

Windermere Homeowners Association
Minutes of the Meeting of the Board of Directors
September 19, 2022
Approved October 17, 2022

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 Earl Wellborn called the meeting to order at 7:02 P.M. Also present were Directors Paul Urban, Urcha Dunbar-Crespo, Scott Miller, Dennis Messex, and Wilbert King. Goodwin Property Manager Melissa McWilliams was in attendance and Director Jill Castro joined at 7:04 P.M.

2. Open Session for Homeowners Concerns/Comments

Homeowners joined the video meeting. Participant information and comments are available in the Property Manager's file.

- a. A homeowner requested clarification on homeowner violations; there is a home that has a large trailer in the driveway. It has been there for over a year and is an eye sore and the homeowner asked if anything was being done; if so, it doesn't appear to be working. The Property Manager explained that the violation was being addressed and explained the violation process. In addition, the President advised that the actions taken by the HOA are in line with State regulations.
- b. A homeowner complained about sidewalks needing repair, landscaping issues at the park, and the pool phone being out of order. He was reminded that sidewalks are owned by the City and the City has an online portal for homeowners to submit concerns. This homeowner was advised to submit his complaint to the City online. The HOA is willing to assist homeowners resolve issues when needed. Director Miller has reached out to the City regarding sidewalk repairs and is waiting for a response. In regard to landscaping, the homeowner was reminded that trees had to be removed because of the freeze and that other landscaping was not done because it was not included in the budget, and it could not be done because of the drought. The phone outage was related to an internet issue and has been repaired. The HOA will consider regular checks of the phone to ensure it is working properly.
- c. A homeowner requested forgiveness of fines and late fees associated with fencing and landscape violations. This request was deferred for discussion in the Executive Session.

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

- a. August 15, 2022, Board Meeting Minutes were reviewed and there was one administrative correction to the change the call to order time to read 7:00 P.M. Director Urban made a motion to approve the minutes; Director Castro seconded, and it passed unanimously.

4. Property Manager Report

Property Manager Melissa McWilliams provided the Property Manager's report. There are 1,871 homes in the community.

- a. Financials: The Aug 2022 financials were summarized. Funds are used to maintain HOA properties (e.g., pool, playground, common areas), and costs for property management (e.g., paying HOA bills, interacting with HOA vendors and contractors, resolving violations, collecting dues...). Reports are available in TownSq at <https://app.townsgq.io/login>
- b. Violations: Details are maintained in the Property Manager's file. In summary, the largest category of violations is rubbish and debris e.g., trash cans out on non-trash days and overstuffed trash bins with trash falling into the street; second is landscaping.

5. Discuss Old Business/Committees

- a. Pool: The pool is closed for the season.
- b. 2023 Budget: Two options were proposed and reviewed: Version 3 does not include an increase in the Assessment and Version 4 includes a 10% increase in the Assessment; neither version includes security driver monitoring services and both have a deficit for landscaping repairs. The HOA has a Reserve Study that evaluates HOA assets, and the HOA uses this study to save funds for a rainy day when assets (e.g., pool, park, building...) need major repairs or significant upgrades. The deficit in the budget relates to replacing landscaping and trees that were killed by the freeze (in 2021). Based on the Reserve Study, the HOA has sufficient funds in the reserve account to cover non-recurring major repairs or significant upgrades to infrastructure; so, funds can be used for the needed landscaping.

A motion was made by Director Urban to go with Version 3 of the budget with no increase in the Assessment and no additional security company monitoring. It was seconded by Director Messex and passed unanimously.

- c. National Night Out: Is on Oct 4th and the City has opened registration for block parties. A notice will be sent out by the Property Manager and a flyer will be posted on the HOA website.
- d. Community Garage Sale: Homeowners have asked if there will be a community wide garage sale. No date was set.
- e. Mulch for the park. The Property Manager has one bid and will solicit more.

6. Discuss New Business

- a. There was no new business.

7. Executive Session - The Board moved into Executive Session at 8:17 P.M. and reconvened at 8:39 P.M. After reconvening, action was taken on the following items.

- a. Director Miller made a motion to forgive all fines and late fees associated with issues (outside) that have been remedied by the homeowner on Colwyn Bay Cove. The certified mail fees will remain. The motion was seconded by Director Urban and passed unanimously.

Note: This is a one-time courtesy and is conditioned on the property owner completing all outside repairs and timely paying any outstanding fees. Failure to do so would result in the reapplication of the waived fines and fees to the account.

- b. The Board deferred action on the homeowner's request to waive fines and late fees for landscaping/tree removal on Pitcarin. The Property Manager will follow up with the homeowner to get the current status for the Board's review.

8. Adjournment

Director Messex made a motion to adjourn at 8:54 P.M., Director Castro seconded, and the motion passed unanimously.

Submitted by: Secretary Urcha Dunbar-Crespo