

Windermere Homeowners Association (HOA)

Minutes of the Board of Directors

August 18, 2025

Approved September 15, 2025

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 6:02 P.M. Present were Directors Joe Clonan and Elena Young. Property Manager Melissa McWilliams was also in attendance. Director Urcha Dunbar-Crespo joined the meeting at 6:03 P.M. and Director Wilbert King 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.

- a. Homeowner Peter inquired about: 1. the watering schedule for the pool area; 2. the missing bolt on the lamp post. The Property Manager will check the status of the maintenance ticket; 3. how often minutes are posted on the website, it currently shows Feb minutes. Up to date minutes were posted, President Urban will look into why they are no longer on the website; 4. the yard with the dog and the broken fence posts; 5. the decision to charge homeowners for ARC applications. President Urban explained that due to the lack of volunteers, there were delays in getting ARC approvals. In order to meet homeowner needs, the Board obtained services from Goodwin.
- b. A homeowner inquired about opening a daycare in their home. This item was previously discussed and the Property Manager sent a reply to the homeowner. Additional information was provided by the homeowner for consideration.
- c. A homeowner submitted a request to the ARC to have their roof replaced and a decision is still pending. This project was submitted prior to the transition of services to Goodwin. The Property Manager will work with the Homeowner.

3. Approve July 21, 2025 Board Minutes (approved minutes are on www.windermerehoatx.org)

Director Clonan made a motion to approve the minutes; President Urban seconded the motion. All voted in favor. The motion passed.

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 financials for July 2025 were summarized. Reports and the budget are available in TownSq at <https://app.townsgq.io/login>.
- b. Violations: There were 170 new and/or uncured violations at the end of July; the majority of them were for landscaping, unsightly, rubbish and debris, and vehicles. Recent legislation that goes into effect on Sep 1, 2025 will impact what can be cited.
- c. Recent Completed Projects:
 - i. Assisted multiple owners in obtaining their pool access devices
 - ii. Worked with the HOA law firm team to address several collection matters
 - iii. Reviewed and approved new security camera vendor for park/pool/parking lot monitoring
 - iv. Had several irrigation heads repaired or redirected
 - v. Pool currently open Saturdays/Sundays only through Labor Day, when it closes for season

- vi. Working with landscape vendor for further improvements to the monument sign at Grand Avenue and Picadilly
- d. Ongoing and routine responsibilities:
 - i. Monthly Financial Reviews completed; posted on Town Square
 - ii. Work with multiple homeowners on curing violations
 - iii. Work with multiple homeowners on bringing their HOA accounts current
 - iv. Assist the ARC in their review of architectural review applications
 - v. Assist Goodwin's Customer Care team with homeowner questions/concerns
 - vi. Review and process HOA invoices
 - vii. Assist homeowners with pool key requests
- 5. **Discuss Old Business/Committees:** Addressed in the Property Manager's report.
- 6. **Discuss New Business:** Went into the closed business / Executive Session at 6:43 PM and came out at 7:38 PM. The following item was discussed.
 - a. The Property Manager will work with homeowners to resolve issues raised during the Open Session for Homeowners.
- 7. **Adjournment:** Director Dunbar-Crespo made a motion to adjourn the meeting. Director Clonan seconded the motion. All voted in favor. The motion carried and the meeting adjourned at 7:39 P.M.

Submitted by: Secretary Urcha Dunbar-Crespo