**Southern Oaks Property Owners Association (SWPOA)**

**2026 Annual Membership Meeting Minutes**

**Date:** Saturday, October 24, 2026
**Time:** 4:00 p.m.
**Location:** Waring Volunteer Fire Department
**Meeting Type:** Annual Open Membership Meeting

**1. Call to Order and Quorum Verification**

The annual membership meeting was called to order by Douglas Fudge President, SWPOA. Residents were polled to verify attendance and voting eligibility. A quorum was established at **13 voting members**. There were approximately 24% of property owners in attendance.

The Board welcomed attendees and thanked residents for their participation in the Southern Oaks community.

**2. Approval of Previous Meeting Minutes**

No prior meeting minutes were available for review or approval.

**3. Welcome to New Residents**

The Association welcomed new residents and acknowledged several recent property sales and purchases within the community.

The following new residents were recognized:

Ruben and April Ortiz — 209 Mulberry
Patric and Amy O'Neal — 307 Pecan Parkway
Barry and Laurie Haynes — 208 Mesquite Trail (under construction)
Tyr Symank — 133 Juniper
Frank and Imelda Lopez — 126 Juniper Lane
Kenneth and Ashley Thomas — 108 Agarita Court
Garett and Jill Rux-Whitmore — 104 Juniper Lane
Lane and Taylor Wakeland — 124 Majestic Oaks

**4. Financial and Treasurer's Report**

The Treasurer's report provided an overview of the Association's current financial position, annual income, expenditures, and anticipated expenses.

**4.1 Current and Projected Balances**

| Account or Financial Item | Amount |
|---|---|
| Savings balance | [redacted] |
| Checking/operating funds | [redacted] |
| Expected income through the end of calendar year 2026, for calendar year 2027 | [redacted] |
| **Projected year-end balance** | [redacted] |

Members were reminded that annual assessments are due January 1.

**4.2 Fiscal Year 2026 Expenditures**

Total expenditures for FY2026 were approximately [redacted], allocated among the following categories:

| Expense Category | Approximate Amount | Nature of Expense |
|---|---|---|
| Liability insurance | [redacted] | Recurring annual |
| Office supplies and administration, including laptops, prepaid envelopes, postage, and software | [redacted] | One-time and recurring |
| Facility maintenance, including mail kiosk painting and repairs, pressure washing, re-anchoring mail lockers, and parcel locker upgrades | [redacted] | One-time and recurring |
| Utilities and services, including web services, domain fees, cellular service, Bandera Electric, Google, and Quicken Cloud storage | [redacted] | Recurring annual |
| Lawn care | [redacted] | Recurring annual |

*Amounts are approximate and may not sum exactly to the reported annual expenditure total.*

**4.3 Annual Income and Assessments**

The Association reported the following income:

- **CY2026:** Approximately [redacted] in dues and [redacted] in property transfer fees. The number of property sales during 2026 was unusually high.
- **CY2027:** Net dues income is projected to be approximately [redacted].
- Approximately one-third of property owners had paid their 2027 assessments as of the meeting date.

Annual assessments will remain at **$75 or $150 per year**, as applicable.

The Association reported one delinquent property assessment totaling [redacted].

**4.4 FY2027 Budget Outlook**

Anticipated expenditures for FY2027 include:

- Recurring annual expenses: approximately [redacted].
- Potential one-time expenses: approximately [redacted], depending on maintenance requirements and improvement projects.

**4.5 Anticipated Maintenance and Improvement Projects**

The Board identified the following areas for continued evaluation and potential expenditure:

1. **Road shoulders near the mail kiosk:** Work with the county roads department to identify a solution for maintaining the shoulders on both sides of the kiosk.
2. **Safety and security enhancements:** Evaluate required improvements, including applicable provisions of CC&R Section 8.03.
3. **Common-area trees and stumps:** Continue monitoring conditions and obtain bids as necessary for removal.
4. **Entrance monument and fencing:** Evaluate potential repairs, maintenance, and upgrades.

*The Board noted that Texas Property Code Section 207.006 addresses website creation and maintenance requirements, including domain registration, for property owners' associations with 60 or more properties, as it relates directly to annual expenses.*

**5. Committee Updates**

**5.1 Architectural Control Committee (ACC)**

The ACC reported the following activity:

- One home is under construction.
- One remodeling or addition project is in progress.
- Dean Norman and Jeff Gibson are monitoring project progress.

The Association will seek additional ACC members to support architectural oversight and committee responsibilities.

**5.2 Membership Appreciation Committee**

The Association will seek volunteers to participate in a potential Membership Appreciation Committee.

The proposed committee would support community engagement through activities such as event planning, common-area decorations, volunteer recognition, and other neighborhood initiatives.

**6. Unfinished Business**

No known unfinished or old business items were identified for discussion.

**7. New Business and Community Improvements**

Members were invited to discuss proposed improvements and other matters affecting the community.

Topics included:

Enhancements to the entrance-area fencing.
Ideas for improving or upgrading entrance monument lighting.
Other potential neighborhood improvements.
Recruitment of additional Board and ACC members.
Volunteer participation in community events and activities.

For concerns outside the authority or responsibility of the SWPOA, residents were provided with the following contacts:

- **Chad Carpenter, Kendall County Commissioner, Precinct 4:** 830-431-6216
- **Kendall County Animal Control:** 830-537-3430

## 8. Mandatory Open-Meeting Agenda Items

The Board reviewed the categories of matters identified under Texas Property Code Section 209.0051(h) for consideration during an open meeting.

### 8.1 Financial and Assessment Actions

The Association reported that annual assessments would remain at $75 or $150, as applicable.

The Board emphasized its commitment to responsible financial management, maintaining existing facilities, pursuing moderate and continuous improvements within available resources, and improving administrative processes for members.

### 8.2 Fines and Enforcement Policies

The Association does not currently have an adopted general fine schedule for POA violations, apart from late fees associated with delinquent annual assessments.

The Board is researching applicable legal requirements, including changes arising from Texas legislation enacted in 2025, to determine whether additional fine schedules or enforcement policies are required.

No adoption or amendment of a fine schedule was documented in the meeting notes.

### 8.3 Dedicatory Instruments and Governing Documents

No proposals had been submitted to create, amend, or modify the Association's bylaws, architectural guidelines, restrictive covenants, or other dedicatory instruments.

The Board noted that recent Texas legislation may affect applicable POA requirements and indicated that further review was warranted.

### 8.4 Financial Transactions and Capital Expenditures

The Association reported that it has no outstanding loans or debt.

No known significant capital expenditures or emergency financial obligations were identified at the time of the meeting. Potential maintenance and improvement projects will continue to be evaluated against available financial resources.

### 8.5 Property Transfers

The Association has no plans to purchase, sell, or transfer real estate on its own behalf.

**8.6 Board Governance and Volunteer Recruitment**

The Board opened discussion regarding the potential addition of one Board member and the recruitment of one or more additional ACC members.

The Association is seeking volunteers with the time, energy, and enthusiasm to support community operations. Helpful qualifications include:

- Familiarity with Quicken Business software.
- Experience with Microsoft Windows, Word, and Excel, including mail merge, sorting, macros, calculations, and charts.
- Familiarity with WordPress and Elementor website management.
- Knowledge of Texas Property Code Section 207.
- Leadership, organizational, and communication skills.
- A willingness to learn the required systems and procedures.

**8.7 Foreclosures**

The Association reported no assessment liens or foreclosures. No foreclosure sale approvals were pending.

**9. Community Volunteers and Events**

The Board requested additional volunteers to help organize and support neighborhood events, including:

- National Night Out (NNO).
- Trunk-or-Treat.
- Other community activities and neighborhood initiatives.

Members were encouraged to volunteer their time and talents to strengthen community participation.

The proposed Membership Appreciation Committee was also discussed as a means of recognizing volunteers, encouraging participation, and supporting neighborhood engagement.

**10. Common-Area Maintenance and Member Responsibilities**

The Association acknowledged its responsibility to manage and maintain common areas in accordance with applicable governing documents, including the Association's CC&Rs.

Members were reminded of their responsibility under Texas Property Code Section 209.0051(f) to keep their email addresses current with the Association, consistent with the applicable statutory requirements for member contact information.

**11. Property Owner Open Discussion**

A designated open discussion period was provided for property owners to raise concerns, ask questions, and share suggestions regarding the Association and the Southern Oaks community.

Specific questions, comments, motions, or votes from this portion of the meeting were not documented in the source notes as comments focused on vehicular behaviors (speed, stop sign compliance) and the heightened deer population in the subdivision.

**12. Adjournment and Closing Remarks**

The Directors thanked all attendees for their participation, feedback, and constructive input. Appreciation was expressed for the members' continued support of the Association and their positive contributions to the Southern Oaks community.

**The meeting adjournment time was recorded at 4:45 p.m.**

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**Respectfully submitted,**

April C. Ortiz

Secretary / Meeting Recorder

**Date of Approval:** 10/27/2026

*Draft meeting minutes prepared from the notes provided. Motions, votes, formal decisions, and adjournment details should be verified against the meeting record before the minutes are approved.*