

Windermere Homeowners Association

Minutes of the Meeting of the Board of Directors

August 16, 2021

Approved September 20, 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 7:02 P.M. Also present were Directors Urcha Dunbar-Crespo, Scott Miller, and Jill Castro. Director Wilbert King joined the meeting at 7:06 P.M. and Directors Paul Urban and Dennis Messex were not in attendance. 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. Future tree removal by the developer of the Garden Villas. No information is available at this time.
- b. Status of the policy for forced mows and when homeowners would be notified. The Property Manager provided clarification on the use of forced mows and on how violations are handled.

3. Approve Previous Month Minutes

The Jul 19, 2021 Board Meeting Minutes were reviewed and approved. One administrative correction will be made to add specifics regarding a homeowners ACC request.

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. Fifteen trees were damaged during the freeze and need to be removed.
- b. One bid has been received for tree removal and two more are expected. Once the trees are removed, cameras can be installed. Replacing trees will be discussed during the 2022 budget discussions.

5. Old Business/Committees

- a. Security: The Property Manager provided information on the cameras and video recording. Director Miller made a motion to move forward with a contract for the security camera package. It was seconded by Director Castro and passed unanimously.
- b. Extermination at Pool: The Property Manager briefed the Board on four bids that were received. Director Dunbar-Crespo made a motion to accept the bid from Pflugerville Pest Control to install four door sweeps, set up traps, return 2 weeks later to clean the traps and provide photographic documentation of the level of rodent activity. No monthly service contract now. Director King seconded and it passed unanimously.
- c. Playground shade structure: Will arrive mid-October due to shipping delays.
- d. Playground picnic table: The table arrived on 8/16 and the delivery driver left the table on the pallet unwrapped on the curb. The Property Manager will contact the supplier to see if the table is fully assembled and to ask about installation. In the interim, Directors Wellborn, Miller and King will see if the table can be moved inside the gate for security. They will take a photo and send it to the Property Manager.
- e. Pool house hailstorm roof damage: The insurance claim has been filed; the Property Manager is waiting to hear from the adjuster.
- f. Insurance claim for kiddie pool pump and water fountain repairs: The Property Manager advised that \$2,800.79 was spent for repairs. The Board discussed insurance reimbursement. Director King made a motion to file a claim for kiddie pool pump and water fountain repairs. Director Miller seconded and it passed unanimously.

- g. Reserve Study quotes: The Property Manager briefed the Board on the four proposals that were received. Director Miller made a motion to proceed with the reserve study from Facilities Advisors, Intl, (FAI) LLC. Director Dunbar-Crespo seconded and it passed unanimously.
- h. Security: The Property Manager advised the Board that two bids were received from Cascadia Security and Statewide Patrol. The bids were not for the same scope of services, so the Property Manager will solicit additional bids.
- i. Status of Architectural Control Committee (ACC) new members and training. The 2021 Legislative change prohibits Board members from serving on the ACC. Director Messex is the Chair of the ACC and must be removed by Aug 31, 2021 to comply with the new legislation.
 - 1. Director Miller made a motion to remove the chair, Director Messex, from the ACC Board by 11:59 P.M. Aug 31, 2021 to comply with the new statute. Director Dunbar-Crespo seconded and it passed unanimously.
 - 2. President Wellborn recommended a Resolution to create an ACC Liaison and to appoint Director Messex as the Liaison. He will not have a vote but will assist with recruiting and training ACC members and will provide communications between the Board and the ACC. Director Dunbar-Crespo made a motion for the Resolution to create an ACC Liaison and to appoint Director Messex as the first ACC Liaison. Director King seconded and it passed unanimously.
- j. 2022 Budget: A Board work session for the budget will be scheduled for Sep 9th at 6:30 P.M.

6. Discuss New Business

- a. Question as to roof office building claim – damage confirmed: A roofing company looked at the roof and confirmed that there were damages. The Board requested pictures or documented confirmation of the roof damage. The Property Manager will send pictures to the Board and a decision will be made regarding filing a claim. The Building Lease requires the HOA to maintain property and casualty and general liability insurance.
- b. Resolutions: President Wellborn presented two Resolutions for the Board’s consideration:
 - 1. Neighborhood Watch Liaison: Resolution to establish the position of Neighborhood Watch Liaison whose powers and responsibilities are to attend Neighborhood Watch meetings, as needed, report to the WHOA Board on such meetings and to convey information from the WHOA Board to the Neighborhood watch and vice versa. Director Castro has already been appointed as the Liaison. Director Dunbar-Crespo made the motion to approve the Resolution. Director King seconded and it passed unanimously.
 - 2. Community Relations Committee: Resolution to establish a Community Relations Committee which consist of one member (the Chair) and whose powers and responsibilities are, *as needed*, to attend, Pflugerville City Council and Commission Meetings and the meeting of area Non-Governmental Organizations (NGOs) that may be of interest to the Windermere HOA Board and to convey such information to the Board. Appoint Director Dunbar-Crespo as the first Liaison. Director King made the motion to approve the Resolution. Director Castro seconded and it passed unanimously.

- 7. Executive Session - The Board moved in Executive Session at 8:21 P.M. and reconvened at 8:39 P.M.; after reconvening, the following actions were discussed:
 - a. Group Home Status– The Property Manager confirmed that the home was not licensed. The tenant will be moving out in September. Fines have been assessed and the Property Manager will continue trying to reach the homeowner. A second potential group home on Lochaline will be checked for licensing.
 - b. Self Help (2 properties) – The Property Manager will contact the homeowner on Ivy Bridge regarding self-help. No information was available for the second property, possibly on Disraeli Circle.
 - c. Daycare: A homeowner asked if an in-home daycare was allowable. This is pending legal advice.

8. Adjournment

Director Miller made a motion to adjourn at 8:40 P.M. Director King seconded and the motion passed unanimously.

Submitted by: Secretary Urcha Dunbar-Crespo