

Windermere Homeowners Association (HOA)

Minutes of the Board of Directors

June 16, 2025

Approved July 21, 2025

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 6:08 P.M. Present were Directors Joe Clonan, Wilbert King, and Urcha Dunbar-Crespo. Property Manager Melissa McWilliams was also in attendance. Director Elena Young joined the meeting when it was in process (o/a 6:18 P.M.).

2. Approve May Board Minutes (approved minutes are on www.windermerehoatx.org)

Director King made a motion to approve the minutes of the May 19, 2025 meeting; Director Clonan seconded, and the motion passed unanimously.

3. Open Session for Homeowners concerns/comments: Homeowners joined the video meeting. Participant information and comments are available in the HOA Property Manager's file.

a. Homeowners Calen and Taylor submitted a proposal and documentation to the Architectural Control Committee (ACC) to beautify their property with drought resistant landscaping. Their request was denied with no supporting reason. This item will be discussed under New Business.

b. Homeowner Doug appealed a decision by the ACC regarding expanding the concrete slab in his backyard from 10x10 sf to 18x31sf. He was told that he had to have 45% sod on the lot and believes that he has. This item will be discussed under New Business.

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 financials for May 2025 were summarized. Reports and the budget are available in TownSq at <https://app.townsgq.io/login>.

b. Violations: There were 179 new and/or uncured violations at the end of May; the majority of them were for landscaping, rubbish and debris, unsightly, and vehicles.

c. Recent Completed Projects:

Pool area, playground, pool building and parking lot: Installed two new picnic tables, repaired water leaks, ordered/received new pool permits (main and kiddie pool) 2025-2026; replaced the ceiling fan; coordinated inspection of the playscape and confirmed that more surface matter is needed (receiving bids); replaced the ceiling fan and some light bulbs; repaired the water fountain, the broken toilet tissue holder in the women's restroom, the urinal in the men's restroom, and unclogged the women's toilet; purchased and installed a new display board; replaced wire cover on the parking lot light pole and inspected the fence for missing screws (still pending). Worked with the Social Committee on the Memorial Day Pool Party.

Assisted multiple owners in obtaining their pool access device and worked with the HOA law firm team to address several collection matters.

d. Ongoing and routine responsibilities:

Completed Monthly Financial Reviews and posted on Town Square; worked with multiple homeowners on curing violations; worked with multiple homeowners on bringing their HOA accounts current;

assisted the ACC in their review of architectural review applications; assisted Goodwin's Customer Care team with homeowner questions/concerns; reviewed and processed HOA invoices; and assisted homeowners with pool key requests.

5. **Discuss Old Business/Committees:** There was no old business.

6. **Discuss New Business:**

- a. The Property Manager was asked to follow up on the Board's request for samples of the Covenants, Conditions and Restrictions (CC&Rs) for other HOAs. The samples will be helpful when the Board begins reviewing our HOA CC&Rs for upgrading. The Property Manager will discuss this with the HOA Attorney.
 - b. The Board discussed the proposal from Redline Monitoring for security monitoring and requested that the Property Manager obtain additional options and costs for security deterrence, such as motion-activated voice announcement, alarm on gate if propped open, etc.
 - c. Motion by Director Clonan to approve the landscaping project for Calen and Taylor. Second by Director Dunbar-Crespo and it passed unanimously.
 - d. Motion by Director Clonan to approve Doug's enlargement of his slab from 10x10 sf to 18x31sf. Second by Director King and it passed unanimously.
 - e. Motion by Director Clonan to move all open ACC applications to Goodwin for management effective immediately. The HOA will absorb the \$60 application fee through Dec 31, 2025. Starting Jan 1, 2026, the homeowner will pay \$35 and the HOA \$25 of the application fee. Second by Director king and it passed unanimously. The Property Manager will prepare the necessary paperwork.
7. **Adjournment:** President Urban made a motion to adjourn the meeting and Director Clonan seconded it. The motion passed unanimously and the meeting adjourned at 7:23 P.M.

Submitted by: Secretary Urcha Dunbar-Crespo