



Windsor Lakes Homeowners Association, Inc. Board of Director's Meeting

Held on Tuesday, August 25, 2020 1 PM at 1 Lake Windsor Circle, The Woodlands, TX 77384

and by Zoom Teleconferencing from the Clubhouse.

Minutes of the Meeting

Directors Present at the Clubhouse

Marry Scoggins, President
Teresa Johnson, Vice President
Janet Tooman, Treasurer
Mike Miller, Secretary
Jim Cherry, Director at Large

In Attendance at the Clubhouse

From Sterling: Drew Jones, Community Manager
Ten homeowners were in attendance.

Call to Order

Mary Scoggins, President called the meeting to order at 7 PM.

President's Report by Mary Scoggins:

- Mary reminded everyone that at the August 11, 2020 special meeting, the Board approved the Resolution for the Indemnity Agreement and COVID-19 Rider.
- Mary informed everyone that a copy of the Indemnity Agreement will be mailed to each resident. A COVID-19 rider will be attached to the Indemnity Agreement. Mary asked everyone to pay special attention to the actual Resolution that describes the agreement and why it is necessary. She gave instructions for everyone to sign the waiver and initial the COVID-19 Rider.
- Mary informed everyone that the next item approved by the Board was authorization to file a lawsuit for judicial foreclosure on an individual property.
- Mary informed everyone that the Board also approved a Finance Committee and published the names on the Windsor Lakes HOA website. In addition, the Board approved the Townhouse Roofing Committee, and published the names on the Windsor Lakes HOA website.
- Mary updated everyone about the Pickleball Court. She thanked all the volunteers and those involved in making this a reality. Mary then invited resident Mike Jones to tell everyone about the Pickleball Court. Mike Jones then gave his update.
- Mary then gave an activity update. She informed everyone that in the Ballroom, we are still monitoring the situation with COVID-19 and the Board is not to a point at this time to open the Ballroom for card playing and games, at this point. Hopefully soon. We monitor it continually.

A motion to approve the President's report was made by Jim Cherry and received a united vote of yes.

Vice President's Report by Teresa Johnson

- Clubhouse evaluations for our Clubhouse employees are underway. The plan was to complete by April 15, 2020. Due to COVID-19, this was not accomplished. The new plan is to have this completed by the end of September.
- Conroe Public Works provides a complementary mowing service two (2) times a year. They perform this service around the perimeter areas and drainage areas around Windsor Lakes. The service was performed for a third time, two weeks ago. They did an excellent job. We will be sending them a letter, thanking them for the great service they provided.
- The Secretary, Mike Miller, assists with the clubhouse pool. Mike gave an update on the recent change back to a chlorine liquid feeder system. To help remedy black algae, the pool management service recommended this change as well as performing a bleach bath. Both recommendations were implemented.

On a motion duly made, the Vice President's report was accepted as presented.

Secretary's Report by Mike Miller

- ARC report from John Corey was read covering the period of June 3 – August 21, 2020.

On a motion duly made, the Secretary's report was accepted as presented.

Treasurer's Report by Janet Tooman

- Janet explained that the financial reports presented tonight are based on the June 2020 results; the July 2020 results were not available at this time. The report will be included in the newsletter. Attached is a copy of the financial report summary.
- Topics addressed were YTD Total Assets, Total Liabilities and Equity, Year to Date Income, Current Month Income, and Accounts Receivables in Arrears.
- Janet explained the changes key changes in the YTD results.

On a motion duly made, the Treasurer's report was accepted as presented.

Property Manager's Report was given by Jim Cherry

- Jim gave an update on the door finishing by Sturdy Doors. Feedback has been positive for both the vendor and the residents. Currently we are in Phase 1 of a 3-year process. We hope the doors will last 4 years vs. 3 years, which could result in a 25% cost savings to the HOA.
- The Windsor Lake's lawn service is progressing well.
- Builder installed iron fence repair is currently in Phase 2. A reminder that homeowners have the responsibility to trim the shrubs and plants back at least a foot from the gates.
- Regarding wood fencing, we have perimeter fencing surrounding the outer borders of Windsor Lakes, and we have interior wood fencing which is called party fencing. The CCR's, article 5, section 1 states our HOA shall maintain the parameter fencing. Homeowners have the responsibility maintaining their own interior party fences. Jim encouraged all residents to take care of their wooden fences.
- An Eblast was sent out regarding "pink flamingos". We will be monitoring yards for violations. Residents are encouraged to move the extra ornaments to the back yard.

On a motion duly made, the Property Manager's report was accepted as presented.

Drew Jones with Sterling

- Drew explained the foreclosure process which includes a 180-day redemption period. Residents are offered opportunity by Sterling, to remedy late payments, as well as by the attorneys. He further explained that the only way the Association can collect on assessments that are not eventually paid, is by foreclosure.
- Drew also mentioned that the audit for 2019 is near completion.

Final Update and Questions and Answers

- Before moving into the question and answers, Mary gave a brief update on the townhome roofing project. We will be able to start on the first year of the roofing project in December. The bidding process is underway. The townhome roofing committee will make the decision on whom they want to present to the Board.
- Mary explained that the Association has had several expenses due to our ageing facilities community. We expect these expenses to continue due to the need for repairs as the community property continues to age.
- Submitted questions were answered by Board members. A copy of the questions and answers will be available to residents.

The next meeting date was announced: Tuesday, October 27 at 7 PM by Zoom.

The meeting was adjourned by Board President, Mary Scoggins, at 7:50 PM

Respectfully submitted,



Michael Miller
WLHOA Board Secretary