



**WINDSOR LAKES
HOA**



WINDSOR LAKES HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
October 25, 2022 7:00PM**



MEETING AGENDA

A. Special Session

- Ratification of election of Vice President

B. Call to Order & Establishment of Quorum

- total number of attendees in person and via zoom

C. Accept Previous Minutes of Meeting

- Board Meeting held on August 30, 2022



D. President's Report (Pete Livingston)

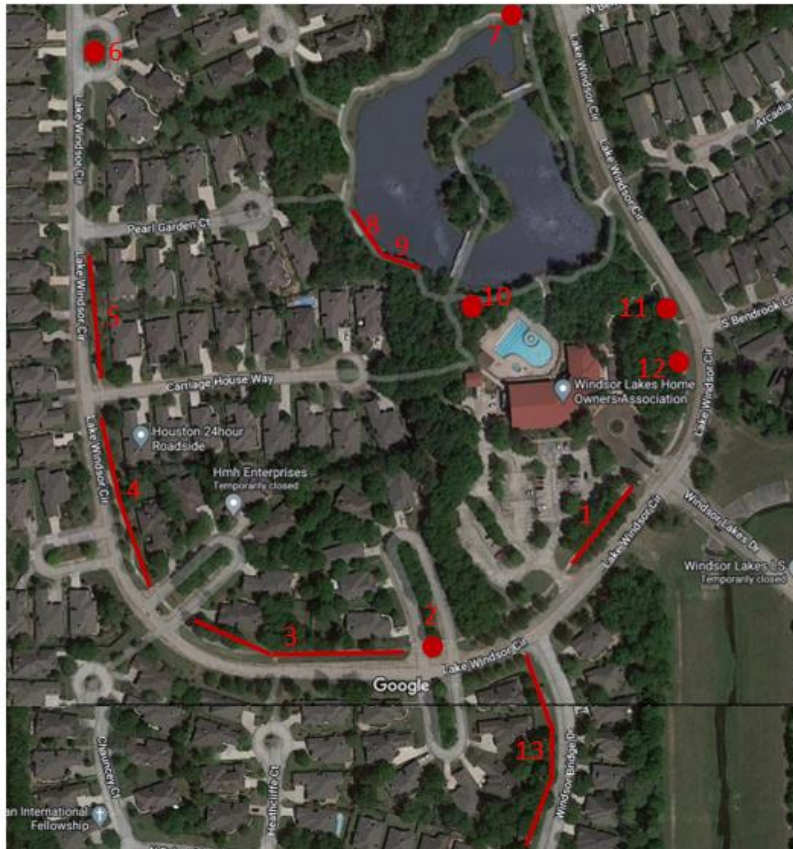
Actions & Accomplishments of the Board

- Resolution: Use of Lake Area- the resolution has been signed & notarized, in the process to be recorded by the Legal team. Once recorded, the document will be sent via mail and email blast to all homeowners.
- Security camera installation at the rear area of the clubhouse and pool - a bid has been approved by the Board, and is awaiting installation by Security Camera Houston, LLC.
- Ongoing interaction with the City of Conroe about the berm deconstructed/restoration on the perimeter outside Edinburgh Ct.
- Matters related to transition from Sterling to Associa.



- Sidewalks repair contract

Proposal received from Tilted Concrete Solutions LLC (\$35,602.97) and requested from D&C Contracting to provide a proposal to repair all the identified areas (marked in red) below:



- | | |
|--|--|
| Area 1 – in front of clubhouse - | multiple corners to be shaved down |
| Area 2 – island on London Green - | 1 corner shaved |
| Area 3 – between London Green and Bloomsbury - | 11 slabs need corner shaved down |
| Area 4 – between Bloomsbury and Carriage House - | 8 corners shaved |
| Area 5 – between Carriage House and Pearl Garden - | 5 corners shaved |
| Area 6 – island on Limerick - | 1 corner shaved |
| Area 7 – where sidewalks meet at north end of lake - | 1 corner shaved |
| Area 8 – lake sidewalk near Pearl Garden - | 2 corners shaved |
| Area 9 – lake sidewalk near Pearl Garden - | 1 corner shaved |
| Area 10 – lake sidewalk - | 1 corner shaved |
| Area 11 – north of S. Bendrook - | 1 corner shaved |
| Area 12 – south of S. Bendrook - | 1 corner broken <u>off</u> , 1 corner shaved |
| Area 13 – between Lake Windsor Circle and Windsor Bridge - | 5 corners shaved, 3 crack repair |

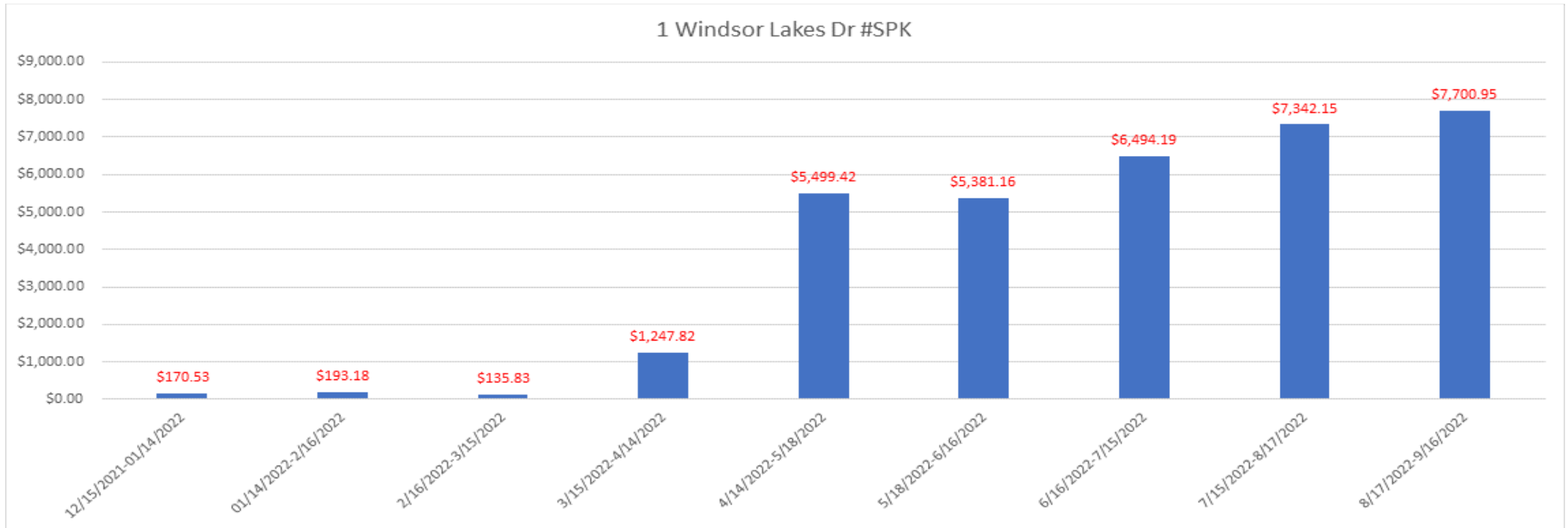


- Fence repairs updates

- . 19 E Royal Mews, 22 Highgrove, 3 Arcadia - Line markings completed by Southland Fence. Awaiting for the fence replacement.
- . Other fence repair requests are in progress, awaiting proposal from Southland Fence.



- City of Conroe water bills from Jan 2022- Sep 2022) - the Board and Associa were not aware of the high water consumption until the City Of Conroe conducted a meter check on September 30, 2022 and reported to the management that meter #701376710 produces 2 gallons of water per minute. Below is a chart of the water bills from January 2022 - September 2022 for 1 Windsor Lakes Dr.



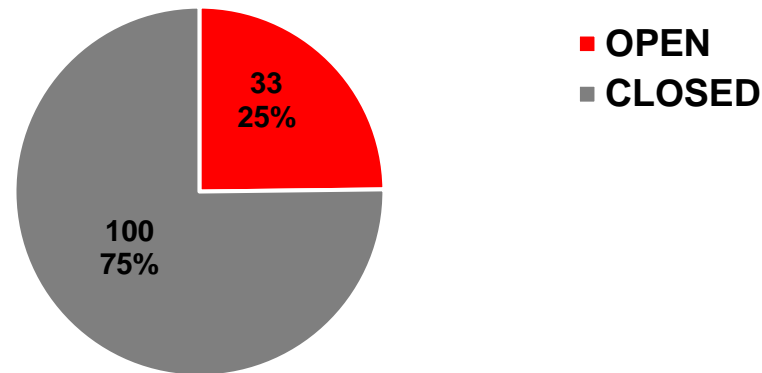


E. Vice President's Report (Barbara Kimmelman)

Community Improvements

- Townsq reporting and tracking system - All homeowners requests received via Townsq are tracked and monitored via work orders.

Work Orders Status
YTD October 24, 2022





- Tree trimming & dead tree removal in common areas

- Tree trimming- all tree trimming requests received were sent to Windsor Lakes Lawn Service and are awaiting an estimate. Once received, the estimates will be sent to the Board for review and approval.
- Dead tree removal – a total 12 dead trees are scheduled to be removed on 3rd week November 2022. A certified tree care company has been appointed to do the removal of dead trees. Below are photos of some of the dead trees to be removed.





- Streetlights repairs- total 11 streetlights were repaired by Entergy. Two additional streetlights on Pearl Garden Ct (bad ballast, parts needed) and North Dylanshire Circle (bad URD, power issue) will also be repaired.





- Sink hole repair on West Victory Lake Drive - scheduled to be repaired on October 25, 2022, by Legend Landscaping & Contracting. The storm drainpipe that runs between the street and drainage ditch has opened and consuming the soil from the surface. The area will need to be opened completely around culvert to do the repair.



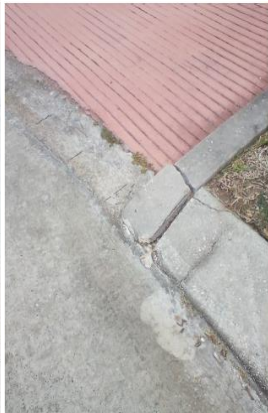


- Major leak repair - Station # 4 (near the lake) and station #19 (in front of Clubhouse) were replaced on October 17th by Legend Landscaping & Contracting. The system has been checked and the meter #701376710 slowed from 2 gallons per minute to 0.5 gallons per minute.





- Clubhouse water line repair – required closing of the clubhouse and postponed an event. Repairs are completed.
- Concrete repair – two curbs and one drain enclosure were repaired near the mailbox on London Green, the ramp between 14 and 15 Heathcliff, and the end of the driveway at 15 W. Victory Lake.



BEFORE

AFTER



- Ramp painting - 31 sidewalk ramps were power washed and repainted for safety





- New Pool Sign- two pool signs installed



CHILDRENS POOL HOURS:



**TUE, WED, THURS, FRI:
1:00 PM TO 3:00 PM
SATURDAY, SUNDAY, & HOLIDAYS
2:00 - 6:00 PM**



**DURING CLUBHOUSE HOURS, ALL GUESTS
MUST BE ACCOMPANIED BY A WINDSOR
LAKE RESIDENT AND MUST SIGN-IN AT
THE CLUBHOUSE FRONT DESK**



- South Gate Sign - a new sign instructing non-residents to use the north entrance was installed at the south gate. The sign installed was not to specifications and will be replaced by the vendor this week.





IN PROGRESS:

- Two new benches – The vendor, Central Restaurant Products, has been paid. Expected timeframe for delivery is 36-40 weeks.





IN PROGRESS:

- Disposal of old pool deck chairs - ongoing disposal. Awaiting for vendor to pick it up.
- Refinishing of the front and back clubhouse entrance patio walkways





IN PROGRESS:

- Speed bumps at south gate - awaiting installation schedule by the vendor.



- Gym damaged mirrors and equipment not working- waiting for Exer-Tech to submit proposals.





IN PROGRESS:

- Monthly Violation Inspections - will start this month. A violation letter will be sent to the resident in accordance with the WL DCCR's and the Windsor Lakes Residential Development Standards and the Addendum.

- Periodic Maintenance Tasks – a list is being generated. Periodic maintenance and repairs will be tracked in the same manner as resident repair requests.



F. Secretary's Report (John Reynolds)

- ARC Report

Report period: August 18 – October 20

Submittals Approved: 22

Dead tree/landscaping removal	11
Generator installation	4
Outdoor decorations	1
Shutter painting	1
Porch brick repair	1
Roof replacement	1
Porch extension installation	1
Screen replacement	1
Solar panel installation	1

Submittals denied: None

Violations: None reported.

Committee Members: John Corey (Chairman), Lynn Shoop, Steve Bertone, Pete Terminie



G. Treasurer's Report (Stephen Isphording)

- Investments

- **Raymond James Portfolio – September 2022 Year to Date**

- CDs - \$1,152,000.
 - Cash - \$312,366.

*Year to Date (2022) shows a negative Investment Loss = **(\$35,608.)**

Fully expect to see positive gain in 2023 Based on Financial Advisor.

- Great News

1. Wells Fargo Credit card was reconciled and **\$8,188.48** added to income.

Many thanks to Janet Tooman for her efforts to obtain these funds.

2. Lost Checks from New First Bank totaling **\$259,414.57** will be reissued to WLHOA on/or about December 7, 2022. (These funds were due July 2022).



Income/Expense Projection 2022

Revenue (as of September 2022)

\$1,263,846

Total Expenses (as of September 2022)

\$1,289,784

Projected Difference For 2022:

(\$25,938)

Impact to Operating Budget Projection:

City of Conroe Water Bill **(\$44,000)**

– Major Leakage repairs identified and fixed this month.

Another Positive Aspect is Management Fee from Sterling to Associa -- **+\$21,000/year.**



Preliminary 2023 Budget Forecast

- Projected major Increases due to Inflation:
 1. Lawn Maintenance Service Increase = + \$47,000/year (8.7% COLA)
 2. Cost of Insurance - +\$59,000/year (+ 40%)
 3. Utilities - + \$20,000/year
 4. Cost of Personnel - \$21,000 (Includes management fee savings and adds salary cost of living (5%) and increases staff to four full time employees from 3.5 employees.



Preliminary 2023 Fee Structure

2023 Monthly Homeowner Assessments			
2022 Budget	2023	Increase/(Decrease)	
\$ 11.41	\$ 7.40	\$ (4.01)	Management, tax filing fees, accounting, auditing, liability insurance, general and administrative fees
\$ 20.93	\$ 23.20	\$ 2.27	Community maintenance including streetlights, street landscaping and pathway maintenance, access control system maintenance, and private street reserves
\$ 0.79	\$ 0.87	\$ 0.08	Gate surveillance
\$ 69.63	\$ 75.62	\$ 5.99	Front yard landscape maintenance
\$ 4.13	\$ 1.75	\$ (2.38)	Reserve for refinishing your front door as needed but no more frequently than every 3 years
\$ 0.29	\$ 0.29	\$ -	Reserve for sprinkler maintenance
\$ 22.00	\$ 27.83	\$ 5.83	Reserve for painting the exterior of your home as needed but no more frequently than every 8 years
\$ 20.14	\$ 22.15	\$ 2.01	Fence replacement no more frequently than every 12 years and fence repair as needed
\$ 58.68	\$ 79.90	\$ 21.22	Windsor Lodge management, property insurance & taxes, maintenance & reserves, swimming pool & outdoor activities area
\$ 208.00	\$ 239.01	\$ 31.01	Total Common Areas Assessment
		14.91%	
\$ 53.98	\$ 75.89	\$ 21.91	Insurance on structure
\$ 62.76	\$ 62.76	\$ -	Reserve for roof replacement (excludes one-time catchups)
\$ 3.26	\$ 1.35	\$ (1.91)	Maintenance for roofing/painting/siding
\$ 120.00	\$ 140.00	\$ 20.00	Total Additional Townhome Assessment
\$ 328.00	\$ 379.01	\$ 51.01	Total Townhome Assessment
		15.55%	



Windsor Lakes Homeowners Association, Inc. Reserve Income Forecast 2023

INCOME		
<u>Reserve Income</u>		
42900RSRV	Transfer from Operating Fund	\$ 400,190.00
	Interest Income	\$ 1,350.00
	TOTAL Reserve Income	\$ 401,540.00
TOTAL Income		\$ 401,540.00

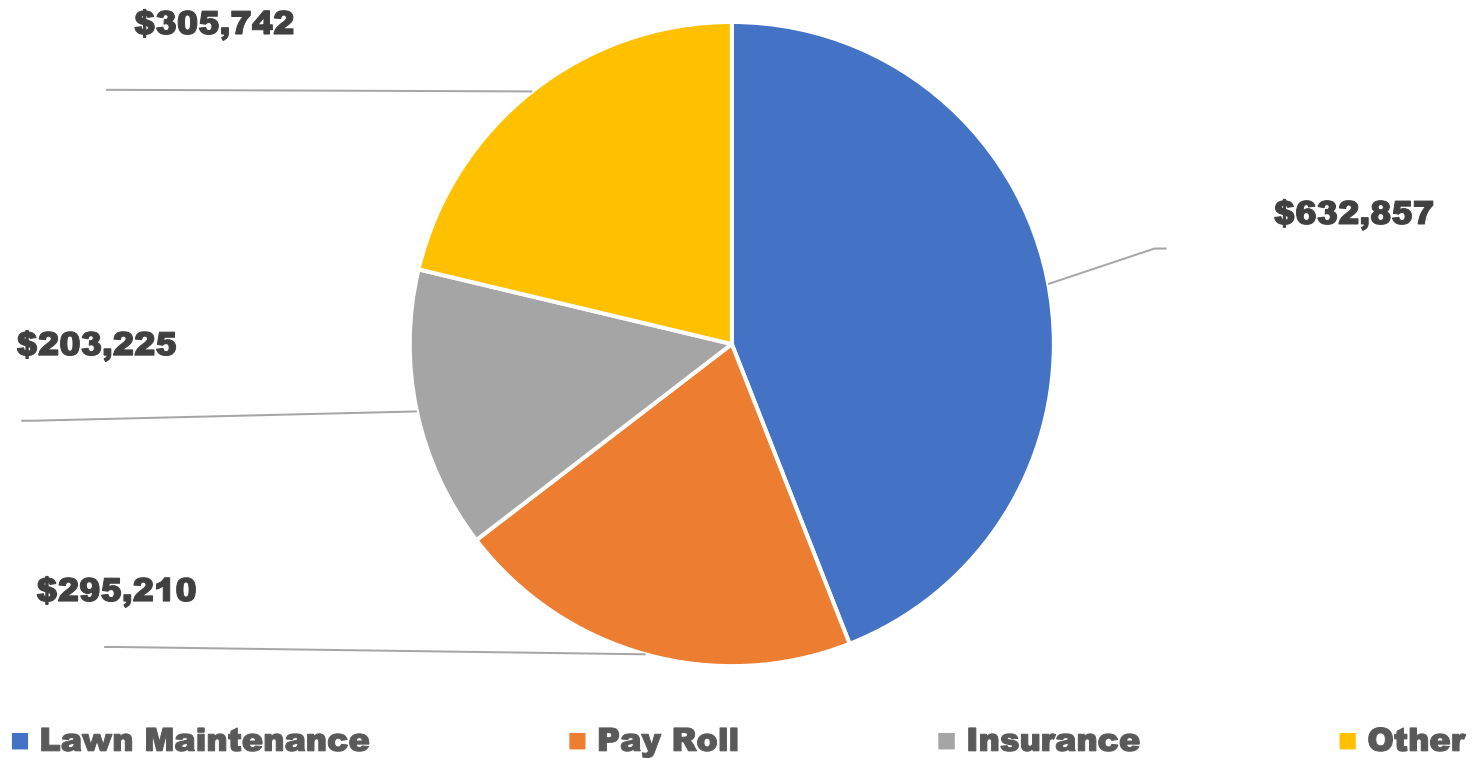


Windsor Lakes Homeowners Association, Inc. Reserve Expenses Forecast 2023

EXPENSES			
<u>Reserve Expenses</u>			
71000RSRV	Outdoor Activities Area		
72000RSRV	Street Repair		
74000RSRV	Access Gates		
74100RSRV	Fence Replmt/Repair	\$	21,700
74200RSRV	Sidewalk	\$	10,000
75000RSRV	Air Conditioning		
75100RSRV	Clubhouse Improve		
75200RSRV	Ballroom Sound System		
75400RSRV	Fitness Room Improvements		
76000RSRV	Pool Repairs/Improvements	\$	150,000
76100RSRV	Site Improvements		
76200RSRV	Storm Drainage		
77000RSRV	Homes Painting	\$	273,024
	TOTAL Reserve Expenses	\$	454,724
TOTAL EXPENSES		\$	454,724
Excess Revenue / Expense		\$	(53,184)

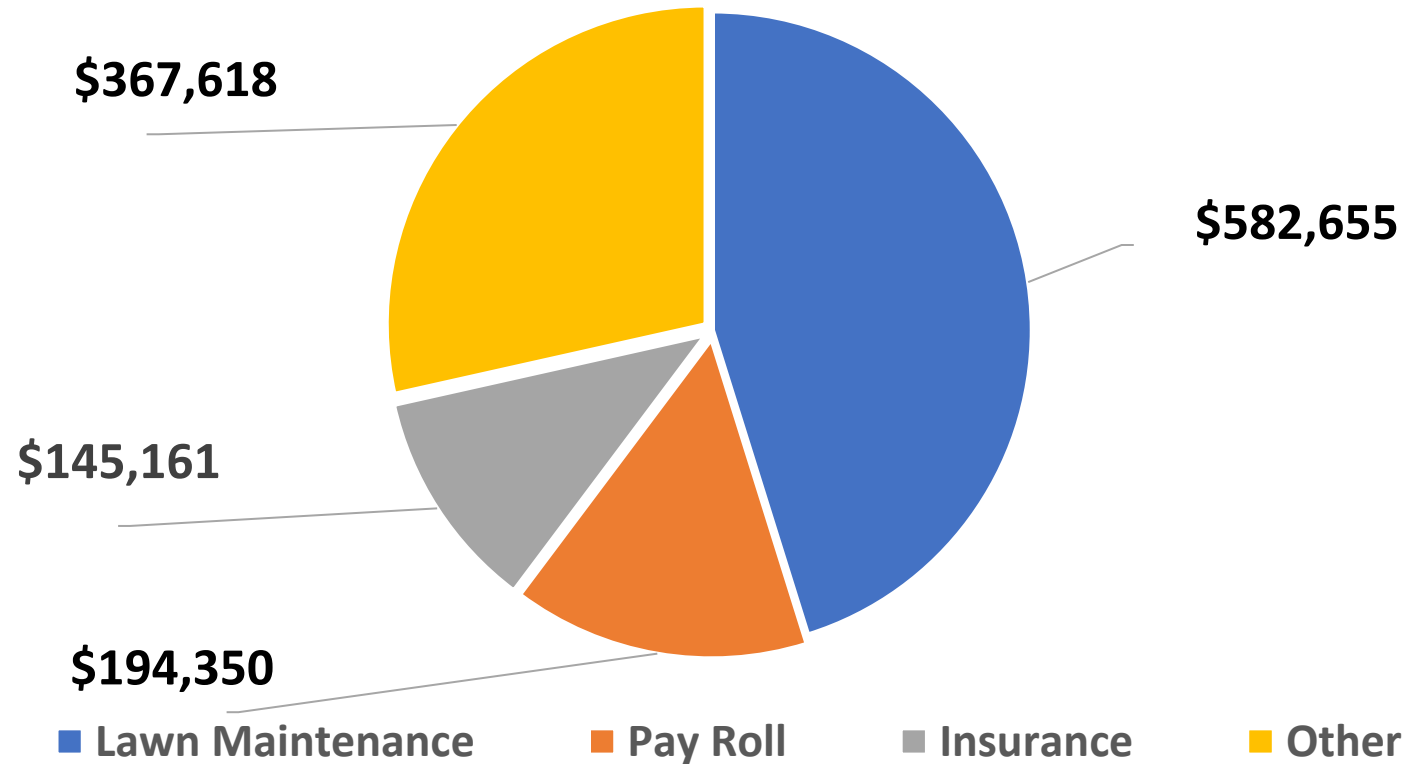


HOA Proposed Budget Expenses 2023, \$1,437,034.00





HOA Proposed Budget Expenses 2022, \$1,289,784.00





Townhomes Special Assessment

- In early 2022, the Board made a financial savings decision to accelerate Phase three of roof replacement scheduled to be done in 2023 and bring final installation into 2022.

The savings was over **\$200,000.00** from reserve expenses allocation in 2023. However, WL Town Homeowners “borrowed” **\$160,766** from the reserve funds.

- The current Board discussed this matter with many options for repayment.
- Recommendation is to do a Special Assessment as follows:
 - Year 2022, the Board agreed to apply **\$87,363.00** Roof Reserve from May 2022 to December 2022 to reduce the financial impact during 2023 & 2024.
 - The assessment fees per homeowner will be **\$38.50** per month for 2023 & 2024. The balance repayment = **\$73,413.00**



Reserve Advisors Report Status

- Preliminary Meeting held with **Reserve Advisors** on Tuesday, October 18, 2022.
 - Site visit has been completed
 - Expect initial report on November 23, 2022.
 - Inquiries continue to be addressed between WLHOA/RA
 - Reserve revenue/expenses will require adjustments to the WLHOA assessment fees by early December 2022.
 - To be reviewed in Open Meeting on December 13, 2022.



MEETING AGENDA

H. Question & Answer

Questions submitted to the Board on or before October 21, 2022.

- *Why have we chosen to not permit Tachus fiber optics into our community?*
- *Will gutters be cleaned after the leaves fall?*
- *Clubhouse ballroom air conditioning temperature and usage savings*



MEETING AGENDA

I. Next Board Meeting

The next Board Meeting is scheduled for December 13, 2022, 7:00PM.

J. Adjournment