Windermere Homeowners Association

Minutes of the Meeting of the Board of Directors

February 21, 2022

Approval Pending

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 are in the Property Manager’s file.

President Earl Wellborn called the meeting to order at 7:00 P.M. Also present were Directors Urcha Dunbar-Crespo, Scott Miller, Dennis Messex, and Jill Castro. Goodwin Property Manager Melissa McWilliams was in attendance. Director Wilbert King joined the meeting at 7:09 P.M. and Director Paul Urban was not in attendance.

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

Several homeowners joined the video meeting. Participant information and comments are available in the Property Manager’s file.

A question was raised about what tools are available to the HOA to address issues such as vehicles with expired registrations or that need repair, broken fences, and low hanging tree limbs. The Property Manager advised that the HOA has three (3) compliance drivers and explained the compliance process. The drivers are citing what they see, and steps are taken to get homeowners to correct violations. The homeowner was also advised to contact the Pflugerville Police Department, non-emergency, regarding vehicles on the street with expired registrations.

Status was requested on hiring Compliance Drivers to drive nights and weekends. The homeowner was reminded that the drivers are employees of Goodwin and they do not drive nights and weekends for any community. He was also reminded that the Board solicited bids for a Security company that could also drive nights and weekends; the cost was astronomical and would have to be passed on to the homeowners.

A homeowner asked about a waiver request. This it is on the agenda for Executive Session.

1. **Approve November Board Meeting Minutes**

The December 13, 2021, Board Meeting Minutes were reviewed. Director Messex made a motion to approve the minutes; Director Scott Miller seconded, and it passed unanimously.

1. **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.

A third Compliance Driver was added and there has been a marked improvement in identifying violations.

A summary of the types of violations was provided. The Board requested that the Property Manager ensure that Compliance Drivers pay attention to safety issues related to landscaping, (e.g., dead trees and/or tree branches, low hanging branches over sidewalks) and to cars that are parked across sidewalks or blocking sidewalks.

Homeowners were reminded to send photos of violations to the Property Manager, especially those that occur after business hours (e.g., parking over or blocking sidewalks).

1. **Discuss Old Business/Committees**

Security: Camera installation is completed, and accessibility is 24/7.

Pending Insurance claims: All is completed and paid out.

2020 and 2021 audits: Both are assigned and pending. Information is being provided to the auditor as requested.

Pool resurfacing and pool light replacement project status: The Property Manager submitted two bids. A third bid was received but it was for resurfacing the deck; the company does not resurface pools. The Property Manager has made a concerted effort to obtain additional bids. In light of the difficulty finding companies to submit bids, the Board decided to move forward with the two existing bids; any further delay will jeopardize completing the work in time to open the pool. One of the bids is from Equipt, the company that has the contract for pool maintenance. In order to avoid issues related to multiple vendors providing pool maintenance, a recommendation was made to consider Equipt a sole source. A motion was made by Director Miller to approve the Equipt bid for a single monitor, pool resurfacing and pool light replacement contract. It was seconded by Director Messex and passed unanimously.

1. **Discuss New Business**

Enforcement Action: Homeowners were notified that the Board needed to take some enforcement action on a particular property. In the Executive Session, some items may include discussion and decisions as to what those enforcement actions will be. A vote will be taken in Executive Session.

1. **Executive Session -** The Board moved into Executive Session at 7:49 P.M. and reconvened at 8:23 P.M. After reconvening, the following summary was provided:

Enforcement Action: Action was approved in Executive session to institute formal legal proceedings as to an ongoing enforcement action in which the owner has not responded to multiple efforts to resolve the violation, with all associated legal fees and expenses approved.

Signs for the Annual Meeting: The Property Manager will follow the same procedure as last year to get the signs ready for the Annual meeting.

Date and time for the Annual Meeting: The Annual Meeting will be April 18, 2022. The Board meeting will start at 6:30 P.M. and the Annual Meeting at 7:00 P.M. The notice to homeowners will go out no later than March 16, 2022.

1. **Adjournment**

Director Messex made a motion to adjourn at 8:33 P.M. Director Dunbar-Crespo seconded, and the motion passed unanimously.

Submitted by: Secretary Urcha Dunbar-Crespo