



# Windsor Lakes Homeowners Association Inc.



Board of Directors Meeting

December 14, 2021

# Agenda



- Call To Order & Adopt Agenda
- Approval of Minutes from October 26, 2021, Board Meeting
- Ratify the motions that were voted on by email by the Board.
- **President's Report**
  - Look Back - 2021
  - Look Ahead
  - 2022 Election
- **Vice President's Report**
  - Clubhouse Update
  - Ballroom Door
  - Fitness Center
  - Pool and Outdoor Area Update
- **Secretary's Report**
  - Architectural Review Committee (ARC) Report
- **Treasurer's Report**
  - Adopt the 2022 Budget
  - Insurance Update
  - Financials
  - CIT Bank
  - 2022 Assessments
- **Property Manager's Report**
  - Sinkhole repair
  - Clubhouse roof
  - Townhome roofing update
  - Front door re-staining, phase 3 will begin in 2022
  - Fencing around dumpster
  - Lawn service update.
- **Community Manager's Report**
- **Questions & Answers**
- **Next Meeting – February 22, 2022**
- **Move to Executive Session – If Applicable**



# Motions Voted on by Email

- **12/9/2021** The Board approved the bid from Capital Masonry, (Rudy Guajardo) to replace the 17-year-old wooden fence with “Split Face” masonry concrete blocks. The wood gates with metal posts will remain.
- **11/11/2021** The Board approved a motion to accept a bid from ARC blueprinting to scan & digitize our safe full of the original blueprints for construction of Windsor Lakes. (Street plans, water drainage, patio and townhome construction, swimming pool and clubhouse construction).

# President's Report



➤ Look Back – 2021

➤ Look Ahead

➤ 2022 Election



# 2021 Planned Projects



## Published in January / February 2021 Newsletter

Here is a list of some of the projects planned for this new year of 2021 by your Windsor Lakes Board of Directors, putting your association fees to work:

- Update and improve the air filtration system in Windsor Lodge
- Phase two (2) of the House Painting project
- Door refinishing project, phase two (2)
- Rebuilding of the Windsor Lodge sound system in the Ballroom, to include some video capabilities
- Landscaping of the outdoor activity area of Windsor Lodge including the Pickleball court
- Iron fence painting/repair/replacement project – Phase three (3)
- Re-stripe the Windsor Lodge parking lot
- Professional inspection of Windsor Lakes' two bridges



These are the major projects planned and budgeted, along with a variety of smaller projects. If you have experience, expertise, or interest in any of these projects, committees are being formed to help execute them successfully. Volunteer forms are available at Windsor Lodge, or contact any Board member. Updates of the progress of all projects can be followed in the Newsletter and on our website: <https://windsorlakeshoa.org>

# 2021 Completed Projects



- ✓ Update and improve the air filtration system in Windsor Lodge
- ✓ Phase two (2) of the House Painting project
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- ✓ Rebuilding of the Windsor Lodge sound system in the Ballroom, to include some video capabilities
- ✓ Landscaping of the outdoor activity area of Windsor Lodge including the pickleball court
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- ✓ Re-stripe the Windsor Lodge parking lot
- ✓ Professional inspection of Windsor Lakes' two bridges



# 2021 Completed Projects

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✓ Update and improve the air filtration system in Windsor Lodge



**50-Ton “Voyager” HVAC Unit Delivered & Installed Friday, September 3, 2021**

# 2021 Completed Projects



## ✓ Phase two (2) of the House Painting project

**Ninety-eight homes were painted this year by Property Services, the contractor for this five-year program that began last year.**

Sandingham Way	All homes - 13
Paddington Way	All homes - 21
Paddington Court	All homes - 7
Sovereign Court	All homes - 5
East/West Victory Lake	All homes - 31
Pearl Garden Court	All homes - 11
Lake Windsor Circle	70, 74, 78, 82, 86
Edinburgh Court	All homes - 5
	<b>TOTAL - 98</b>





# 2021 Completed Projects

## ✓ Door refinishing project, phase two (2)

### The list of homes scheduled for 2021

The full 3-year schedule can be found on our website:  
<https://windsorlakeshoa.org/exterior-door-refinishing/>

If you are on the 2021 list and your front door still needs refinishing, please call Sturdy Doors at (832) 820-6022 to schedule an appointment.

### 2021 (year 2 of 3)

- Arcadia Way (all 17)
- N Bendrook (#s 79, 82, 83, 86, 87, 90, 91, 95, 98, 99, 102, 103) [12 total]
- S Bendrook (#s 3, 7, 11, 15, 19, 23, 27, 31) [8 total]
- Bloombury Court (all 6)
- Dardanelle Court (all 7)
- Darlinghurst (all 14)
- N Dylanshire (all 16) \*
- East Royal Mews (all 16)
- Glenden Ct. (all 12)
- Haversham (all 20)
- Highgrove Court (all 6)
- Kirtland Ct. (all 15)
- Marywood Dr. (all)
- Sovereign Court (all 5)
- Sovereign Way (all 12)
- Trafalgar Place (all 22)

**Total: 194**

*\*Some doors on N Dylanshire were inadvertently refinshed in 2020.*



# 2021 Completed Projects



## ✓ Rebuilding of the Windsor Lodge sound system in the Ballroom

**The new Windsor Lodge sound system, with an added video component, became operational in time for the February 23rd Board of Directors meeting.**

CTI Sound, Lighting & Video of Houston, the same company that built the original system and has continued to provide service on our system these many years.

While the system is primarily for the ballroom, the system also distributes audio to most rooms in the clubhouse and to the swimming pool.

The basic system has been in place since 2004, There have been a few upgrades through the years with most of the equipment, still analog, with repair and replacement parts becoming unavailable.



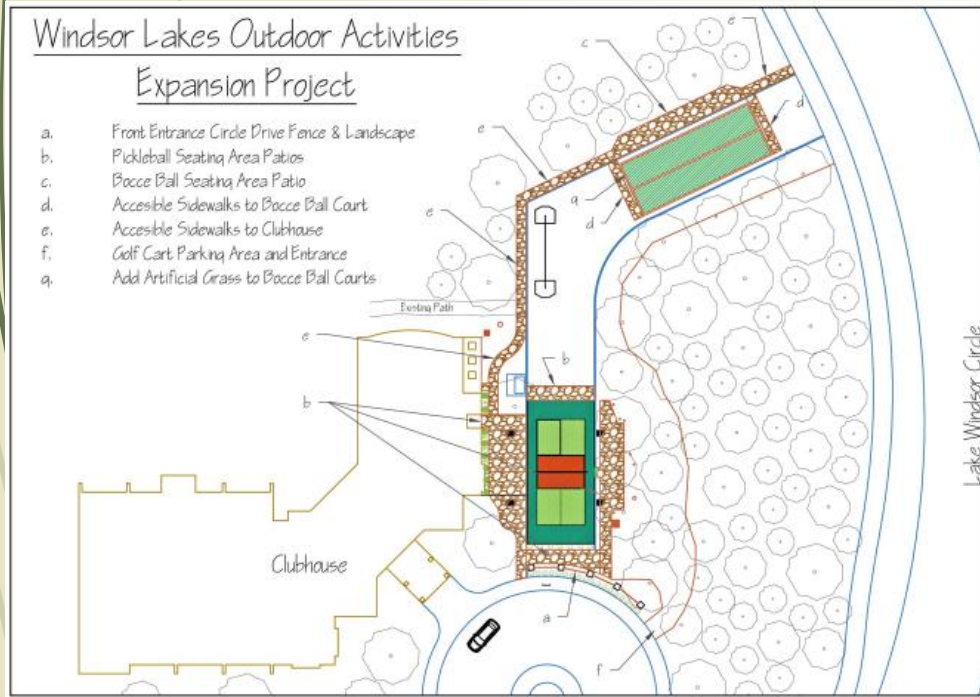
# 2021 Completed Projects



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- ✓ Landscaping of the outdoor activity area of Windsor Lodge including the Pickleball court

“Outdoor Activity” property improvement project on the grounds of Windsor Lodge.



# 2021 Completed Projects



- ✓ **Iron fence painting/repair/replacement project**  
– Phase three (3)

**Phase 3 is the third and final year that Windsor Lakes homeowners of builder installed iron fences are a part of the iron fence rehabilitation project.**

**Homes completed in this final year are located on:**

- **North Dylanshire,**
- **Heathcliff,**
- **Chauncy Court and**
- **Bloomsbury Court**



# 2021 Completed Projects



- ✓ Re-stripe the Windsor Lodge parking lot

## Windsor Lodge Parking Lot Re-Striped



# 2021 Completed Projects

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- ✓ **Professional inspection of Windsor Lakes' two bridges**



**As a gated community, Windsor Lakes is responsible for our own streets and that includes our three bridges.**

The state of Texas requires periodic inspection of bridge for safety and soundness. The inspections were conducted by State Certified Inspectors. Our two automobile bridges were last inspected in 2007.

Included in this inspection was our pedestrian bridge to Lone Star College. Learning of the Lone Star bridge was a surprise to some residents who did not know of the bridge or the fact that it belongs to Windsor Lakes. It was put in place in 2008 by Lennar as construction and the final sale of homes were near completion.

*There were a few minor issues discovered by the inspections.*

Travis Hanus, Project Manager for SBC (Solid Bridge Construction) has agreed to read over the inspection reports and has said he can give us a bid on any needed repairs.



# 2021 Completed Projects



**Additional Projects Completed in 2021**

# 2021

# Additional Projects Completed





# 2021 Completed Projects



Thanks to all the volunteers who made many of these possible!

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## 2021 Completed Projects



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## Additional Projects Completed





# Future Projects - Enhancements



## 2022 – 2023 Capital Improvements & Refresh Possibilities

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

October 26, 2021 Board Meeting

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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

# Future Projects - Maintenance



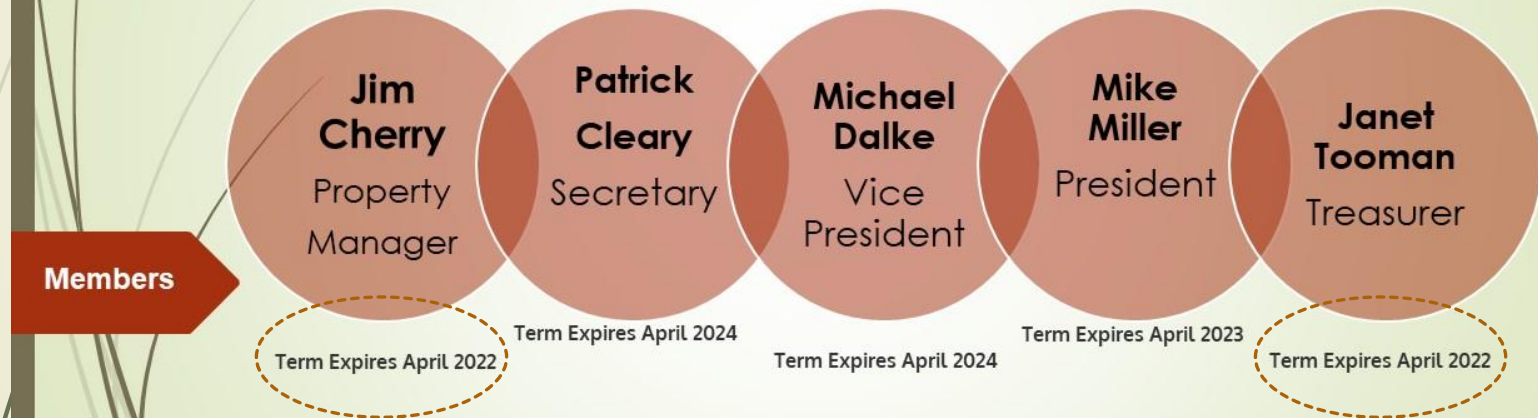
- ❖ Townhome Roof Replacement Schedule
- ❖ Door Refinish Schedule
- ❖ House Repainting Schedule
- ❖ Fence Repair
- ❖ Property Re-Fresh & Update As Needed

# 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.

We have two three-year board terms expiring, that of Jim Cherry and Janet Tooman.

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

# Everyone's Call For Community Involvement



Board of Directors



Committees



Volunteers



Good Neighbors



People Helping People  
Block Captains

# Vice President's Report



- **Clubhouse Update**
- **Ballroom Door**
- **Fitness Center**
- **Pool and Outdoor Area Update**

# Christmas Decorations



## Our Thanks To

Loretta Turner  
Darrell Turner  
Nancy Jeter  
Linda Juday  
Linda & Larry Eastman  
Genie Ingram  
Lenora Kurek  
Mike Jones  
Sandy Torsey



**Please drop by and take a look!**



# Secretary's Report



- ▶ Neighborhood Standards / ARC Committee Update



# Secretary's Report



## WINDSOR LAKES NEIGHBORHOOD STANDARDS/ARC COMMITTEE

### BOARD OF DIRECTORS REPORT December 2021

**This report covers the period October 18, 2021 thru December 8, 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:**

7 Submittals Approved:

- Generator 1
- Landscaping 2
- Front door glass replacement 1
- Walkway repair 1
- Patio extension 1
- Kitchen windows 1

**NO** Submittals Denied.

#### **VIOLATIONS:**

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

# Treasurer's Report



- **Adopt the 2022 Budget**
  
- **Insurance Matter**
  
- **Financials**
  
- **CIT Bank**
  
- **2022 Assessments**



# Treasurer's Report



## ► Adopt the 2022 Budget

### **Windsor Lakes Homeowners' Association**

### **Proposed 2022 Budget**

9 November 2020

**Janet Tooman**



# Treasurer's Report – Financials & AR

Windsor Lakes HOA December 2021 Board Meeting Financial Report Summary YTD Statement of Operations as of October 31, 2021 (Amounts in Dollars)			
	<u>Actual</u>	<u>Budget</u>	
<b>A. Year to Date Total Assets</b>	<b>\$ 3,084,397</b>		
Operating Fund	1,172,691		
Accounts Receivable	19,445		
Replacement Funds	1,886,231		
Prepaid Expenses	6,030		
<b>B. Total Liabilities and Equity</b>	<b>\$ 3,084,397</b>		
Total Current Year Accounts Payable	127,448		
Total Accumulated Operating Retained Earnings	1,070,718		
Total Replacement Prior Year Reserves and YTD Income	2,454,346		
YTD Replacement Reserve Expense	<u>(568,116)</u>		
Net Replacement Reserve		1,886,231	
Townhome Roof Reserve	599,653		
Other Surplus Fund Balance	<u>1,286,577</u>		
	1,886,231		
<b>C. Year to Date Income</b>	988,846	969,898	
Expenses	963,004	972,209	
Year to Date Operating Balance	<b>\$ 25,842</b>	<b>\$ (2,311)</b>	
<p>Revenues are up \$18,948 mainly due to initiation fee income (\$17,375), interest (\$3,691), late and legal fees (\$7,889), partially offset by entertainment/special events revenue (\$10,382). Expenses are down \$9,205 due to audit/tax &amp; property taxes (\$10,100), clubhouse activities (\$4,386), front door refinishing (\$11,750), utilities (\$1,551), sprinkler repairs (\$3,330), townhome roof/exterior maint (\$4,533), clubhouse cable (\$3,146), bad debt writeoff (\$3,333), copies/printing (\$3,460), clubhouse janitorial (\$2,608), clubhouse maint/tools (\$2,630), office furniture (\$1,127), partially offset by common mulch payment/other common area landscaping (\$12,226), Flock security cameras/install (\$5,600), payroll (\$3,659), insurance (\$1,318), legal (\$1,301), bank fees (\$1,860), clubhouse &amp; lighting maint/repairs (\$7,266), apparel (\$2,813), power washing bridges (\$1,732) and pool pumps replacement to be moved to reserves (\$5,845)</p>			
<b>D. Current Month Income</b>	102,542	95,340	
Current Month Expenses	99,937	97,161	
Month Operating Balance	<b>\$ 2,605</b>	<b>\$ (1,821)</b>	
<b>E. Accounts Receivables in Arrears</b>			
1 month or less	40	3,723	
2 months	7	2,448	
3 months	1	933	
> 3 months	5	9,178	
	<u>53</u>	<u>16,282</u>	
Change from September	4	(192)	

# Treasurer's Report



➤ **CIT Bank**

➤ **2022 Assessments**

# Property Manager's Report



- Sinkhole repair
- Clubhouse roof
- Townhome roofing update
- Front door re-staining, phase 3 will begin in 2022
- Fencing around dumpster
- Lawn service update.



# Property Manager's Report

## Sink Hole Repair

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Sink Hole



Down Under...



Full-Filled!



# Property Manager's Report Clubhouse Roof



# Property Manager's Report – Townhome Roofing Update



Hugo's crew will begin the 2022 work in the January – February 2022 timeframe.



## Schedule for 2022 Townhome Roofing

Count	Year	Month	Address	Street
59	2007	2	2	Trafalgar
60	2007	2	3	Trafalgar
61	2007	2	6	Trafalgar
62	2007	2	7	Trafalgar
63	2007	3	3	Marywood
64	2007	3	7	Marywood
65	2007	3	11	Marywood
66	2007	3	15	Marywood
67	2007	4	2	E Kentwick
68	2007	4	3	E Kentwick
69	2007	4	6	E Kentwick
70	2007	4	7	E Kentwick
71	2007	4	10	E Kentwick
72	2007	4	11	E Kentwick
73	2007	4	14	E Kentwick
74	2007	4	15	E Kentwick
75	2007	4	19	E Kentwick
76	2007	4	23	E Kentwick
77	2007	5	18	E Kentwick
78	2007	5	22	E Kentwick
79	2007	5	26	E Kentwick
80	2007	5	27	E Kentwick
81	2007	5	31	E Kentwick
82	2007	5	34	E Kentwick
83	2007	5	35	E Kentwick
84	2007	5	39	E Kentwick
85	2007	6	43	E Kentwick
86	2007	6	47	E Kentwick
87	2007	6	51	E Kentwick
88	2007	6	55	E Kentwick
89	2007	6	59	E Kentwick
90	2007	6	63	E Kentwick
91	2007	7	67	E Kentwick
92	2007	7	66	E Kentwick
93	2007	7	70	E Kentwick
94	2007	7	71	E Kentwick
95	2007	7	87	E Kentwick
96	2007	8	38	E Kentwick
97	2007	8	46	E Kentwick
98	2007	8	50	E Kentwick
99	2007	8	58	E Kentwick
100	2007	8	74	E Kentwick
101	2007	8	78	E Kentwick
102	2007	7	83	E Kentwick
103	2007	9	75	E Kentwick
104	2007	9	79	E Kentwick
105	2007	9	38	Abercrombie
106	2007	9	42	Abercrombie
107	2007	9	46	Abercrombie
108	2007	9	50	Abercrombie
109	2007	10	22	Abercrombie
110	2007	10	26	Abercrombie
111	2007	10	27	Abercrombie
112	2007	10	30	Abercrombie
113	2007	10	34	Abercrombie
114	2007	10	35	Abercrombie
115	2007	10	43	Abercrombie
116	2007	10	51	Abercrombie

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

# Property Manager's Report

## – Phase 3 of Front Door Re-Staining

### The list of homes scheduled for 2022

The full 3-year schedule can be found on our website:

<https://windsorlakeshoa.org/exterior-door-refinishing/>

### 2022 (Year 3 of 3)

- Abercrombie Place (all 22)
- Bendrook Loop (#s 30, 34, 38, 42, 46, 50, 54, 58, 62, 66) [10 total]
- Carriage House Way (all 16)
- Edinburgh Ct. (all 5)
- Fitzroy Place (all 14)
- E Kentwick (#s 2 through 47 and 51, 55, 59, 63, 67, 71, 75, 79, 83, 87) [32 total]
- W Kentwick (167, 171, 175, 179, 183, 187, 191, 194, 195, 198, 199) [11 total]
- Lake Windsor Circle (#s 70, 74, 78, 82, 86)
- Paddington Ct. (all 7)
- Paddington Way (all 21)
- Pearl Garden Ct. (all 11)
- E and W Victory Lake Drive (all 31)

**Total: 185**



## Property Manager's Report – Fence Around Dumpster

### **Fence replacement around the clubhouse dumpster.**

The wood fence is 17 years old. Our 2019 Reserve study says our fences have a “normal economic life” of 15 years, so it has gone a little longer.

Recently the Waste Management truck bumped the fence and 3 partially rotted posts broke.

Rather than repair this fence, the board has decided to replace it with a more sturdy “Split Face” concrete block wall at a cost of \$8,142.



# 2022 Lawn Service Schedule of Services



## Residential Front Yard Services in Windsor Lakes



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.

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

2022

	Fertilization	Mulch	Gutter	Winterization
January	TEXAS A&M AGRI LIFE EXTENSION Recommendations	Order: Section 1 Section 2 Section 3		Crepe Myrtles Order: Section 3 Section 2 Section 1
February			Order: Section 3 Section 2 Section 1	Sprinkler System Order Weather Driven: Section 1 Section 2 Section 3
March		Order: Section 3 Section 2 Section 1		
April				
May		Order: Section 1 Section 3 Section 2		
June				
July	Order: Section 2 Section 1 Section 3			
August				
September	Order: Section 3 Section 2 Section 1			
October			Order: Section 3 Section 2 Section 1	
November				Sprinkler System Order Weather Driven: Section 1 Section 2 Section 3
December			Order: Section 3 Section 2 Section 1	

# Community Manager's Report



- **Drew Jones, Sterling Association Management**





# Questions?



# Pre-Submitted Questions



No questions Pre-Submitted.

Please let us know if we missed your question.



# Questions From the Audience

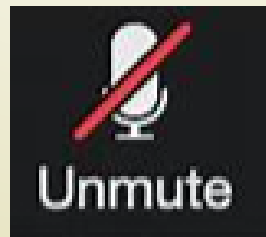


# ZOOM Questions



raise hand

**Remember to Unmute When Called Upon**

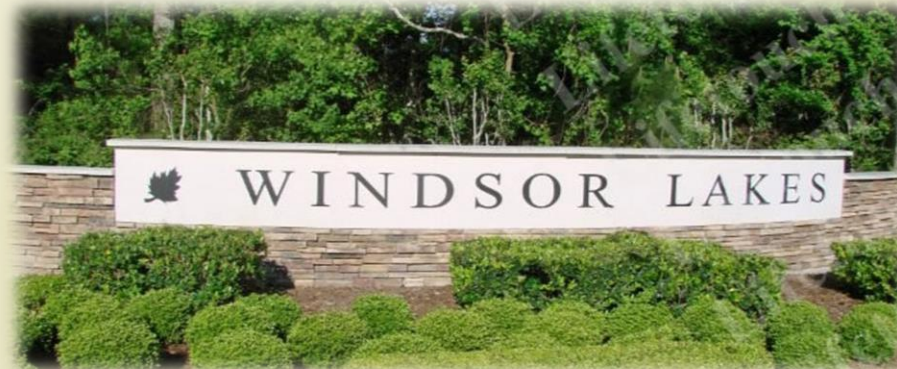


# Next Meeting



February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	<b>22</b>	23	24	25	26
27	28					

**Tuesday, Feb 22nd 2022**





# Happy Holidays!



# Happy New Year 2022