

Windermere Homeowners Association

Minutes of the Meeting of the Board of Directors

July 17, 2023

Approved August 21, 2023

1. Call to Order

Tonight’s meeting was conducted using Zoom, a web-based video conferencing tool, through Goodwin & Company, the HOA Property Management Company. Details are in the Property Manager’s file.

President Paul Urban called the meeting to order at 6:02 P.M. Present were Directors Dennis Messex, Joe Clonan, Wilbert King, Urcha Dunbar-Crespo, Jill Castro, and Harrison Bell. Goodwin’s HOA Property Manager Melissa McWilliams was also in attendance.

2. Open Session for Homeowners Concerns/Comments

Homeowners joined the video meeting. Participant information and comments are available in the HOA Property Manager’s file. The following concerns were raised:

- a. Homeowner Peter asked for an update on safety related issues (e.g., fencing, tree branches) and for clarification on the violations and fines process. The Property Manager explained the process for handling violations and fines. He also asked if a cover was allowed over a driveway to protect cars from hail/sun damage and was advised that covers/carports are not allowed by the Covenants, Conditions and Restrictions (CC&Rs). He asked if covers can be considered in the future.
- b. Homeowner Jennifer asked for status on her request to the Architectural Control Committee (ACC). The Property Manager advised that a letter was recently sent to her.

3. Approve June Board Minutes (approved minutes are on www.windermerehoatx.org)

Minutes from the June 19, 2023 Board Meeting were reviewed. Motion to approve Minutes, As Corrected, by Director Messex, Seconded by Director Bell and it passed unanimously

4. Property Manager’s Report

There are 1,871 homes in the community. Property Manager Melissa McWilliams provided the Property Manager’s report. Details are maintained in the Property Manager’s file.

- a. Financials: The June 2023 financials were summarized. Reports are available in TownSq at <https://app.townsgq.io/login>
- b. Violations: The majority of the violations were for landscaping (e.g., landscape debris from the freeze, rubbish and debris etc.).
- c. June Completed Projects: Waste Connections delivered two trash cans for pool/park trash service; Work on approved landscape enhancements and the Swim Center sign are in process; the lock was repaired to the pool side entrance gate; the doorknob to the pool equipment room was replaced and a keypad was installed; the doggie station at the park was relocated at a homeowner’s request; and the schedule was changed for the Compliance Drivers.
- d. Pending Projects: Repairs to pool security system; upgrade to “Windermere” entrance signage – awaiting final estimate from Stokes Signs; working with Social Committee on Labor Day Weekend/Pool Closing Party; ongoing landscaping improvement proposals at the park; proposals for Christmas decorations in common areas; repairs have been completed at the Kiddie Pool - it is still closed until the inspector checks

the repairs. President Urban is working with the Austin Astronomical Society to host a free stargazing party for Windermere in August.

- e. Pool: President Urban asked for status on the pool phone. The Property Manager is working on how to connect the phone to the monitoring service; she was asked to provide an update before the next Board meeting. One of the Directors has a contact at AT&T and will send her the contact information. The President also asked her to get a quote for an automated system to monitor chlorine in the kiddie pool. The system would monitor the chlorine level and alert if the chlorine is low.
- f. Picnic Table: One of the tables has been broken and the coating scaped off. The Property Manager will check the damage to the table and will look at camera footage.

5. Discuss Old Business/Committees

- a. There was no additional old business.

6. Discuss New Business

- a. Review the Declarations for possible revisions. The Board needs to discuss a date to start working on the Declarations.
- b. Increased Homeowner participation in the HOA. The Property Manager actively works on getting current contact information from Homeowners; The HOA currently has four processes to contact homeowners: Monthly Board meetings, TownSq, the HOA website, and email blasts. In addition, Goodwin sends out welcome packets to all new residents. Some Homeowner suggestions included providing a one-pager to give to homeowners at events, creating and posting a QR code that pulls up the HOA website, and finding a way to incentivize Homeowners to participate (e.g., a shout out or recognition for participating...).

7. Adjournment

Director Clonan made a motion to adjourn, Director Messex seconded, and the motion passed unanimously. The meeting was adjourned at 7:16 P.M.

Submitted by: Secretary Urcha Dunbar-Crespo