



**Windsor Lakes Homeowners Association, Inc.**

**Board of Director's Meeting – Windsor Lodge**

**February 25, 2020 7 PM**

## **Minutes of the Meeting**

**\* Meeting was called to order by Board President, Mary Scoggins, at 7:01 PM. A motion was made and passed to accept the agenda for tonight's meeting.**

**\* President called for a motion to accept the minutes of the December 10, 2019 meeting. The motion was given and passed.**

**\*Mary explained that since she was discussing both the President's Report and the Property Manager's report, these would be given together. Topics discussed were:**

**Lifting and grinding of sidewalk concrete by CRC. Projects have been completed except for touch-up we have requested. Residents were asked to alert the Board as they notice sidewalks that need repair.**

**Allied Outdoor Solutions has completed the stamped concrete refinishing at front/back entrances.**

**Red Hawk has repaired camera systems.**

**Bids are in for house painting and bid was awarded to Property Services. Residents will receive a letter 2 weeks prior to the beginning preparation for painting. Residents will be given phone numbers to speak with the company. And, there will be a meeting here in the clubhouse to answer questions.**

**We will be getting bids soon on the builder installed iron fences.**

**We are receiving bids on the refinishing of doors.**

**The change from Rustiscapes to Windsor Lakes Lawn Service was explained by a timeline of events. Board expectations from Rustiscapes was for them to match what was in the contract. They did not do so and the change was made at the end of the contract- January 2020. Final payment was reduced to indicate the lack for service.**

**Pickup of personal limbs is not and has never been in the landscape contract. There is a \$35 dump fee per trailer load.**

All 4 treadmills in the exercise room have been repaired. The elliptical is being replaced. There will be a demo upright bike in the exercise room. Please try it out and give your feedback so that we can use that feedback.

When gate repairs call for the gate to be out of use, the Darlinghurst gate will be left closed rather than open. A sign will be placed on it to notify residents.

David Parker indicated that the First Friday Coffee will begin at 9:15 in the clubhouse.

An explanation was given of the new Resolution to change the late payment date to the 15<sup>th</sup> of the month.

\*A motion was made and by vote passed to accept the reports of the President and Property Manager.

\*Vice President, Jim Cherry, reviewed the following:

Spa Repairs by GHP has our hot tub/spa fully functional.

Outdoor Solutions has recommended that the patterned concrete be refinished every 2 years.

Security camera at gatehouse was apparently hit by lightning and had to be completely repaired. South gate camera has repairs needed due to a county mower.

Jim attended Sterling HOA seminar and reiterated highlights – prepared agenda, 1 hour timeline, submitted questions.

\* A motion was made to accept the Vice President's report and the vote passed.

\*Secretary's report was given by Teresa Johnson.

Staff Job Descriptions and Evaluation Rubrics project is completed and will be available for use by all future HOA Boards and will free our HOA from dependence on a Management Company for evaluation of employee performance.

There was a review of the January and February ARC committee reports.

\*A motion was made to accept the report of the Secretary and vote passed.

\*Treasurers Report was given by Janet Tooman.

Janet explained that the copy of the financial report would be in the next e-blast. 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 arrears process and how many had been submitted to the lawyer.

**\*A motion was made and passed by vote to accept the Treasurer's Report.**

**\* Property Manager's Report was given by Drew Jones.**

**Drew explained the election process for the upcoming vacancy on HOA Board.**

**Election is on Tuesday, April 28 at 7 PM.**

**There is 1 open seat for a 3 year term. March 1 – begin solicitation of candidate forms.  
April 1 – annual meeting noticy and proxy forms.**

**An explanation of Proxy was stated as: if you are not going to attend. Proxy ballot will be accepted until 3PM the day before the election meeting. There will be a ballot for voting at the meeting.**

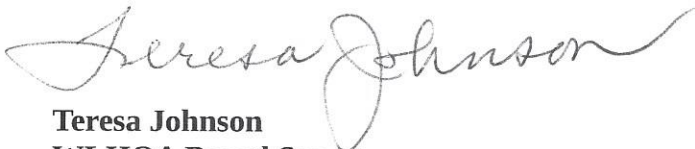
**The night of the meeting there will be an open floor to nominations. Homeowners will vote and voted will be counted by tally. Winner will be announced by Board President, Mary Scoggins.**

**\* Submitted questions were answered by Board members.**

**\* Next meeting date was announced: Tuesday, April 28 at 7PM. This is our annual meeting and election.**

**\* The meeting was adjourned by Board President, Mary Scoggins, at 7:59 PM.**

**Respectfully submitted,**



**Teresa Johnson  
WLHOA Board Secretary.**