

Windermere Homeowners Association (HOA)

Minutes of the Board of Directors

July 15, 2024

Approved August 19, 2024

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.

Vice President Joe Clonan called the meeting to order at 6:02 P.M. Present were Directors Wilbert King, Urcha Dunbar-Crespo and Jill Castro. Property Manager Melissa McWilliams was also in attendance. President Paul Urban was absent.

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 David asked about his request to the Architectural Control Committee (ACC) to install a metal roof, which was denied. This was deferred to Executive Session.
- b. Homeowner Holly inquired about her request to add a shed. It was denied by the ACC, but no reason was stated. She will resubmit the request.
- c. Homeowner Katrina asked if black was considered a neutral color for her fence. This was deferred to Executive Session.
- d. Homeowner Peter asked: 1) where he could find information on the Violations process. He was advised that the information is on the HOA website and on TownSq; 2) how HOA funds are used and if periodic reports can be provided. The information he asked for is in the balance sheet, income statement and other financial reports on TownSq; 3) for an update on the doggie poop station, the station has been ordered along with a replacement for the existing poop station; 4) for status on review an update of the Covenants, Conditions and Restrictions (CC&Rs); the Board has been inundated with repairs and maintenance needed in the community. This is a long-term labor-intensive project. 5) what the goals are for the year. He can find information in the budget. The HOA website was posted in the chat.

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

Minutes for the June 17th Board meeting were reviewed. Vice President Clonan made a motion to approve the Minutes. It was seconded by Director King and passed unanimously.

4. Property Manager's Report

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

- a. Financials: The June 2024 financials were summarized. Reports and the budget are available in TownSq at <https://app.townsgq.io/login>.
- b. Violations: There were 344 violations for June, which were new and/or uncured; the majority of them continue to be for landscaping, rubbish and debris, unsightly, vehicles and fencing.
- c. Recent Completed and Pending Projects:
Installed an additional doggie station and new park signage; completed multiple upgrades of the pool building and restrooms; received a new estimate to add picnic tables to the pool area; and installation of the baby swing to the park and removal and replacement of the broken picnic table should be in July.

d. Ongoing and routine responsibilities:

Completed Monthly Financial Reviews and posted on Town Square; Working with multiple homeowners on curing violations and on bringing their HOA accounts current; assisting the ACC in their review of architectural review applications; assisting Goodwin's Customer Care team with homeowner questions/concerns; reviewing and processing HOA invoices; and assisting homeowners with pool keys (fobs) requests.

5. Discuss Old Business/Committees

The Property Manager will begin working with the Social Committee on the Labor Day event and any other social activities for the year. The Social Committee currently has 5 members. Homeowners were encouraged to join it.

6. Discuss New Business

- a. A new quote was received for the picnic tables & will be reviewed in Executive Session.
- b. Budget season is here; the Property Manager will reach out to the Board to schedule work sessions. The new budget needs to be approved in the October meeting.

7. Executive Session – The Board moved into Executive Session at 6:59 P.M. and adjourned Executive Session at 8:06 P.M. After reconvening, the following decisions were made by the Board:

- a. The Board will establish the specific type of metal roof that will be approved.
- b. The only acceptable neutral colors for fences are gray, tan and brown. Black is not an acceptable color.
- c. The Board will discuss creating a committee in two to three months for homeowners to assist in reviewing the CC&Rs.

8. Adjournment

Vice President Clonan made a motion to adjourn the meeting; Director King seconded. The motion passed unanimously. The meeting adjourned 8:07 PM.

Submitted by: Secretary Urcha Dunbar-Crespo