will provide resident QuickBooks payment term options: **In Progress**
- Earl not receiving WIX messages from residents: **Completed**



7. Old Items:

Community Center Repairs

- Board discussed and approved seeking vendor bids to improve drainage around the front entrance of the Community Center. This includes French drain and gutters. **(Phillip): ON HOLD**
- Board discussion about two (2) quotes to paint the Community Center in early winter 2025.
 - Vendor 1 \$2,500 to power wash and paint the exterior of the Community Center
 - Vendor 2 \$1,600 to clean, power wash, paint and stain the entire exterior including the wood posts, benches, and black metal 4D logo. The board agreed to move this improvement for discussion at the November 8th POA board meeting due to road expenditures and attorney fees. **(Earl): ON HOLD**
- Fix front door threshold. **(Phillip): ON HOLD**
- Replace existing front & back door locks with electronic lock. Electronic front door lock purchased and donated. Next step is installation and programming. The board also agreed to purchase and install a deadbolt for the backdoor. **(Phillip): ON HOLD**

Community

- Create information on Member payment options and communicate with property owners. The direction is auto bill assessments annually and biannually. Phillip will create step by step instructions for residents to pay electronically via QuickBooks and Ron will perform a “beta” test before rollout to community. **(Ron/Phillip): ON HOLD**

8. Compliance

- “Grandfathered” single widow exemptions status. **(Earl): ON HOLD**
 - File at Wood County
 - Place in repositories
 - Include in governance package to attorney
- Repositories
 - *Financial records, tax returns, and audits—7 years. Phase Four A. 2020 through 2025 final review completed and were submitted to Treasurer and accountant 07.25.2025: ON HOLD*
 - *Account records of current owners—5 years. Phase Four B. Pending conclusion of financial records review: ON HOLD*
 - POA Monthly meeting minutes uploaded to Website & repository
 - Senior Citizen Widow grandfathered approvals
 - 2024 STR registrations
 - 4D form templates
 - 4D property owner list
 - Preferred vendor list

9. 2025 Projects

- The Board agreed to pursue a price quote from an existing vendor to repair and renovate 4D picnic tables and single remaining bench. **(Earl): ON HOLD**



- 4D Country Estates Operations Manual dam ad entrance updates. **(All Board & committee members, Nick & Nirmal): ON HOLD**
- Request competitive 4D insurance quotes for presentation to the POA Board at the for approval at the November 2025 Board Meeting. **(Earl): ON HOLD**

Open Discussion:

None

Adjournment:

Motion to adjourn by Phillip Holmes, 2nd by Ron Sheppard

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