

Windermere Homeowners Association (HOA)

Minutes of the Board of Directors

November 18, 2024

Approved December 16, 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 6:06 P.M. Present were Directors Joe Clonan, Wilbert King and Urcha Dunbar-Crespo. Property Manager Melissa McWilliams was also in attendance. Director Jill Castro 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 Peter provided positive feedback on the repair of the playground lights and asked when lights will be on. The Property Manager advised that lights should be on in the park; she will check to see if the timer needs to be adjusted. He also provided positive feedback on finishing the 2025 budget and asked what lessons were learned from this year and what major expenses were planned. Lessons learned cannot be answered because every day there is something new. The major expenses planned for 2025 include replacing picnic tables in the park, possibly resurfacing the kiddie pool, replacing the trees in the park, and increasing the Social Committee budget for more community events.

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

Director Clonan made a motion to approve the Oct 21, 2024 minutes. Director King seconded, and the motion 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 October 2024 financials were summarized. Reports and the budget are available in TownSq at <https://app.townsgq.io/login>.
- b. Violations: Violations were down last month. There were 79 open violations for October, which were new and/or uncured; the majority of them were for landscaping, rubbish and debris, unsightly, and vehicles.
- c. Recent Completed and Pending Projects:
Completed and received Board approval for the 2025 Budget; oversaw pool equipment repairs; coordinated the repair of the lights in the park, this was more extensive because trenching was required to replace underground conduit: the lights are on; reviewed the tree replacement estimate; and coordinated installation of holiday decorations.
- d. Ongoing and routine responsibilities:
Completed Monthly Financial Review and posted on Town Square; working with multiple homeowners on curing violations; working with multiple homeowners to bring their HOA accounts current; assisting the Architectural Review Committee (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. Members of the Social Committee will review homes signed up for the holiday decorations contest.

6. Discuss New Business

- a. New quote for Tree replacements in the Park. Additional concerns will be discussed with the contractor, including clarification on the best time to plant the trees (now versus after the freeze season), tree placement to ensure that the cameras won't be blocked as the trees mature and that limbs won't push against the fence or have an impact on the shade structures.
- b. Appoint Director Wilbert King, who has been on the Board for over three years, treasurer for the Board. The Board unanimously approved the appointment of Director King officially as treasurer.
- c. The HOA attorney is preparing official notification to a homeowner to get a fence repair done (related to the dog). If the homeowner doesn't repair the fence within a certain time period, the HOA can repair it and charge the homeowner.

7. Executive Session – The Board moved into Executive Session at 6:27 P.M. Director Clonan made a motion to come out of Executive Session, it was seconded by Director King, passed unanimously and Executive Session adjourned at 6:50 P.M. After reconvening, the following action was taken by the Board:

- a. Director King made a motion to approve the contract to install trees for \$17,494 based on the Oct 22, 2024 estimate, it was seconded by Director Clonan and passed unanimously. Installation to be determined by the Contractor and is subject to clarification on the issues addressed above.

8. Adjournment

Director Dunbar-Crespo made a motion to adjourn the meeting, President Urban seconded it. The motion passed unanimously, and the meeting adjourned at 6:52 P.M.

Submitted by: Secretary Urcha Dunbar-Crespo