



Windsor Lakes Homeowners Association Inc.



Board of Directors Meeting

February 22, 2022

Agenda



- Call To Order & Adopt Agenda
- Approval of Minutes from December 14, 2021, Board Meeting
- Ratify the motions that were voted on by email by the Board.
- President's Report
 1. 2022 Election
 2. Board Communication
- Vice President's Report
 1. Clubhouse Update
 2. Fitness Center
 3. Pool
 4. Outdoor Areas
- Secretary's Report
 1. Architectural Review Committee (ARC)
- Treasurer's Report
 1. Financials
 2. Accounts Receivable
 3. Amended Insurance Resolution
- Property Manager's Report
 1. Townhome Roofing Update
 2. Wood Fence Update
- Community Manager Report – Sterling ASI
- Questions/Answers
- Next Meeting(s)
 1. Election, Tuesday, April 27, 2022
 2. Annual Meeting, Wednesday, April 28, 2022
- Adjourn
- Move to Executive Session

Motions Voted on by Email

- **02/18/2022** The Board approved the bid from Security Camera Houston LLC to supply 2 cameras, recording equipment and installation at our clubhouse.
- **01/27/2022** The Board approved a motion that we accept Quality Roofing's proposal to complete all roofs by May 2022 and borrow \$358,758 from the common fund to help mitigate additional price increases.
- **12/30/2021** The Board approved a motion to accept a bid from Third Coast and Coastal for the Windsor Lakes insurance renewal.
- **12/21/2021** The Board approved a motion to accept a quote from FenceKeeper to replace 43 fence posts for \$6,725 using post saver sleeves.

President's Report



➤ **2022 Election**

➤ **Board Communication**

Board Elections – April 2022

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

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.



Board Elections – Nomination Form

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WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS

NOMINATION APPLICATION

I, _____
(Print name)
hereby submit my name for consideration for nomination to the Board of Directors of the Windsor Lakes Homeowners Association, Inc. The election will be held April 26th, 2022, one (1) day prior to the Annual Meeting.

Occupation: _____

Education: _____

Outside Activities: _____

Resume - I believe I would be an asset to the Board of Directors because:

Signed _____ Date _____

Address _____ Phone _____

Return completed form to: Windsor Lodge front desk, or email to: Drew@Sterlingaai.com, or mail to:
Sterling Association Services, Attention Drew Jones, 6842 North Houston Parkway, West, Houston, TX 77064

DEADLINE: March 28, 2022

(If more room is needed, use back, or attach pages)

**Nomination forms
were mailed to each
resident. Available at
the clubhouse front
desk.**

**DEADLINE
March 28, 2022**



**ELECTION
Tuesday, April 26, 2022**

**ANNUAL MEETING
Wednesday, April 27,
2022**

Volunteer Form

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Windsor Lakes

Windsor Lakes Homeowners Association

VOLUNTEER FORM

Yes, I have an interest in volunteering to aid the work of the Homeowners Association. Please mark the area (s) where you believe you can contribute:

- | | |
|--|--|
| <input type="checkbox"/> Architectural Review | <input type="checkbox"/> Municipal Services |
| <input type="checkbox"/> Clubhouse Activities and Events | <input type="checkbox"/> Neighborhood Standards |
| <input type="checkbox"/> Door Painting Project | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Facilities Maintenance (Common Areas) | <input type="checkbox"/> Outdoor Activities – Bocce/Pickleball |
| <input type="checkbox"/> Facilities Maintenance (Residential) | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Fence Maintenance | <input type="checkbox"/> Socials/Party Committee |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Sound, Video, Lights Operator |
| <input type="checkbox"/> Garden Club | <input type="checkbox"/> Web Site |
| <input type="checkbox"/> House Painting | <input type="checkbox"/> Welcome Committee |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Library | |

By expressing interest, you are not making a commitment at this time. You will be contacted and provided with more information and have your questions answered.

Please briefly outline your interest and experience in the area(s) you would be willing to be a volunteer or committee member. (use back or attachment if necessary)

Your Name: _____ Phone Number: _____

E-Mail: _____ Date: _____

Drop off at the Clubhouse Front Desk or give to a Board Member

Volunteer forms are available at the clubhouse front desk & online.



We need your help...



Thank you!

Board Communication




572 Homes | ~870 Residents

Newsletter

EBLAST

From: WindsorLakes@sterlingasi.com <WindsorLakes@sterlingasi.com>
 Sent: Wednesday, February 16, 2022 11:28 AM
 Subject: Windsor Lakes HOA Eblast Alert Wednesday February 16, 2022 Board Meeting - Agenda



Wednesday, February 16, 2022 11:26

Your Name(s) Here

Windsor Lakes HOA Regular Board Meeting Reminder & Attached Agenda

The Windsor Lakes HOA Board of Directors Meeting will be held Tuesday, February 22, 2022, 7 PM.

The Board Meeting will be held in the Clubhouse and via ZOOM. Attached is the Agenda.


ZOOM link is available on the Windsor Lakes HOA website at: <https://windsorlakeshoa.org/board-meeting-agenda/>

Please pass this Eblast information to friends and neighbors that may not have internet and email access.

Related Links
[Adobe PDF Reader](#)
[Sterling AS](#)
[Ask Us a Question](#)

You can access your account anytime here: <https://sterlingasi.net>

For your security all links are a one time use or they will expire in 5 days



January - February 2022 Newsletter

Message from the President
 ...Mike Miller

Wishing you a Happy New Year with the hope that you will have many blessings in the year to come. For those of you who missed the December 14th Board of Director's meeting, access to the video and PowerPoint presentation is available from the Windsor Lakes website home page at www.windsorlakeshoa.org.

Included in the Board presentation was a look back at planned and additional projects that were completed in 2021. Excerpts from the presentation are included in this newsletter. The Board would like to thank the volunteers and staff who were involved in assisting with many of these projects. With everyone's help and support, we were able to:

- Complete all planned projects
- Resume more social and entertainment activities
- Implement additional maintenance and improvement projects

We continue to encourage residents to be involved in helping make our Windsor Lakes Community a great place to live. Please consider volunteering for one of the many opportunities available such as:

- Board of Directors
- People helping people
- Block captains

As we enter into 2022, we continue to make plans to implement additional capital improvements as well as much needed maintenance, updates and improvements to the grounds and facilities. We will plan and schedule these as the budget and reserves allow. Included in this newsletter are schedules for several key maintenance projects: Townhome Roofing, Exterior Door Refinishing, Exterior House Repainting, Landscaping Services, etc. These schedules are included on the Community website.

Michael Potter, Texas A&M AgrLife Extension Agent Horticulture for Montgomery County, has agreed to guest lecture again this year at the Clubhouse, Monday, January 10th at 10:30 AM. More information is available on page 13.

Windsor Lakes and Windsor Hills are co-hosting a "Meet & Greet and Forum" with the Montgomery County Primary Candidates. The meeting will be held at Windsor Lodge, Saturday, January 15, 2022 starting at 9:30 AM. A brochure detailing the event is included on page 18.

Updated information on HOA Assessments for 2022 is provided on page 5. Pages 6 & 7 detail what is included in the HOA Fees.

We appreciate your support - **HAPPY NEW YEAR! FROM YOUR BOARD!**

(936) 521-1181 • www.windsorlakeshoa.org • January - February 2022

Website



LINKS: [CONTACT US](#) | [BOARD PAGE](#) | [Activities](#) | [Bounce Ball](#) | [Bookball](#) | [Directory](#) | [EMERGENCY / FLOOD SAFETY](#) | [Homes](#) | [Learn Form](#) | [NEWSLETTERS](#)

Notice is hereby given of a Regular Board Meeting of the Windsor Lakes Homeowners Association, Inc. to be held on Tuesday, February 22, 2022, at 7 PM at Windsor Lodge, 1 Lake Windsor Circle, Conroe, TX 77384 & Via ZOOM.

Agenda and ZOOM Link available at <https://windsorlakeshoa.org/board-meeting-agenda/>

March 1, 2022 Primary: Meet the Montgomery County Candidates Video - [Click Here](#)

NOTE: For the March 1, 2022 Primary Elections, the Election Day Polling Location for Precinct 75 is at the Windsor Hills HOA Clubhouse, located at 1 East Windsor Hills Circle, The Woodlands, TX, 77384.

Windsor Lakes
 Windsor Lakes Homeowners Association, Inc.
 1 Lake Windsor Circle, Conroe, Texas 77384

WELCOME TO THE WINDSOR LAKES HOA
 About Windsor Lakes

Postal Service

Block Captains



Resident Communication



572 Homes

~870 Residents

EMAIL

2021-2022 Board Officers

Jim Cherry, Property Manager Term Expires April 2022	jimviv2@gmail.com	479-841-9386
Patrick Cleary, Secretary Term Expires April 2024	ptcleary01@gmail.com	651-398-8276
Michael Datke, Vice President Term Expires April 2024	ramdriver98@gmail.com	281-733-3013
Mike Miller, President Term Expires April 2023	malmpsi@comcast.net	713-516-7189
Janet Tooman, Treasurer Term Expires April 2022	jtooman@comcast.net	713-628-1710

CLUBHOUSE

Clubhouse Staff & Hours

NORMAL CLUBHOUSE HOURS

Monday	9:00 AM	-	6:00 PM
Tuesday	9:00 AM	-	6:00 PM
Wednesday	9:00 AM	-	8:00 PM
Thursday	9:00 AM	-	6:00 PM
Friday	9:00 AM	-	6:00 PM
Saturday	9:00 AM	-	6:00 PM
Sunday	CLOSED		

Lisa Williamson lisaw@sterlingasi.com
Onsite Clubhouse Manager | 832-478-9348

Jose Delgado delgado@sterlingasi.com
Clubhouse Maintenance | 936-321-1181

Karina Garfias karina@sterlingasi.com
Front Desk Associate | 936-321-1181

Louise McTear louise@sterlingasi.com
Administrative Assistant | 936-321-1181

WEBSITE

MAINTENANCE » HOA & BOA

EXTERIOR DOOR REFINISHING

EXTERIOR HOUSE PAINTING

IRON FENCE REPAINTING

GARBAGE PICKUP

GATES & COMMUNITY

GUTTERS

LAKES & FISHING

LAWN SERVICE

LAWN SERVICE REQUEST FORM

Management Company

Sterling Association Services Manager

Drew Jones 832-678-4500

drew@sterlingasi.com

6842 Sam Houston Pkwy. W. Houston, Tx 77339

Vice President's Report



- Clubhouse Update
- Fitness Center
- Pool
- Outdoor Areas

Secretary's Report



- ▶ Neighborhood Standards / ARC Committee Update



Secretary's Report



WINDSOR LAKES NEIGHBORHOOD STANDARDS/ARC COMMITTEE

BOARD OF DIRECTORS REPORT February 2022

This report covers the period December 8, 2021 thru February 15, 2022
ARC submittals are being processed by email. The committee has been processing forms as they arrive.

ARC SUBMITTALS:

17 Submittals Approved:

- Generator 1
- New door 1
- New roof 6
- New windows 2
- Patio & pathway 1
- Screen patio 1
- Security cameras 1
- Temporary dumpster 1
- Tree removal 3

NO Submittals Denied.

VIOLATIONS:

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

Treasurer's Report



\$ Financials

\$ Accounts Receivable

\$ Amended Insurance Resolution

Treasurer's Report – Financials & AR

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**Windsor Lakes HOA
February 2022 Board Meeting
Financial Report Summary
YTD Statement of Operations as of December 31, 2021 (Preliminary)
(Amounts in Dollars)**

	<u>Actual</u>	<u>Budget</u>
A. Year to Date Total Assets	\$ 3,133,320	
Operating Fund	1,166,741	
Accounts Receivable	22,500	
Replacement Funds	1,920,374	
Prepaid Expenses	23,706	
B. Total Liabilities and Equity	\$ 3,133,320	
Total Current Year Accounts Payable	132,052	
Total Accumulated Operating Retained Earnings	1,080,894	
Total Replacement Prior Year Reserves and YTD Income	2,534,881	
YTD Replacement Reserve Expense	<u>(614,507)</u>	
Net Replacement Reserve	1,920,374	
Townhome Roof Reserve	619,813	
Other Surplus Fund Balance	<u>1,300,561</u>	
	1,920,374	
C. Year to Date Income	1,187,583	1,167,328
Expenses	1,151,564	1,165,884
Year to Date Operating Balance	\$ 36,019	\$ 1,444
<p>Revenues are up \$20,255 mainly due to initiation fee income (\$18,125), interest (\$3,088), late and legal fees (\$7,256), partially offset by entertainment/special events revenue (\$9,230). Expenses are down \$14,320 due to property taxes (\$7,900), clubhouse activities (\$3,555), front door refinishing (\$15,150), utilities (\$2,365), sprinkler repairs (\$4,145), townhome roof/exterior maint (\$4,400), clubhouse cable (\$3,669), bad debt writeoff (\$4,000), copies/printing (\$3,132), clubhouse janitorial (\$2,919), clubhouse maint/tools (\$3,427), office furniture (\$1,460), partially offset by common mulch payment/other common area landscaping (\$10,559), Flock security cameras/install (\$5,600), payroll (\$1,508), insurance (\$1,582), legal (\$1,494), bank fees (\$2,369), clubhouse & lighting maint/repairs (\$7,219), apparel (\$2,813), power washing bridges (\$1,732), street maintenance (\$2,832) and pool pumps replacement (\$4,096)</p>		
D. Current Month Income	98,774	95,340
Current Month Expenses	87,936	96,839
Month Operating Balance	\$ 10,839	\$ (1,499)
E. Accounts Receivables in Arrears		
1 month or less	45	7,108
2 months	3	947
3 months	1	594
> 3 months	6	11,151
	<u>55</u>	<u>19,800</u>
Change from October	2	3,518

Amended Townhome Insurance Resolution



DOC #2022019653
Pages 5

WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC.

AMENDED RESOLUTION CONCERNING INSURANCE MATTERS

STATE OF TEXAS §
§
COUNTY OF MONTGOMERY §

WHEREAS, Windsor Lakes Homeowners Association, Inc. (the "Association"), is the governing entity for Windsor Lakes, Sections 1-11, additions in Montgomery County, Texas, according to the maps or plats thereof, recorded in the map records of Montgomery County, Texas, under Clerk's File Nos. 2002-131351, 2002-131514, 2002-131516 / 2003-056902, 2003-045017, 2003-045526, 2002-131688, 2004-020265, 2004-020276, 2004-048654, 2004-048655 and 2004-128282, respectively, along with any amendments or supplements thereto (the "Subdivision"); and

WHEREAS, the Subdivision is subject to the Declaration of Covenants, Conditions, and Restrictions for Windsor Lakes, recorded in the Real Property Records of Montgomery County, Texas, under Clerk's File No. 2003-068161, along with any amendments and supplements thereto (the "Declaration"); and

WHEREAS, Article VII of the Declaration, "Insurance and Casualty Losses", outlines the insurance coverage requirements for the Association and for all Townhome (Unit) Owners; and

WHEREAS, Article VII of the Declaration specifies that the premiums for all insurance, which is the obligation of the Association to provide for the benefit of the whole Association, shall be a common expense of the Association; and

WHEREAS, Article VII of the Declaration further states that the premiums for insurance, which is for the benefit of the Units only, will be apportioned equally among the Units and shall be included in the additional assessments paid only by the Unit Owners; and

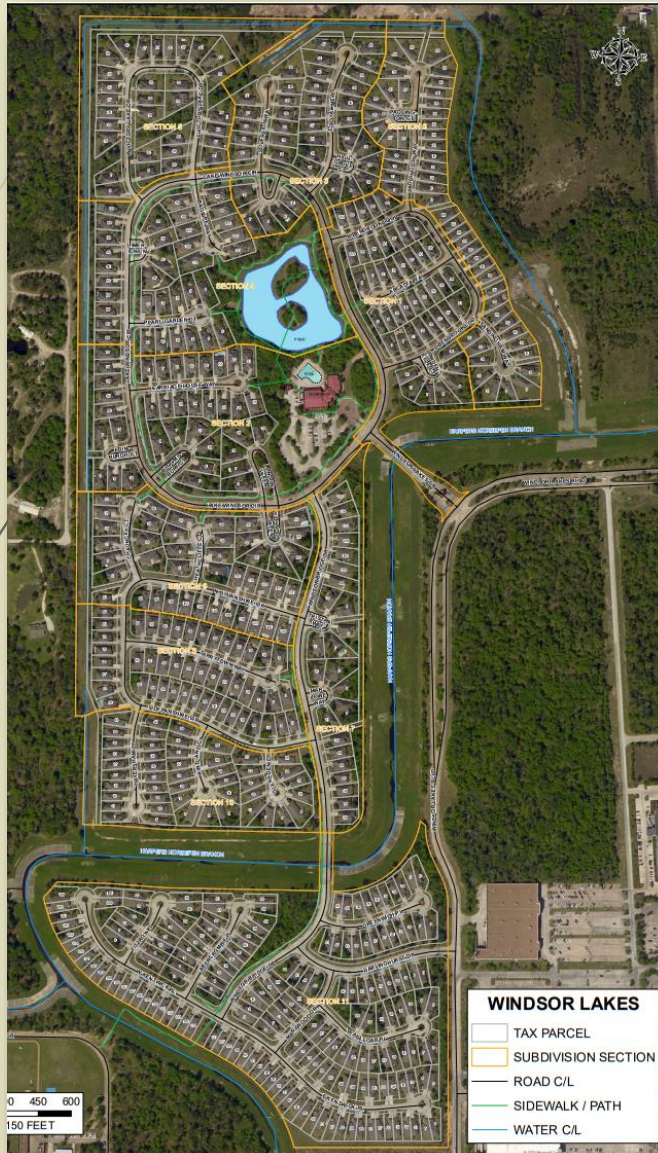
WHEREAS, Article VII of the Declaration states that the insurance policies for the Association may contain reasonable deductibles; and

WHEREAS, the Association has previously amended rules and regulations governing the administration of insurance coverage for the Units, recorded in the Montgomery County, Texas, Real Property Records, under Clerk's File No. 2021132970 (the "Insurance Resolution"); and

WHEREAS, to preserve the ability of the Association to obtain the insurance policies required by the Declaration, the Board of Directors deems it necessary to adopt and enforce an equitable policy regarding the liability for payment of the insurance deductible, and the administration of insurance claims, on the Association's insurance policies, and to amend its Insurance Resolution to conform to changes in insurance policies;

NOW THEREFORE, pursuant to the foregoing, and as evidenced by the Certification hereto, the Association, through its board of directors, hereby adopts, establishes and imposes on the Subdivision, the following Rules and Regulations, and hereby amends its Insurance Resolution to be replaced in its entirety, by the following:

Property Manager's Report



- Townhome roofing Update
- Wood Fence Update
- New Fence Around Dumpster

Property Manager's Report – Townhome Roofing

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- The Board met with Hugo from Home Quality Roofing to discuss his concerns for rising costs for the 2023 roof replacements.
- His material supplier will be increasing his costs as well as he will be losing current discounts.
- His supplier has committed to his current discounted rates if all roofs are replaced by end of May (extended if there are weather delays).
- This can potentially save \$150,000 to \$200,000 in 2023 material price increases.
- Therefore, the Board has voted to advance and complete the 2023 roof replacements immediately following the 2022 roof replacements.

Property Manager's Report – Fence Update

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How Do Postsaver Sleeves Stop Your Fence Posts

Why Fence Posts Fail

Posts need 3 components to rot:

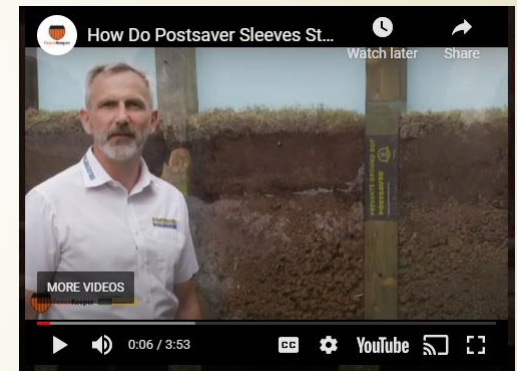
- Oxygen
- Fungi and
- Water.

This is why posts rot & break at or a little below ground level. Oxygen is deficient at lower levels.



FenceKeeper

VIDEO



https://youtu.be/Xik1g8_cWI

Fence Around Dumpster



Before



Community Manager's Report



- ▶ **Lynda Shelton, Sterling Association Management**



Questions From the Audience

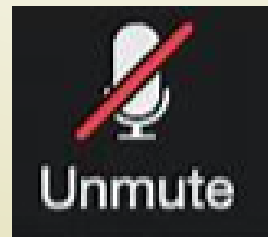


ZOOM Questions



raise hand

Remember to Unmute When Called Upon



Next Meeting



April 2022

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Board Election

Annual Meeting



Windsor Lakes Homeowners Association Inc.



Adjourned!