

Windermere Homeowners Association (HOA)

Minutes of the Board of Directors Meeting

March 18, 2024

Approved May 20, 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 6:08 P.M. Present were Directors Dennis Messex, Wilbert King, Harrison Bell, and Urcha Dunbar-Crespo. Goodwin's HOA Property Manager Melissa McWilliams was also in attendance. Director Jill Castro was not able to join the meeting for technical reasons and Director Joe Clonan 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 Michael requested a waiver of fines related to his yard. This was deferred to the Executive Session.

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

Minutes from the February 17, 2024 Board Meeting were reviewed. Director King made a motion to approve the Minutes. It was seconded by Director Messex and passed unanimously.

4. Property Manager's Report

There are 1,871 homes in the community. Property Manager Melissa McWilliams provided the Property Manager's report. Details are maintained in the Property Manager's file.

- a. Financials: The January 2024 financials were summarized. Reports and the budget are available in TownSq at <https://app.townsgq.io/login>
- b. Violations: There are 233 open violations. The majority of them are for rubbish and debris, unsightly, fencing, landscaping, holiday decorations and vehicles.
- c. Recent Completed Projects:
Repaired irrigation; completed process to vacate the Windermere office building; installed pool signage as required by the City inspector; had playscape inspected and completed recommended repairs; requested competitive estimate to raise turf under playscapes; received estimate to replace bike rack at the pool; and sent first notice of the 2024 Annual Meeting requesting candidates for two seats on Board.
- d. Pending Projects:
Received proposals to upgrade turf around the playscapes with a sponge type of material – under review; working with vendors to obtain estimates for solar lighting at mailboxes and entry monument; engaged CPA firm in preparation of the HOA 2022 audit – providing documents as requested; additional improvements are needed at the pool including adding a push bar to the gate and pool rules signage; and park rules sign need replacing due to vandalism. The Property Manager requested and expects to receive estimates for security monitoring of the cameras at the park.
- e. Ongoing and routine responsibilities:
Completing and posting Monthly Financial Reviews on Town Square; Working with multiple homeowners on curing violations and on bringing their HOA accounts current; assisting the 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. Plans are to open the pool on the Saturday of Memorial Day weekend.
- b. The Board will begin reviewing and updating the Covenants, Conditions and Restrictions (CC&Rs) after the April Annual Homeowners meeting.

6. Discuss New Business

- a. New business will be addressed in the Executive Session.
- b. Homeowner Peter expressed concern about cars obstructing the sidewalk; he was advised that the Pflugerville Police Department enforces this. It was his understanding that is addressed in the CC&Rs. Director Dunbar-Crespo confirmed that it is addressed in para 3.14 of the Covenants, Conditions and Restrictions (CC&Rs) and read excerpts regarding sidewalks and vehicle parking. In order to issue violations, the Property Manager needs photos including relevant information (e.g. date, address...). Director Dunbar-Crespo will send the language from the CC&Rs to President Urban, and he will post it on the HOA website.

7. Executive Session – The Board moved into Executive Session at 6:31 P.M.; however, prior to beginning, homeowner Peter raised a concern about people obstructing the sidewalk (see item 6.b. above). The Executive Session resumed at 6:38 P.M. and adjourned Executive Session at 7:34 P.M. After reconvening, the below items were addressed.

- a. Director King made a motion to waive all fines and fees for Homeowner Michael. It was seconded by Director Messex and passed unanimously.
- b. Motion by Director Messex to approve putting wood chips in the park. It was seconded by Director King and passed unanimously.
- c. Motion by Director King to approve the contract for pool monitors. It was seconded by Director Messex. The motion passed by majority vote. Director Harrison did not vote.
- d. Keys to the Gower Office will be turned in to the City.
- e. Storage location: There are three (3) keys that will be held by the Property Manager, President Urban and Director King.

8. Adjournment

Director Messex made a motion to adjourn, Director King seconded, and the motion passed. The meeting was adjourned at 7:54 P.M.

Submitted by: Secretary Urcha Dunbar-Crespo