

**Windermere Homeowners Association**  
Minutes of the Meeting of the Board of Directors  
October 18, 2021  
Approved November 15, 2021

**1. Quorum/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 on participants are in the Property Manager's file.

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

- 2. Guest Speaker from ADT** - Jordan Blake provided information on their new proposal which includes an upgrade with two (2) additional cameras and an increase in cost of \$2,706. Details are in the Property Manager's file. This item was moved to Executive Session for discussion.

**3. Open Session for Homeowners Concerns/Comments**

Several homeowners joined the video meeting. Participant information and comments are available in the Property Manager's file. Discussed items included:

- a. Appeal of a Violation Notice and request for additional time to remove a dead tree and trim dead tree branches. Item moved to Executive Session.
- b. Request to post minutes of HOA monthly meetings on the HOA website. Approved minutes will be posted.
- c. Security camera monitoring. Item moved to Executive Session

**4. Approve Previous Month Minutes**

The Sep 20, 2021 Board Meeting Minutes were reviewed. A motion was made by Director Messex to approve the minutes; it was seconded by Secretary Dunbar-Crespo and passed unanimously.

**5. Property Manager Report**

Property Manager Melissa McWilliams provided the Property Manager's report. Details on financials and violations are maintained in the Property Manager's file.

**6. Old Business/Committees**

- a. Security: Moved to Executive Session. See comments below.
- b. Playground shade structure: The framework arrived. A navy-blue shade structure was previously approved by the Board but it is not in stock; however, a royal blue one is in stock. The Board approved the color change.
- c. Pending Insurance claims - pool house roof, office roof and freeze damage: The Property Manager is waiting on the final contract. Once it's received and approved by the Board, the work can get started.
- d. Reserve Study: The Contractor has the engagement letter and all documents and is working on the study.
- e. Status of ACC Committee new members & training: Two new members, Margarita Shine and Erika Torres, were approved for appointment to the ACC by the Board unanimously.
- f. 2022 Budget – Completed.

- g. Tree removal at the park: Completed. The Board will replace two (2) or three (3) trees in 2022 after the playground shade structure and cameras are installed.
- h. Picnic table at the park: The table is here and needs to be affixed to the concrete. The Property Manager will coordinate the work.
- i. Compliance Driver offer: The Property Manager is waiting on confirmation of the Board Members who want to ride out with the Compliance Driver on Oct 21<sup>st</sup>. The date can be changed.

**7. Discuss New Business**

- a. December Board Meeting: The regular meeting in December is during Christmas week. The Board voted to meet a week early on Dec 13<sup>th</sup>. The Property Manager will notify homeowners.

**8. Executive Session - The Board moved in Executive Session at 8:05 P.M. and reconvened at 8:37 P.M. After reconvening, the following actions were taken:**

- a. Garage Conversion: A homeowner on Edgemere converted half of their two-car garage into a living space without ACC approval. This included removing the garage door, installing a door and adding siding. The owner has been notified that this is a violation. A letter will be sent to the owner to make the garage conform to look like a house with a two-car garage and to submit an application to the ACC for approval.
- b. Security Cameras: A motion was made by Director King and seconded by Director Messex to spend an additional \$2,706 to upgrade the security system originally proposed by ADT. The motion passed on majority vote (4 Yes, 2 No) Yes - Directors Urban, Messex, King and Dunbar-Crespo; No – Directors Miller and Castro. Additional details on the proposal are included in the Property Manager’s file.
- c. Dead trees: A homeowner requested additional time to remove a dead tree and trim dead tree branches on several trees. The Board agreed via consensus that, because of public safety, the homeowner must take care of any portions of any trees that pose a hazard or safety issue or otherwise impede the sidewalk or street now. The homeowner will be granted an extension to complete the remaining tree issues by Jan 31, 2022.

**9. Adjournment**

Director Messex made a motion to adjourn at 8:42 P.M. Director Castro seconded and the motion passed unanimously.

Submitted by: Secretary Urcha Dunbar-Crespo