

Windermere Homeowners Association

Minutes of the Meeting of the Board of Directors

March 21, 2022

Approved April 18, 2022

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.

Vice President Paul Urban called the meeting to order at 7:04 P.M. Also present were Directors Urcha Dunbar-Crespo, Scott Miller, Dennis Messex, and Jill Castro. Goodwin Property Manager Melissa McWilliams was in attendance. President Earl Wellborn and Director Wilbert King were not in attendance due to technical issues.

2. Open Session for Homeowners Concerns/Comments

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

- a. A question was raised regarding a property owner on Black Locust drive who is putting up a fence that is higher than six (6) feet tall. The homeowner wanted to know if this was allowed. The Property Manager stated that she is aware of this situation and has been in contact with the property owner to discuss what can be done to correct it. The homeowner was advised that Six (6) feet is the limit for fencing. The Board noted that other homeowners had asked about the fence. In addition, the Property Owner did request and receive approval through the proper channels for the eight (8) feet fence. It was mistakenly approved.

3. Approve March Board Meeting Minutes

The February 21, 2022, Board Meeting Minutes were reviewed. Director Messex made a motion to approve the minutes; Director Miller seconded, and it passed unanimously.

4. 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. The February violations report was provided; however, it only included newly cited violations for the month of February to get an idea of how well the new compliance drivers are performing.
- b. The Property Manager was asked to compare the violations for this month to the same report for last year and report back to the Board.

5. Discuss Old Business/Committees

- a. 2020 and 2021 audits: Audits are on-going. The Auditor was not able to directly access financial reports on Goodwin’s system; so, the Property Manager will send the reports this week.
- b. Pool resurfacing and pool light replacement project: Work was scheduled to begin on Mar 21st; however, due to the weather, it was rescheduled for March 23rd because they need dry conditions to do the work. It will take seven (7) to ten (10) days to complete work, and weather permitting, everything should be completed in time for the pool opening.

6. Discuss New Business

- a. Pool Opening: Lifeguards and pool help are currently difficult to find but this should not be a problem because the HOA has a contract for services.

- b. Trees: Tree replacements are included in the budget; however, further discussions are needed on the trees and landscaping including ground covering.
- c. Audit: The Treasurer reached out to the Auditor to make sure they were on track to issue the reports before the annual meeting. The auditor was not able to get connected to Goodwin's financial reporting system; so, Goodwin is pulling the needed reports and will get them to the Auditor this week.

7. **Executive Session** - The Board moved into Executive Session at 7:22 P.M. and reconvened at 7:44 P.M. After reconvening, the following summary was provided:

- a. Waiver Request: Director Miller made a motion to approve the Settlement offer on Stoneham Circle to waive fees provided that the property owner pays the \$3,516 in past due assessments by Apr 1, 2022. This is a one-time courtesy and is conditioned on the property owner making timely payments in the future. Failure to do so would result in the reapplication of the waived fees to the account. The motion was seconded by Director Messex and passed unanimously.
- b. Signs for the Annual Meeting: Signs will be put up two (2) weeks prior to the meeting.

8. **Adjournment**

Director Messex made a motion to adjourn at 7:51 P.M. Director Dunbar-Crespo seconded, and the motion passed unanimously.

Submitted by: Secretary Urcha Dunbar-Crespo