

## **SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE**

In accordance with an Order of the Office of the Governor issued on March 16, 2020, the *Waterford Oaks Public Improvement District (PID)* for the City of Cedar Hill, Texas will conduct a Meeting by telephone conference at *7:00 pm on Monday, July 13, 2020*, in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic. **This is an open meeting conducted by telephone conference. There will be no public access to a physical location.**

To submit public comments, visit [cedarhilltx.com](http://cedarhilltx.com). All public comments submitted by 4pm on *July 13<sup>th</sup>* will be provided to the board members and entered into record for the meeting.

Options for public access to the meeting:

### **Meeting Numbers for the Public**

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Meeting ID#: 939 6577 7267

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OR

Via phone: Dial 1-346-248-7799 or toll-free 1-877-853-5247

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A recording of the telephonic meeting will be made available to the public in accordance with the Open Meetings Act upon written request.

This written notice, the meeting agenda and the agenda packet are posted online at [www.cedarhilltx.com](http://www.cedarhilltx.com)



**Cedar Hill Public Improvement District #2 at Waterford Oaks  
BOARD OF DIRECTORS MEETING**

**Monday, July, 13, 2020**

**7:00 p.m. – 8:00 p.m.**

**Tele Conference Call**

**Cedar Hill, TX**

**1. Call Board of Directors Meeting to Order**

**2. Introduction of meeting attendee**

*The Consent Agenda includes routine items that may be acted upon by a single vote. Any Board member may remove items from the Consent Agenda for separate discussion and consideration.*

**3. Approval of Minutes (May 11, 2020)**

**4. Treasurer's Report Randy Dark**

(General July 2020)

**5. Items that need Board Approval.**

**1. Clean White Fence @ Duncanville Rd. and Stoney Hill, and Gray Vinyl Fence along Calvert.**

**2. Trim Back Walking Trail @ Hageman**

**3. Zoom Subscription**

**6. Landscape:**

Leonard Howza & Randy Dark

**Decoration**

Leonard Howza, Bertha Walker, and Clodette Turner

**Crime Watch:**

Clodette Turner, Yvette Sanders, Pam Williams, and Bertha Walker

**Capital Improvement:**

Jerry Reed, Donna Patterson, James Durham, and Carolyn Moody

**Monitoring:**

Leonard Howza, Jimmie Champion, and Roland Fuller

**Compliance:**

Leonard Howza, Tom Armstrong

**7. Property Manager Report: Tom Armstrong**

**1. Update Property Report**

**8. Annual Board Election**

**9. Adjourn:**

I certify that copies of the above notice of meeting were posted in the City Hall of Cedar Hill, Texas, at least 72 hours before the meeting, in accordance with the Open Meetings Act.

\_\_\_\_\_  
Leonard E. Howza

President - Cedar Hill Public Improvement District # 2

214-949-7888

Email: [lhowza@hotmail.com](mailto:lhowza@hotmail.com)

Website: <http://www.cedarhilltx.com/wopid>

"PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY"

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**Waterford Oaks PID #2**  
**Board of Directors Meeting**  
Conference Call - City Zoom system  
**Minutes**  
Monday, May 11, 2020

**1. Call to Order**

The monthly Board of Directors meeting of the Waterford Oaks PID #2 (“WOPID”) was called to order at 7:16 p.m. by Leonard Howza, President. A formal attendance roll call was taken of Directors. Mr. Howza and the following directors were also attendance: Randy Dark, Clodette Turner, Pam Williams, Jerry Reed, and Bertha Walker.

Absent Board directors: Roland Fuller

Principal Management Group was represented by Thomas Armstrong.

**2. Introductions**

Five (5) residents were in attendance: Corky Brown, Carolyn Moody, Lucretia Jones-Slack, James Durham, and uncertain owner phone ending in 5154. Stacey Graves, City of Cedar Hill Neighborhood Service Director, and Michelle Eubanks Neighborhood Service Manager represented the City.

- 3. Minutes** from the March 9, 2020 Board meeting were reviewed. **Treasurer’s** Report for the end of February was reviewed. Mr. Dark presented an overview of financial position - budget expenditures seem in line with projections, and the future 5-year budget is due in June. Mr. Howza moved to accept Minutes and Treasurer’s report as presented, seconded by Mr. Reed. A formal call for votes was taken and approval was unanimous.

**4. Citizen Forum.**

No questions or concerns from citizens present were raised at this time

**5. Committee Reports**

**a. Landscape – L. Howza and R. Dark**

Landscaping service proceeding per the contract. Mr. Howza reported Bermuda grass was replaced along the length of Calvert as approved last meeting. He also reported the broken boulder was replaced at the entrance from Beltline to Waterford Oaks.

**b. Decorations – Walker, Turner, and Howza –**

No report

**c. Crime Watch – C. Turner B Walker P. Williams and Y. Sanders**

- Monthly Police “PID Offenses” report for April was available in handouts,

**d. Capital Improvement – J. Reed –.**

- Mr. Reed reported the City was awarded a grant to install a sidewalk along Waterford Oaks from Hageman to the pond. The city has solicited contractors to quote the project. Mr. Woodbury from the City told him they hope to begin work in August.
- Mr. Reed also reported further beautification plans for the Hageman/Waterford Oaks Dr areas. Phase 1 would be to cut back brush and undergrowth along the walking trail about 720 feet along Hageman. Contractor Martinez quoted \$4500. Phase 2 is to connect the trail to the new sidewalk on Waterford Oaks. Mr. Darks asked who would pay for these projects, and Mr. Reed said he expects the cost would be shared between the City and the PID. A quote was submitted by DRW to install landscaping bed at new monument. This is tabled pending review of drawing
- Mr. Woodbury would provide of both phases.

**e. Monitoring Code enforcement & litter – Leonard Howza, Roland Fuller & Jimmie Champion**

A summary report had been sent directly to the Board before the meeting. Of note was a large pile of grass clippings had been dumped near the area of Hageman monument.

**6. Property Manager Report –**

- a. The new monument at Hageman is complete. Ms. Walker mentioned the oval lighting on the monument appears too bright, that it is hard to read the sign wording at night. The Manager will contact the vendor to see if a less bright lighting strip is available.
- b. Replacement of dead Oak tree in the median of Waterford Oaks was completed 3/24.
- c. The irrigation system service contract by Weathermatic is to expire in May. A proposal of 4 option levels was reviewed and sent to the Board in advance and discussed in the meeting. (see new business below)

**7. Old Business**

- a. None.

**8. New Business**

- a. Mr. Howza moved to accept Weathermatic “silver” level of service, at an annual cost of \$1470 to include all three (3) controllers as described in handouts. Ms. Williams seconded. A formal call for votes was taken and approval was unanimous.
- b. Board briefly reviewed estimate by Hoffman Irrigation to restore 4-5 watering zones from new monument Hageman toward walking bridge area for \$750 to \$900. Project tabled pending City involvement.

**9. Final comments “around the room”**

- Mr. Brown asked if the City would be responsible for the clearing of the brush in open areas on both sides of Waterford Oaks Dr and Belt Line {No}. He also expressed concern about commercial land development in the west side vacant lot to have limited number driveways. {Uncertain – City responsibility}
- Ms. Jones-Slack asked whether we should continue placing bulk pick-up reminder signs. {Yes}
- Mr. Reed asked Mr. Dark who will transition to the Treasurer's office before Mr. Dark moves later this year. The issue is to be discussed next meeting. Mr. Dark did reassure the Board he would submit the 5-year budget soon.

**10. Adjournment:** Seeing as no further business, the meeting closed at 8:26 pm.

**11. Next Meeting:** Possibly June 8, 2020, depending on COVID-19 pandemic restrictions 7:00 pm either using the same virtual zoom process or at the Grady Lamb building on Beltline, Cedar Hill

**Submitted by** Thomas Armstrong, Property Manager – Waterford Oaks PID #2

**Waterford Oaks Public Improvement  
Current Budget Report ending:**

**May-20**

	Fiscal Year to Date	Month to Date	Budget
<b>Revenue</b>			
Interest Allocation	\$ 3,525.15	\$ 317.44	\$ 2,300.00
Current Property Taxes	\$ 159,634.54	\$ 742.20	\$ 165,000.00
Delinquent Property Tax	\$ 443.92	\$ 202.16	\$ 500.00
Penalty & Interest	\$ 299.68	\$ 148.67	\$ 350.00
City Contribution	\$ 2,203.28	\$ 275.41	\$ 3,300.00
Miscellaneous Income	\$ 988.32	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Total Revenues</b>	\$ 167,094.89	\$ 1,685.88	\$ 171,450.00
<b>Supplies</b>			
Office Supplies	\$ -	\$ -	\$ -
Expendable Supplies	\$ 747.85	\$ -	\$ 1,000.00
	\$ -	\$ -	\$ -
<b>Total Supplies</b>	\$ 747.85	\$ -	\$ 1,000.00
<b>Maintenance</b>			
Maintenance-Irrigation	\$ 145.00	\$ -	\$ 5,000.00
Maintenance-Landscaping	\$ 3,500.00	\$ 3,500.00	\$ 10,000.00
Maintenance-Mowing	\$ 19,732.48	\$ 1,516.56	\$ 30,000.00
Maintenance-Misc	\$ 6,494.67	\$ -	\$ 5,000.00
<b>Total Maintenance</b>	\$ 29,872.15	\$ 5,016.56	\$ 50,000.00
<b>Utilities</b>			
Electricity	\$ 959.50	\$ 132.15	\$ 1,500.00
Water / Wastewater	\$ 5,629.24	\$ 1,217.16	\$ 8,500.00
<b>Total Utilities</b>	\$ 6,588.74	\$ 1,349.31	\$ 10,000.00
<b>Services</b>			
Police Patrol Services	\$ 6,380.00	\$ 880.00	\$ 10,000.00
Insurance - Liability	\$ 97.44	\$ -	\$ 100.00
Printing Services	\$ 60.48	\$ -	\$ -
Holiday Lighting & Décor	\$ 21,699.87	\$ -	\$ 25,000.00
Special Services	\$ 9,835.79	\$ 690.00	\$ 22,000.00
City Administration Charge	\$ 3,336.00	\$ 417.00	\$ 5,000.00
Property Tax Collection Fee	\$ 2,183.50	\$ -	\$ 2,200.00
	\$ -	\$ -	\$ -
<b>Total Services</b>	\$ 43,593.08	\$ 1,987.00	\$ 64,300.00
<b>Miscellaneous</b>			
Miscellaneous	\$ 123.00	\$ -	\$ 5,000.00
	\$ -	\$ -	\$ -
<b>Total Misc.</b>	\$ 123.00	\$ -	\$ 5,000.00
<b>Capital</b>			
Capital	\$ -	\$ -	\$ -
Building & Other Improvements	\$ 7,595.00	\$ -	\$ 40,000.00
PID Enhancements	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
<b>Total Capital</b>	\$ 7,595.00	\$ -	\$ 40,000.00
<b>Total Expenditures</b>	\$ 88,519.82	\$ 8,352.87	\$ 170,300.00
<b>FY 20 Revenue over (under)</b>	\$ 78,575.07		\$ 1,150.00
<b>05-19 Fund Balance</b>	\$ 327,648.31		
<b>Revenue over(under)</b>	\$ 406,821.67		

**Treasurer Report**  
**Treasurer: Randy Dark**  
**One Page report for Waterford Oaks PID**





**Martinez Lawn Care & Landscape**

Manuel A Martinez ~

Verónica Gutiérrez-Martinez

P.O. Box 170157 Irving, Texas 75017

Phone: 469.222.3573

E-mail address: [martinezlawncares@live.com](mailto:martinezlawncares@live.com)

***Bid/Quote***

**Bid Date: 03/15/2020**

**Attention Attn: Leonard**

Waterford Oaks DR and Hageman Ln.

Service Date							

Quantity	Description	Total
1	780 Ft. long by 3 feet wide Remove, trim and clean all branches	\$4500.00
		\$4500.00



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1 ▾ host

Currency US Dollars \$ ▾

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Language English ▾

Currency US Dollars \$ ▾







**Waterford Oak PID  
Action Item Log**

open 4/13	<p>President asked Mgr to obtain evaluation locating where the irrigation wires lead from old City irrigation controller. Mgr contacted Hoffmann Irrigation to arrange site survey.            4/24 Mgr met contractor on site and he located wires leading to 5 irrigation valves. One circuit had broken wire. Cost was \$145, paid by Mgr with personal check.            4/30 Contractor sent quote to excavate and attach new wiring to new controller at monument. Mgr forwarded to BOD. It will not be acted upon because the Lot is still City responsibility.</p>	in process
Hageman monument continuing	<p>* 2/21 Mgr verified electricity meter was installed and labeled correctly.            * 3/6 email from contractor completed the irrigation at the planter including installation of the controller.            * 4/10 Verified Petunia flowers were installed            PROJECT COMPLETE except president recommends an inner ring of drip line is needed.</p>	nearly closed
Workshop mtg	6/11 President notified leadership team of a workshop through Zoom meeting 6/17 @ 7pm	complete
open 4/15	<p>Mgr to draw together a batch file with all istems for online meeting scheduled for May 11th through City arranged service.            5/5 Completed packet and sent to Board for posting</p>	complete
open 5/1/20	<p>Proposal from Weathermatic - irrigation contract renewal obtained and Mgr forwarded to Board.            5/12 Called Weathermatic to inform them the PID approved new contract with upgraded service "Silver Level"</p>	complete
9/10/2019	<p>DEAD TREE Median            Mgr sent email to landscaper company (BrightView) informing them tree has not responded to increased watering. Told them not to remove dead tree until after Christmas holidays because of usefulness for hanging lights.            1/10 sent email to Brightview requesting date to replace dead tree.            2/7 no word back. Left voice mail with Brightview, and issued another email asking for status.            3/9 Kyle of BrightView imessage he would replace tree this week.            3/24 Met with tree contractor and electrician. Installation successfully completed with a 1 inch pvc pipe at edge of hole. Mgr adjusted irrigation for that zone to 3 times daily</p>	closed 3/24
1/8/2020	<p>QUOTE TO MAIL POSTCARD            President sent request to quote applying mailing labels and running postage for Bulk Waste notices. VP said 60 cents per card, and 710 cards is \$426.00. Will use same list that was used for Annual election solicitation.            2/26 PMG labeled and mailed postcards</p>	closed 2/26