

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
WINDSOR LAKES HOMEOWNERS ASSOCIATION  
1 LAKE WINDSOR CIRCLE, CONROE TX. 77384  
IN PERSON & ZOOM MEETING  
FEBRUARY 23, 2021**

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**CALL TO ORDER AND ADOPT AGENDA**

A quorum having been established, President Don Schwartz called the meeting to order at 7:00 p.m. Board members in attendance were, Teresa Johnson (Vice President), Janet Tooman (Treasurer), Mike Miller (Secretary) and Jim Cherry (Director at Large.) 65 homeowners were present and 56 addended via ZOOM. Also in attendance was Drew Jones with Sterling ASI.

**PRESIDENT'S REPORT (Don Swartz)**

The following Board actions were taken since December 15, 2020:

- December 21<sup>st</sup> – Following 2 Windsor Lodge COVID – 19 incidents, a motion was made to follow prescribed rules and close the clubhouse for 5 days and engage Phillips Cleaning Service to apply their Antimicrobial and Disinfectant.
- December 23<sup>rd</sup> – With the 2021 Insurance rates finalized, a motion was made to approve the program presented by the Insurance and Financial Services at Champions, which amounted to about 1 ½ percent above amount budgeted.
- December 28<sup>th</sup> – A motion was approved to replace an aging motor and battery at the south gate.
- December 29<sup>th</sup> – A motion was made and approved to create a drainage path to eliminate a water hazard problem affecting the clubhouse parking lot and a pathway from the clubhouse to London Green. The estimate was from D&C Concreate.
- January 5<sup>th</sup> – The Board of Directors passed a motion to support the Architectural/Neighborhood Standards committee in the denial of a homeowner's appeal to install non-standard roof materials.
- January 14 - Following an inspection and discussion of options, a motion was made and passed to accept to replace the lake fountain by Hurricane Fountains.
- February 1<sup>st</sup> – A motion was made to accept a Proposal from Southland Fences to replace several designated fence posts that have rotted, this motion was approved.
- February 1<sup>st</sup> – The Board approved upgrading and replacing the Windsor Lakes Ballroom sound system with the addition of a video and lighting system. The contract was awarded to CTI Sound – Video and Lighting Company.
- February 10<sup>th</sup> – A motion was made to approve payment for removal of a tree last August 2020 that was part of the City of Conroe Sewer System.

It was announced that on March 1<sup>st</sup> marks the official call for candidates to fill 3 Board positions with the election taking place on April 27<sup>th</sup>. Nominations forms were mailed on January 25<sup>th</sup> and the deadline for submitting your nomination form is on March 26<sup>th</sup>.

There will be 2- and 3-year Board terms expiring, Teresa Johnson and Jim Cherry. As interim President, Don Schwartz will serve until the election at the Annual Meeting.

#### **VICE PRESIDENT'S REPORT (Teresa Johnson)**

- Waste Management – The Board announced that the dumpster behind the clubhouse is for the Clubhouse and WLHOA Lawn Service ONLY.
- Waste Management – Bulk trash pickup is scheduled for the 4<sup>th</sup> Wednesday of each month. Details on recycle and bulk trash will be sent out on an E-Blast and available on Windsor Lakes website.
- Acknowledged Windsor Lakes resident for donations made in honor of Windsor Lakes to Meals for Babies and Children.
- COVID-19 Clubhouse Update – Clubhouse cleaning at the end of December 2020 was good for 90 days.

#### **TREASURER'S REPORT (Janet Tooman)**

- Presented final December 2020 Financials and Receivables.
- Reminder that assessments will increase for 2021.
- Proposed that a Townhouse Insurance Committee be formed.

#### **SECRETARY REPORT (Mike Miller)**

- ARC Committee Update.
- 2021 Freeze Issues – Fewer homes were impacted during the recent freeze due to preventive measures that were taken. Will continue to provide freeze warnings and provide suggestions for preventive tips and measures to be taken and post them on the Windsor Lakes HOA website.

#### **PROPERTY MANAGER'S REPORT (Jim Cherry)**

- **Entry Gates** – Due to the freeze and power outages the south gates failed to open completely. The gates were left open for safety reasons and to provide access, also sand and gravel were applied to both bridges.
- **Drainage Project (London Green)** – On the west side of the clubhouse parking lot it has been collection area after heavy rains which has been an issue for years. In January, this was drained by placing a concrete box sink and drained with a PVC pipe onto the eastern side of the London Green Bridge.
- **Lake Fountain** – Mike Prado with Hurricane Fountains replaced the south fountain pump, the pump was over 6 years old, the north pump was also over 6 years old and will need replacing soon. Fountains are necessary to keep algae grown down.
- **Fence Replacements** – we are in the process of contracting with Southland Fences to replace 51 fence posts, this work will begin in 2-3 weeks.
- **House Painting** – Phase 2 of our 5-year project once the temperature stays above 50 degrees so the paint will adhere properly. The list of homes will be posted on the website ([www.windsorlakeshoa.org](http://www.windsorlakeshoa.org)) , Homeowners will be required to do some preparations such as cutting back vegetation away from the fence area prior to Property Services painting the fence.

- **Townhome Roofing Project** – Currently there are 2 homes left to do for Phase 1, units 107 and 111 E. Kenwick.
- **Clubhouse Door** - A motion was made and approved to accept the proposal from Tuttle Construction to replace the rear clubhouse door.

**ADJOURN**

With no further business to come before the Board, The Board unanimously agreed to adjourn at 8:10 p.m.

*Mical D. Miller*

Secretary *At time of meeting*

*6-29-2021*

Date