

Windermere Homeowners Association

Minutes of the Special Called Work Session of the Board of Directors

May 31, 2023

Approved June 19, 2023

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.

Property Manager Melissa McWilliams opened the Work Session at 6:00 P.M. Present were Acting President Paul Urban, Directors Urcha Dunbar-Crespo, Dennis Messex, Jill Castro, Wilbert King, Joe Clonan, and Harrison Bell.

2. **Special Presentation from Sunscape Landscaping.** Sunscape provided a briefing on proposed landscape enhancements. They will walk through the proposals with the Board. The Property Manager will work with Sunscape to get this scheduled.
3. **Architectural Control Committee (ACC) Questions for the Board.** Homeowner Peter, chair of the ACC, requested clarification on the HOA rules on the below items.
 - a. Sheds: A homeowner requested approval for a second shed. Peter requested clarification on the rules regarding two sheds and shed height. Per the Covenants, Conditions, and Restrictions (CC&Rs) two sheds are allowed; however, there are square footage limitations (ref the Resolutions adopted October 2011) and other requirements in the CC&Rs. In reference to height limits, the CC&Rs will be reviewed to determine if there is a maximum height limit. The ACC will continue to base approvals on the CC&Rs and will seek clarification from the Board when they are not clear. Acting President Urban stated that the Board plans to revisit and revise the CC&Rs, some of which are outdated. It was noted that changes require approval by 66 2/3% of the homeowners. The Property Manager suggested that a forum be set up in TownSq so that all homeowners can share their thoughts and ideas so that the Board can identify the areas to work on.
 - b. Fencing: More specifically, the requirements for vertical versus horizontal fencing and for fence height. The CC&Rs do not specify the direction of the fencing; however, they do state that fencing must be a minimum of 6 feet. In the interim, the ACC is approving requests for horizontal or vertical and has approved some requests for fences that are 8 feet high. This is another item that is being reviewed by the Board.
 - c. Fence repairs. There are numerous fences that need repair and present a safety issue. The Property Manager advised that Compliance Drivers look for those types of problems, violations are issued, and the Property Manager works with homeowners to resolve them.
4. **Approve the 2023 Annual Meeting Minutes** (approved minutes are on www.windermerehoatx.org)
The April 17, 2023 and May 8, 2023 Annual Meeting minutes were reviewed. Acting President Urban made a motion to approve the minutes; Director Messex seconded, and it passed unanimously.
5. **Workshop General Business** - The Board moved into General Business at 7:49 P.M. and discussed the following.
 - a. Board Officers and Duties: The Property Manager reviewed the Officer positions and their roles. The following elections were made by the Board:
President: Director Paul Urban

Vice Presidents: Director Dennis Messex and Director Joe Clonan (will also work with the ACC)

Treasurer: Director Wilbert King

Secretary: Director Urcha Dunbar-Crespo

- b. Quotes for the playscapes to raise or change the mulching. This was not budgeted for 2023; however, there is money in the current budget for other items that can be used for this and the pool. The President asked what money is available that can be used now. The Property Manager provided the information. Some of those funds can be used for landscaping.
- c. Windermere Signs and landscaping: The Property Manager is getting estimates for upgrading and painting the Windermere sign and getting all of the stone signs power washed. Once that is done, work will be done on low key landscape enhancements. Sunscape will walk through the proposed enhancements with the Board. The Property Manager will coordinate the walk-through. No competitive quotes will be solicited until the Board decides what enhancements will be made.
- d. Homeowner Silvia requested a waiver of previously paid violation fines and a refund. Director Messex made a motion to not refund the fines. Director Castro seconded it and the motion passed on Majority Vote of 4 Yes and 2 No. Yes votes: Directors Castro, Messex, King and Dunbar-Crespo. No votes: Directors Bell and Clonan.
- e. Homeowner Bonnie appealed the ACC denial of her request for a second shed. Director Bell made a motion to approve the appeal for a second shed. Director Clonan seconded and there was a tie vote: Directors Messex, Clonan and Bell voted YES and Directors Castro, King and Dunbar-Crespo voted NO. President Urban cast the tie breaking vote of YES and the motion passed.
- f. Homeowner Raja requested that violation fines be waived. President Urban made a motion to not waive fines. Director Messex seconded it and the motion passed unanimously.
- g. Homeowner Claudia requested that violation fines and late fees be waived. Director King made a motion to not waive the violation fines or late fees. Director Castro seconded it and the motion passed unanimously.
- h. Homeowner Alton negotiated a settlement offer with the HOA attorney for past due assessments and fees. The HOA attorney suggested accepting the settlement offer. Director Messex made a motion to accept the settlement offer proposed by the attorney. It was seconded by Director King and passed unanimously.
- i. Homeowner Regina requested a waiver of violation fines and late fees and requested a payment plan for the remaining costs. The HOA attorney suggested accepting the homeowner's request. Director Bell made a motion to accept the attorney's suggestion to waive the violation fines and late fees and to approve the payment plan. Director Clonan seconded it and the motion passed unanimously.
- j. The Board discussed and agreed to starting monthly HOA meetings at 6:00 P.M. starting in June.

6. Adjournment

The meeting was adjourned at 9:07 P.M.

Submitted by: Secretary Urcha Dunbar-Crespo