



**I. CALL TO ORDER.** The Woodlands Homeowners Association began at 6:20 on January 19th, 2026. Bo Bowen, President, moderated the session.

**II. ROLL CALL.** The roll call was done by the secretary, Shauna Hardy. The following personnel were present:

Bo Bowen, President  
Shauna Hardy, Secretary  
Laura Bailleul, Treasurer  
Brett Taylor, At Large

**III. READING & APPROVAL OF MINUTES.** The minutes from the December 1, 2025, meeting were approved and posted to the WHOA App, Facebook group and Website on December 10, 2025.

#### **IV. REPORTS OF OFFICERS**

##### **PRESIDENT –**

###### **Detention Pond Fence Replacement Update:**

The fence replacement project at the detention pond near Bob White Road has been completed. The project consisted solely of replacing existing WHOA fencing located on WHOA property with a 6-foot wooden fence, consistent with the fence at the 127 entrance. A locked double gate was installed to allow access for landscaping, pond maintenance, and other necessary services. The fence is scheduled to be stained in February or March. The Board is in the process of obtaining a third quote for fence staining, and stain color options will be reviewed and discussed at the next meeting.

###### **Next Quarterly Meeting:**

The next quarterly HOA meeting will be held via Zoom in March 2026. Planning and setup for the meeting will begin in advance. The Board will meet from 6:00-7:00, followed by the quarterly Zoom meeting beginning at 7:15.

###### **Overdue Assessments and Financial Review:**

One of the Board's initial focus items will be addressing overdue 2026 assessments. The Board discussed notifying homeowners with unpaid assessments via written notice, providing a 30-day period to resolve the balance before accounts are referred to the Association's attorney for potential lien filing.

The Board determined that separate meeting(s) will be required to review assessment records in QuickBooks, followed by validation with the CPA. The Board also acknowledged the need to determine an appropriate course of action for overdue assessments and existing liens from 2025 and prior years. Responsibility for managing overdue assessments rests with the Board, not the CPA.



The Board plans to send initial delinquency letters on February 1, 2026. Overdue assessments will be categorized as follows: (1) one year overdue, (2) two or more years overdue, and (3) three or more years overdue.

**Vote:** All Board members present voted in favor.

**Entrance Lighting Transition (Gas to Electric):**

The Board revisited the previously discussed and approved transition from gas to electric lighting at the Long Leaf Trace and Old Perry Road entrance. The prior Board had discussed and voted in favor of this transition, and AMJ was requested to provide an updated quote that includes installation of new electric light fixtures.

Upon learning that not all homeowners may have been aware of this decision, the Board agreed to notify homeowners and conduct a community survey regarding the proposed transition. The survey will be distributed via email, the WHOA Facebook page, and the app, and will remain active for 30 days. The Board will determine the most appropriate platform for hosting the survey and will proceed based on a majority vote of respondents.

**Vote:** All Board members present voted in favor.

**Tree Assessment at 127 Entrance:**

The Board determined that an arborist evaluation is needed for trees located from the 127 entrance to the four-way intersection to identify any dead or diseased trees. Trees identified as dead or diseased will be marked, and the Board will then determine whether removal or replacement is appropriate based on location. The Board will obtain three quotes for the arborist services and any recommended work.

**Developer Meeting and Ongoing Discussions:**

The Board discussed planning a meeting with Keith, the developer, which is typically held on a quarterly basis to receive neighborhood updates. The Board agreed to continue discussions with the developer regarding the proposed new park in Phase 8, the remainder of the Phase 8 development plan, and Phase 7.

The Board also noted the need to continue discussions regarding the removal of builder signage and the Morris Bank sign if they are determined to be located on HOA property.

**Independent Financial Audit:**

The Board discussed conducting a financial audit by an independent third-party agency. The Association will be responsible for the cost of the audit, as well as any related work performed in coordination with the Association's CPA, Jennifer. The Board agreed that the audit process will be transparent and will begin the search for an external auditor.

**Welcome Committee and New Homeowner Outreach:**

The Board provided the Welcome Committee with additional names of new homeowners to receive welcome packets and requested an update on the status of previously identified



homeowners. The Board emphasized the importance of ensuring that all new homeowners are added to the Association's email distribution list and that contact information is collected as part of the welcome process.

The Board also discussed the potential inclusion of a small welcome gift, such as an Amazon or local restaurant gift card or a small household item (e.g., a kitchen towel), with an estimated cost range of \$10–\$20 per household.

Additionally, the Board discussed the possibility of leaving welcome packets at commonly used local closing offices and will explore whether this is a feasible option.

#### **VICE PRESIDENT –**

**SECRETARY** – Laura has shared the necessary documents with Shauna. They are planning to meet to review task responsibilities and will meet in early February to review all templates and documents. Shauna will need to be added to the Association's bank account.

#### **TREASURER –**

**Transition to Mobile Deposit Process:** Beginning this year, the Association transitioned to making deposits via the Sunmark mobile banking app. Bo and Laura are both authorized signers on the account and have access to make mobile deposits on their mobile devices. Physical deposits are made only when necessary, such as for money orders or cashier's checks that are not authorized for mobile deposit. This process has been working well.

**Income:** The Board reviewed the December 1–31 monthly income report, examining all line items and itemized entries. It was noted that this is the final year for Georgia Mill income. The Board also reviewed the current account balances.

#### **Retention of Records:**

The Association discussed the retention of records and will maintain them in accordance with Georgia law, as outlined at:

[Georgia Code Title 44, Chapter 3, Article 6 \(2024\) - PROPERTY OWNERS' ASSOCIATIONS :: 2024 Georgia Code :: U.S. Codes and Statutes :: U.S. Law :: Justia](https://www.legalzoom.com/property-owners-associations-georgia-code-2024)

**Pending Invoices:** All recent invoices have been uploaded, sent to Jennifer for review, and approved. All approved invoices have been paid via the Bill app. Shauna will need to be added to [Bill.com](https://www.bill.com).

#### **Balance:**

- Money Market Account: \$256,001.06
- Small Business Checking: \$485,339.93

**2025 Liens:** The Association currently has six unpaid 2025 liens for Sanford Place and 13 unpaid liens for Woodlands of Houston residents. Shelle Chapman, our attorney at Fricks Law Firm, reported that a few residents reached out to make payment but did not follow through.

**2026 Outstanding Assessments:** The Association currently has seven outstanding 2026 assessments for Sanford Place and 61 outstanding assessments for Woodlands of Houston residents. A few residents who closed this month still owe for 2026; they have 30 days to make payment before a late fee is assessed. Laura updates invoices with late fees the day after payment is not received.

Several unpaid assessments are from residents with liens from past years. The Board emphasized the need to obtain email addresses at closing and noted that the Welcome Committee may assist with this, as some residents' emails are not on file. Once a lien is in place, residents must work directly with the attorney.

The Board discussed when to discontinue online payments. It was planned to send letters to residents by February 1, 2026. Laura will resend electronic invoices on January 20, 2026, prior to mailing letters.

## At Large

### Committees

**Architectural Control Committee (ACC)** – The Board reviewed and approved three home improvement requests; none are currently in progress or pending additional information from homeowners. Two covenant violations were addressed with the respective homeowners and are considered resolved.

**Covenants and Plats:** All covenants and plats received to date have been posted to the Association website. The Board continues to check monthly with the developer for any newly available covenants or plats and will post them as soon as they are received. The street address listing will also be updated upon receipt of new documents.

**Grounds and Maintenance Committee:** There are currently no volunteers for the committee; these responsibilities continue to be handled by the Board. A resident submitted a request for mulch at Woodland Playground under the swings. Bo will contact Unique Landscaping on January 20, 2026, to discuss filling in ruts and worn areas. The Board also discussed the possibility of installing shade structures over the playground areas in response to resident requests and will research companies and obtain three quotes.

**Vote:** All Board members present voted in favor.

**Election Committee:** Karen is unable to assist with the 2027 elections. Matt Moorman volunteered to assist, and Joel responded that he is also unable to participate. The Board noted that at least two, and preferably three or more, members are needed to serve on the Election Committee.



**New Business:** The Board discussed and acknowledged the need to begin development of the 2027 budget. It was agreed that the budget planning will consider a 10-year outlook, rather than the previous 2–5 year projection.

**V. UNFINISHED BUSINESS** – None noted at this time.

**VI. ANNOUNCEMENTS** - The next board meeting held at 1800 on February 18th, 2026.

**VII. ADJOURNMENT.** There being no further business, the meeting was duly adjourned at 8:03 on January 19, 2026 by the moderator, Bo Bowen, President.

*Patrick Bowen*

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PATRICK BOWEN, President  
Woodlands Homeowners Association

*Shauna Hardy*

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SHAUNA HARDY, Secretary  
Woodlands Homeowners Association