

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
WINDSOR LAKES HOMEOWNERS' ASSOCIATION
1 LAKE WINDSOR CIRCLE, CONROE TX. 77384
In Person, ZOOM & YouTube Live MEETING
JUNE 28, 2021**

CALL TO ORDER AND ADOPT AGENDA

A quorum having been established, President Mike Miller called the meeting to order at 7:00 p.m. Board members in attendance were, Michael Dalke (Vice President), Janet Tooman (Treasurer), Patrick Cleary (Secretary) and Jim Cherry (Director at Large). 65 homeowners were either present or attended via ZOOM or YouTube Live. Also in attendance were Drew Jones and Lynda Shelton with Sterling ASI.

APPROVAL OF THE MINUTES

The minutes of February 23, 2021 were presented to the Board of Directors. After reviewing the minutes, a motion was made seconded and approved unanimously as presented.

PRESIDENT'S REPORT (Mike Miller)

- **New Board Members** – Mike Miller introduced the Board and their positions on the Board and are as follows; Mike Miller (President), New Board Member, Michael Dalke (Vice-President), Janet Tooman (Treasurer), New Board Member, Patrick Cleary (Secretary) and Re-elected Board Member Jim Cherry (Property Manager). Also, the Sterling ASI Manager was introduced (Drew Jones).

The following actions were taken by the Board and are as follows:

- May 21st – Clubhouse HVAC system for the ballroom is scheduled to be replaced.
- May 25th – The Board approved a proposal from Central Restaurant Products for 5 (6 foot long green “in ground” benches). 2 benches will be installed by the Bocce Courts, 2 benches by the lake and 1 in the common area by the Townhome exit by Lone Star College.
- June 2nd – After the survey was reviewed regarding the modifications of the children’s swimming hours the new hours will be 12 noon to 6 pm, Thursday, Saturday and Sunday.
- June 6th – The revised iron fence repairs and estimate from Property Services were approved.
- June 10th – Stone column lighting and updates to the swimming pool canopy lights were approved.
- June 25th – The Board approved the preliminary changes to the COVID – 19 policies and procedures.
- Landscape Committee - Jim Cherry has organized a much-needed Landscape Committee; Cindy Keller has volunteered to head this committee.
- Human Resource Committee – Paula King has been asked to chair this

- committee, Paula brings a wealth of experience to address the Clubhouse Employee Policies and Procedures that need to be updated and established.
- June 28th – The Board approved additional changes to the COVID-19 policies and procedures to take effect immediately.
 - Those residents that have been vaccinated will not be required to wear masks in the clubhouse, and those residents who have NOT been vaccinated will be asked to continue to wear masks out of courtesy for other members of the community.
 - We will not ask residents if they are vaccinated or not so each resident will make their own decision on wearing a mask.
 - We are eliminating the need to sign liability waivers when in the clubhouse and we will remove all COVID – 19 posted notices from the clubhouse.
 - 2nd Motion – In addition, we will drop limits on the number of residents in the ballroom, Fitness Center, etc....
 - Residents are to use at their discretion, act responsibly, and decide as to how you wish to engage in activities knowing that those conditions will always exist.
 - This situation continues to be fluid and the Board will continue to make necessary changes when needed.
 - We will monitor to see how things go and adjust accordingly.
 - We ask that all residents to be respectful of any resident’s decisions to wear or not to wear masks.
 - Windsor Lakes HOA Committee Updates - Two new committees have been appointed which are Landscaping Committee and HR Committee.

VICE PRESIDENT’S REPORT (Mike Dalke)

- Michael gave an update on Clubhouse Hours. New children’s swim hours are in effect and posted.
- The Board is looking into staffing the Clubhouse for Sunday hours.
- Birthday / Anniversary parties are back on each month.
- The July 10th Family Day is scheduled.
- The Board is actively pursuing replacement of the six aged strength equipment with more modern equipment.

TREASURER’S REPORT (Janet Tooman)

- Janet Tooman reviewed the April 2021 financials and the receivables.

SECRETARY REPORT (Patrick Cleary)

ARC submittals are being processed by email. The committee has been processing forms as they arrive. This report covers the period April 20, 2021, through June 23, 2021.

- ARC Submittals were approved as follows:
 - 4 Tree removals
 - 1 Light
 - 3 Roofs
 - 12 Generators
- No violations were reported to the committee for this period.

PROPERTY MANAGER'S REPORT (Presented by Mike Miller o/b/o Jim Cherry)

Windsor Lakes Common Area Sidewalk Replacement Policy

- Sidewalk replacements will follow the City of Conroe specifications:
- After removing the old sidewalk, remove and level the soil as needed to have an 8-inch thickness for the new sidewalk.
- Remove any obvious lumps of clay.
- Pack the remaining underlying soil with a plate compactor.
- Please 4 inches of non-compacted gravel (not-sand) on the compacted soil.
- Place framing on top of gravel.
- 4 inches of concrete, reinforced with #3 rebar. Concrete should pour with an ambient temperature of 50 to 90 degrees for best curing.
- Wood frames between concrete sections must be removed and filled with color matching vinyl or caulking. If wood is left in place, it may eventually warp and become a trip hazard.
- This was adopted by the Windsor Lakes Board of Directors on June 29, 2021.

Policy on Health Common Area Tree Limbs Encroaching onto Roofs:

- Philosophy: See the “Windsor Lakes Residential Development Standards” (1.1 Development Philosophy, (pp. 5 & 6).
- DCCRs, Article V, Maintenance & Article X, Easement and Common Property basically do not address the issue of common area trees.
- Property Owners do have the right, at any time and at their expense, to trim any branches encroaching onto their property and to extend that the trimming up to 3 feet into the adjacent common area. There is no height restriction; they can be trimmed upward to the sky, so to speak.
- History:
 - Removal of dead or dying common area trees that pose a threat of damage to adjacent homes has been standard practice since the beginning of the association.
 - At times, our association has paid up to \$25,000 in a year for tree removal such as a Hurricane Ike in 2008, and prolonged drought of 2011. We have a current annual budget of \$5,000 for tree removal. To date, the association has rarely trimmed common area tree limbs encroaching onto home roofs. However, the trees have grown substantially in size since 2003.
 - In the spirit of being a good and responsible neighbor, the association accepts the financial commitment of trimming otherwise healthy trees to prevent potential damage to residential roofs.
 - The association will not trim or remove common area trees for the casual convenience of residents. Examples include the wish to have more sunlight for a backyard garden, or tree removal to decrease wildlife population that is perceived to be a nuisance.
- This was adopted by the Windsor Lakes Board of Directors on June 29, 2021.

COMMUNITY MANAGER (Drew Jones)

- Drew reported that there were 3 homeowners at the Attorney for collection and 2 owners were sent 209 letters.

QUESTIONS & ANSWERS

- The following topics were discussed, mosquito spraying, solar panels, landscaping and door panels.

ADJOURN

With no further business to come before the Board, The Board unanimously agreed to adjourn at 7:40 p.m.


Secretary

1 SEPT 2021
Date