

# Windermere Homeowners Association

Minutes of the Meeting of the Board of Directors

September 20, 2021

Approved October 18, 2021

## 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 on participants are in the Property Manager's file.

President Earl Wellborn called the meeting to order at 7:04 P.M. Also present were Directors Paul Urban, Urcha Dunbar-Crespo, Scott Miller, Dennis Messex, Jill Castro and Wilbert King. Goodwin Property Manager Melissa McWilliams was in attendance.

## 2. Open Session for Homeowners Concerns/Comments

Several homeowners joined the video meeting. Participant information and comments are available in the Property Manager's file. Discussed items included:

- a. ACC approval to extend a concrete patio. The homeowner was referred to the HOA website for the ACC approval document (Windermerehoatx.org).
- b. Weekend compliance drivers: The Board has looked into hiring weekend drivers. It is cost prohibitive. Current drivers are a part of the HOA contract with Goodwin and are not available to drive on weekends. A solution has not been found yet for weekend compliance drivers.
- c. Yard maintenance. Violation notices are sent to homes not in compliance and they are being addressed. Self-help and forced mows are being used in certain cases and the cost added to homeowners' accounts.

## 3. Approve Previous Month Minutes

The Aug 16, 2021 Board Meeting Minutes were reviewed and approved 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.

## 5. Old Business/Committees

- a. Security: Electrical installation completed for the cameras. The Property Manager received another proposal on cameras.
- b. Extermination at Pool: Traps were set and checked; extermination work is complete. Door sweeps were not satisfactory and will be changed out.
- c. Playground shade structure: Will arrive mid-October due to shipping delays.
- d. Pending Insurance claims: Freeze damage claim paid and closed. The two hailstorm claims for the Pool house roof and office roof have been submitted and are open. The property manager is getting bids to ensure that the claim includes everything. Repairs may be scheduled for the end of October because the roofing contractors are backlogged.
- e. Reserve Study: In process, all documents have been provided to the Contractor.
- f. Status of ACC Committee new members & training: The Property Manager met with the new ACC members and walked through the process of Town Sq. There is something internally that needs to be done to fully open up the process to homeowners. The Property Manager is working with their Town Sq. team to resolve this and will send an email to the homeowners. Information will also be sent to Director Urban to post on the Windermere Website.
- g. Tree removal at the park: The third bid was received for \$8,500; it includes stump grinding and hauling away.
- h. Compliance Drives: The head of the Compliance Division for Goodwin offered to meet with the Board members who would like to ride out with the Compliance drivers.

- i. Picnic table at the park: The Property Manager is waiting for the picnic table. Director King advised that a blue table has been delivered and assembled; but it needs to be anchored down. The Property Manager will check on this.
- j. 2022 Draft Budget: The Property Manager presented the budget and provided an overview of some of the key items and capital expenses (e.g., the pool, landscaping, tree maintenance). Including the increase for property insurance. One homeowner didn't understand the need for pool monitors and took exception to the budgeted amount. President Wellborn and Director Urban explained why monitors were needed for safety and security reasons. President Wellborn also advised homeowners that the dues were being increased to meet the budget, from \$177.00 to \$195.00 (10%).

A motion was made by Director Messex to approve the 2022 budget, it was seconded by Director Castro and passed unanimously.

**6. Discuss New Business** – No new business.

7. **Executive Session** - The Board moved in Executive Session at 7:45 P.M. and reconvened at 8:01 P.M. After reconvening, the following actions were discussed:
- a. Group Home Status: The Property Manager confirmed that the tenant on Bishops Gate is in the process of vacating and is scheduled to be out by the end of September; she's aware of the community rules.
  - b. Self Help (2 Properties): Self-help initiated on Disraeli Circle property. The Property Manager will contact the homeowner on Ivy Bridge regarding self-help to maintain the property.
  - c. Architectural Control Committee (ACC): The Board reached a consensus that the President can temporarily appoint the ACC members and obtain formal Board approval later.

Director Urban made a motion to ratify appointment of Peter Veres as the Chair of the ACC. It was seconded by Director Messex and passed unanimously.

- d. Tree removal at the park: Director King made a motion to accept the \$8,500 bid for tree removal services. It was seconded by Director Urban and passed unanimously.

**8. Adjournment**

Director Urban made a motion to adjourn at 8:11 P.M. Director Messex seconded and the motion passed unanimously.

Submitted by: Secretary Urcha Dunbar-Crespo