



Windsor Lakes

IN THE WOODLANDS

Windsor Lakes Homeowners Association Inc.



Board of Directors Meeting

October 26, 2021

Agenda



- **Call To Order & Adopt Agenda**
- **Approval of Minutes from August 31, 2021, Board Meeting**
- **Ratify the motions that were voted on by email by the Board.**
- **President's Report**
 - **2021 HOA Texas Law Changes**
 - **Website Updates**
- **Vice President's Report**
 - **Clubhouse Update**
 - **Pool & Outdoor Area Update**
- **Secretary's Report**
 - **Architectural Review Committee (ARC) Report**
- **Treasurer's Report**
 - **Financials**
 - **Accounts Receivable**
 - **CIT**
 - **2022 Preliminary Budget**
- **Property Manager's Report**
 - **Townhome Roofing Update**
 - **Sink Hole and Wood Fence Update**
 - **Q4 / End-of-Year Lawn Service Update**
- **Community Manager's Report**
- **Questions & Answers**
- **Next Meeting – December 14, 2021**
- **Move to Executive Session – If Applicable**

Motions Voted on by Email

- **9/17/2021** The Board approved the bid to replace the 2 existing canopies.
- **10/4/2021** The Board approved A&H Electric's quote for the repair on the lake pump and irrigation conduit that the squirrel gnawed on.

President's Report



- ▶ **2021 Texas HOA Law Changes**
- ▶ **Website Update**



2021 HOA Texas Law Changes



New HOA Laws for Homeowners – Senate Bill 1588

BREAKING DOWN THE CHANGES TO THE TEXAS HOA LAWS

On September 1, 2021, a number of new laws took effect which balance the rights of property owners and their homeowners associations.

CAPPED FEES

Fees are capped for subdivision information (\$375), and updated resale certificates (\$75).

PUBLICALLY ACCESSIBLE DATABASE

TREC will create a publicly accessible central database of Texas HOAs by December 1, 2021. HOAs that have filed management certificates in county records before December 1 are required to file with TREC by June 1, 2022.

WEBSITE REQUIREMENT

HOAs that have at least 60 lots or a contract with a management company are required to maintain websites with management certificates and meeting information and notifications.

DEDICATORY INSTRUMENTS

HOAs are required to file dedicatory instruments with the county and provide certain contact information on all dedicatory instruments and management certificates.

NEW CREDIT REPORTING PROTECTIONS FOR PROPERTY OWNERS

Property owners have new protections from negative credit reporting when a fine or fee is in dispute, and HOAs are required to give a detailed report of charges and offer a payment plan before reporting delinquencies.

CONFLICTS OF INTEREST

The legislation prevents some conflicts of interest within HOA architectural review boards.

LEASE AGREEMENTS

HOAs are barred from requiring access to lease agreements and are only allowed to request tenant's contact info and lease beginning and end dates.

SOLICITING BIDS

HOAs are required to solicit bids for contracts for services over \$50,000.

SAFETY AND SECURITY MEASURES

HOAs are barred from prohibiting certain pool safety enclosures, the installation of certain security measures on an owner's private property, or certain religious displays.


MEETING NOTICES

HOA boards are required to provide members with timely notice about meetings.

DISPUTE RESOLUTION

The legislation provides improved due process in dispute resolution and additional legal avenues when seeking resolution from a dispute with an HOA.

Website Update

 <https://windsorlakeshoa.org>

[HOME](#)

[ANNOUNCEMENTS](#)

[ACTIVITIES »](#)

[MAINTENANCE »](#)

[HOA & BOARD INFO »](#)

[DOCUMENTS](#)

[CONTACT US »](#)

[FOR SALE](#)

[EMERGENCY](#)



Windsor Lakes
IN THE WOODLANDS

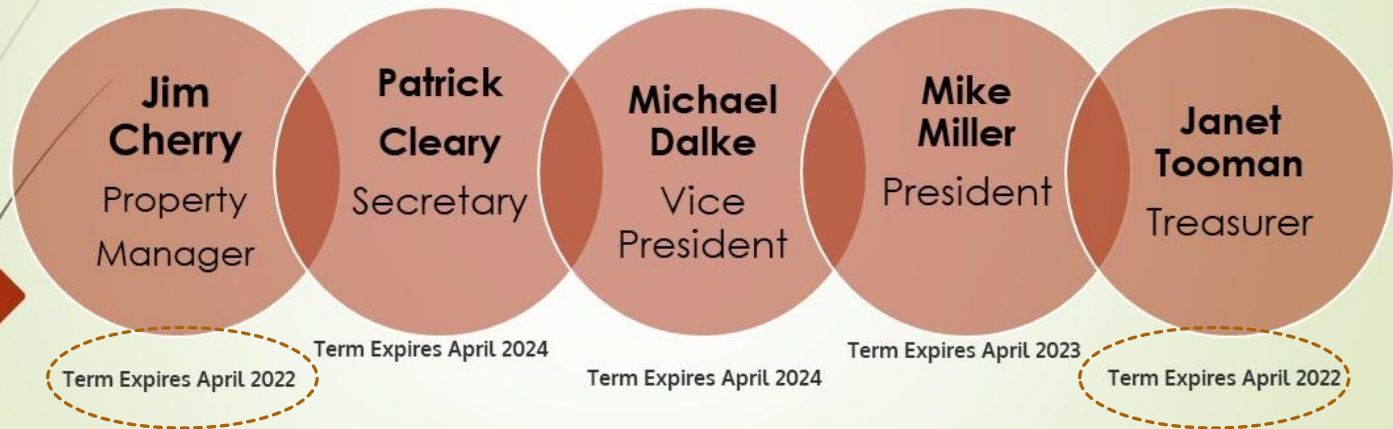
LINKS: [ANNOUNCEMENTS](#) | [BOD PAGE](#) | [Activities](#) | [Bocce Ball](#) | [Pickleball](#) | [Directory](#) | [EMERGENCY](#) | [FLOCK SAFETY](#) | [Hours & Staff](#) | [Lawn Service Form](#) | [NEWSLETTERS](#)

Board Elections – April 2022

Windsor Lakes HOA Board of Directors

Windsor Lakes HOA is governed by a five-member Board of Directors. Directors are elected by the residents to serve staggered terms.

The Duties and Powers of the Board of Directors are found in Section 5, Pages 8 – 9, of the Declaration of Covenants, Conditions and Restrictions for Windsor Lakes.



All five Directors serve on a volunteer basis. A Director is not entitled to compensation for service on the Board.

Potential candidates are urged to contact any Board Member with your questions.

Vice President's Report



- **Clubhouse Update**
- **Pool & Outdoor Area Update**



Clubhouse

- Windsor Lakes Logo Apparel arrived. Polo shirts, T-Shirts and Baseball caps are on sale in the clubhouse.



- A new thermostat was ordered and installed in the clubhouse. This is the unit attached to the new 50 Ton AC unit that was replaced a couple of months ago.
 - This will give more accurate and controllable AC to ball room, activity room and library.



Pool Deck - Canopy

- The old canvas covers will need to be removed so that they can be used for exact measurements of the new vinyl, and canvas covers.
- This means we will be without canopy covers for a couple of weeks.
- We are sorry for this inconvenience, but it is necessary to obtain accurate measurements for the new covers.





Pool Deck – Pole Lights

- For anyone that has walked around the pool after dark, the 12 pole lights around the pool had a mixture of different colors and illuminations because of several different types of bulbs.
- We have replaced the bulbs with longer lasting brighter and more energy efficient LED bulbs. They give a consistent illumination and save on electricity. Drive by some evening and see the difference.





Several Pool and Spa issues were fixed

- A new chemical release system was added to the spa to more effectively control the PH Level and chlorination to the Spa
- A new pump was installed for the resistance pool. The pool will help reduce the discoloration of the water in the resistance pool that was caused by the old metal pump.
- A broken gas line to the heater in the Spa was repaired
- A broken gasket on the Spa pump which caused the Spa to drain was replaced
- Leak in SPA Water line detected, GHPM called in to repair



Vice President's Report – Outdoor

14

Awning Damage

- For those who have not seen the damage - Saturday (10/16) around 5:30 pm a delivery truck ran into and became stuck under the awning covering the call box lane of the guard shack at the front gate.
 - The roof sustained significant damage and will be repaired as soon as possible.
 - The damaged roof has been shored up, so it is safe to use the call box lane for now.



Secretary's Report



- **Neighborhood Standards / ARC Committee Update**

Secretary's Report



WINDSOR LAKES NEIGHBORHOOD STANDARDS/ARC COMMITTEE

BOARD OF DIRECTORS REPORT October 2021

This report covers the period August 25th, 2021 thru October 18, 2021
ARC submittals are being processed by email. Our regular monthly meetings will resume once the coronavirus risks subside. The committee has been processing forms as they arrive.

ARC SUBMITTALS:

5 Submittals Approved:

Screen door back porch 1
Gutter down spout 1
A/C unit 1
Roof 1
Dead tree removal 1

NO Submittals Denied.

VIOLATIONS:

There were no violations reported to the committee for the period.

Treasurer's Report



- **Financials**
- **Accounts Receivable**
- **CIT Bank**
- **2022 Preliminary Budget**

Treasurer's Report – Financials & AR

**Windsor Lakes HOA
October 2021 Board Meeting
Financial Report Summary
YTD Statement of Operations as of August 31, 2021
(Amounts in Dollars)**

	<u>Actual</u>	<u>Budget</u>
A. Year to Date Total Assets	\$ 3,072,443	
Operating Fund	1,200,336	
Accounts Receivable	16,292	
Replacement Funds	1,844,394	
Prepaid Expenses	11,421	
B. Total Liabilities and Equity	\$ 3,072,443	
Total Current Year Accounts Payable	147,808	
Total Accumulated Operating Retained Earnings	1,080,241	
Total Replacement Prior Year Reserves and YTD Income	2,372,623	
YTD Replacement Reserve Expense	<u>(528,229)</u>	
Net Replacement Reserve	1,844,394	
Townhome Roof Reserve	579,499	
Other Surplus Fund Balance	<u>1,264,895</u>	
	1,844,394	
C. Year to Date Income	788,853	775,468
Expenses	753,487	774,687
Year to Date Operating Balance	\$ 35,366	\$ 781
<p>Revenues are up \$13,384 mainly due to initiation fee income (\$13,625), interest (\$1,670), late and legal fees (\$4,891), partially offset by timing of entertainment revenue (\$7,179). Expenses are down \$21,200 due to property taxes (\$5,300), clubhouse activities (\$5,711), front door refinishing (\$7,000), utilities (\$3,305), sprinkler repairs (\$2,166), townhome roof/ exterior maint (\$2,866), clubhouse cable (\$2,362), bad debt writeoff (\$2,666), legal (\$1,261), clubhouse janitorial (\$2,052), partially offset by common mulch payment/other common area landscaping (\$8,655), Flock security cameras/install (\$5,600), clubhouse & lighting maint/repairs (\$1,112)</p>		
D. Current Month Income	98,059	99,090
Current Month Expenses	99,340	96,836
Month Operating Balance	\$ (1,281)	\$ 2,254
E. Accounts Receivables in Arrears		
1 month or less	40	4,310
2 months	7	2,367
3 months	1	778
> 3 months	6	7,962
	<u>54</u>	<u>\$ 15,417</u>
Change from August	(16)	\$ 2,851

Treasurer's Report



- **CIT Bank**

- **2022 Preliminary Budget**
 - **Preliminary 2022 Budget Meeting
to be Held November 9, 2021**

Reminder – Notary Service Available



Free to Residents!

Property Manager's Report



- **Townhome Roofing Update**
- **Sink Hole and Wood Fence Update**
- **Q4 / End-of –Year Lawn Service Update**

Property Manager's Report – Townhome Roofing Update



Attic View

**Panels of Sheetrock,[★]
sometimes called drywall,
attached to roof rafters.**

**For the 2022 Roofing Schedule + Additional Information – Visit:
<https://windsorlakeshoa.org/townhouse-roofing/>**

Property Manager's Report Sink Hole Update

23

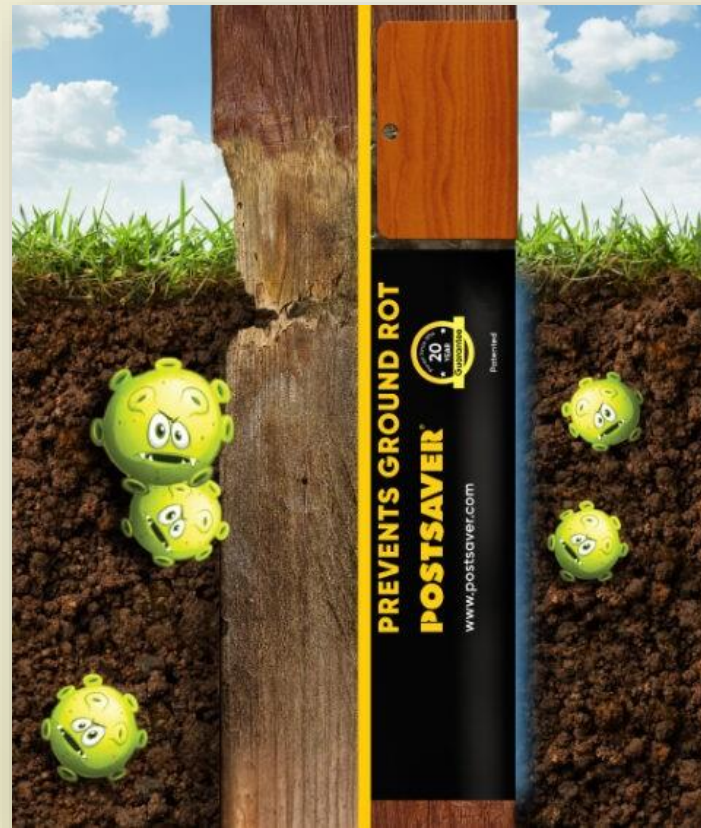


CAUTION! Area May Be Unstable...



Down Under...

Property Manager's Report Wood Fence Update





The Association provides basic lawn services for the front yard and no services for the back yards. Many residents supplement these basic services through their own efforts or with the use of contractors.

The Association has the authority, but not the obligation to provide these residential lawn services:

- ✓ 44 cuttings per year.
- ✓ **Front lawns will be mowed once a week during growing season; bi-weekly during dormant season.**
- ✓ Front lawns will be edged evenly every time lawn is mowed.
- ✓ Front sidewalk, entry way, driveway will be blown off each time lawn is mowed.
- ✓ Grass growth against buildings, trees, sprinkler heads, and other structures will be trimmed every time lawn is mowed.
- ✓ Front shrubs shall be trimmed on as needed basis.
- ✓ Front flower beds will be weeded as needed.
- ✓ Crepe myrtles will be trimmed once a year, front yards only.
- ✓ **Gutters will be cleaned three times annually.**
- ✓ Four seasonal fertilizations will be performed on front lawns.
- ✓ Mulch will be installed yearly in each front yard.
- ✓ **Winterizing of sprinkler systems.**
- ✓ Repair or replace sprinkler heads in the front, side, and back yards, due to normal wear and tear only.
- ✓ Treatment of front yards for fungus and insects will be offered at an additional cost to the residents.

Q4 / End-of -Year Lawn Service Update



2021 Dormant Season Started This Week (10/5 – 10/29)

- ✓ Front lawns will be mowed bi-weekly during dormant season.
- ✓ Gutters will be cleaned this week. Since gutter cleaning takes all week, no other lawn services will be performed this week.
 - ✓ Next gutter cleaning will take place the 1st or 2nd week of December, weather permitting.

NOTE: During weeks when the lawns are not mowed, the lawn service crew will be performing other normal lawn services: blowing lawns, trimming shrubs and weeding flower beds.

Irrigation System Winterization



- Last November, we experienced warm weather into late November and rescheduled the sprinkler system irrigation winterization for early December.
- Due to the sudden November 30, 2020 freeze warning, we had the Windsor Lakes Lawn Service crew rush to complete the winterization in one day.
- Unfortunately, this did not give everyone time to provide the backflow covers, nor allow the lawn service crew adequate time.



✓ **This year, we are scheduling the winterization for the 3rd week of November**

Sprinkler System Winterization Process



Residents Responsibilities:

1. Turning off the controllers usually located in the garage.
2. Ensuring the backflow pipes are completely wrapped and covers are provided.
(For more tips and information, please watch videos provided on the [website](#).)
3. Ensuring access is available and visible to the sprinkler system main shut-off valve, which is usually located close to the main water shut off for your home.**

1.



2.

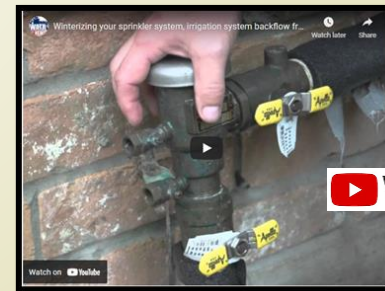


3.



Windsor Lakes Lawn Service Winterization Services:

1. Shut off valves on the backflow system.
2. Bleed the vacuum breaker.
3. Install covers provided by residents.
4. Where visible and accessible, turn off the water main to the sprinkler system.**



<https://windsorlakeshoa.org/lawn-landscaping/>

**** Some water mains / sprinkler shut-off valves have been covered by landscaping over the years. If yours is not visible, Luis has offered to assist with finding and marking them, where possible.**

Looking Ahead

Windsor Lakes
IN THE WOODLANDS
Realtor Information Packet

THE WINDSOR LAKES

The natural place for Active Adults to call home.

2022

JANUARY

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JUNE

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2022 Capital Improvements / Refresh Possibilities

- ❖ Pool Furniture
- ❖ Pool Replaster
- ❖ Pickle Ball Court Enhancements
- ❖ Bocce Ball Court Enhancements
- ❖ Resumption of Social & Entertainment Activities

Community Manager's Report



- ▶ **Drew Jones, Sterling Association Services, Inc.**



Questions?



Pre-Submitted Questions



Susie Monroe

- I took a look at the sample swimming pool furniture, and I have a few questions. What is the warranty on the furniture. It appears to be a polyurethane product. Will it hold up under the Texas summer sun?
- The side table for the lounge is very light weight and can be picked up with one hand which tells me it will blow away easily in a high wind. There were no chairs, are there going to be chairs? Will we be reviewing other furniture?

ZOOM Questions



Raise Your Hand

Remember to Unmute When Called Upon

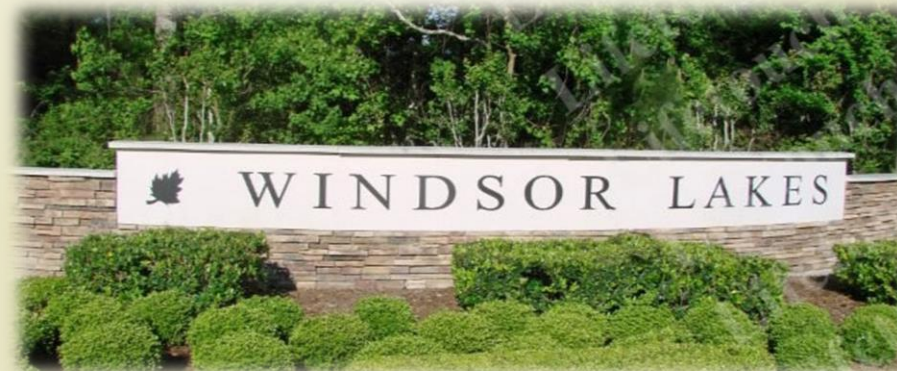


Next Meeting



December 2021						
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Tuesday 14th Dec 2021





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Board of Directors Meeting

October 26, 2021