

Windermere Homeowners Association

Minutes of the Board of Directors Meeting

February 19, 2024

Approved March 18, 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.

President Paul Urban called the meeting to order at 6:09 P.M. Present were Directors Dennis Messex, Joe Clonan, Harrison Bell, Urcha Dunbar-Crespo and Jill Castro. Goodwin's HOA Property Manager Melissa McWilliams was also in attendance. Director Wilbert King was not able to join the meeting.

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 Kayley requested a waiver of fines related to a fence. She has a double fence, and she maintains the one inside and does not believe that it's her responsibility to maintain the outside fence. Her fence was installed first and then a uniform fence was installed on the outside. The President requested that fines be waived pending review by the Board. This will be addressed in Executive Session.
- b. Homeowner Peter wanted to follow-up on several items. He entered information in the chat that the Board will review later.

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

Minutes from the December 11, 2023 Board Meeting were reviewed. Director Messex made a motion to approve the Minutes. It was seconded by Director Harrison and 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 January 2024 financials were summarized. Reports and the budget are available in TownSq at <https://app.townsgq.io/login>
- b. Violations: 564 violations were issued. The majority of the violations were for rubbish and debris, unsightly, landscaping fencing, holiday decorations and vehicles.
- c. Recent Completed Projects:
Completed renovation of Windermere sign; added new turf and plants in the park/pool area; installed and removed holiday lights; secured offsite storage facility for some office supplies and equipment in the Windermere office building; process begun to vacate the Windermere office building; power washed the pool house building and pool deck; approved estimate for upgrades to pool signage as required by City inspector; received estimate to remove broken pergola over kiddie pool; met with A-OK Playgrounds to request estimates for shade structure over kiddie pool, addition of baby swing to the park, and removal / replacement of the broken picnic table; and re-winterized pool restrooms due to vandalism.
- d. Pending Projects:
Received proposals to upgrade turf around the playscapes with a sponge type of material – under review; working with vendors to obtain estimates for solar lighting at mailboxes and entry monument; engaged CPA firm in preparation of the HOA 2022 audit – providing documents as requested; additional

improvements are needed at the pool including adding a push bar to the gate and pool rules signage; and park rules sign need replacing due to vandalism.

e. Ongoing and routine responsibilities:

Completing and posting Monthly Financial Reviews on Town Square; Working with multiple homeowners on curing violations and on bringing their HOA accounts current; assisting the ARC 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 key requests.

5. Discuss Old Business/Committees

a. Old business discussed with the Property Manager's Report. There was no additional old business.

6. Discuss New Business

- a. Pool Opening: There are some improvements that need to be made before the pool can be opened. Looking at getting all the work done so that the pool can be opened Memorial Day Weekend. The Board still needs to talk about Monitors versus Lifeguards.
- b. CC&Rs: The CC&Rs are outdated and need a major review and updating. The Board will look at reviewing/updating them after the Annual meeting. Input will be solicited from the Homeowners. The President will work with the web developer to help make the documents more readable. The Property Manager will send samples of CC&Rs from other HOAs for the Board to review.

7. Executive Session – The Board moved into Executive Session at 6:38 P.M. and adjourned Executive Session at 7:34 P.M. After reconvening, the below items were addressed.

- a. Director Clonan made a motion to waive all fines and fees for Homeowner Kaylee; however, she is responsible for maintaining both fences and must make all repairs within 30 days. It was seconded by Director Messex and passed unanimously.
- b. Motion by Director Messex to approve the \$1,400 bid to remove the pergola in the park. It was seconded by Director Dunbar-Crespo and passed unanimously.
- c. Motion by Director Clonan to add a poop station on the sidewalk on the Picadilly side. It was seconded by Director Messex and passed unanimously. Location to be determined.
- d. Annual Meeting: There will be two (2) vacancies on the Board this year. The Property Manager will send out a request for candidates to homeowners.
- e. Volunteer Dinner. The Property Manager will work on a date for the dinner.
 - a. In response to clarifications requested by the ACC (ornamental fencing, carports...), all requests should follow the current CC&Rs and guidelines from the 2021 Legislative Session.
 - b. The Property Manager received a proposal from the Pool Contractor to provide monitors only. Lifeguards are difficult to find and will no longer be provided.
 - c. Final removal of items from the Windermere Office building is in process and should be completed soon.

2. Adjournment

Director Clonan made a motion to adjourn, Director Messex seconded, and the motion passed unanimously. The meeting was adjourned at 8:00 P.M.

Submitted by: Secretary Urcha Dunbar-Crespo