

*Woods Edge Estates Section III  
Neighborhood Committee, Inc.*

**Emergency Board Meeting Minutes**

4:30pm, May 3, 2020

Joe Carte's Residence, 5007 Cherry Ridge, Richmond, TX

**Board Members Present:** Joe Carte, Shannon Smith  
Don Dulin resigned May 2, 2020. A quorum was established.

**Call to Order:** 4:30 pm

**Review of Agenda:** Approved

**Approval of:** Language for Open Meeting Notice to be held 6:45pm  
Wednesday, May 6, 2020 at River Forest Center Parking Lot (Social  
Distancing Accommodation)

**New Business:**

Don Dulin.com sent an email to the Board on May 2, 2020 that the firm was terminating its contract to web host Woodsedge3.com website June 1, 2020 and effective that date the website would go dark.

The Board agreed that it needed to establish an Information Technology Oversight Committee made up of property owners to:

1. Solicit three or more competitive bids from reputable website/webhosting firms to take over the web hosting of Woodsedge3.com and make their recommendation to the Board.
2. Facilitate the seamless transition between DonDulin.com and the selected firm on or before June 1, 2020.
3. Audit the current contract with DonDulin.com to ascertain that Woods Edge Section III has:

- A. Received all promised services outlined in the contract.
- B. All services were billed correctly to date.
- C. The correctness of all settlement amounts owed to either DonDulin.com or Woods Edge Section III at termination date.
- D. Present a written audit report of the above to the Board by May 20, 2020.

4. To Advise the Board on any information technology issues that may arise in the future.

The terms of the members shall be three years in length. The initial committee members will draw lots as to the length of their initial terms (1, 2, or 3 years). Thereafter, each appointed member will serve a 3 year term.

The Board agreed to expand the committee to 5 members if other property owners expressed an interest.

The initial 3 IT Oversight Committee Members approved will be:

Jim Rinn  
Betty Knott  
David Rennie

Shannon Smith made a motion to approve the makeup of the IT Oversight Committee and its charter.

Joe Carte seconded the motion.

The IT Oversight Committee and its makeup was approved unanimously.

**Open Forum:** N/A

**Executive/Closed Session:** N/A

**Adjournment:** Meeting adjourned at 4:35 pm

Addendum: Since the meeting ended on Sunday, two additional property owners have expressed an interest in being appointed to the IT Oversight Committee: Jacqueline Blankenship and Jay Weatherwax

The Board approved their addition to the Committee. The Committee membership is now complete.