

RGV Woodland Oaks Homeowners Association

Board of Directors Meeting Agenda

Thursday, December 4, 2025

6 p.m.

(Oriole Room B / Harlingen Convention Center)

MEETING MINUTES

1. Meeting was called to order @ 6:18 PM. Quorum was met. Board members present Jeffrey Martin (President), Kimm Kruse (Vice-President), Brian Shellrude (Treasurer), Linda Olvera (Secretary), Christine Brown (Member at large), Jay Garcia (Member at large)
2. A motion to waive the reading of the previous minutes was made by Brian Shellrude and second by Kimm Kruse. Motion passed
3. A motion was made by Jeffrey Martin to add items to Line 7 “New Business” Sub-item (d) dates of future meetings and Brian Shellrude added the need for a physical address and a business phone # for the HOA. Brian second the motion and the items were added.
4. Treasurer Report: 3 outstanding/past due members. Water bill for 2 months was high due to leak at back flow device and faulty sprinkler heads. Repairs were completed for \$700.00. The board recommended Jay Garcia be in charge of monitoring the front entrances for maintenance and repairs. Jay agreed to the responsibility.
5. Reports of special or ad-hoc committees: *N/A*
6. Unfinished Business: *Clarification of parking on the street was discussed and will be tabled to be readdressed at the next meeting. Garbage cans should not be left on the street for excessive time. Cans can be put out after 5 pm Sunday and Wednesday evenings and should be put away by 5 pm on the pickup day. Garbage cans shall not be stored in front of the house or in front of the garage but should be stored alongside the house or behind a fence.*
The board approved the purchase of (8) warning signs for the subdivision
7. New Business:
 - a. Temporary / short-term rentals: *Are currently allowed as long as restrictions are followed. No on site advertising is allowed. Home owner is responsible for all violations and fines.*
 - b. Discuss budget needs for 2026

*Budget: Suggested amount for landscaping @ \$12,000.00 per yr, administration fees @ \$7,000.00 per yr, legal fees @ \$ 5,000.00 per yr
A formal budget should be provided at the Jan 15th meeting for review.*

- c. Review and or formalize existing policies and procedures including:
 - i. *Jeffrey Martin provided a hand-out listing BOD member responsibilities*
 - ii. Fee structure including review of existing charges for fees:
 - iii. *Resale certificates are \$200, HOA Fee is \$250 per yr, formalize a fee schedule for the next meeting.*
 - iv. *Create policy for voting proxies, political signs,*
 - v. *Create an FAQ (Frequently Asked Questions)*
 - vi. *Create a formal ACC request form (post on the website)*
 - d. Next board meeting Jan 15, 2026 @ 6 pm HCC Oriole Room B
 - e. Annual member meeting set for Saturday, Feb 7, 2026 – 1:30 PM @ HCC King Fisher Room
8. Adjournment: Motion to adjourn by Brian Shellrude and second by Linda Olvera @ 8:18 pm.